

AJ Preschool Healthy at School COVID-19 Guidelines

August 2020

AJ Preschool plans to start the 2020-2021 school year on August 17, 2020, following the issuance by the Governor of Kentucky of “Healthy at Work Minimum Requirements” and regulatory requirements for childcare programs prescribed by the Kentucky Cabinet for Health and Family Services (CHFS). These AJ Preschool COVID-19 Re-opening Guidelines are based on Kentucky’s requirements for the re-opening of childcare facilities, online at [Healthy at Work: Childcare](#). Additional information on preventing COVID-19 spread in childcare settings was obtained from the U.S. Centers for Disease Control and Prevention (CDC) website, online at [CDC COVID-19 Childcare](#). In addition, the AJ Preschool has been in ongoing close consultation with medical specialists.

COVID-19 IS A HIGHLY CONTAGIOUS DISEASE FOR BOTH ADULTS AND CHILDREN THAT CAN BE FATAL. THERE IS CURRENTLY NO KNOWN VACCINE OR CURE. IT IS THE RESPONSIBILITY OF EACH PARENT OR LEGAL GUARDIAN TO WEIGH THE RISK OF SENDING A CHILD TO THE AJ PRESCHOOL DURING THE COVID-19 PANDEMIC PUBLIC HEALTH EMERGENCY.

While AJ Preschool pledges to follow these guidelines and comply with the recommendations of the CHFS and CDC to manage and reduce the risk of contracting or spreading the disease, we also realize that the risk, unfortunately, cannot be eliminated by our efforts (or those of the parents) alone.

The following requirements must be adhered to by all AJ Preschool staff and families to ensure a healthy re-opening:

Drop-off & Pick-up

We will be utilizing carpool and walk-ups only; an AJ staff member will be bringing your child (including infants) to the classroom. Parents of infants are welcome to use walk-up along the ramp to pass off all necessary items and infant to the infant teacher.

- If using either our carpool or walk-up option, at morning drop-off, an AJ Preschool staff member will take the temperature of the child. Any child with a temperature of 100.4 degrees or higher will not be permitted to enter the building.
- Only AJ Preschool staff and children will be allowed in the building. Most office-related interactions can be done by phone or online. Few exceptions will be allowed and would extend only to a parent or guardian. Temperature check and screening will be done before entering the building. No one with a temperature of 100.4 degrees or higher will be permitted to enter the AJ Preschool building.
- At arrival, hand sanitizer will be available in the entrance area for all entering the preschool to clean their hands thoroughly.
- At drop-off and pick-up, the parent or custodial adult must wear cloth face coverings or masks whether using our carpool or walk-up option. If the adult does not have a mask, one will be provided.
- At pick-up, children will remain in their classrooms until notified that the custodial adult has arrived.

- If using our walk-up option, the parent or custodial adult should practice six (6) feet social distancing while waiting outside the building for the child.
- If using our carpool option, at pick-up, the child’s teacher will hand off the child to the custodial adult outside and allow the custodial adult to buckle the child into the car seat before driving away from the building.

Parents and other caregivers should be on the alert for signs of illness in their children and to keep them home when they are sick.

Screening

Upon arrival, all adults and children will be screened for fever and contagious symptoms upon entry to AJ Preschool.

Screening will include:

1. A temperature check (taken with an infrared touchless thermometer); results will be recorded. The Centers for Disease Control and Prevention (CDC) recommends that a temperature should not be taken until thirty (30) minutes after eating, drinking, or exercise.
2. Parents will be asked if they or their child is experiencing or have experienced in the past 24 hours:

- Fever (temperature of 100.4 degrees or higher)
- Cough
- Shortness of breath
- Vomiting
- Unexplained rash
- Sore throat
- Diarrhea

Illness Requirements

Any person who has a temperature of 100.40 or above, or other signs of illness will not be admitted to the building.

- When a child shows a fever or other contagious symptoms, the child must be removed from the classroom immediately and placed in a safe, secluded area with supervision. The parent or guardian must remove the child from the childcare program within one (1) hour.
- A child can return to school once fever-free without the aid of a fever-reducing medication for 24 hours.
- Staff members who demonstrate symptoms of COVID-19 must leave the preschool, be tested for the illness, and return only after receiving a negative test result.

No child will be admitted to the AJ Preschool building if the child is brought by a parent or guardian who is not wearing a mask; no adult or child over the age of 5 may enter the building unless wearing a mask.

~ Classroom teachers are required to wear masks at all times ~

Management of a Confirmed Case of COVID-19

If a person with a confirmed case of COVID-19 has entered the building, AJ Preschool will implement a short-term closure, with these steps:

1. Local health officials, staff, and families will immediately be notified.
2. AJ Preschool will work closely with the following local health officials to help determine a course of action:

Louisville Metro Department of Public Health and Wellness
400 East Gray Street, 40202
Phone: (502) 574-6530

The Cabinet for Health and Family Services
Mandatory reporting of COVID-19
Centralized Intake: 877-KYSAFE1

3. Students and most staff will be dismissed for 2-5 days, during which time local health officials would decide whether an extended dismissal is necessary. If there has been significant exposure (within 6 feet for 15 minutes or more), local health officials may recommend that those children or staff be quarantined at home for 10-14 days and receive negative test results before returning to the preschool.
4. Children or adults who test positive for COVID-19 must notify the school and follow the recommendations of their local health department on when to return to AJ.
5. On-going communication with staff and parents will continue; self-reporting of symptoms will be communicated directly to the Preschool Director; notification of exposures and closures will come directly from the Preschool Director through phone texts and emails.
6. AJ Preschool is required to notify enrolled families and staff of a diagnosed case of COVID-19 in the program, while protecting the privacy of the diagnosed individual.
7. The entire preschool will be cleaned and disinfected thoroughly during the closure and prior to reopening.

Social Distancing

To the greatest extent practicable, staff members will be encouraged to conduct group activities that can be performed while observing social distancing and without sharing of toys or other items.

- Each group size will have a maximum of ten (10) children per group.
- Children will remain with the same teachers in the same group of children all day without being combined with another classroom, including playground areas.
- Traffic in the hallways will be modified, to the greatest extent practicable, to minimize contact between employees and children outside of their classroom grouping.
- Restroom visits will be limited to classroom groupings.
- During naptime, children on cots will be positioned head to toe.
- Playground times will be staggered between classroom groups, and we will utilize other outdoor space surrounding the preschool building.

Cleaning and Disinfecting

- Toys that children have placed in their mouths or that are otherwise contaminated by bodily secretions will be set aside in a separate container marked for soiled toys until they are cleaned by hand.
- Toys that cannot be cleaned by hand will not be used.
- Groups of infants or toddlers will not use shared toys unless they are cleaned and sanitized.
- Children's books, like other paper-based materials, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. Plastic infant and toddler books may be cleaned as the material allows.
- Sheets and blankets will be stored individually in each child's bin, along with any other personal items; all will be cleaned and sanitized regularly.
- All classrooms, common areas, and restrooms will be properly cleaned and ventilated.
- AJ Preschool has a ventilation system with fresh air circulation placed on an increased pressure setting, therefore ensuring increased ventilation throughout the building.
- Counters, tables, restrooms, and other frequently touched areas and surfaces (e.g., doorknobs and handles) will be regularly cleaned and sanitized with appropriate disinfectants, in accordance with Kentucky and CDC childcare standards.
- Staff members and children will practice hand hygiene frequently, including but not limited to upon arrival for the day, after breaks, upon returning from outside, after toileting or assisting a child with toileting, after each diaper/pull-up change, after contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids, after cleaning or sanitizing or using any chemical products, before eating, serving or preparing food/bottles/feeding a child, before and after completing a medical procedure or administering medication, when visibly soiled (must use soap and water), and prior to departure. Preschool staff will assist children with hand hygiene.
- Staff and children will be encouraged to limit touching their mouth, nose, and face.
- Hand sanitizer (when appropriate), tissues, and waste baskets in convenient locations will be provided to the greatest extent practicable.
- AJ Preschool will follow CDC guidelines of cleaning and disinfecting when an individual is identified, suspected, or confirmed as a COVID-19 case.

Personal Protective Equipment (PPE) Requirements

- Adults must wear a face mask while inside AJ Preschool unless they are alone in an enclosed room, such as an office, that is not expected to be used immediately by another individual.
- If a mask represents a serious risk to someone's health, then that person should not be on the premises.
- Children who are five (5) years of age or under should not wear masks due to increased risks of suffocation and strangulation. If an older sibling (over five (5) years of age) must enter the building, it is recommended that the child wear a mask.
- Preschool staff should wear gloves while serving food and preparing bottles. Gloves should be changed between bottle feedings.

- Masks will be made available to parents and custodial adults where in-school interaction is necessary. Entry to the school will be denied to a parent or custodial adult, supplier, or vendor who refuses to wear a mask.
- Staff will use gloves, along with any PPE normally used for routine job tasks of cleaning equipment, toys play spaces, workspaces, and high-touch areas of the school, and while handling products during drop-off and pick-up as well as during any shipping and receiving.

Snacks and Lunch

As usual, all meals will be served and eaten in each individual classroom. As outlined in the Healthy at Work guidelines from the Cabinet for Health and Family Services (CHFS):

1. Classroom teachers will prepare plates and pass them out to the individual children.
2. The use of water fountains will be discontinued. Instead, children will be encouraged to bring their own water bottle, labeled clearly with each child's name.

A Child's Personal Belongings

Parents should not send in any additional personal items of the child, including toys, watches, hats except for:

- Diapers marked in Sharpie with the child's initials.
- Multiple changes of clean clothes (shirts, shorts, socks, underwear) in large Ziploc bags, and shoes. Please limit sending replenishments to Mondays.
- Blanket and/or lovie for naptime; lovies and blankets can go home each day with child; preferably washed daily.

Confirmation of Acceptance of Guidelines

I have read and understand the AJ Preschool Healthy at School COVID-19 Guidelines.

I have been given the opportunity to ask questions about the Guidelines. I agree to comply with the requirements of the Guidelines. I realize that even with all the precautions, there is still a risk of COVID-19 infection to teachers, students, and family members. I also acknowledge that I have specific parental responsibilities, such as checking for fever and other symptoms of COVID-19 every morning before bringing my child to the Preschool, reporting confirmed cases of infection immediately to the Preschool Director, and fully complying with all rules regarding drop-off and pickup of my child, mask use and handwashing. I realize that these measures are for the protection of others as well as for the protection of my own child.