



POLICY AND PROCEDURES

2020 - 2021

JULY 1, 2020
SONSHINE KIDS PRESCHOOL
3950 Bruton Orand Blvd, Flower Mound, Texas 75022

Effective July 1, 2020, Sonshine Kids Preschool employees, substitute, or school representative will adhere to the following POLICIES AND PROCEDURES:
From here on out any employee, substitute or school representative will be referred to as EMPLOYEE.

Preventative Health Measures

1.0 Screening:

1.1 Prior to entering the building, the temperature of any employee will be taken. It will be recorded on SONSHINE KIDS PRESCHOOL HEALTH SCREENING FORM which will be kept on the premises. If the temperature is 100.4 or above, the employee will not be permitted in the building until they are fever free and/or symptom free of following symptoms for 72 hours.

1.2 Any employee exhibiting the following new or worsening signs or symptoms of COVID-19 will be sent home and/or not permitted in the building:

- Fever of 100.4 degrees or higher
- Cough
- Shortness of breath
- Chills/repeated shaking with chills
- Muscle Pain
- Headache
- Sore Throat
- Loss of taste or smell
- Diarrhea

1.3 In the event the employee, was diagnosed with COVID-19, the employee will not return to work until all three of the following criteria are met:

- a. At least 72 hours have passed since being symptom free without the use of medicines to reduce symptoms such as a fever reducer, improvement in respiratory symptoms, and at least 10 days have passed since symptoms first appeared.
- b. In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three step criteria listed above; or
- c. If the employee has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the employee must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

1.4 In the event the employee believes they have had close contact to someone with COVID-19 but are not currently sick, they should monitor their

health for the above symptoms at home during the 14 days after the last day they were in close contact with the individual with COVID-19.

1.5 Temperatures of the children will be conducted a minimum of three times per day, at drop off, mid-morning, and right before afternoon pick up, as well as whenever it is deemed necessary throughout the day.

Social Distancing Strategies

2.0 Use Social Distancing Strategies:

2.1 Whenever possible, maintain six feet of separation from other individuals.

- a. There will be no congregating in the classrooms, computer/sensory labs, bathrooms, copy room, Fellowship Hall, foyers, hallways, kitchen, supply room, and/or Director's Office.

2.2 Facial masks will be worn in common areas and while walking with children in common areas of school.

2.3 Facial masks will be worn while taking temperatures of children, families and anyone visiting the premises.

2.4 Limit the mixing of children, mixing of classes, etc.

- a. This will mean during classes like PE, Music, and Miss Jennie, both the Lead Teacher and Co-Lead will need to be present.

2.5 During Quiet time, children will remain on their own mats, as far away from each other as possible allowing enough access to walk around the classroom without having to walk on or over a mat.

2.6 Minimize time standing in line. Keep safe distances as much as possible when standing and walking in line.

2.7 Increase distance between children during table work and carpet time.

2.8 Use of water and sensory tables will not be permitted. When/if they are reintroduced, have children wash or sanitize their hands immediately after use.

2.9 Each child will receive their own set of class supplies. To the best of their ability, teachers will encourage the children to use only their supplies and to not share their supplies with their classmates.

2.10 Incorporate more outside activities when possible.

Enhanced Cleaning and Disinfecting Measures:

3.0 Sanitize and disinfect classroom:

- 3.1 Sanitizing and disinfecting will be done at the beginning of the day, throughout the day, and at the end of your shift/day.
- 3.2 Cleaning products should not be used near children, ensure there is adequate ventilation to prevent children from inhaling fumes.
- 3.3 Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games.
- 3.4 Clean objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, quiet time mats, desks, chairs, cubbies, and playground structures.
- 3.5 When leaving shared rooms (computer lab, sensory lab, etc.) wipe down the desks, and doorknobs each time you enter a room.
- 3.6 Bathrooms should be cleaned and disinfected each time your class leaves or has used the bathroom. (Ex: if your class only washed hands, then clean and disinfect the sink and countertop. If your class used the toilets, then clean and disinfect the toilets as well as the sink and countertop.)
- 3.7 Toys or any items that children have placed in their mouth or otherwise considered contaminated because it has come into contact with secretions or bodily fluid shall be set aside until they are cleaned and sanitized.
- 3.8 Do not share toys with other groups unless they are washed and sanitized before being used by the next group.

Caring for Toddlers:

4.0 Diapering and physically caring for toddlers:

- 4.1 When diapering a child, wash your hands and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures will be posted in all diaper changing areas. Steps include:
 - Prepare (includes putting on gloves)
 - Clean the child
 - Remove trash (soiled diaper and wipes)
 - Replace diaper
 - Wash child's hands
 - Clean up diapering station
 - Wash hands
- 4.1.1 After diapering, wash your hands, even if you were wearing gloves, and disinfect the diapering area with a fragrance-free EPA-registered solution.
- 4.1.2 Soiled clothes should be placed in a plastic bag to give to parents/guardians.

- 4.2 Washing, feeding and holding a child:
- 4.2.1 It is important to comfort a crying, sad or anxious child. To the extent possible, when washing, feeding or holding young children, you should protect yourself by wearing an over-large long-sleeved shirt and by wearing hair up off the collar or in a ponytail.
 - 4.2.2 Wash your hands, neck, and anywhere touched by a child's secretions.
 - 4.2.3 Change child's clothes if secretions are on the child's clothes. Their clothing should be placed in a plastic bag to be taken home for laundering. You should then wash your hands again.
 - 4.2.4 Toddlers and Twos should have a minimum of 2 changes of clothes on hand that remain at school. Do not allow children to wear another children's clothing.
 - 4.2.5 Wash hands and wear gloves when assisting children with lunch and drinks/cups.

Healthy Hand Hygiene

5.0 Hand Hygiene Procedures

- 5.1 All Staff, children, and volunteers should engage in hand hygiene at the following times:
- Arrival to facility and after breaks
 - Before and after snack and lunch
 - Before and after administering medical ointment or medication
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After coming into contact with bodily fluid
 - After playing outdoors or in sand
 - After handling garbage
- 5.2 Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- 5.3 Supervise children when they use hand sanitizer to prevent ingestion.
- 5.4 Assist children with handwashing, including infants and toddlers who cannot wash their hands alone.
- 5.5 After assisting children with handwashing, staff should also wash their hands.
- 5.6 Place posters describing handwashing steps near sinks.

Food Handling and Meal Service

6.0 Serving meals

- 6.1 Each child will provide their own snack and lunch.
- 6.2 There will not be any sharing of food permitted.
- 6.3 Snacks and lunch will be served in the classroom and teachers will directly serve children in the classroom.
- 6.4 Children should wash their hands prior to and immediately after eating.
- 6.5 Teachers should wash hands and wear gloves before and after helping children open their snack and lunch boxes.

Parent Drop-Off and Pick-Up

7.0 Drop off and pick up procedures:

- 7.1 Will be completed outside the building, unless there is a legitimate need for the parent to enter. The Director and/or Assistant Directors will determine what is a legitimate need. If a parent is allowed to enter the building, they too must be screened, have their temperature taken, wear a mask and wash their hands before proceeding in the building.
- 7.2 Each child and caregiver who is dropping the child off or who is in the car at drop off will have their temperature taken.
 - 7.2.1 If the child, caregiver or anyone in the car, has a temperature of 100.4 degrees or above, they will not be permitted to enter the building. They will need to follow the same protocol for employees for returning to school as outlined under Preventative Health Measures in Sections 1.1 through 1.5.
- 7.3 Hand hygiene stations will be set up at the designated entrances of the building.
 - 7.3.1 Children as well as staff will use hand sanitizer upon entry to the building. Keep sanitizer out of reach of children. Supervise use of hand sanitizer.
- 7.4 Parents will use ProCare No-Contact check in system.
- 7.5 One teacher from each class or administration staff will walk children to their own classroom. (Unless there are extenuating circumstances, teachers will not be taking children to a class that they are not responsible for that day.)

Facility, Federal and State Health Protocols

8.0 Protocols and training:

8.1 Sonshine Kids COVID-19 ALERT BULLETIN

8.1.1 Teachers will read, sign and return to the Director.

8.2 Complete the Texas A&M training on Child Care and COVID-19 at www.agrilifeelearn.tamu.edu

8.2.1 Special Considerations for Infection Control during COVID-19

8.2.2 Providing High Quality Experiences during COVID-19

8.2.3 Navigating Child Care Systems During COVID-19

8.3 Review *Guidance for Child Care Programs that Remain Open* released by the Centers of Disease Control

www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html