

Wesley Christian Child Development Center
Phase 3 and Phase 4 Reopening Plan

Room Capacities

- Room 1 (Infants): 8
- Room 2 (Toddlers): 9
- Room 3 (PreK4): 7
- Room 4 (PreK4): 8
- Room 5 (2's): 8
- Room 6 (PreK3): 8
- Room 7 (Early 3's): 8
- Children will not be combined or moved from one room to another.

Morning Drop Off

- Staff members will be stationed outside the Center to greet children.
 - Staff will wash hands and put on a facemask, eye protection, and a single pair of disposable gloves.
 - Staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
 - Temperature will be taken. Children who have a fever of 100.4 or above or other signs of illness will not be admitted to the Center.
 - If there is no physical contact with an individual, gloves will not be changed before the next check. Physical contact will require disposal of contaminated gloves.
 - Alcohol wipes will be used to clean the thermometer after each use.
 - After each screening, an alcohol-based hand sanitizer that contains at least 60% alcohol will be used or hands will be washed with soap and water for at least 20 seconds.
 - Parents will sign their child in. They will be asked to use their own pens but one will be provided and sanitized after each use.
 - The same parent should drop off the child each day, if possible.
 - Parents should wear face coverings when dropping off their child.
 - Staff will take children immediately to the restroom to wash their hands and then walk them to the classrooms.
 - Children will change their shoes immediately upon entering the classroom. Shoes will be kept in a sealed container or sealed plastic bag until departure in the afternoons.
- There will be no congregating in the Big Hall or the playground before or after class time. Classes can use the Big Hall and the playground at their regularly allotted times—one at a time.
- Signage denying entry to those with symptoms of COVID-19 will be posted on all entrances.

Afternoon Departure

- Children will remain in their classrooms until they are picked up.
- Staff will assist children in washing their hands before leaving the Center.
- Parents will use the Remind app to text their arrival for pick up.

- Staff will walk children to the front gate.
- Parents should wear face coverings when picking up their child.
- Parents will sign out their child. They will be asked to bring their own pens but one will be provided if they do not. That pen will be sanitized after each use.

Staff

- Staff members will be screened each day: temperatures taken and screening questions asked. Persons who have a fever of 100.4 or above or other signs of illness will not be admitted to the Center.
- As much as possible, the same workers will be assigned to the same classrooms each day.
- Office volunteers, mystery readers, and non-essential staff will be limited.
- Staff will wear over large, button-down, long-sleeved shirts when washing, diapering, feeding or holding a child. Button-down smocks will be provided. Overshirts/Smocks must be removed if staff move from one room to another.
- Staff will wear long hair up and off the collar.
- Staff will immediately wash any area touched by a child's secretions
- Staff will be asked to refrain from using PTO (unless they are ill) during Phase 3 so that group stability can be maintained in each room.
- Staff will change shoes upon entering the Center and the removed shoes will be stored in sealed plastic bags until departure. Shoes worn while at the Center should be closed-toed.
- Staff should bring a change of clothes in a sealed plastic bag so they can change if clothing becomes contaminated.
- Each room will be staffed with a minimum of 2 staff members for 7 hours each day. Per the guidelines, one staff person is with children for one hour at the beginning and end of the day.
- Staffing for each room will be as follows:
 - Room 1: Paula Icenogle (LT) 8a-4p
Amber Siemens (LT) 9a-5p
 - Room 2: Susan Hoke (LT) 8a-4p
Samantha Adams (TA) 9a-5p
 - Room 3: Morganne Sharrow (LT) 8a-4p
Shaleigh Covert (TA) 9a-5p
 - Room 4: Jenna Caldwell (LT) 8a-4p
Daria Levchenko (TA) 9a-5p
 - Room 5: Sierra Voss (LT) 8a-4p
Claire Brown (TA) 9a-5p
 - Room 6: Marcia Weiss (LT) 8a-4p
Erica Clark (LT) 9a-5p
 - Room 7: Jennifer Bergan (LT) 8a-4p
Brianna Rogers (LT) 9a-5p
- A substitute list of qualified lead teachers and teacher's assistants will be maintained by the director in the event of staff illness.
- Emergency evacuation drills will be held weekly.
- All staff will receive training on the enhanced Risk Management Plan.

Personal Protective Equipment (PPE)

- Staff will use the following PPE:
 - Gloves:
 - When serving food, diapering, giving first aid, cleaning, when monitoring a sick child in the isolation area and when taking temperatures of staff and children
 - A supply of gloves will be kept in the classroom and additional supplies will be in the cabinet in the hallway
 - Gloves should be properly removed and thrown in the trash after each use:
 - Pinch the outside of the glove about an inch or two down from the top edge inside the wrist. Peel downwards, away from the wrist, turning the glove inside out. Pull the glove away until it's removed from the hand. Hold the inside-out glove with the gloved hand
 - Face Masks:
 - Anywhere in the Center and when taking temperatures outside the Center
 - Face masks are optional when on the playground
 - Cotton face masks have been provided for all staff and a supply of disposable masks will be kept on hand
 - Cotton face masks should be washed daily.
 - Disposable masks should be removed and disposed of properly:
 - Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
 - Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.
 - Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
 - Face Mask with Bands: Lift the bottom strap over your head first then pull the top strap over your head.
 - Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.
 - Gowns:
 - When taking temperatures of staff and children
 - Suggested when monitoring a child in the isolation area
 - Smocks/Button Down Shirts
 - Should be worn when holding children
 - Goggles/Face Shields
 - When taking temperatures of staff and children
- Staff will receive training on the PPE plan.

Cleaning

- Cleaning charts will be posted in each classroom, the snack room and the kitchen (charts for the kitchen and eating area were provided by IDPH). Charts will be checked off each day by staff and submitted to the director at the end of the week (the director will spot check the charts daily).
 - Bins for dirty toys or toys that need washed each day.

- Toys that cannot be sanitized will be removed from the rooms.
- Toys that are mouthed by a child will be sanitized immediately.
- Things like doorknobs, light switches, sink handles, counter/table tops, cots, toilet training aids, chairs, cubbies and playground equipment will be sanitized at least once each day.
- Disposable gloves will be used for routine cleaning and disinfection.
- Surfaces will be cleaned using soap and water, then use disinfectant.
- Procedures for diapering will remain the same (DCFS Guidelines, Section 407.340, Diapering and Toileting Procedures):
 - a) Each area serving children wearing diapers or disposable pull-ups shall have a designated diapering area that includes at least the following:
 - 1) An accessible hand-washing sink within the same room without barriers such as doors, unless the before and school program is exempt per Section 2.09(a)(ii) of the Child Care Act.
 - 2) A changing surface that has an impervious, non-absorbent surface.
 - 3) Covered receptacles conveniently located close to the changing surfaces for the disposal of soiled diapers. These receptacles shall be washable, plastic lined and tightly covered. There shall be separate containers for disposable diapers, cloth diapers (if used) and soiled clothes and linens.
 - 4) A supply of disposable latex gloves.
 - 5) Clearly posted procedures for diaper changing, consistent with the following:
 - A) Have the following supplies ready before bringing the child to the diapering area:
 - i) Disposable wipes or fresh, wet paper towels;
 - ii) Diapers;
 - iii) Skin preparations prescribed by the child's doctor or requested by the child's parent; and
 - iv) Disinfecting solution and paper towels for cleaning up.
 - B) Lay the child on the changing surface, taking care to minimize contact with the child if his/her outer clothes are soiled.
 - C) Put on protective gloves.
 - D) Remove diaper and any soiled clothes.
 - E) Clean the child's bottom from front to back with a fresh disposable wipe or a damp paper towel. Aerosol or roll-on products shall not be used.
 - F) Dispose of disposable diapers, paper towels and diaper wipes in covered receptacle. Put soiled clothes and cloth diapers into a plastic bag to be sent home with the parent.
 - G) Remove disposable gloves. Wash hands or wipe hands with a premoistened towelette and use another towelette to clean the child's hands.
 - H) Place clean diaper on the child. Make sure child's clothing is clean and dry. If not, change child's clothing.

- I) Wash the child's hands in accordance with the requirements of Section 407.320.
 - J) Return the child to a supervised area.
 - K) Clean visible soil from the changing table with paper towels or disposable wipes.
 - L) Clean and disinfect the diapering area.
 - M) Wash adult hands, using procedures outlined in Section 407.320.
- b) The diapering area shall be separate from any food preparation areas and shall never be used for the temporary placement or serving of food.
- c) Changing surfaces shall be cleaned and sanitized between each diaper change.
- d) Diaper receptacles shall be cleaned and sanitized daily.
- e) Diapers shall be able to contain urine and stool and minimize fecal contamination of the child, caregivers, environmental surfaces and objects of the child care center.
- f) If cloth diapers are used, soiled cloth diapers and/or soiled training pants shall never be rinsed. The fecal content may be placed in the toilet, but the diaper shall not be rinsed.
- g) Toilet-training equipment shall be provided for children being toilet-trained.
 - 1) Child-sized toilets or safe and cleanable step aids and modified toilet seats shall be available.
 - 2) If used, the contents of potty chairs shall be dumped in the toilet, and the potty chair shall be cleaned and sanitized between each use.
 - 3) Toilet-training equipment shall not be counted as toilets in the toilet/child ratio.
- h) Lavatories (hand-washing sinks) and toilet facilities shall be provided in the specified ratios. Although potty chairs are allowed when children are being toilet-trained, potty chairs are not counted when determining compliance with these ratios. Partially exempt programs are exempt from this standard. For restrooms used exclusively by school-age children, urinals may constitute 25 percent of the required toilets in day care centers with restrooms shared by both genders and 50 percent of the required toilets in boys' restrooms in day care centers with gender-specific restrooms.
- i) Toilets and lavatories shall be readily accessible to the children. If toilets are not located near the children's activity areas, an adult shall accompany children 4 years of age or younger.
- j) If toilets and lavatories are not child-sized, non-absorbent safe steps shall be provided.
- k) Hot and cold running water shall be provided.
 - 1) Hot water supplied to plumbing fixtures used by children shall be tempered or thermostatically controlled to less than 115° F.
 - 2) In areas serving infants and toddlers, water shall be mixed through one mixing valve.
- l) Mild liquid soap and single-use towels or automatic dryers shall be provided. Towels may be disposable. Automatic dryers shall not be used for infants and toddlers.
- m) Toilet and hand-washing areas for school-age children shall be enclosed to provide for privacy.
- n) Toilets and lavatories shall be readily accessible for staff use.
- o) Children and staff shall wash hands thoroughly according to Section 407.320 after using the toilet or assisting in toileting, and after each diaper change.

- Custodial staff will be provided with a checklist of areas/items to be sanitized each evening. That checklist will be kept daily, spot checked regularly by the director, and submitted each week.
- Teachers will be provided a classroom cleaning checklist that be kept daily, spot checked by the director, and submitted each week.
- All cleaning products will meet CDC standards for mitigating the human coronavirus and will be used in accordance with package directions to ensure effective use.
- Small rugs will be removed from rooms. Carpets remaining in the rooms will be vacuumed with a vacuum that has a HEPA filter, with no other people present, and with ceiling fans turned off to help control any virus germs that become airborne.
- Signage about stopping the spread of germs will be placed throughout the Center.
- The multipurpose room, the Big Hall and the playgrounds will be used by one group at a time with ½ hour between groups. Each area will be sanitized after the group has finished in the space.

Laundry/Changes of Clothing

For clothing, towels, linens, soft toys and other items.

- Items will be washed in the highest temperature setting possible.
- Disposable gloves will be used when handling dirty laundry (including removing cot sheets to be washed).
- Staff will be advised not shake dirty laundry.
- Hampers will be cleaned and disinfected immediately upon emptying.
- Staff will remove gloves and wash hands right away after handling dirty laundry.
- Every week parents should remove and wash clothing and blankets brought to the Center.
- Staff will change the child's clothing if secretions get on that clothing. Parents will be asked to provide more changes of clothing in the infant and toddler rooms. Teachers will need to watch older children who chew their clothing, sneeze on themselves, or vomit on themselves and also change their clothing.
- Per our usual procedures, contaminated clothing will be placed in plastic bags.

Pacifiers

- Pacifiers will be highly monitored so they are used by only one child.
- Use of pacifiers should be reconsidered during this time, if possible.
- Any pacifier that touches another surface will be immediately cleaned.

Handwashing/Restroom Time

Handwashing will be done by children and staff (According to CDC Guidelines):

- All children, staff, and volunteers 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

- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- 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.
- Hand sanitizer will be placed at the entrance to every classroom.
- Children will be supervised when they use hand sanitizer to prevent ingestion.
- Children will be assisted with handwashing, including infants who cannot wash hands alone.
- After assisting children with handwashing, staff will wash their hands.
- Posters describing handwashing steps will be placed near sinks.
- Bathroom monitors will be used to walk children to and from the restrooms to limit the number of children in the restrooms at one time and eliminate the groups of children waiting in the hallway.

Meals

- Hands will be washed by children and staff before and after each meal or snack.
- No family-style service is permitted. Staff should prepare each child's plate.
- Staff will continue to observe health department guidelines using gloves when preparing or serving food.
- Kitchen staff will wear face coverings when preparing and delivering food.
- Food will be delivered into each room and not placed in the hallway by the classroom door.
- Staff may need additional tables in their rooms to allow appropriate spacing for children.
- The water fountain will not be used until the COVID19 virus is no longer a threat. Water pitchers will be placed in each room with disposable cups and children will have access to water when they need it. Children will not be allowed to bring water bottles during this time.
- Only designated kitchen staff will be permitted in the kitchen and snack room area.

Nap Time

- Cot sheets will continue to be washed twice a week (following the previous schedule).
- Cots will be sanitized twice a week.
- If the child vomits, urinates or defecates on their cot, the sheet will be placed in a plastic bag and the cot should be sanitized immediately. The plastic bag can be placed in the hamper until it can be taken to the washing machine.
- Cots should be placed 6 feet apart and staggered head to toe. This will require the removal of furniture from some rooms.
- Cribs will also be placed 6 feet apart.

Special Events

- All special events--field trips, parent activities, guest speakers—will be postponed or cancelled until it is deemed safe.

Communication

Communication plan for sick children or employees:

- The director will immediately communicate developments with the local health department, DCFS, employees, and families regarding cases, exposures, and updates to policies and procedures. The director will communicate developments to staff and families via the Remind App and/or a letter to the home. Changes to policies and procedures will additionally be posted on the Center's website. The privacy of any affected persons will be protected (according to DCFS Rules 407.80b).

Monitoring

- Child and employee absences will be monitored by the director. Any children or staff who are ill will be required to stay home. Children or staff who have a temperature of more than 100.4 will be sent home. Parents will pick up their children within 15 minutes (if possible) of notification of a fever. Until they are picked up, children will be isolated in the room next to the main office with an adult attendant. Staff will be sent home immediately.
Any child or staff member suspected of having COVID-19, diagnosed with COVID-19 or having contact with someone suspected of or diagnosed with COVID-19 will not be allowed to return to the Center until they have documentation from a physician that they are not communicable.
- Students and most staff will be dismissed for 2-5 days if a person with COVID has been in the building. During that time, the director will work with McDonough County Health Department officials to determine an appropriate time frame for reopening.
- The Center will be thoroughly sanitized during the closure.
 - Areas used by the individuals with COVID-19 will be closed off and we will wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Outside doors and windows will be opened to increase air circulation in the area. If possible, we will wait up to 24 hours before beginning cleaning and disinfection.
 - Cleaning staff will 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 will be cleaned using a detergent or soap and water prior to disinfection.

Face Coverings

- All persons over 2 years old will wear a mask while at the Center. This includes the classroom to the extent practicable.
- Face coverings will be provided for staff and children as needed.
- During outdoor play, face coverings for both children and staff will be optional.
- Cotton face masks should be washed at home daily.

Breastfeeding Mothers

- Appointments for breastfeeding can be made in advance and will be scheduled to allow ½ hour in between.
- Mothers will text their arrival to Office Staff.
- They will be met at the West Side Church Entrance (near the Big Hall) and taken to Room L30.
- Their infant will be brought to them.
- After ½ an hour, staff will pick up the infant and return the child to Room 1.
- Each mother will be responsible for sanitizing the area they used to breastfeed.
- Face coverings will be required.

Supplies and Inventory

- The inventory of hand soap, hand sanitizer, paper towels, disinfectant spray, bleach, toilet paper, disinfecting wipes and disposable gloves will be monitored weekly to ensure the availability of materials. Supplies will be ordered or purchased before current supplies are depleted.
- Teachers will keep an inventory sheet for their classrooms to be submitted to the director prior to supplies being depleted.
- Each classroom should maintain a minimum of:
 - 2 boxes of tissues
 - 4 boxes of disposable gloves
 - 2 vomit clean up kits
 - 2 rolls of regular paper towels
 - 1 roll of paper towel dispenser refill
 - 1 soap refill
 - 1 disinfectant spray
 - 1 bottle of dish soap
 - 2 bottles of hand sanitizer
 - 2 containers of disinfectant wipes
 - 1 spray bottle marked for soap solution
 - 1 spray bottle marked for bleach solution (prepared by opening director each day)
- Each restroom should maintain a minimum of:
 - 2 extra rolls of toilet paper
 - 1 roll of paper towel dispenser refill
 - 1 soap refill
 - 1 container of disinfectant wipes
 - 1 disinfectant spray
 - 1 spray bottle marked for bleach solution (prepared by opening director each day)
- Main hall cabinet will contain a one week supply of:
 - Disposable gloves (sizes S, M, L, XL)
 - Tissues
 - Glass cleaner
 - Disinfectant spray
 - Disinfectant wipes
- Janitor's Closet will contain a two week supply of:
 - Disposable gloves (sizes S, M, L, XL)

- Tissues
 - Glass cleaner
 - Disinfectant spray
 - Disinfectant wipes
 - Bleach
 - Laundry soap
 - Soap refills
 - Disinfecting cleaner
 - Paper towels
 - Paper towel dispenser refills
 - Toilet paper
 - Dish Soap
- A supply of disposable masks, gowns and goggles will also be kept in the main hall cabinet.

COVID-19 Exposure Letter Sample

Wesley Christian Child Development Center
1212 W. Calhoun Street
Macomb, IL 61455

Date:

RE: COVID-19

Dear Parent or Guardian:

There has been a case of COVID-19 at Wesley Christian Child Development Center and your child may have been exposed.

What is COVID-19?

COVID-19 is a novel coronavirus that is spread by respiratory droplets and is highly contagious.

What are the symptoms of COVID-19?

Symptoms include:

- Fever
- Shortness of breath
- Cough

While most children who get COVID-19 have a mild or even asymptomatic illness, there are new reports that some children may have a complication that can be severe and dangerous. Called multisystem inflammatory syndrome in children (MIS-C) by the Centers for Disease Control and Prevention, it can lead to life-threatening problems with the heart and other organs in the body:

- prolonged fever (more than a couple of days)
- rash
- conjunctivitis (redness of the white part of the eye)
- stomachache
- vomiting and/or diarrhea
- a large, swollen lymph node in the neck
- red, cracked lips
- a tongue that is redder than usual and looks like a strawberry
- swollen hands and/or feet
- irritability and/or unusual sleepiness or weakness.

What can be done to prevent infection?

- Frequent hand-washing
- Thoroughly clean and disinfect frequently touched surfaces by using a bleach-based household cleaner
- Avoid touching eyes, nose, and mouth with unwashed hands
- Stay home when sick
- Cover your cough and sneeze
- When in public, wear cloth face coverings

Can my child stay in school?

Any child suspected of having COVID-19, diagnosed with COVID-19 or having contact with someone suspected of or diagnosed with COVID-19 will not be allowed to return to the Center until they have documentation from a physician that they are not communicable. The Center will be closed for 2-5 days for cleaning and sanitizing. Center staff will be in contact with DCFS and the McDonough County Health Department to determine the appropriate time frame for reopening. We will communicate any new developments as we have more information.

Thank you for giving this your attention.

Sincerely,

Lynne Branham
Director

Daily Custodial Sanitation Checklist

In addition to regular custodial duties, the following disinfecting and sanitizing procedures should be done daily. This sheet should be checked off each day and placed in the director's mailbox in the hallway.

Date: _____ Name: _____

Task	Completed (Date & Time)
Use disinfectant on all light switches	
Use disinfectant on all door handles (inside and out)	
Sanitize all exterior gate latches	
Sanitize all playground equipment	
Sanitize all areas of the Big Hall (door handles, light switches, countertop, seating, posts, etc.)	
*Disinfect all classroom tables	
*Disinfect all classroom chairs	
*Disinfect all classroom countertops	
Disinfect all classroom sinks, faucets and sink handles	
Sanitize all hand rails	
Sanitize all cribs (inside and out)	
Disinfect all toilets (main hall, room 5, and room 1), seats and handles	
Disinfect all restroom sinks (main hall, room 5, room 1), faucets and handles	
Disinfect all potty training seats (rooms 1 and 5)	
Bleach mop all restroom floors (main hall, room 1 and room 5)	
*Disinfect all changing tables (both main hall restrooms, room 1 and room 2)	
Disinfect all trash can lids and Diaper Genie lids (inside and out)	
Sanitize tops and fronts of washer and dryer	
Remove all trash (Big Hall, classrooms, snack room, kitchen, offices, restrooms)	
**Vacuum all carpets (including the Big Hall) according to CDC guidelines daily.	
Staff restrooms (both on the east and west sides of the building) will be sanitized at least once daily.	
Room L30 will need cleaned at least once daily.	

*Surfaces must first be cleaned with soap and water and then have disinfectant applied.

**Vacuums used must have a HEPA filter, vacuuming must be done without others present, and ceiling fans should be turned off before the vacuum is run. Vacuums should be cleaned out after each use.

Clean means to remove visible soils by using a multipurpose cleaner on the surface being cleaned. Rinse and dry. **Sanitize** means using a concentration of chemicals, such as a bleach solution, for a sufficient contact time to reduce the bacteria count on surface areas. **Disinfect** means to eliminate most or all germs by using a concentration of chemicals, such as bleach solution, for a sufficient contact time when surfaces are contaminated by blood, vomit, feces, urine and mucus. Gloves should be worn.

Order Form: Classroom Cleaning Supplies

Room # _____ Teacher _____ Date _____

Teachers: Please order before your current supply is depleted.

Supplies	Amount Needed
Diaper Genie Refills	
Dish Soap	
Disinfecting Cleaner (e.g. 409)	
Face Masks (Child Adult)	
Gloves (Sizes: S M L XL)	
Paper Towels (Refill)	
Paper Towels (Roll)	
Sanitizing Spray	
Sanitizing Wipes	
Soap (for dispenser)	
Floor Cleaning Pads	
Tissues	
Toilet Paper	
Vomit Clean Up Kit	

Order Form: Classroom Cleaning Supplies

Room # _____ Teacher _____ Date _____

Teachers: Please order before your current supply is depleted.

Supplies	Amount Needed
Diaper Genie Refills	
Dish Soap	
Disinfecting Cleaner (e.g. 409)	
Face Masks (Child Adult)	
Gloves (Sizes: S M L XL)	
Paper Towels (Refill)	
Paper Towels (Roll)	
Sanitizing Spray	
Sanitizing Wipes	
Soap (for dispenser)	
Floor Cleaning Pads	
Tissues	
Toilet Paper	
Vomit Clean Up Kit	