

## **HFYH 2020-2021 School Year Plan**

The safeguards below are based on the recommendations of the CDC and are meant to align with Governor Holcomb's Back on Track plan.

**Social Distancing-** Close physical contact will be avoided when possible. The same children will be placed with each other each day, and with the same teacher each day. This will be referred to as a "family unit" throughout the remainder of this document. Family units should be kept together, as much as possible, while doing activities indoors and outdoors each day.

### **Monitoring and Preparing**

#### **Employee Screening Procedure-**

- All HFYH staff will be screened each morning as they arrive to their assigned building. An admin who has been trained on the no-touch thermometer will complete the screening. If any staff has a temperature over 100\* F and/or shows any signs or symptoms of illness, they will be sent home until they are symptom and fever free for 72 hours. This procedure will continue through STAGE 5.

#### **Student Arrival-**

- Each morning, HFYH will have a staggered arrival procedure with parents and students entering designated entry doors, which will be marked "ENTER ONLY". Classes will have specific times parents may arrive to drop students off at the door of their classroom. No one other than the students and the teachers of that classroom will be permitted in the classroom. Parents will drop off at the classroom door and exit using the designated exit doors, which will be marked "EXIT ONLY".
- Upon arrival, an admin will check the temperature of every parent and student before moving to their classroom. If any student has a temperature over 100\* F and/or shows any signs or symptoms of illness, they will be sent home until they are symptom and fever free, without fever reducing medication, for 72 hours. If any parent has a temperature over 100\*F, a HFYH staff will escort the child to their classroom. This procedure will continue through STAGE 5.
- Hand sanitizer stations will be at each entrance. Parents and students entering the building will be required to sanitize once they've had their temperature check.
- All staff will be required to wear masks during arrival.
- Parents will be strongly encouraged to wear masks anytime they enter the building. If mandated by authorities, masks will become mandatory.
- HFYH will not utilize student binders or backpacks for this school year. This will make the arrival process quicker for families, as well as, less touch points for teachers and students.
- There will be a designated space in each building to separate any child that is sick until such time as they can be picked up.

### **Dismissal-**

- Dismissal at HFYH will run fairly normal with some changes in spacing.
  - PreK will dismiss at 11:45am and 2:45pm from the Chapel and classes will be socially distanced with pews in between each family unit
  - Preschool will dismiss at 11:45am and 2:45pm from the gym and will be socially distanced with designated spaces for each family unit.
  - Jumpstart will dismiss at 11:30am from the Main Campus lobby and will be socially distanced with designated spaces for each family unit.
  - Toddler Time will dismiss at 11:15am from the front doors of Main Campus and will be socially distanced in their wagons.
- All staff will be required to wear masks during dismissal.

### **Visitor entry-**

- In addition to social distancing, screening (also described above) will occur for all visitors at the school entrance. Masks will be required for all visitors. This should remain through stage 5.
- Visitors will only be allowed in the buildings through the security doors. Visitors will have to buzz, identify themselves and give reason for coming into the school. Once buzzed in, the visitor will wait in the lobby until a staff can assist them.
- Visitors such as potential new HFYH families, tours, outside maintenance workers, etc will be asked to make an appointment with the Office Manager prior to coming to HFYH.

### **Deliveries-**

- Signs will be placed on key delivery doors stating that HFYH prefers deliveries to be left outside the school door. If a signature is required, delivery personnel will be asked to buzz and an admin staff will meet them at the door to sign for the delivery.

### **Special Events-**

Special events such as Fall Family Picnic, classroom parties, Christmas program and Graduation will be permitted beginning in stage 5 so long as group size and social distancing guidelines are followed. Face coverings will be strongly recommended for everyone in attendance, especially individuals with identified medical conditions or who are over 65 years old not be in attendance.

### **On-Site Playgrounds and Special Activities-**

- HFYH will limit the mixing of family units, such as staggering playground times and keeping family units separate for special activities such as art, music, and exercising.
- Playgrounds on the school sites will be occupied by multiple units, with social distancing being practiced by dividing the play areas. Playground structures will be disinfected after each family unit leaves the playground.

**Rest Time-**

- During full day rest time (30 min), students will be spaced out as much as possible. . Students will be placed on rugs and at tables throughout the room.

**Meal Service-**

- No group dining room will be used, lunch and snacks will be served in classrooms instead. HFYH will maintain family units during meal times as well.
- Prior to any meal service, all children will utilize hand washing or sanitizing to ensure safe eating practices. These procedures should remain in effect through stage 5.
- All staff will be required to wear gloves to serve and assist students during snack and lunch.

**Classroom Arrangements-**

- Tables will be distanced as best as possible throughout the classroom.
- Flexible seating will be used within the classrooms to help promote social distancing.

**Halls-**

- Only one family unit will be permitted in the hallway at a time when possible.
- If more than one family unit is in a hall at a time, staff is asked to take an alternative route or do their best to social distance their family unit from the other family units.

**Bathrooms-**

- Each family unit will have a designated time to use the bathrooms.
- Staff will be encouraged to take small groups during their family's designated times to promote social distancing and proper hand washing.
- Once the family unit has used the bathroom, HFYH staff will disinfect the bathrooms before another family unit's designated time.

**Communication-**

- HFYH School and all its classes will utilize email, Remind 101 and Facebook in order to best communicate with parents.
- HFYH Administration will be admins on each individual classroom Facebook page.
- Full school email blasts will be used to communicate the reopening plan along with any other edits or changes that may occur with the plan during the school year.

**Cleaning and Disinfection-**

- HFYH, along with the custodial staff, will develop a schedule for cleaning and disinfecting including deep cleaning when children are not present.
- HFYH will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This will also include cleaning objects/surfaces not

ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, and cubbies. This cleaning will be done with our current disinfecting spray and microfiber towels as well as disinfecting wipes

- HFYH staff will use all cleaning products according to the directions on the label. If surfaces are dirty, they will be cleaned using soap and water prior to disinfection. HFYH staff will follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- HFYH will provide EPA-registered disposable wipes to staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use.
- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

#### **Clean and Sanitize Toys-**

- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated will be set aside until they are cleaned by hand by a person wearing gloves. Mouthed toys will be cleaned with soap and water, rinsed, then sanitized with an EPA registered disinfectant, and air-dry or clean in a mechanical dishwasher. HFYH will be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys will be used by one individual at a time or will not be used at all. These toys will be laundered before being used by another child.
- Toys will not be shared among family unit unless they are washed and sanitized before being moved from one family unit to the other.
- HFYH staff will set aside toys that need to be cleaned. Soiled toys will be placed in a dish pan with soapy water or put in a separate container marked for "soiled toys." Washing with soapy water is the ideal method for cleaning. HFYH will have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- HFYH will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- HFYH staff will do their best to avoid sharing electronic devices, toys, books, and other games or learning aids when possible.

#### **Clothing-**

- All students and staff will be required to have a change of clothes on hand in the school.
- HFYH staff will change children's clothes if secretions are on the child's clothes.

- Contaminated clothes will be placed in a plastic bag and sent home and a new change of clothes requested.

#### **Hygienic Diapering and Clean Up-(Toddler Time and Jumpstart students ONLY)**

In order to avoid any fecal transmission of COVID-19 the following diapering procedures will be followed through Stage 5.

- Wash hands with soap and warm water and dry with disposable paper towel
- Gather needed supplies and place on diapering area
- Spread wax paper on changing table covering the entire length and width of the pad
- Put on gloves after placing the child on the changing table
- Release the soiled diaper
- Place soiled diaper and wax paper into a plastic bag
- Wash the child's bottom
- Remove gloves
- Place clean diaper on child
- Wash the child's hands
- Take the child to a safe area where he or she can be supervised
- Discard the soiled diaper, washcloth and towel, and wax paper into a tightly covered sanitary waste container lined with a plastic bag
- Sanitize diaper changing pad and table
- Wash hands with soap and warm water and dry with disposable paper towel

#### **Personal Hygiene-**

- HFYH will ensure that employees, children and families have ready access to hand sanitizer, handwashing stations, or other disinfectant products.
- Hand Sanitizers are temporarily acceptable products for use in family units so long as they're kept out of reach of children at all times and administered by an adult.

**If a student, family, or staff member has a confirmed case of COVID-19, the following steps will be taken-**

- HFYH will immediately distance the individual from the rest of the program and instruct the individual to stay home.
- HFYH will notify parents of specific family units affected of a possible exposure
- HFYH will contact local Health Department to notify them of potential exposure
- HFYH administration will coordinate with local health officials. These officials will help administrators determine a course of action for HFYH
- Clean and disinfect thoroughly.
- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should 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 should be cleaned using soap and water prior to disinfection.