



MCGREGOR EARLY LEARNING ACADEMY COVID-19 POLICIES AND PROCEDURES

McGregor Early Learning Academy
3750 COLONIAL BLVD. FT. MYERS, FL 33966

Child care is a critical part of the public health emergency response team

Introduction

The virus is thought to spread primarily from person-to-person.

- Between people who are in close contact with one another (within about 6 feet) for at least 15 minutes.
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Knowing these facts, McGregor Early Learning Academy has implemented many safety measures for families, children, and teachers to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

Social Distancing Strategies

MELA Preschool staff and families will work with the MBC, Department of Children and Families (DCF), Early Learning Coalition of SW Florida (ELC), the CDC, and the local health officials to determine a set of strategies appropriate for our preschool. We will use preparedness strategies and consider the following social distancing strategies that may/may not be implemented at some point of time during Covid-19.

- Whenever possible, our classes should include the same group each day, and the same childcare providers should remain with the same group each day.
- Teachers and staff will always carry masks and will use as necessary to limit exposure.
- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
 - Keep each group of children in a separate room whenever possible.
 - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.

Health Screening of Children/Staff

- All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100.4 degrees upon arrival every day at the front desk until further notice. If a child is excluded from care because of fever, cough, or shortness of breath, the child must be fever free (without medication) for 24 hours and at least 10 days have passed since symptoms first appeared. There is no reduction of tuition for this time period.
- If you have been contacted by the health department for known exposure of your child or anyone in your household, please notify our office and we will follow health department recommendations.

Arrival of children

- Currently (8/3/2020), MELA is allowing one parent to drop off the child at the classroom door. Please do not enter the classroom.
- Families must comply with daily questions of the child's exposure to COVID-19, and if the child has any of the identified symptoms set by the CDC guidelines, the child will not be permitted to attend. Attendance will be

denied for a minimum of 24 hours and a note from the child's physician. Please do not give child fever-reducing medication.

- Staff will assist the child with hand hygiene upon arrival to school.
- Children will not be allowed to bring toys from home, or other personal belongings into the preschool unless specifically directed by their teacher.
- If possible, older people such as grandparents or those with serious underlying medical conditions should not drop off or pick up children, because they are more at risk for severe illness from COVID-19.

Dismissal of Children

- Parents please pick up your child from the door of the classroom or playground. Please refrain from entering your child's class or the playground area.

Arrival of Staff

- Staff are expected to check in at the Front Desk for health screening upon arrival each day.
- Staff are expected to honestly report any exposure or symptoms related to COVID-19.
- Bring into the center only what you will need for the day.
- Wash hands immediately upon arrival.

Sanitization

Early Morning disinfecting

- Every classroom is disinfected before opening.

Morning and Afternoon cleaning

- A mid-morning and afternoon disinfecting will take place while children are at recess.
- Bathrooms, classroom surfaces and frequently touched areas will be disinfected according to CDC guidelines.
- Soft surfaces such as rugs will be sprayed with disinfectant.

Nightly cleaning

- Complete cleaning of entire school.

Cleaning and Sanitizing Toys

- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves.
- Staff will be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils and remove for disinfecting.
- Machine washable cloth toys will be set aside to be laundered as soon as a child finishes playing with it.
- Sharing of toys between classes will be kept to a minimum, unless they are washed and sanitized before being moved from one group to the other.
- Toys that need to be cleaned will be set aside for cleaning.
- Children's books and other paper-based materials such as mail or envelopes are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Holding a Child

It is important to comfort crying, sad, and/or anxious children, and they often need to be held. To the extent possible:

- Staff will keep extra clothes at school in the event that clothing is contaminated with child secretions.
- Staff will wash their hands, neck, and anywhere touched by a child's secretions.
- Staff will change the child's clothes if secretions are on the child's clothes.
- Contaminated clothes will be placed in a plastic bag and sent home for washing.
- Children should have a change of clothes, including shoes and socks, on hand at school at all times.

Hand washing

All children and staff will engage in hand hygiene at the following times:

- Arrival to the facility and after breaks.
- Before and after preparing food or drinks.
- Before and after eating or handling food.
- After using the toilet or helping a child use the bathroom.
- After encountering bodily fluid.
- After playing outdoors or in sand.
- After handling garbage.
- After blowing one's nose, coughing, or sneezing.
- Before encountering any child.
- After touching or cleaning surfaces that may be contaminated.
- After using shared equipment like toys, computer keyboards, mouse, scissors, pens. etc.
- All staff and children will adhere to regular hand washing with soap and water for at least 20 seconds:
 - Turn water on and wet hands, remove from water
 - Add soap to hands and create friction to make bubbles
 - Scrub for 20 seconds, sing Happy Birthday (twice) or ABC's
 - Rinse hands under running water
 - Dry hands with single use paper towels
 - Turn off faucet with paper towels

Alcohol based sanitizers (for teachers, staff, and parents only per DCF guidelines)

Use of an alcohol-based hand sanitizer will be used as a substitute when handwashing is not readily available. These products will be readily available in hallways, office, etc.

Respiratory Hygiene

- All staff should cover coughs and sneezes with tissues or the corner of the elbow.
- Encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow.
- Dispose of soiled tissues immediately after use and wash hands.

Eliminating transmission points

- Reduce common touch points by opening internal doors where possible.
- Frequent cleaning of all touch points.
- Provide disinfectant spray so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Staff will not share phones, desks, or other work tools and equipment, when possible. If shared, they will clean and disinfect equipment before and after use.
- Employees will clean their personal workspace at the beginning and the end of every shift.
- If a sick employee is suspected or confirmed to have COVID-19, CDC recommendations for cleaning and disinfection will be followed.

Guidelines for onset of illness at McGregor Early Learning Academy

Child

- If a child becomes sick during the day, the teacher will remove child to the office, where the child will be kept comfortable until the family can arrive.
- The family will immediately be called and a request for immediate pick up will be made.

Employee

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from children, co-workers, parents, visitors, and be sent home.

Guidelines for onset of illness while at home

Child

- If the child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. If symptoms are consistent with Covid-19, please phone your child's pediatrician and ask for guidance. Please phone us and share that guidance so that MELA will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

Employee

- Stay home: Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Stay in touch with your doctor.
- As much as possible, stay away from others. You should stay in a specific "sick room" and away from other people and pets in your home. Use a separate bathroom, if available.
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19

- Children who have symptoms must stay home.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

If McGregor Early Learning Academy has a case of Covid-19

- MELA will notify families and staff of the exposure. (Confidentiality as required by the HIPAA.)
- MELA will report the confirmed case to the local health department and follow their specific guidelines.
- MELA will report the confirmed case to the state Department of Children and Families (DCF)
- MELA will attempt to determine the date of symptom onset for the child/staff member.
- MELA will attempt to determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began.
- MELA will identify what days the child/staff member attended/worked during that time.
- MELA will attempt to determine who had close contact with the child/staff member at the program during those days.
- Areas used by the individuals with COVID-19 will be cleaned and disinfected.
- In order to return the staff member/child must have:
 - 72 hours (3 full days) with no fever (without the use of medicine)
 - other symptoms must have improved
 - at least 10 days have passed since their symptoms first appeared.
- Custodial staff will wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
 - Outside doors and windows to increase air circulation in the area will be opened.
 - If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait as long as possible.
 - Cleaning and disinfecting of all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls will take place.
 - If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection may not be necessary.
 - Continued routine cleaning and disinfection will occur.

If Mandated by DCF or Health Department to close for 2-5 days

This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the scope and duration of center closure will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During classroom closure(s), any extracurricular group activities will be cancelled.
- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.
- A short-term dismissal will not include the stopping or reduction of tuition. Should the center be closed for more than 5 preschool days, tuition reduction/stopping will be addressed.

Meetings and Large Events

Those events and meetings that require close contact will be postponed during Covid-19

McGregor Early Learning Academy Family/Staff Communication Plan

Communication is important for all center staff and families. Email/phone communication will continue by the directors and teachers as well as face to face.

7/20/2020