

COVID-19 Action Plan
for The Margaret George School

Table of contents:

STAFF CHANGES	Section 1
Staff Sick Policy	
CHANGES IN DAILY PROCEDURES	Section 2
Drop-off	
Wellness Check	
Routine	
Face Mask for children	
OUTDOOR CURRICULUM	Section 3
Clothing, sunscreen, Bug Spray, etc	
Mask Wearing and Sanitizing practices	
INDOOR TIME	Section 4
INFANT ROOM PROCEDURES	Section 5
Drop off	
Supplies	
Schedule and Procedures	
PICK-UP	Section 6
Communicating with Families	

STAFF CHANGES:

Section 1

Staff changes:

- Staff members will be wearing face shields inside, and also have the option of wearing a face mask inside.
- The major staffing modification that we will make during this period will be to dedicate two staff members strictly to sanitizing and cleaning of any items/surfaces that the children or staff use throughout the day. These staff members will also be doing all of the meal prep to limit the number of people handling food
 - These staff members will serve a supportive role for our teaching staff and will not be counted in our student to teacher ratio
- Handwashing is key! Staff will wash hands often before the start of any new activity and hand sanitizer will be provided when we are outside in the outdoor classroom
- Staff working with younger children, will be wearing smocks over their home clothing and will be provided with extras throughout the day

Staff sick policy:

- A wellness check will be performed on our staff at arrival and after their lunch
- Staff members that have any symptoms will be asked to stay at home and will not be allowed to come back without a medical note

CHANGES IN DAILY PROCEDURES:

Section 2

Drop off:

- Drop offs in the morning will now be done at the front of our building to minimize the number of people entering our facility
- We will have staff members waiting from between 7-9 am. We will require that 9 am be the latest a family can drop off so that we can dedicate enough staff to the classrooms and sanitizing
 - For emergency situations where a family is running late, we will ask that you call us and let us know that you will be coming in later than 9:00 AM. We will try to have someone come and receive your child

Wellness Check:

- At drop off, a staff member will perform a wellness check of the child before bringing them inside. They will take the temperature of the child to confirm it is below 100.4 degrees Fahrenheit and ask a quick survey of the parent.
- The survey will consist of the question “Has the child or anyone in the family experienced the following symptoms: a fever over 100.4 degrees fahrenheit, a dry cough, shortness of breath, chills, loss of taste or smell, a sore throat, or muscle aches.
- We understand that many of these symptoms are related to other non-COVID-19 illnesses, we want to proceed with an abundance of caution to make sure that we do everything we can to protect our families, children, and staff
 - If your child or someone in your family has experienced one or a combination of these symptoms, please keep your child home and let us know
 - The wellness check will be performed on anyone entering our facility including staff, families, any outside therapists, or potential parents

Routine:

- Children will begin the day in their own classrooms as opposed to everyone meeting in a singular location like prior
- We will have children take off home shoes and place them into the home shoe bin like prior and they will be asked to wash their hands before starting their day.
 - During this time, we will have a support staff member supervise handwashing of the children
- Any children that cannot walk yet will be transported in groups of 5 or less to minimize close proximity.
- Children walking outside will be spaced out as much as possible, while still being safe getting to the playground using a walking rope
- Temperatures will be taken multiple times a day for staff and children.
 - Temperature will be taken at drop off and prior to the children going to sleep at nap time
 - Temperature of the staff will be taken at arrival of the staff member and when the staff member come back from lunch break

- Children will be with the same group throughout the day and the same teachers as well. This is not a change from our prior policy as we strongly believe in consistency of staff to help build the relationship between the children and our staff.
- Minimize items from home. Please limit to lunchbox, clothes, a sleep toy/ sheets and feeding items ONLY.
 - Any home toys will not be permitted
- We will have preschool class eat snacks outside often, and we ask preschool classes to bring a cold lunch on Fridays. This will make it easier to have an outdoor picnic

By preventing the mixing of children into larger groups, limiting the number of people that the children are exposed to during the day, these strategies will serve as our method of “social distancing” for children who are too small to understand the concept of personal space

- Please see the CDC attachment under the “Social Distancing Strategies” section

Face Mask for children:

- Children under 2 may not wear masks. Those in our preschool program can choose to wear a mask, however they will remove them for meals, outside time, and sleeping.
- The CDC does recommend that if your child will be touching and moving their mask a lot, it is better they do not wear them at all. They do make a cap with a face shield attached if you feel your child needs it.
- We will do our best to follow what you choose for your child and see the issue of face masks for our preschoolers as a decision left for our parents
- We believe that the monitoring steps, social distancing steps, staff changes that we will be making, are going above and beyond what the CDC is suggesting

OUTDOOR CURRICULUM:

Section 3

This will be the largest adjustment we will make to our program. We will be transitioning to an outdoor based curriculum

- The vast majority of the day will be spent outside and we will be converting a majority of our current playground into an outdoor classroom with a portion of it being under a canopy
- This outdoor classroom will have the learning centers that we use inside (Art, science, gross motor, manipulative, sensory, and language) and serve as the environment and inspiration for the activities
 - Please see attached updated classroom schedule for your child's daily schedule
- Our teachers will be asked to lesson plan according to a monthly theme like previously with the change of the execution will be done outdoors
- We will be taking the children outside even when it is raining
- The only time we will not take the children outside will be during heavy thunderstorm, extreme heat, or if it is dangerous for our children and staff to be outside

Clothing, sunscreen, bug spray etc

- Since we will be spending the vast majority of our time with the children outside, we ask that you dress them accordingly. Please send them in clothes that can get muddy, dirty torn, etc. We will provide clothes to children throughout the day if their clothes become too dirty or torn
 - We can change your child into different clothes if you want them to be in a different outfit for the end of the day. Just let our teachers know at drop off or send a text to your child's classroom phone
- We will also do a lot of water play so please bring the following if you want your child to use something specific: bathing suit, towel, water shoes, raincoat, rain boots, ponchos etc
 - We will be purchasing new ponchos and towels and can provide bathing suits and water shoes. Items that are provided by MGS will be kept in the child's cubby and will only be used by them. These items will also be laundered regularly with weekly laundry by a laundry service that we use
 - On Fridays, these items will be sent home, if a child brought their own, for washing along with their mat sheets.
- Our policy for sunscreen/bug spray will be the same as previous and we will require that parents fill out a sunscreen and bug spray permission slip if they want our teachers to apply these items prior to taking them outside
 - Families can send in their own products if they want a specific item to be used or we will provide the following:
Sunscreen:
https://www.amazon.com/Coppertone-Hypoallergenic-Dermatologically-Botanicals-Protection/dp/B07MH4TDPZ/ref=sr_1_7?crd=2O6OAIRV1UBOK&dchild=1&keywords=sunscreen+kids+sensitive+skin&qid=1590680796&sprefix=sunscreen+kids+se%2Caps%2C195&sr=8-7

Bug Spray:

https://www.amazon.com/Avon-SKIN-SO-SOFT-Bug-Guard-Moisturizing/dp/B0001ZWPI4/ref=sr_1_5?crd=2QPCJNRZBKFR8&dchild=1&keywords=avon+skin+so+soft+bug+guard&qid=1590680855&sprefix=avon+s%2Caps%2C172&sr=8-5

Mask Wearing and sanitizing practices:

- Staff will be able to remove masks outdoors, but will keep a mask or shield with them just in case. This may also give parents the opportunity to communicate with staff at pickup when children are outside.
- The children will not be asked to wear masks outside but we will do our best to honor a parent's request when possible
- The equipment we use outside will be regularly cleaned and centered toys will be sanitized
- This is the statement from the CDC about cleaning for outdoor playgrounds:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html> under "Should outdoor playgrounds, like those at schools or parks, be cleaned or disinfected to prevent COVID-19"

"Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on outdoor playgrounds is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas. If practical, high touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely. Cleaning and disinfection of wooden surfaces (e.g., play structures, benches, tables) or groundcovers (e.g., mulch, sand) is not recommended."

- Our support staff will assist in bringing out supplies, help children clean their hands with wipes, bring children inside to use the restroom/diapering, etc... while our classrooms are outside

INDOOR TIME:

Section 4:

- When children are inside, we will be focusing on air flow and circulation in addition to the other practices outlined under “Changes in daily procedures” as per the suggestion made by the CDC
 - HEPA filters will be placed in each classroom and windows will be kept opened when possible to assist in the air transfer in the classrooms as a method to simulate the airflow outside
- Each indoor center will be limited to 3 children at one time
- Materials such as playdough, color pencils, crayons, and sensory items, will be provided for each child and will be labeled and kept in their cubby for their use only
- Toys will be rotated and sanitized by our support staff after each use while items such as books will be rotated and stored in a container for 7 days prior reusing
 - This is similar to our policy on how we control previous cases of other highly infectious cases like lice or hand foot mouth
- Soft items such as pillows, stuffed animals, dress ups, will not be used during this time

INFANT ROOM PROCEDURES:

Section 5

Drop off:

- Parents in our infant program will be allowed to enter our facility at drop off.
- They will be subjected to our wellness check prior to entering, will be required to wear a face covering, wash hands immediately after entrance, and cover or take off their shoes prior to entering the infant room

Supplies:

- Daily supplies such as formula or breast milk, bottles, binkies, clothes, diapers, or wipes need to be stored in a ziploc bag and placed inside of a diaper bag. The diaper bag can be dropped off at the front of our infant room along with the carseat. Our infant teachers will remove the supplies from the diaper bag and transfer them to their cubbies or the fridge. The diaper bag will be placed into our library for storage along with any car seats

Schedule and Procedures:

- In terms of the everyday routines of the schedule, this will remain the same as prior. We will be increasing the amount of time outdoors with our infants. However, we will not be bringing them outside when it is raining or if the temperature is above 90 degrees fahrenheit
- Windows will be opened when possible and a HEPA filter will be running for the entire day
- Items such as blankets feeding pillows bouncers will be assigned individually and will not be shared
- While holding the infants, our teachers will be using a receiving blanket as a barrier between the child and our teachers' clothing
- We will limit the use of harsh chemicals such as bleach to only hard surfaces and will be using a high temperature commercial grade steam cleaner to sanitize any soft surfaces such as carpeting, pillows, toys, etc.
 - Here is a link to the equipment we will be using:
<https://dupray.com/products/hill-injection-steam-cleaner>

PICK-UP:
Section 6

Pick-up:

- Children will be able to be picked up from the playground/ outside spaces from 3:30- 5:30 PM. If the weather is severe we will bring children outside for pick up time.
- Any person entering our facility will be subjected to a wellness check prior to entering and will be denied entrance if they have any of the symptoms

Communicating with Families:

- During this time will be when we will try to have our staff available for communication with our parents. We understand that a part of what makes us special is the relationship that we have with not only the children but also with our parents and caretakers. It is vital for us and our teachers to maintain this line of communication and will do everything we can to support you in any way we can.
 - If at any time you need to communicate with our teachers or staff, please let us know and we will arrange a time.