



**OUR LADY OF SORROWS**  
CATHOLIC SCHOOL

## **OUR LADY OF SORROWS CATHOLIC SCHOOL PHASE 4 - COVID-19 - BACK TO SCHOOL PLAN**

---

We would like to thank Our Lady of Sorrows Catholic School COVID-19 Taskforce Committee. We are blessed to have such a dedicated group of professionals willing to share their time and expertise for the safety of our school community.

Fr. Mark Brauer  
Ann Whitfield  
Andrea Allen  
Carla Amori  
Kathie Ambrose  
Dr. Jennifer Boukouris  
Dr. Spyros Boukouris  
Mrs. Melanie Gerzema  
Emily Maroun  
Julie McCormick  
James Nordbeck  
Deidre Ratliff  
Kara Rose  
Dr. Andrea Rossi  
Dr. Ben Rossi  
Nancy VanDenBerg  
Mrs. Sommer Yono

# Table of Contents

---

[PERSONAL PROTECTIVE EQUIPMENT](#)

[HYGIENE](#)

[ARRIVAL AND DISMISSAL](#)

[SPACING, MOVEMENT AND ACCESS](#)

[SCREENING STUDENTS AND STAFF](#)

[TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES](#)

[RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS](#)

[FOOD SERVICE, GATHERING, AND EXTRACURRICULAR ACTIVITIES](#)

[ATHLETICS](#)

[CLEANING](#)

[SOCIAL AND EMOTIONAL HEALTH](#)

[BUSING](#)

[REMOTE LEARNING PLATFORM \(PHASES 1-3\)](#)

[PRESCHOOL AND ADDITIONAL PROTOCOL](#)

[MONITOR AND PREVENT THE SPREAD OF COVID-19](#)

[CLEAN AND SANITIZE TOYS](#)

[CLEAN AND DISINFECT REST MATS AND BEDDING](#)

[CLEAN AND SANITIZE TABLES AND CHAIRS](#)

[SOCIAL DISTANCING STRATEGIES FOR PRESCHOOL](#)

[PARENT DROP-OFF AND PICK-UP](#)

[SIGNS OF ILLNESS](#)

[LUNCH SAFETY](#)

[GENERAL AND BASIC GUIDELINES FOR HEALTHY HAND HYGIENE BEHAVIOR](#)

[RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS](#)

[CLEAN AND DISINFECT THOROUGHLY](#)

[GUIDELINES FOR RETURNING TO PRESCHOOL](#)

## PERSONAL PROTECTIVE EQUIPMENT:

- All staff will wear facial coverings when in classrooms, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a primary care physician. OLS will provide staff members with personal protective equipment.
- All passengers and drivers will wear facial coverings when on a school bus, except (1) when eating and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- All staff and all students in grades pre-kindergarten and up will wear facial coverings when in indoor hallways and common areas, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students.
- Facial coverings are not required in preschool classrooms by children ages 3 and 4.
- All staff and students in grades K-8 will wear facial coverings, except (1) during meals and (2) unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent.
- Teachers will take their classes outside for mask breaks during the day.
- OLS will not conduct indoor assemblies that bring together students from more than one classroom. A new revised calendar will be sent devoid of any large gatherings.
- School Mass will follow AOD guidelines. Facial coverings will be worn and social distancing guidelines will be followed. Days, times, and grade levels attending will be shared at a later date.
- Facial coverings may be homemade or disposable level one/basic-grade surgical masks. Facial coverings consist of masks, bandanas, and or gaiter. Open bottom face shields are not permitted. Students will provide their own facial coverings. Students will need to have a supply available in their backpacks. OLS will provide spare facial coverings for forgotten ones.
- Face coverings, must be free from any writing or letters. The coverings need to have a simple pattern or solid color of your child's choice and appropriately reflect our Catholic values. Your child may wear a lanyard that also has a simple pattern or solid color with no letters or words. The lanyard would help to keep the mask handy when not in use.
- A supply of facial coverings will be available in each classroom as well as in both of the school offices.
- Facial coverings and gloves will be available to staff to use when disinfecting surfaces.
- Teachers will review with students the proper way to put on and take off facial coverings and where to store them when not in use.

## HYGIENE:

- Sink handles and toilet handles will be replaced with motion sensors eliminating possible spread of germs.
- Drinking fountains will be replaced with refillable water stations, allowing students to bring containers from home, with their names clearly visible, to access water at school.
- OLS will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teachers will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Visual handwashing instructions will be posted by sinks and in bathrooms.
- Staff as well as students will be educated on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- The school contracted staff will systematically and frequently check and refill soap and hand sanitizers. Hand sanitizer stations will be strategically placed in hallways and hand sanitizer will be available in each classroom.
- Teachers will provide daily opportunities for student handwashing with soap and water.
- Students will come to school with their own personal school supplies. Supplies will not be shared between students.

## ARRIVAL AND DISMISSAL:

- ECC Building Arrival: Parents in the ECC must remain in their car until classroom doors open at 8:15 A.M., at which time they may take students out of the car to walk to the ECC sidewalk. Parents of students in the ECC who walk their students to the exterior classroom door must wear facial coverings and social distance themselves from other arriving students. Arrival times are staggered between 8:15 A.M. and 8:40 A.M. to allow for social distancing. ECC Kindergarteners will enter through their exterior classroom door they see from the parking lot, with the exception of Room FC205 and Room FC206 who will use opposite sides of the front entrance door to the ECC. If you have a student in the main building, drop them off in the car line first and then proceed to the ECC parking lot to drop off your ECC student.
- Main Building Arrival: ALL families (except bussers) MUST utilize the car line. Absolutely no parking is allowed. Students will be allowed to enter the building at 8:15 A.M. Please wait for administration to signal it is time to exit your car. Before exiting the car students will put on their facial covering and walk to their assigned door. Kindergarten and first graders will enter through their classroom exterior door they see from the parking lot. Second graders will enter the side door into the first grade hallway. Third and fourth graders will enter through the Main Building front doors - third grade on the right, fourth grade on the left. Fifth graders will enter the door at the end of the ramp. Sixth graders will enter the doors where the sixth grade hallway begins. Seventh and eighth graders will enter the door at the top of the ramp where their hallway begins. No one is to be out waiting in front of the school doors before 8:15 A.M. No groups may gather anywhere in front of the building.
- Kindergarten through Eighth Grade Dismissal: All students will follow their teacher in a socially distanced line to the pick-up area or the bus. They will exit from the doors mentioned above. No parents are allowed to get out of their car. They are to stay in their car and their child will be dismissed from their line to get in the car. All students will be wearing face coverings unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician, with parental consent for students. (Alternative procedures are being evaluated)
- Preschool dismissal: Dismissal will be staggered between 2:55 - 3:10 P.M. to allow for social distancing. Parents remain in their car until classroom doors open. Parents do not approach the classroom door but will wait for students on the sidewalk area in front of the classroom door using social distancing and face coverings. Parents should not try to communicate with the teacher at this time and should use email to ask questions. If you have a student in the main building, pick up your ECC student first and then proceed to the car line for pick up from the main building.

## SPACING, MOVEMENT AND ACCESS:

- OLS Administration will hire additional teachers where needed, to allow for four sections of each grade level (K-7). This will allow lower class size where available. There will be eight 7<sup>th</sup>/8<sup>th</sup> grade homerooms.
- Teachers will space students as far apart as feasible in classrooms. Extra desks and furniture will be stored when possible.
- All grades K-5 will be self-contained classrooms. (there will not be any exchanging of classes)
- Students in grades 6-8 will have a block schedule.
- Students in grades 5-8 will utilize a backpack to carry the day's books and materials.
- Students in grades 5-8 will not use lockers.
- As feasible, arrange all desks facing the same direction toward the front of the classroom.
- Staff will post signage to indicate proper social distancing.
- Staff will place markers at six-foot intervals where line formation is anticipated.
- Staff will provide social distancing markers in waiting and reception areas.
- Signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- The main entrances are restricted to students and staff only, except when a family members or other non-staff adults is picking up a student who is ill, or is a scheduled volunteers for lunch duty or library. All non-staff adults entering the building must be screened for symptoms using a Monitoring form; they must wear a facial covering, and wash/sanitize hands prior to entering the building. They must also take

their temperature before coming into our school. Strict records, including date and time will be kept for all non-staff adults entering and exiting the building.

- If a parent needs to drop off a forgotten item, there will be a container by the front door for the parent to place the item. Please place your student's name on the item and put in a Ziploc bag and place it in the container. No fast food or take-out may be dropped off for a student lunch (per our student handbook). No snacks will be provided by the school office.
- Parents picking up their student for an appointment, will pull up in front of the school building, and call the school office. A sign out sheet for the parent to sign along with the student will be walked to the car by a staff member. All parties will wear face coverings. The parent will sign the sign out sheet for the student and hand it back to the staff member for record keeping.
- A meeting request, by a parent for a teacher or administrator, will be conducted by the teacher/or administrator online (Zoom meeting), if possible.
- All special teachers will be going to the K-5 classrooms (except gym class). Students in grades 6 - 8 will be going to the specials classrooms. After a class of students leaves a special's classroom, the tables or desks will be sanitized.
- Students in grades K and 1 will be spaced out at tables as much as possible and will utilize school provided chair back pocket covers to allow students to store and organize their work and school materials.
- Preschool staff will disinfect frequently used shared materials and surfaces.
- Hallways will be marked so that traffic flows in one way.
- Faculty and staff lunches will be in the ECC conference rooms and in the school cafeteria so that they can socially distance properly. They will sanitize their area when finished.

#### SCREENING STUDENTS AND STAFF:

- OLS Staff will conduct daily self-examinations, including a temperature check, prior to coming to work and complete a daily school monitoring form when they enter the building. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will stay home. Staff members will contact the school administrator ASAP.
- Teachers will take the temperature of each student in their homeroom upon arrival. They will use a touchless thermometer; any child with a temperature of 100.4 or greater will be referred to the office for quarantine and parent contact.
- Parents must perform temperature checks on students daily before arriving at school using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and COVID-19 testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.
- OLS has purchased touchless thermometers to be used to screen possible symptoms that develop at school.
- Our school conference room will be a quarantine area and a staff person will care for students and staff who develop signs or symptoms of COVID-19 at school.
- Students and staff who become ill with signs or symptoms of COVID-19 in the main elementary building will be placed in the school conference room with a facial covering in place, if able, until they can be picked up. Students and staff who become ill with symptoms of COVID-19 in the Early Childhood Center will be taken to the ECC office with a face covering on and the office will determine the best location for isolation, to include Conference Room 4 or the hall area not being utilized by students. These students will be supervised by ECC staff until picked up.
- A staff member caring for these children/staff will wear a facial covering.
- Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines.
- If a staff member or child exhibits multiple symptoms of COVID-19, and possible exposure is suspected, or an individual tests positive for COVID-19, the individual must stay home until:
  - Has been fever-free according to CDC guidelines.
  - Other symptoms have improved AND
  - At least 10 days have passed since your symptoms first appeared.

- Most children and staff members can return to care/work based on improved symptoms and the passage of time.
- In the event a classroom is closed by the CDC or local health department or the entire school is shut down by the governor, classes will resume using our remote learning platform after three days of staff preparation.

#### TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES:

- OLS will cooperate with the local public health department regarding implementing protocols for screening students and staff. Parents are to take their child's temperature before coming to school. If they have a fever over 100.4 or feel sick they are to keep the child home.
- Symptomatic students and staff must be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

#### RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS:

- OLS will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. The Local Health Department will initiate contact tracing, following regular public health practice.
- OLS will notify local health officials, state licensing, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- A designated email address - [covid19@olsorrows.com](mailto:covid19@olsorrows.com) - is established to maintain strict confidentiality concerning COVID-19 possible and identified cases. Parents are to use this email to inform administration of your student's name, homeroom, and current health status concerning COVID-19.

#### FOOD SERVICE, GATHERING, AND EXTRACURRICULAR ACTIVITIES:

- No indoor assemblies will be held that bring together students from more than one classroom.
- School Mass will follow AOD guidelines. Facial coverings will be worn and social distancing guidelines will be followed. Days, times, and grade levels attending will be shared at a later date.
- All off-site field trips that require bus transportation to an indoor location are suspended. Preschool field trips are suspended.
- Students will eat lunch in their classrooms. Cafeteria staff will distribute lunches to the classrooms. Cafeteria staff will use gloves, shields and/or masks. Desks will be sanitized after eating.
- Students in the lower elementary classrooms must bring their own snack to school. Snacks will no longer be available in the office for those who forget. Students must bring their own water bottle to school. They will be able to refill it at the refillable water stations. No drinking fountains will be available.
- Students will go outside for recess daily. They will be required to wear masks on the playground.

#### ATHLETICS:

- OLS will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event. On non-school days Monitoring Form needs to be completed by all participants (this includes all adult volunteers, coaches and administrators)
- All equipment will be disinfected before and after use.

- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.

#### CLEANING:

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period or when cohorts change classrooms, with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period, or when cohorts change classrooms.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff uses products.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.

#### SOCIAL AND EMOTIONAL HEALTH:

- Mrs. VanDenBerg, our school counselor, will be the point person to facilitate mental health referrals, communications to families/ students, and public-facing wellness materials.
- All staff will be provided opportunities for ongoing training/professional development on social and emotional health.

#### BUSING:

- Busing is provided by Farmington Public Schools. It is Farmington Public Schools responsibility to share their COVID-19 safety plan with you. Parents use this service at their own risk.
- If a student becomes sick during the day, they will not use group transportation to return home.

#### REMOTE LEARNING PLATFORM (PHASES 1-3):

- If by chance we are not allowed to start school in-person on August 24<sup>th</sup> due to the governor's directive, we will start school completely remote with our Remote Learning Plan on August 24<sup>th</sup>. This plan was shared with you in May and is currently in our handbook.

### PRESCHOOL PROTOCOL

#### MONITOR AND PREVENT THE SPREAD OF COVID-19:

- Staff shall check in with the ECC desk attendant to fill out the Covid-19 monitoring form and have their temperature taken, wearing a mask and being careful to practice social distancing when coming into the office.

- Upon entering the classroom, staff shall wash their hands immediately under running water with soap for at least 20 seconds.
- [Wash hands](#) often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- [Clean and disinfect frequently touched surfaces](#). These may include:
  - tables,
  - doorknobs,
  - light switches,
  - countertops,
  - desks,
  - phones,
  - keyboards,
  - toilets,
  - faucets and sinks,
  - Toilet handles and sink handles must be disinfected after each use
  - Toys ( more information included below)
- Staff should wear masks and gloves because of the frequent use of disinfectants and sanitizers
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

#### CLEAN AND SANITIZE TOYS:

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with bleach water solution, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be [laundered](#) before being used by another child.
- Do not share toys with other classrooms, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- 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.

#### CLEAN AND DISINFECT REST MATS AND BEDDING:

- Keep each child's bedding in separate cubbies, or back packs. Mats will be labeled for each child if only used by one group and disinfected each Friday. If mats are used by two groups they must be disinfected each day. Sleep sacks and bedding that touches a child's skin should be sent home each week to be cleaned.
- If a sick child has been isolated, we shall clean and disinfect surfaces in our isolation room or area after the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member:
  - Close off areas used by the person who is sick.
  - Open outside doors to increase air circulation in the areas.
  - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.



- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.

#### CLEAN AND SANITIZE TABLES AND CHAIRS:

- Each classroom will be provided a bleach water solution and other State licensing approved cleaners for use in disinfecting tables and chairs at the end of each session.
- Preschool staff must thoroughly disinfect any tables, chairs, or supplies used at the end of each session.

#### SOCIAL DISTANCING STRATEGIES FOR PRESCHOOL:

- Preschool Classes will be checked in and checked out of separate doors to eliminate cross contamination between children. Rooms FC 201 and 202 will greet and dismiss students each day from their exterior classroom door and Room FC 205 will use the main entrance of the ECC.
- Each classroom will be self-contained and students will not transition to the chapel, hallways or other shared spaces.
- The classroom will be set up to allow students to work in small groups and in designated play areas. Furniture will be spaced out.
- Masks will not be required of preschool students.
- We will not be including field trips, special events, holiday parties, and special performances that would require adult attendance.
- Classroom volunteers will not be used until Michigan moves into Phase 5.
- Playground times will be staggered.
- Gym time use will be staggered.
- Rest mats will be spaced out and placed head to toe in order to further reduce the potential for viral spread.
- Preschool supplies and materials will be sorted per child to use on a daily basis by each designated child rather than communal use by the entire group.

#### PARENT DROP-OFF AND PICK-UP:

- Preschool - Arrival and Dismissal time will be staggered and parents must remain in their cars with children until the classroom or front doors open. Arrival time will be between **8:15-8:40**. Dismissal time will be between **2:55 - 3:10** PM to allow for staggered pickup. Parents should wear mask at pick up and drop off and remain by their car until their child is ready to go in or exit the classroom. Parents should not enter the building. If it is necessary to enter the building, parents should wear a mask, socially distance and report to the school office, not the classroom. **Students will wash their hands with soap and water for at least 20 seconds when entering the classroom. While our COVID-19 plan is in effect please refrain from using the playground during arrival and/or dismissal. Families with students in both the ECC and main buildings, please drop off students in the main building car line, prior to dropping off your ECC student. At dismissal please pick up your ECC student first and then get back in your car and proceed to drive over to the car rider line to pick up your student in the main building. Do not walk across the parking lot; you must get in the car line.**
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe Covid-19 symptoms.
- When releasing a child to a parent/caregiver, the same policies and procedures are in place that were established before the COVID-19 pandemic. Staff must know the individual picking up the child and if not, ask for the appropriate identification and notify the office before releasing the child.

- Parents will need to practice social distancing and wait if there is a line.
- Staff and children are required to be excluded from the center if they are sick.
- Staff who shows signs of illness during work hours must be sent home immediately. Staff shall not return until they are completely well.
- Parent volunteers will not be used for in classroom support during this time.

#### LUNCH SAFETY:

- As is standard each child will bring their individual lunch packed from home and use the utensils provided by their parent.
- Hands must be washed before and after lunch.
- Tables should be disinfected before and after lunch.
- Children should be spaced out among all of the tables in the classroom to allow additional room.
- Sinks used for food preparation should not be used for any other purposes.
- Caregivers must wash their hands before preparing food and after helping children to eat.

#### GENERAL AND BASIC GUIDELINES FOR HEALTHY HAND HYGIENE BEHAVIOR:

- All children and staff should 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, or feeding children
  - Before and after administering medication or medical ointment (strictly done by office)
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After playing outdoors or in sand
  - After handling garbage
- 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.
- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing.
- Magnets illustrating handwashing steps are posted near sinks.

#### RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS:

- Symptomatic individuals will be sent home immediately.
- Symptomatic or sick individuals will be isolated, under supervision, if they cannot leave immediately.
- Exposure will be reported to our local health department and licensing consultant for next steps. Staff and families of children in care are also required to report to the Rasha Jonna in the ECC office if they become symptomatic or receive a positive Covid-19 test results.
- We will respect the privacy of individuals in our care by not sharing health information of a specific person.
- Based on direction from our local health department we will participate in contact tracing to limit the spread of the virus. Contact tracing for the Early Childhood Center will be coordinated by Rasha Jonna, ECC Administrative Assistant.

#### CLEAN AND DISINFECT THOROUGHLY:

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- Diluted household bleach solutions will be used for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing 1/3<sup>rd</sup> cup of bleach per gallon of water or 4 teaspoons of bleach per quart of water.

Edited 8/4/2020