



**COVID-19**  
**Preparedness &**  
**Response Plan**

(Revised 5/24/2021)

# Monitoring Symptoms

## Intake Process:

Staff, parents, and children two (2) years of age and older must wear a mask to approach the building to begin the intake process.

Daily Family health screening is filled out each morning by parents before a child enters the building.

### **A4LA Daily Family Health Screening**

1. Has anyone in your household been diagnosed with COVID-19? **Yes No**

If yes, when?

\_\_\_\_\_

2. Has anyone that you have come in contact with in the past 14 days been diagnosed with COVID-19?

**Yes No**

If yes, when?

\_\_\_\_\_

3. Has anyone in your household, or someone that you've had close contact with, experienced any of the following symptoms in the past 3 days: Cough, Shortness of breath, Congestion, Runny nose, Fever/Chills, Stomach pain, Nausea, Vomiting, Diarrhea, Fatigue, Muscle/Body Aches, Headache, Loss of taste or smell, Sore throat, Unknown rash anywhere on the body **Yes No**

If yes, what symptoms and when?

\_\_\_\_\_

4. Has your **child** been anywhere in the past 3 days besides your home and A4LA? **Yes No**

If yes, where?

\_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_ /20 \_\_\_\_\_  
**Child's Name          Parent's Name          Signature          Date          Time**

**Office Use Only:**

\_\_\_\_\_   
Temperature

\_\_\_\_\_   
Date

\_\_\_\_\_   
Time

\_\_\_\_\_   
Initials

Daily Staff Health Screening is filled out each morning by staff, before entering the building.

<b>A4LA Daily Staff Health Screening</b>			
1. Has anyone in your household been diagnosed with COVID-19? <b>Yes No</b> If yes, when? _____			
2. Has anyone that you have come in contact with in the past 14 days been diagnosed with COVID-19? <b>Yes No</b> If yes, when? _____			
3. Has anyone in your household, or someone that you've had close contact with, experienced any of the following symptoms in the past 3 days: Cough, Shortness of breath, Congestion, Runny nose, Fever/Chills, 4. Stomach pain, Nausea, Vomiting, Diarrhea, Fatigue, Muscle/Body Aches, Headache, Loss of taste or smell, Sore throat, Unknown rash anywhere on the body <b>Yes No</b> If yes, what symptoms and when? _____			
5. Where have you been in the past 3 days besides your home and A4LA? _____			
_____ <b>Printed Name</b>	_____ <b>Signature</b>	_ / _ /20 <b>Date</b>	_____ <b>Time</b>
<b>Office Use Only:</b>			
_____ <b>Temperature</b>	_____ <b>Date</b>	_____ <b>Time</b>	_____ <b>Initials</b>

Once the form is completed a designated staff member will review it and if there are not concerns, the child's, or staff members, temperature will be taken, a visual inspection will be done to identify any signs of illness then fills the Office Use Only section is filled out with the appropriate information. Office staff also document temperatures and time of entry on a master temperature log.

At the entrance to the building there are multiple signs reminding families and staff members to social distance while waiting for entry. The front door will not be opened until the health screening form is completed and masks are worn by anyone approaching the door, two (2) years of age and older. The only bags or additional items that are allowed in the center are infant bottle bags, infant car seats, extra clothing, school age backpacks, school age schoolwork and devices, diapers and wipes (if the family chooses to provide their own), and/or medication.

Temperatures are checked and logged at quiet time every day as well as upon exiting the building, in addition to before entry into the building. During the day staff are consistently checking for any visual signs of illness or changes in a child's regular demeanor.

## **Social Distancing**

Mobile infants and toddlers are encouraged to play in small groups with their primary caregivers. When weather appropriate, groups have varying outdoor times to limit classroom occupancy. During mealtimes children are seated one child per side of each table or in distanced highchairs.

Preschool and school age children have limited group numbers for interest areas and outdoor activities. They are asked to make a different choice if the area has reached its limit. Each classroom has a designated area of the playground when more than one classroom is outside at a time. During mealtimes children are seated one or two children per side of each table. Tables are equipped with plexiglass dividers to maintain safety when masks are removed.

Children are encouraged to keep their hands to themselves and give each other space. (No hugging, high fives, handshakes, etc.)

Transportation is not currently offered to avoid nonessential travel.

## **Hygiene**

### **Handwashing**

Upon entering the building all children and staff use hand sanitizer before exiting the lobby. Hand washing is required upon entering a classroom, before and after all meals, after diapering and toileting, after handling pets or animals, when returning from outside, when soiled, after touching face, after touching a face mask. Teachers help or monitor children to ensure the proper handwashing procedures are followed.

Staff must wash hands prior to starting the workday at the center, prior to care of children, upon entering a classroom, before preparing and serving food, before feeding children, before and after giving medication, after each diapering, after helping a child use the toilet, after using the restroom, after handling bodily fluids, after handling animals and pets, after cleaning animal and pet cages, after handling garbage, when soiled, after touching face, after touching or assisting with a face mask.

### **Handwashing Procedure:**

Hand washing means to cleanse the hands with soap and warm running water for at least 20 seconds.

- Have a single service towel available.
- Turn on the water to a comfortable temperature between 60 degrees and 120 degrees.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds.
- Rub areas between fingers, around nails beds, under fingernails, and jewelry, and back of hands.
- Dry hands with a clean, disposable paper or single use cloth. Turn off tap with disposable paper or single service towel.
- Hands shall be washed with soap under running water.
- Children sing a song to let them know how long they should be washing their hands.

## Cleaning and Sanitizing

### 3-STEP BPROCEDURE

3 step cleaning procedure is completed before and after each meal and after diapering. (#1 Soap and Water, #2 Water, #3 Bleach and Water)

**Each classroom has two (2) buckets that are used for cleaning.**

### GREEN BUCKET

SaniT10 – 1oz. per gallon of water

Used for cleaning toys, shelves, all walls, cupboards, cribs, nap mats/cots, light switches, phone, cubbies, soap dispensers, paper towel holders, trash can, trash can lids, walls behind trash, doors, handrails, strollers, and window sills.

All items and surface areas are cleaned during quiet time, at the end of the day, and as needed throughout the day. If toys are soiled, they are placed in the classroom's dirty toy bin until they can be cleaned, air dried, and placed back on the shelves for play.

### RED BUCKET

Steramine Tablet Sanitizer – 1 tablet per gallon of water

Used for cleaning tables, chairs, food tray, high chairs, refrigerator, microwave, counter and shelf the food tray is located.

Food surface areas are cleaned during quiet time, at the end of the day, and as needed throughout the day. Family style meal service is modified to include eating together with caregivers but food service will be completed by caregivers.

### DISINFECTANT SPRAY

Steriphene II Disinfectant is used throughout the day in areas where children are not present. It is also used in the classrooms during end of day cleaning after the children leave for the day. All car seats and any items that need to be brought from home are sprayed in the office when they enter the building, once the children are in their classrooms.

### LAUNDRY

All Rollie Pollie blankets are washed in the facility to avoid cross contamination between home and school. Rollie Pollies are washed once a week, or when they are soiled. Infant crib sheets are provided by Academy 4 Lil' Angles. Crib sheets are washed and changed daily or when they are soiled.

### CLEANING SHEETS

Daily cleaning sheets are completed as they were prior to COVID-19, including daily vacuuming, mopping, and disinfecting procedures. All soft items and wooden items have been removed from the classrooms and remaining toys are able to be cleaned multiple times throughout the day without being damaged. Sensory items have been eliminated from classroom lesson plans.

### TRASH CANS

All diapering trash cans have been replaced with touchless lids.

## **Safety Equipment**

Masks are required to be worn by all staff members and children over the age of two (2). Face shields are available for staff upon request but are not worn in place of masks. Gloves are worn for food service, diapering and toilet assistance, sunscreen application, and when a caregiver needs to touch any part of a child's face or face mask. Hand washing is required directly after gloves are removed. Disposable shoe covers are available upon request.

## **Communication Protocols**

Reporting symptoms can be completed using the Daily Family and Staff Health Screening forms. Families and staff can also email Ms. Angie at [angie@academy4lilangels.com](mailto:angie@academy4lilangels.com) to report symptoms outside of business hours. COVID-19 testing and results must be emailed to Ms. Angie promptly. All test results are kept on file at the center, in a COVID-19 Testing binder and in the family's file.

If a child, family member, staff member, or visitor becomes ill with COVID-19 symptoms, the health department will be contacted for further guidance. If a positive COVID-19 test result is reported, the health department will be contacted. Classroom or facility closure will be determined based on guidance from the local health department.

All visitation is limited to mandatory inspections including licensing, Great Start to Quality, and other essential individuals.

Families and staff will be contacted after children or staff have not been in attendance to determine when they will return, discuss concerns and questions, and to discuss any health concerns or conditions.

Caregivers are trained to understand the symptoms of COVID-19 and the procedures necessary to prevent cross contamination between children.

## **Exclusion Policy**

During intake office staff read through the Daily Family Health Screening forms, take and record temperatures, and complete a visual assessment of each child before entry into the building. If any symptoms are present, the child and any siblings are not permitted to enter the building until all symptoms have cleared for 48 hours without the use of medication.

If the parent refuses to wear a mask for drop off or pick up the child will not be accepted for care and someone else will be asked to be the designated drop off and pick-up person. Children over the age of two (2) must wear a mask to enter the building. If they do not have a mask at drop off, they may not enter until one is provided or purchased from the Academy 4 Lil' Angels for the day.

## **Isolation Procedures**

If a child displays symptoms of illness while in care at Academy 4 Lil' Angles, they will be removed from the classroom and taken to the sick room adjacent to the front office to wait for pick up. Families have up to one (1) hour to pick up the sick child and all siblings. All children in the household must be excluded from care until all symptoms are cleared for 48 hours without the use of medication. If symptoms of COVID-19 are present, the family will be asked to receive COVID-19 tests also. Children remaining in the classroom will be taken outside or to a vacant classroom for the remainder of the day. Both classrooms will then be thoroughly cleaned and disinfected.

## **Ratios**

In the event that a staff member displays symptoms, office staff members will substitute in the classroom until they have been 48 hours symptom free without the use of medication. COVID-19 testing will be required at director's request.