



Reach Early Learning REOPENING GUIDE During Coronavirus Disease 2019 (COVID 19)

In order to ensure a safe and rapid scale-up of childcare services, recommendations will include routine staff hand hygiene, disinfection of the workplace, and reduction in the number of staff and children per shift to comply with CDC (Centers for Disease Control and Prevention) guidelines.

COVID-19 Policy¹:

The health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission to our vulnerable community, we are taking the following precautionary measures:

Your household must remain out of the center if any member of your household[^] has (or has been in close contact^{^^} with anyone who has:

- a) A suspected or confirmed case of COVID-19 (for example – close contact at school, work, religious service, social gathering); or
- b) Traveled: 1) internationally; or domestically, 2) from any area which is the subject of travel restrictions under applicable state and local guidance.

10 school days after the last potential exposure, your household may return provided these three things have happened:

- a) At least 10 school days have passed since any household member first experienced symptoms
- b) Symptoms have improved for any household member that experienced symptoms (for example, cough or shortness of breath has improved)
- c) The household has been fever-free for at least 72 hours without the use of fever-reducing medicines.

Please note, depending on the circumstances we may require you to obtain medical clearance before return to the center will be allowed.

[^]**HOUSEHOLD MEMBERS:** include individuals who may not live in the household but may be staying there or are otherwise present in the household on a regular basis (e.g. nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the center.

^{^^}**CLOSE CONTACT:** is defined by the CDC as (1) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time and can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or (2) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Considerations when assessing close contact include the duration of exposure and the clinical symptoms of the person with COVID-19.

FOR MEDICAL PROFESSIONALS: If contact occurs while wearing recommended personal protective equipment or PPE (e.g., gowns, gloves, NIOSH-certified disposable N95 respirator, eye protection), that contact will NOT be considered close contact for purposes of this policy.

¹ In alignment with, https://secure.in.gov/fssa/files/Updated_Child_Care_Guidance_FINAL.pdf



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Staff Information:

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at [higher risk](#), it's important that everyone practices [healthy hygiene behaviors](#).

If you have staff members or teachers age 65 or older, or with serious underlying health conditions, encourage them to talk to their healthcare provider to assess their risk and to determine if they should stay home.

All staff will receive training on updated cleaning and disinfection procedures. All staff will wash hands at the beginning of each shift and every 2-3 hours.

To allow for social distancing the ratio of teachers to students is 1:10 for all age groups.

Staff will not share their phone, devices, meal or utensils with one another or children.

Staff will have their temperature checked at the beginning of each shift and be asked to leave if 100.4°F or higher. In addition, a health screen will be done before the teacher is allowed back into their classroom to ensure the teacher is able to stay.

If a staff member has any of these signs or symptoms of COVID-19, they will notify their supervisor immediately if any symptoms develop.

Masks or an approved face shield as recommended by the department of health are required for staff while working and inside the Reach Facility.

Worksite Requirements:

All staff will have frequent access to a sink and soap.

All staff will have access to appropriately approved cleaning supplies as recommended by the EPA (Environmental Protection Agency) or CDC.

Staff must use a separate bathroom from the children.

Child's belongings should be placed in a cubby and cubby use should be spread out so that no child's belongings are not touching and for social distancing.

Staff will limit nonessential visitors. Limit the presence of volunteers for classroom activities and other activities.



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Group Sizing:

Group sizes need to be at a max of 11 people per program area/room which includes staff that are working with that group. **Please note:** some program spaces may have a lower maximum based on size and number of people that can be adequately social distanced.

You may also use alternative spaces as overflow (gym, multipurpose room, etc.) to spread your groups out.

Drop off & Pick up Procedures:

Families will drop off and pick up their child from the front lobby of the Reach EL facility. Children will be taken to their classroom by a staff member to reduce any additional people going in and out of the classroom. Each child will be checked into their classroom by their teacher. If parent/guardian need to go past the lobby for drop-off to aid in drop-off, it will be one family at a time to adhere to social distancing.

Each child and parent/guardian will have their temperature taken upon arrival. Temperature must be below 100.4°F to be allowed to stay. If a child or parent/guardian have a temperature above 100.4°F, you are asked to remain home until you are fever free for 72 hours without fever reducing medications, as well as free of other symptoms of diarrhea and vomiting for at least 72 hours from the last episode.

If a child develops a fever during the day, see the “Sick Child Policy” below. In addition, a health screen will be done before the family leaves to ensure the child is able to stay. Children will wash their hands once they enter the classroom.

CCDF/On-My Way machines will be cleaned with a disinfectant after each use.

Masks or an Approved Face Shield:

Staff are required to wear masks or an approved face shield as recommended by the CDC² and Marion County Department of Health³.

Masks are recommended for all children over the age of 2 when feasible to wear. Reach EL will provide cloth masks that will be washed daily. If a parent/guardian mask is provided for the child, which is not disposable, the parent is asked to wash the cloth mask daily. Face masks may be required when walking in common areas.

² <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

³ <https://drive.google.com/file/d/1ohtwR5cpamx3RaMLeQBcQZJ4KgbTI5ye/view>



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Program Modifications:

Social Distancing must be in place throughout the day. This means that the maximum number of children in a program space must not exceed the number that can be appropriately socially distanced with a min of 6sqft per person including staff members. Arrange the seats/tables to allow at least 6 feet of space between children.

Modified activities & games should be planned to allow for social distancing. Games and activities that require physical touch or close contact should be avoided. Plan for activities that can be done individually or with appropriate physical distancing.

Groups of children should remain together as much as possible throughout the day. Avoid mixing groups of children and work to keep the same staff with the same group of children each day.

Playground usage is not allowed in Stage 3 of Indiana state's "Back on Track Plan" reopening plan. In Stage 4 of the Indiana state "Back on Track Plan", playgrounds are open and must be monitored for social distancing. Children and staff should wash hands immediately upon coming inside from the playground. Playgrounds will not be used for at least 15 minutes after each class has been out. (i.e. no back to back use of any playground)

Field Trips & Special Events:

No field trips or special events during Stage 3 or below the Indiana state "Back on Track Plan". Communication for any field trips or special events will be provided well in advance by Reach EL leadership.

Toys & Supplies:

Toys or supplies will be aside for cleaning once a child has played with it until it can be sanitized and put back out for use.

Toys or supplies will not be shared with a different classroom of children, unless they are washed and sanitized before being moved from one classroom to the other. It is recommended to have enough supplies so that each classroom can have their own set of toys, games, and materials.

Children's books, like 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.



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Nap Time:

Use blankets that can be washed. Keep each child's blanket separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Blankets that touches a child's skin should be cleaned weekly or before use by another child.

If possible, at nap time, ensure that children's naptime cots or mats are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.

Toileting:

Each child should have 2 extra sets clothes at Reach EL. The extra cloths sets should be sealed in a ziplock bag with their first and last name clearly written on the bag and stored in individual cubbies. Contaminated clothes should be placed in a plastic bag and sent home the same day.

Gloves must be worn any time a teacher or staff member assists a child with bathroom, changing, etc. and changed before assisting another child. The child and teacher or staff member will wash their hands afterwards.

Meal Preparation:

All surfaces will be disinfected with an approved cleaning solution recommended by the EPA and/or CDC, with contact time of 1 minute, then wiped clean at the beginning of each shift and before meal preparation and feedings.

All staff will wash hands before and after meal preparation and feeding.

Staff and children will not eat at the same time to allow staff to adequately clean hands and disinfect surfaces between meals

All children will wash their hands before and after meal-time.



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Sick Child Policy:

Sick children (fever 100.4°F) should remain at home with a parent or caregiver.

If one family member meets criteria for isolation (fever, cold-like symptoms), the entire family should self-quarantine for 10 school days and will not be allowed back to Reach EL until that quarantine period is complete.

Exclusion from the center is sometimes necessary to reduce the transmission of illness. If a child becomes ill during the program, they must be placed in an area that allows for adequate supervision by staff as well as isolation from other children. For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up ASAP upon notification from Reach EL staff.

If a child or teacher/staff member tests positive, see Reach EL Response Plan to Positive COVID 19 Case.

Cleaning Procedures

All staff are required to wear gloves during the cleaning process.

Clean tables and chairs prior to morning check in. Surface cleaning by Reach EL staff should occur throughout the day and at the end of the day.

All surfaces will be disinfected with an approved cleaning solution recommended by the EPA and/or CDC with contact time of 1 minute, then wipe clean for cleaning surfaces and toys between children playing

A professional cleaning company will perform a deep clean twice a week and additionally if there is a confirmed positive case of COVID-19.

Cleaning Supplies:

Antimicrobial soap is preferred, however, in the event of a shortage, the CDC has approved bar soap as long as hand washing is for 20 seconds and consistent with CDC best practices.

Disinfectants used will be in accordance with recommendations from the EPA and/or CDC.