

## **Revised Policies for Re-Opening in Response to the COVID-19 pandemic**

### **INTRODUCTION**

**Using guidelines from Healthy Child Care Colorado**, Abiding Hope Preschool and Kindergarten has developed revised temporary policies for children, families and staff for return to school year beginning Monday August 17<sup>th</sup>, 2020. This is in response to the COVID-19 pandemic.

This temporary guidance has been developed for licensed childcare centers, family childcare homes and school aged childcare programs in Colorado in response to the COVID-19 pandemic. This includes guidance required by Colorado licensing rules, COVID-19 public health and executive orders and national, state, and local recommendations for best practices during this health emergency.

Our program contracts with childcare health consultants/nurses and we collaborate with them for health planning and operating procedures. COVID-19 information and guidance are fluid and change almost daily and therefore this document may change frequently. The re-opening procedures for summer went well and we we will continue to monitor individual scenarios and update or change as needed.

Throughout the crisis, we have vowed that all our decisions would be based on a set of guiding principles that are consistent with our values, including to:

- Protect the health and safety of our families and staff
- Support the livelihood of our staff
- Continue to foster and maintain relationships with the children and families who have been in our community
- Come up with a realistic process that will allow us to continue face to face care in a safe, clean, healthy environment

With these principles as guides, we can continue to thrive—together. I am confident that Abiding Hope Preschool and Kindergarten will once again flourish—as we have throughout our history—despite the substantial impact of the COVID-19 pandemic.

### **REFERENCES**

<https://covid19.colorado.gov/>

<http://coloradoofficeofearlychildhood.force.com/>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.colorado.gov/cdphe>

These temporary revised opening procedures are to help ensure our program has a plan and is prepared during the COVID-19 pandemic.

## HEALTH AND PLANNING PROCEDURES

- **Date the program re-opened: Monday -- June 1, 2020**
- **Date the program will resume school year operations: Monday – August 17, 2020**
- Ensure program collaborates with local health department and licensing and determine procedures going forward.
- How many children and what age groups will be cared for
  - June 1, 2020 – Ages 18 months – 12 years
  - August 17, 2020 – Ages 18 months – 6 years
- Will children with special health care needs be attending? Yes
  - Specific Health Needs – mostly allergies and dietary needs
  - What supports need to be in place for these children before care – supports already in place
  - We have monthly scheduled visits with our childcare health consultant to address
- Review cleaning/disinfecting procedures with staff
  - Continue to have approved disinfectant on site
- Created staffing plan taking into consideration high risk staff
- Group sizes will return to normal – we will make efforts to decrease group sizes during this time and will utilize extra space in the building to achieve this goal
- Training as needed to include information on special health care needs, medications, infectious disease, and review of COVID-19 signs and symptoms
- Communication plan for parents and staff including new procedures such as drop off/pick up, health checks, guidelines for if/when a child becomes ill

## Guidance and Resources

- **CDPHE Guidance for schools, workplaces, and communities --**  
<https://covid19.colorado.gov/guidance-resources>
- **Colorado Office of Early Childhood COVID-19: Resources --**  
[http://coloradoofficeofearlychildhood.force.com/oec/OEC\\_Resources?p=Resources&s=COVID-19&lang=en](http://coloradoofficeofearlychildhood.force.com/oec/OEC_Resources?p=Resources&s=COVID-19&lang=en)
- **CDC Guidance for Child Care Programs that Remain Open --**  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

## Daily Schedule Review

These temporary revised opening procedures are to help ensure our program has a plan and is prepared during the COVID-19 pandemic.

- **Processes in place for:**

- Drop off / pick up will be park and drop off at assigned door.
- Parents may not enter the building to drop their children off at their classrooms; **a face mask will be required for any adult accompanying a child to the assigned door.** Children are not required to bring or wear a mask.
- We are implementing 2 drop off times at 5 separate doors. All families time and door will be assigned and communicated before the first day of school via e-mail and on the “Meet your Teacher” post card that will be delivered USPS
- The drop off and pick up times will be 9 AM and 9:15 AM / 1 and 1:15 PM or 3 and 3:15 PM; the classes are listed below with times and assigned doors.

	<b>Door A (preschool main doors)</b>	<b>Door B (courtyard west of worship center doors)</b>	<b>Door C (main lot gym)</b>	<b>Door D (south lot)</b>	<b>Door E (south lot)</b>
<b>9:00 AM</b>	Mrs. Korinek	Ms. Anja and Mrs. Hall's Threes	Little's		Kindergarten
	Ms. Gayle	Mrs. Lukens and Ms. Kayleigh's Threes	Mrs. Ross		
<b>9:15 AM</b>	Ms. Nicholette and Ms. Luna's Threes	Mrs. Panchev	Tweens	Jr. Kindergarten	
			Mrs. Murray		

- We will still be offering extended care from 7-9 AM and 3-6 PM – no reservation will be required to use this service and families should use the main preschool doors for before or after hour care.
- If a child is going to be late or needs to be picked up early, we have 2 phone numbers that can be called for an immediate staff response to help you; 720-697-8390 and 720-697-4957 - These numbers will be posted on all preschool entry doors.
- Touchless check in will continue to be available and is recommended. Please download the parent version of Early Learning Ventures app for free on any phone. The check in kiosk has a QR code that will show on the chrome book screen – scan the code and click the check in button on your phone to have a completely touch free check in experience
- If other care givers download the app they will need primary or secondary contact information to log in – other care giver codes will still be accepted via the chrome books outside the check in doors or a check in staff can assist with entering the code.



# ABIDING HOPE

PRESCHOOL & KINDERGARTEN

- If a person does not have the app there will be disinfectant wipes and hand sanitizer available to clean the station and hands before and after use.
- Screening for illness: all staff and children will be screened upon arrival and before departure each day. A symptom check and temperature will be taken twice per day.
- Face coverings for children (as appropriate) and staff --  
<https://covid19.colorado.gov/sites/covid19/files/COVID-19%20Face%20Covering%20Guidance%20for%20Child%20Care%20Operations%20%281%29.pdf>
  - Childcare providers are essential and must be protected. Providers and the children in their care must stay healthy and safe in order for care to continue. Group size, social distancing, screening for signs of illness, handwashing, respiratory etiquette, and disinfecting remain essential for keeping childcare safe, opened, and operating.
  - The CDC recommends that children under 3 should not wear a facemask; the childcare environment poses unique challenges since groups of young children may be supervised by one caregiver for several hours at a time. For that reason, our recommendation is that children under the age of 3 within the childcare center should not wear masks and no child should wear a mask while napping. Additionally, children between the ages of 3 and 5 should be supervised if they are wearing a mask. If the mask is creating discomfort or resulting in the child touching their face frequently, reconsider whether a mask is appropriate for that child.
  - Parents dropping off and picking up children will be asked to wear masks while they are at the facility and/or interacting with staff. Masks are required for staff caring for children and interacting with parents as long as it doesn't impact the health of the wearer. Masks for children over 3 who are not napping are recommended but not required.
- Disposable gloves for staff
- Social distancing and smaller group sizes with stable groups
- Meals, water, snack time and preparation, needs for food assistance
  - We provide all daily snacks
  - Families provide lunches – resuming reusable lunch boxes and lunch containers. We are asking that families wash (disinfect/sanitize) the inside and outside of lunch boxes at least 1 time per week.
- Cleaning process, schedule and supplies – have assessed need for supplies and ensured they are ordered so stock is not depleted
  - Determined surfaces commonly touched
  - Use of UVC lights will be used in each classroom two times daily to help sterilize the environment
  - Sanitizer/Disinfectant fogger will be used in the evenings to clean classrooms and all high touch surfaces
- Handwashing, handwashing, handwashing
- Isolation and exclusion if illness occurs, including sick area if symptoms arise during the day and a family plan on hand for quick pick up if needed
  - If a child or staff develops a fever
    - Children will be removed from the classroom and placed in a comfortable area with administrative staff until they can be picked up
    - Staff will be relieved and sent home
  - Staff and students who are ill stay home until well
  - Utilize recommendations from [local health department](https://www.colorado.gov/cdphe) <https://www.colorado.gov/cdphe> in circumstances where positive COVID-19 cases have been identified in the building
  - If a child or staff has been directly exposed to COVID-19 or is in close contact of a person who either has a positive test or symptoms – even early symptoms – of illness

- they will be asked to remain home for 14 days. If no symptoms develop within 14 days, they may return to school.
- If child or staff does not live with the person who has COVID-19 they may choose to get a COVID-19 test after 72 hours. If test is negative, they may return to school.
- If child or staff lives with a household member that tests positive, they will need to have proof of a negative test from a medical professional before they can return.
- If a child or staff has a positive COVID-19 test or has symptoms of COVID-19 they will be asked to remain home until:
  - No fever is present for at least 72 hours (three full days of no fever without using medicine that reduces fever)  
AND
  - Other symptoms need to be improved – no more cough or shortness of breath  
AND
  - At least 10 days have passed since symptoms first appeared
- Age group needs: toddler care – naptime: cots 6 feet apart where possible and head to toe arrangements will be implemented
- Personal Items
  - Bring as little as needed: Nap bedding, personal water bottles, no personal toys
  - Items will be allowed to travel back and forth from home to school – We respectfully ask that all items be washed (disinfected/sanitized) at least 1 time per week

## Special Health Needs

- **Individualized Health Plans:** Up to date, reviewed and approved by CCHC prior to child attending.
- **Medications:** non-expired and on-site. Staff trained, delegated and proper storage prior to child attending.
- **Training & Delegations** for daily care tasks completed, if applicable

## GENERAL OPERATING PROCEDURES

- **Vacation, Travel, and Visitor Policy**
  - We ask that children and staff traveling out of state, especially by plane and to current “hot spots”, for vacation remain home for 72 hours after returning. After 72 hours a negative COVID-19 test is preferred but not required.
  - Children and staff who welcome out of state visitors to their home should remain home for 72 hours after the first day of the visitor’s arrival before re-entering into our program. After 72 hours a negative COVID-19 test is preferred but not required.
- **Only staff and children may enter the classrooms**
  - Same teacher will be working with a stable group of children for the day
  - We will assign a consistent staff member to give classroom/group staff breaks each day
  - State licensing group ratios will be maintained or exceeded
  - Groups are not combined

- **Parents will drop-off and pick-up children outside the building using a staggered schedule and separate entrances**
  - Parents will be asked to wear face masks when interacting with staff at drop-off and pick-up
  - An alternate sign in/out procedure has been implemented so care givers will not have to touch keypad. These instructions will be sent out prior to the first day of school.
  
- **Health Checks** will be implemented every morning for staff and children before they enter the building
  - Non-contact thermometers will be used for temperature checks during arrival and before departure each day
  - All Abiding Hope Preschool and Kindergarten staff will be required to wear a face mask throughout the day
  
- **ALL children and staff will receive a health screening before entering the building – during the pandemic we have implemented a zero-tolerance illness policy. If your child, or a staff member, is sick or has been exposed to anyone who has been sick regardless of the illness, they will be excluded from school until they are deemed not contagious and safe to return with a doctor’s note; or they have been fever free for 72 hours without fever reducing medication.**
  
- **Parents and staff will at times be required to answer questions upon arrival**
  - If a child or staff is ill, it will be logged on a tracking form and they will not be accepted that day.
  - If your child’s, or a staff’s, temperature is between 99.2-100.3 degrees F we will monitor their temperature throughout the day every 30 minutes – if it goes up to 100.4 F we will ask that they go home.
  - If we call you to pick up your child, we ask that you make every effort to arrive within 30 minutes.
  - If a child or staff is absent, we ask that you call and give a reason; if they are ill it will be logged on our illness log.
  - If a child is absent and we do not receive notification, we will contact you to determine the reason.
  - **If your child or a staff has been diagnosed with COVID-19 please inform us ASAP and we will do the same**
  - **If there is 1 positive COVID-19 case within the school, we will close for 72 hours and all staff will be required to get a COVID-19 test before returning to work.**
  - **We will not release names but will contact all families whose children were in close proximity of the positive case**
  
- **Exclusion Criteria:**
  - **Cough**
  - **Sore throat**
  - **Shortness of Breath**
  - **Loss of smell or taste**

- **Fever (temp of 100.4 or higher)**
- **If child has had close contact with someone with COVID-19 or symptoms of COVID-19**
- **Other signs of illness requiring exclusion (click link for more information)**  
<https://drive.google.com/file/d/1RcdCmU4SYXwmVhJrA3Pyk0gP0MTDCIkF/view>
- **All groups will have easy access to handwashing sinks with soap and paper towels.**
  - All children and staff will be required to wash their hands upon entering the building.
- **Each staff member will be required to wear a face covering**
  - Face coverings should be laundered daily and/or dried on the highest heat setting
- **Each child over the age of 3 will be provided a disposable face mask upon parent request (reusable is preferred)**
  - If you have a cloth face covering for your child and would like them to wear it at school, please talk to them about why this is important to you. Since this is a recommendation and not a requirement staff will not force a child to wear a face covering during the day.
  - Children 0-3 do not require a face mask and it is not recommended
  - No child will wear a mask while resting or napping.
- **Emergency contact information will be required to be on file for every child so families can be contacted quickly due to sick child or necessary closure**
  - All emergency contact and enrollment information will need to be current and on file 1 week prior to the child's first day. If we do not have required paperwork by the child's first day they will not be accepted until it is turned in.
- **Signs will be posted to alert people to not enter the building if they are experiencing symptoms such as:**
  - Fever, dry cough, shortness of breath, sore throat, loss of taste or smell
  - Signs will be posted at each entrance
  - Handwashing signs will be posted at sinks
- **The school will have enough supplies available for 2-4 weeks**
  - Sanitizer and disinfectant
  - Face covers
  - Paper Towels
  - Toilet Paper
  - Facial Tissues
  - Dish and laundry soap
  - Disposable gloves
  - Thermometers
  - Other daily supplies as needed

- **The school will ensure washer, dryer, dishwasher and dish sanitizer are functional.**
- **There will be designated spaces for isolating sick children who are waiting for a parent to pick up**
  - Isolation area will be administrative staff's office and will be a non-threatening, comfortable environment for the child
  - Isolation area will be disinfected after use
  - Staff supervising sick child will use personal protective equipment such as gloves and masks
  - If there is more than 1 sick child at a time, children will be kept 6 feet apart or in separate rooms if available
- **Staffing will ensure that ratios do not exceed 1-2 staff to a group of children; consistent staff will be maintained for breaks**
  - Ratios must be maintained in younger groups
  - Smaller group sizes will allow for proper physical distancing in each space that groups will be using
- **Onsite tours may resume – If in person tours resume these are the requirements**
  - We are working on a virtual tour that will be available on our website
  - If a tour is scheduled the visitor will be required to wear a mask, sanitize hands, and have temperature checked; only 1 person per family may attend
  - No tours will enter a classroom at any time
  - Tour time will need to be scheduled and will not exceed 20 minutes
  - No group tours are available
- **Non-scheduled visitors are not allowed in the facility at any time**
- **No special events or guests will be scheduled for the program during this time**
- **We will not be gathering as a school for chapel during this time**
  - All chapel will be via video and activities in the classroom
- **There will be no church or worship gatherings through August 31, 2020**
- **If you have been exposed to COVID-19**
  - If you tested positive for COVID-10 or if you develop a fever, cough, or shortness of breath, you should stay away from others (isolate yourself). If you need medical advice, call a health care provider or nurse line. It is important to CALL ahead BEFORE going to see a health care provider, urgent care, or emergency room in order to limit the spread of COVID-19. Tell them your symptoms and where or how you might have been exposed.
  - [How to isolate.](#)
  - If you don't have symptoms but have been alerted to the fact that you have been in contact with someone (or know you have been in contact with someone) who has been diagnosed with COVID-19 or has symptoms (fever, coughing, shortness of breath), you should quarantine yourself.
  - [How to quarantine](#)

- **If you are diagnosed with COVID-19**
  - Contact the school ASAP and stay home to quarantine
  - If you have a positive test result for COVID-19, public health may contact you to collect information about your exposures and give you more information about preventing transmission to others. You may get a call from public health before you have been called with test results.

## **GROUP/CLASSROOM PROCEDURES**

- **There will be smaller groups of children and the children will have room to be 6 feet apart with minimal staff while ensuring ratios are maintained**
  - Groups will not be combined
  - Children will not be moved into another group
  - The same staff will remain with the same group of children throughout the day
  - Specials classes will continue – area and any items used during class will be disinfected before the next class enters the area. There will be a minimum of 10 minutes between groups
- **Different groups of children will be kept separate and will not share common areas at the same time**
  - Playground/play area and specials schedule will be maintained to ensure only one group at a time in an area
- **Children will play outside whenever possible and appropriate**
- **Hard to clean toys/materials will not be used**
  - Each item used will be cleaned and disinfected each day
  - Toys from home are not allowed
  - Each classroom will continue to have a dirty toy bucket for contaminated toys (meaning they have been mouthed, sneezed on, coughed on, etc..)
- **Meals and snacks**
  - Children will eat outside when possible and weather permitting
  - If weather is not cooperating children will eat at staggered times or in alternate areas to ensure appropriate physical distance while eating
  - Children and staff should remain 6 feet apart while eating

- **Sensory, water and sand tables will not be used**
  - Sensory activities will be provided in individual disposable containers and will be discarded or disinfected after each use. The school will provide 1 reusable container per child. If the container is damaged it will be discarded and replaced. All sensory supplies should be discarded after a single use.
  
- **Drinking fountains will be taped off and not used**
  - Personal water bottles should arrive with the child clearly labeled (if not labeled we will label the item with permanent marker)
  - Water bottles will be sent home daily and we ask that you clean and sanitize them daily
  - Water bottles will not be stored together
  
- **6-foot distance between children in the classroom and play area/playground will be maintained as much as possible**
  - Staff and children will wash hands after using a common play area/playground
  - All staff will clean and disinfect areas throughout the day
  - It is understood that children this age cannot completely comprehend social distancing or practice it 100% of the time. Teachers will reinforce proper handwashing techniques and remind children about more sanitary ways to cough and sneeze to avoid the spread of germs
  
- **6-foot distance between children will be maintained as much as possible during rest time**
  - 6 feet between cots
  - Children will be arranged in a head-to-foot configuration
  - Bedding will not be shared. Feel free to take the bedding home to launder as much as you would like – at least 1 time per week is required.

## **IN THE EVENT OF A SCHOOL CLOSURE**

- **If school has 1 positive case of COVID-19 the affected classroom will close for 72 hours for deep cleaning and for all staff and students to be tested.**
  - No refunds or proration of tuition will be given in the event of a 72-hour closure
- **If a classroom has 2 positive cases of COVID-19 within 2 weeks that classroom will close for 2 weeks for deep cleaning and for all staff to be tested. Contact tracing will be implemented to see if additional testing may be appropriate.**
  - Tuition will be prorated to reflect closure for 2 weeks during this time
- **If there are multiple cases of COVID-19 in several classrooms within 2 weeks the school will close for 2 weeks for quarantine, deep cleaning, and testing.**
  - Tuition will be prorated to reflect closure for 2 weeks during this time
- **If you choose to withdraw your child at any time and the school is not closed no refunds or proration of tuition or fees will be given.**

## What you should know about COVID-19 to protect yourself and others



[www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)



### Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

### Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

### Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

### Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

### Prevent the spread of COVID-19 if you are sick and Know your risk

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ridesharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.
- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

# CONSIDERATIONS FOR CHILD CARE CLOSURE DUE TO COVID-19

The following has been adapted for child care providers from CDC Guidelines. Last updated 3/20/2020

Has your school district or state taken actions to close K-12 schools?

Child Care Aware® of America recommends that all child care programs should also close, with the exception of programs serving essential and emergency personnel (to be defined by the state or locality).

Note: CCAoA strongly urges the federal government to provide support and assistance for child care programs and providers, particularly those having to close.

Is there community spread?

No community spread

- Prepare
- Require sick children and staff to stay home
- Establish procedures for someone who becomes sick at child care
- Assess group gatherings and events – consider postponing non-critical gatherings and events
- Develop information sharing systems
- Monitor for absenteeism
- Intensify cleaning and disinfection
- Teach and reinforce healthy hygiene

Monitor changes in community spread

Minimal to Moderate or Substantial Community Spread\*

Minimal to Moderate Spread

- Coordinate with local health officials
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building
- Consider ways to accommodate needs of children, families and staff at high risk

Substantial spread

- Coordinate with local health officials
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building **WITH EXTENDED PROGRAM DISMISSALS**
- Consider ways to accommodate needs of children, families and staff at high risk

All child care programs regardless of community spread

Confirmed person (staff or child) with COVID-19 in building?

Assess risk

Short (potential 2-5 day) program dismissal to clean/disinfect in consultation with local health officials

Understanding that each community is different, contact your CCR&R or visit [www.childcareaware.org](http://www.childcareaware.org) to learn more about your options.

\*Minimal to moderate spread is widespread and/or sustained transmission with high likelihood or confirmed exposure within communal settings. Substantial community spread is large scale community transmission, with health care staffing significantly impacted, and multiple cases within communal settings.