



## Hearts & Minds Pandemic Plan

Updated 8/13/20

This pandemic plan is based on the childcare guidelines of the Center for Disease Control, NE Governor Health Protocols, and guidance from the Department of Health and Human Services. We are thankful for the many community resources that have assisted us as we maintain a quality environment for young children, families, and staff through this pandemic. The protocols below are designed to help parents understand their role and the program's role in providing a safe and healthy environment. These protocols will be adjusted and subject to change as we continue to receive updated recommendations. When pertinent, the Pandemic Plan takes precedence over our current handbook policies.

### What is the vision for Hearts & Minds during current this Pandemic?

To discern, develop and deliver a successful ministry that will build upon where our program paused in March and continue to be the hands and feet of Jesus to families that need to be supported in our current crisis. We believe we can continue to nourish little hearts and minds and meet the needs of families as we move forward together. In a world where connection is lessened, we are desperately seeking in person interaction; families need people they can trust and a safe environment for their children. The safety and well-being of our children, families and staff is our highest priority.

### What days will Hearts & Minds operate:

This school year, Hearts & Minds will plan to operate Monday – Friday (no changes here).

### Drop Off and Pickup:

- We plan to have two separate entrances to our building: Our main doors for our MDO program and the West doors by the playground for our preschool classes
- If you have kids in both programs, please utilize the Main entrance.
- There will be one exit out of the building. You will follow the hallway around, down the North hallway and follow the signs to the exit on the Southeast doors of the building (near the church office). (Click for map here)
- There will be a new phone application for contactless sign-ins and sign-outs. Instructional information will follow on how to get this app.
- Our team will conduct a temperature check of every student before they join us for the day. We will have a digital option through the app that families will be required to use for the wellness check screening. All screening questions can be answered before arrival.
- Entrance doors will open 5 minutes prior to scheduled dismissal time.

## **PRESCHOOL and HIGH FIVE:**

### **DROP OFF:**

- To minimize the number of people in the preschool area, we are asking parents to drop off their preschooler by the West doors by the playground.
- We ask that families maintain 6 feet of distance between themselves and other families while outside in the playground area.
- To control the amount of people in our playground area, we are asking that only ONE adult drop off each child. We prefer to have the same adult drop off and pick up as much as possible.
- We ask that masks be worn by all adults who are medically able to do so.
- Please limit socializing with other parents as we are trying to limit exposure and keep traffic in the hallways moving.
- Children will have their temperature taken with a touch-less thermometer before they enter the building. If the reading is above normal, we will plan to have alternate methods of temperature-taking available that may involve touch (i.e. mouth/ear temperature readings using disposable safety covers) in order to get a more accurate reading before having to divert a child from programming due to this symptom.
- They will then walk in (without a parent) and teachers will be assisting within the coat hooks areas and will then guide them to their classroom.
- Please sign in/out with our new contactless phone application.
- Children should wash hands immediately upon room entry and before leaving the classroom.

**PICK UP:** Parents will come into the building through the West doors.

- We have less kids at pick up times, so this makes it more comfortable and less congested.
- Please leave through our one exit door by following the hallway around, down the North hallway, follow signs to exit the southeast doors (near the church office).
- Please limit socializing with other parents as we are trying to limit exposure and keep the traffic in the hallways moving.
- Parents are asked to NOT enter the classrooms.

## **MOM'S DAY OUT:**

### **DROP OFF:**

- We ask that families maintain 6 feet of distance between themselves and other families.
- To control the amount of people in our children's area, we are asking that only ONE adult drop off each child. We prefer to have the same adult drop off and pick up as much as possible.
- We ask that masks be worn by all adults who are medically able to do so.
- Please limit socializing with other parents as we are trying to limit exposure and keep the traffic in the hallways moving.
- Parents are asked to NOT enter the classrooms.
- Children should wash hands immediately upon room entry and before leaving the classroom.
- Each child's temperature will be taken daily with a touch-less thermometer before entering the classroom. If the reading is above normal, we will plan to have alternate

methods of temperature-taking available that may involve touch (i.e. mouth/ear temperature readings using disposable safety covers) in order to get a more accurate reading before having to divert a child from programming due to this symptom.

- Please sign in/out with our new contactless phone application.

### **Pick Up:**

- Pick-up should be handled in same manner as above.

## **Enhanced Cleaning and Disinfecting:**

### **Cleaning Products and Supplies**

- We will be using EPA registered disinfectant, which is approved for use against COVID-19. Non-Toxic and quick drying. Staff will be trained how to use it effectively and safely.
- All classrooms and school areas will have daily sanitization schedules. High contact items are cleaned and sanitized or disinfected frequently throughout the day.
- Westwood Church also has a cleaning service that will come through nightly to disinfect floors/bathrooms/high touch areas/etc.

### **Cleaning and Sanitizing Toys, Materials and Surfaces**

- Indoor play areas, enrichment areas and other active rooms will be sanitized before each use.
- Diaper changing areas and bedding will continue to be disinfected after individual use.
- Playground areas will be disinfected daily with EPA approved disinfectant for Covid-19. Outside toys (balls, cars, etc.) will be disinfected after each classroom use.
- Toys that cannot be cleaned and sanitized will not be used. Machine washable toys will be used by one individual at a time. These toys will be laundered before being used by another child.
- We will include additional cleanings throughout the day, along with CDC recommendations. High touch areas will be cleaned multiple times per day.
- We are asking each child to bring their own school supplies (crayons, etc.) to avoid community usage. [Click here for supply list](#)– Supply list is also located on social media (Facebook and Instagram).
- We will be collecting toys throughout the day that have been played with, put in a child's mouth (or that are otherwise contaminated) and place them in the "to be cleaned" bin to be sanitized at the end of the day.
- Children's books, other paper-based materials, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. However, we will disinfect the book covers with our normal cleaning.

## Staff Safety/Masks:

- All staff complete a temperature and wellness check before entering the building.
- Everyone on our team wears a face mask when caring for our children.
- Teachers and staff will be wearing masks during close contact activities and at drop off/pick up times. There may be times during the day that the masks need to be moved down for special teachings, etc.
- Masks are required for any adult medically able to wear on upon entering our facility.
- Masks are recommended for kids 3 and up, but not required (under age 2 do not wear masks).

## Enhanced Hand Washing Measures:

- Hand washing will happen as soon as the child enters the classroom, multiple times throughout the day, and before they leave for the day .
- Hand washing songs and encouraging tactics are in place to encourage 20 second washing.
- Hand sanitizer ( with at least 60% alcohol) will also be available if soap and water are not readily available.
- As always, staff will wash hands, additional times throughout their day.

## Physical Distancing Strategies:

In planning to reduce exposure within our buildings, much of our physical distancing strategies will be in our day-to-day operations and transitions. It is our plan to have children interact within their classrooms as they typically would - we are ready to learn and socialize.

### **Class Room Size/Transfer**

- Children will remain with the same group all day. Groups will not combine for activities. Teachers will continue to provide thoughtful and engaging curriculum for our children.
- We will follow the CDC requirements regarding number of kids per room in addition to staying within the State's age guidelines.
- Some of our classroom sizes are slightly smaller.
- For those kids who transfer from PS to MDO (vice versa), we will have a separate classroom as to not blend classrooms.
  - They will stay in the room they were dropped off in instead of transferring to join another classroom.

### **Maintain Social Distancing**

- The hallways, large motor room and playgrounds are the only areas multiple groups will use each day. These will only be used by one group at a time and disinfected before each use of a new group.
- We plan to use common sense social distancing. Young children cannot play together while 6 ft. apart. As long as play is safe, we will not separate children who wish to build

blocks together or play pretend. It is our plan to have children interact within the classrooms as they typically would—yet try to limit the extra touching while standing in line, etc.

- Children will be spaced as much as possible during table seating.
- Tours of the program will not be conducted during school hours.

## Snack and Lunches

- Please be mindful that we are Nut-Free. Do not send snacks or birthday treats that contain nuts. Birthday snacks need to be store bought as well. Our nursery and Cruiser room are completely nut free – so please don't bring nuts or items that were processed in a facility that processes nut products as kids that age tend to grab from other kids. The older kids have a better understanding of eating their own food.
- Please label EACH serving container (top and bottom) with name or initials so they can easily be identified as well as the lunch box.
- If you did not sign up for our lunch pal program and would like your child to stay a certain day—you need to contact Jodi at our front desk to see if we have availability. You can not ask the teacher to stay, this request needs to come through our front desk.
- Parents will still provide snacks. We ask that you provide a large container of snacks as staff will wear gloves when serving food to the children and each child will have their own individual serving.
- Children will be spaced as much as possible during the table setting and will not combine with another classroom for lunch.

## Personal Belongings:

- Children and staff should limit personal belongings brought into the school to only what is necessary. (For example; 1 item for nap time)
- Each child needs a pair of clothes sent in large labeled gallon Ziploc bags. The bags will be sanitized before being stored in the classroom.
- Diapers must be sent in full sealed packs or boxes labeled with the child's name. We will sanitize the outside before storing in the classroom.
- For children who need them, pacifiers may be sent in a small labeled Ziploc bag for use at school. Pacifiers must have a clip option - while in use, pacifiers will be clipped to a child's shirt.
- Children using bottles: bottles and formula will be collected and stored at H&M. Please send in a labeled bag and we will notify you as we need more.

## Tuition Payments / Closings:

- Tuition fees will remain the same for the 2020-2021 school year,
  - For preschool we have built in our activity fee on the first month's invoice as usual. We hope to offer enrichment/program opportunities, however, they may look different this year.
- Tuition is due based on enrollment and not attendance.
- The sustainability of our program and team is contingent upon tuition remaining fairly constant. We understand we are in an unprecedented situation and we are working on different scenarios for a reimbursement plan or credited-forward plan.

- A reminder that we require a 30 day notice if you are withdrawing from H&M. (Anyone withdrawing after July 31<sup>st</sup>, 2020, will be charged September's tuition)
- If there are days when required or forced quarantines are necessary, the normal tuition schedule will remain intact unless the number of missed days reaches an accumulated total of 30 days in a given semester. If more than 30 days of quarantine in a given semester are required, we will discuss plans for tuition going forward according to the emerging reimbursement or credit plan mentioned above.

## Closures

While we do typically follow the Millard school district for decisions such as weather emergency closures & holidays, we do not plan to strictly follow if school districts in the community decide to do 100% remote learning or 50/50 blended. We plan to follow our increased prevention protocols mentioned above unless one of the criteria below are met.

- If any civil authority will require us to close. This can come from the Federal, State, County or City government.
- If any staff member, child, or a household member of any of our children & staff is identified as a patient under investigation or confirmed case of COVID-19, then we will be in communication with our local Health Department for our next steps.
- If a staff or child has COVID-19, the entire class and classroom teachers will likely be considered close contacts. Given that circumstance, that class of kids will close for 14 days.
- If multiple classrooms have positive cases of COVID-19 at the same time, H&M closure will be at the discretion of the H&M Advisory Board and guidance from the local health department.
- If NE moves back to Phase 1 (stay at home order), H&M will close.
- In the event that our team is greatly impacted by any scheduled school closings, we will reassess and communicate any necessary changes.
- We may need to close a room for a period of time because we have exhausted our sub list.

## Reporting & Notifications

- H&M is required to notify the local health department with confirmed COVID-19 cases among children and staff.
- The local health department will assist to notify staff and families if an individual in the facility has tested positive for COVID-19. A public health professional may contact parents if their child is identified as a close contact to the individual who tested positive.
- The notice to staff and families will maintain confidential.
- Close contact is identified as being within 6 feet, for 15 minutes or more, with a person with COVID-19.

## Preventative Health Measures:

We acknowledge there are risks and we can assure you that Hearts & Minds is taking steps to make our program as safe as possible. Please notify Hearts & Minds within 24 hours if your

child, a member of your household or a person that your child has close contact with is diagnosed with COVID -19. Hearts & Minds will then notify our local Health Dept. and follow their direct guidelines on how to respond.

- A doctor's note of clearance to resume participation at Hearts & Minds.
- We have changed all illness requirements so that children with any illness need to be symptom free for at least 72 hours before returning to school.
- If a child should become ill while at school, a staff member will remain with the child while isolating them from other children. We ask the child wear a mask while waiting to be picked up (if physically able to do so safely). A parent will be contacted to pick up the child. Upon picking up, please wear a mask inside and come to the Front Main doors. Additional cleaning and disinfecting will be completed in the classroom where an ill child has been present.

Children or staff with new or worsening sign or symptoms of possible COVID-19 may not return to school until the following criteria has been met:

- At least 10 days have passed since symptoms first appeared;
- The individual has improved respiratory symptoms;
- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever reducing medications), and
- If a child or family has been exposed to someone who has tested positive or is a presumptive case, we will require that they self-quarantine for a minimum of 10 days and do not attend school.
- Administration is to be contacted immediately if a child is sent home due to fever or illness, a parent or staff member reports signs and symptoms of COVID-19 or testing for COVID-19. If any communicable disease is reported, inclusive of COVID-19, we are to follow the policies and procedures for COVID-19/communicable diseases.

## Parent Responsibility/ Staying Home:

It is vital that you keep your child home if they are ill or acting in such a manner in which you believe they are becoming ill. We encourage you to check your child's temperature before leaving for H&M and for any symptoms associated with COVID-19 (see below). We will first rely on the social responsibility of each family to be as prudent as possible in sending their child to school only when healthy, but our second step is to screen each child and family upon drop off. It is important for each family and staff member to be as vigilant as possible in monitoring for symptoms and communication with Hearts & Minds if or when they start to feel sick.

Please stay home if you or your child exhibits any Covid-19 symptoms:

- Fever over 100.4
- Coughing
- Shortness of breath
- Runny nose and watery eyes are not COVID-19 symptoms and do not in themselves require keeping a child home from programming. However, either of those symptoms in conjunction with a second symptom, especially one of the 3 mentioned above, prevents a child from attending programming until symptom free for at least 72 hours.