



## COVID-19 Procedures and Guidelines for Families

- **CDC and IDPH guidelines will be followed**
- **Social distancing of 6 feet will be in place when possible.**
- **DCFS licensing rules, including new group sizes, will be followed:** Classroom sizes will be limited to: 8 infants per class and 10 children in all other age groups. Classrooms will not be combining at any point during the day. Staff will remain consistent in each classroom and will not change except for subs when needed.
- **Isolating sick children:** An isolation room has been put into place for children who become sick while at the center. A staff member will be available to care for the child in the isolation room while waiting for the parents to pick up. Parents must pick up within the hour of receiving the phone call. Pick up procedure will remain the same as outlined below. Once the child has been picked up, the staff member will clean and sanitize the isolation room. Sick children will not be able to return until they are symptom free for 24 hours and medically clear. Please refer to the Parent Handbook on our sick policy and regulations (page 9). As a reminder, parents need to notify the center if their child will not be at school for the day for any reason.
- **Drop off Procedure:** Parents will be assigned a window of time in which they will arrive to drop off their child. Cars will line up in train-style in a designated area. Parents will be required to wear a face mask and will take their child out of the car for check in. A staff member will come to the car to take the child and parent/guardian's temperature and ask a series of questions. The temperature and questions will be noted on a questionnaire form. Anyone with a fever of 100.4 or higher will not be allowed into the building. The parents will sign in their child on this form with a sanitized pen. If the child is clear to enter, the staff member will escort him/her to their designated classroom.
- **Pick up Procedure:** Parents are encouraged to call the center 10-15 minutes prior to arrival to give staff time to prepare the child to leave for the day. Upon arrival, parents will park in designated parking spots located in front of the building and playground. Parents will call when they have arrived and provide the designated spot number and their name. A staff member will gather the child from the classroom, take the child's temperature, then walk the child to the car. Staff members will be checking IDs before releasing the child to the pickup guardian. ID's must match the name given earlier. Once the ID has been verified, the parent can sign out their child and take him or her home.
- **Cleaning and sanitizing:** High-touched surfaces will be sanitized frequently as recommended. Outdoor shared play space will be sanitized in between classroom use.
- Classrooms will be cleaned and sanitized throughout the day, specifically at times children are not in their classrooms (ex. Outside playing.) Sanitation bins will be in each classroom for toys that have been put in someone's mouth, sneezed or coughed on, etc. These toys will be sanitized and air-dried before being put back for play. Cots will be sanitized after use each day. Children and staff will be washing hands frequently throughout the day. Hand sanitizer will only be accessible by adults. Each child will have an art supply bag for individual use.
- **Daily Health Checks:** Daily health checks will be completed upon arrival at the center for both staff and students (see drop off/pick up procedures). Continued monitoring of symptoms will take place throughout the day by the child's classroom teachers. Persons who display signs of illness may not enter the building or will be asked to leave.
- **Face coverings:** Face coverings will be required for all persons over the age of 2 when in hallways, entering/exiting the building, and in classrooms to the extent practicable. Staff will be required to wear face coverings. During outdoor play, face coverings for children and staff are optional. Face masks will be provided for each student by their parent or guardian. If possible, an additional mask shall be provided. Children's masks must be labeled with their name.
- **Plan for testing positive for COVID-19:** The Director will contact and report any positive cases to the local health department and DCFS. The center will follow all guidelines and regulations that will need to be met in this event. Families and staff will be notified of the positive case. Names will not be given in the notification email. Parents will be informed of the center closing following health department guidelines. Although we will do our best to provide ample time, families need to be aware and prepared for possible short notice being given on the center closing. The center may need to close for 2-5 days and include cleaning and sanitizing of the childcare wing. Any person who tests positive will not be able to return until medically cleared. Any persons who have come in contact with the positively tested patient will be required to self-quarantine for the recommended 14 days.
- **Visitors will not be allowed into the building at this time.**

*Updated: July 22, 2020*