**COVID-19 Health and Safety Plan Summary**

**Little Desk Preschool**

**Plan Date: 7/2020**

**Anticipated Reopening Date, if applicable: Currently Open**

Use these summary tables to provide your staff, facilities, and other invested persons with a detailed overview of your Health and Safety Plan. Facilities are required to share with staff and children this summary on their website. To complete the summary, copy and paste the summaries from the COVID-19 Health and Safety Plan tables above

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| **Requirements** | **Strategies, Policies and Procedures** |
| \*Use of face coverings (masks or face shields) by all staff and visitors  \* Use of face coverings (masks or face shields) by older children (as appropriate) | Use of masks for all staff will be mandatory when social distancing is not possible.  No visitors will be permitted into the building without a face covering.  See LDP Mask Policy and Procedures |

**Facilities Cleaning, Sanitizing, Disinfecting and Ventilation**

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| **Requirements** | **Strategies, Policies and Procedures** |
| Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by children (i.e., restrooms, hallways, playground, stairwells) | LDP will follow the CDC’s Guidance for Cleaning & Disinfecting Schools  CDC Guidance for Cleaning and Disinfecting Schools  Clean and disinfect frequently touched surfaces and objects within the school daily, including door handles, stair rails, sink handles, etc.  Implement and Supervise the Daily and Weekly COVID-19 Cleaning Activities as specified on the Daily and Weekly COVID-19 Job Cards  Classrooms, bathrooms and common areas will be sanitized at the end of each day.  Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors. And or fans as needed. |

**Social Distancing and Other Safety Protocols**

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| **Requirements** | **Strategies, Policies and Procedures** |
| Child care space occupancy that allows for 6 feet of separation among children and staff throughout the day, to the maximum extent feasible or group management to limit cross-group interactions.  \*Hygiene practices for children and staff including the manner and frequency of hand-washing and other best practices  Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs  Handling outdoor play consistent with the CDC Considerations.  Limiting the sharing of materials among children in care Staggering the use of communal spaces and hallways  Adjusting transportation schedules and practices to create social distance between children  Limiting the number of individuals in facility rooms and other facility spaces, and interactions between groups of children  Coordinating with children regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars  Other social distancing and safety practices | LDP will follow the CDC’s Guidance for Cleaning & Disinfecting Schools  CDC Guidance for Cleaning and Disinfecting Schools  Clean and disinfect frequently touched surfaces and objects within the school daily, including door handles, stair rails, sink handles, etc.  Implement and Supervise the Daily and Weekly COVID-19 Cleaning Activities as specified on the Daily and Weekly COVID-19 Job Cards  Classrooms, bathrooms and common areas will be sanitized at the end of each day.  Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors. And or fans as needed. |

**Monitoring Children and Staff Health**

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| **Requirements** | **Strategies, Policies and Procedures** |
| \*Monitoring children in care and staff for symptoms and history of exposure  \* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure  \* Returning isolated or quarantined staff, children, or visitors to school  \*Reporting to DOH and Certification  \*Notifying staff, families, and the public of facility closures | All staff will respond to a screening questionnaire daily and have their temperatures taken 3 times per day.  Parents dropping off children will have temperature taken in the morning and all children will have a temperature check 3 times a day.  Parents will respond to a screening questionnaire Daily  Any staff, child or visitor who becomes ill while at Little Desk Preschool will be isolated immediately in the office area.  Any persons who were isolated and removed from the premises will need a doctor’s note or a negative test to be permitted back into the building.  If needed all staff and families will be notified via the Remind App if there is a suspected or confirmed case while maintaining confidentiality.  Reporting will be done promptly to the DOH as well as certification  Staff will continue to communicate with families to assess if families travel to hot spots and may be deemed necessary for the family to quarantine before coming back into the facility.  If needed all staff and families will be notified via the Remind App if there is a need to close the facility. |

**Other Considerations for Children and Staff**

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| **Requirements** | **Strategies, Policies and Procedures** |
| \* Protecting children and staff at higher risk for severe illness  Unique safety protocols for children with complex needs or other vulnerable individuals  Strategic deployment of staff | All staff will wear masks throughout the day and All children who are able will wear masks when they cannot socially distance.  Children at higher risk will not be grouped during small activities.  All handwashing and sanitizing will be conducted as per the CDC guidelines.  If any child or staff should show signs or symptoms while at work a quarantine room will be utilized immediately.  At this time we do not have any children with complex needs.  Extra part time staff has been hired to fill in or substitute as needed.  Staff will be assigned to the same children daily as allowable by ratios. |