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2021-2022

COVID-19 Enhanced Risk
Management Plan

This document will continuously be edited and revised due to the changing and updating of DCFS, CDC, Cook County and IDPHs reopening guidelines

Last Revised January 3, 2022

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A New Normal:

The COVID-19 Pandemic has tested all of our resilience. When our way of life was shut down last year, we were left wondering what our new reality would be like.

Since the safety and well-being of our children, families and staff are of utmost importance, the following guidelines were created based on best practices. These protocols are based on the recommendations of the Illinois Department of Children and Family Services (DCFS), the Illinois Department of Public Health (IDPH), Cook County Department of Public Health (CCDPH) and the Centers for Disease Control (CDC), and will be updated frequently as mandated by DCFS and the state of Illinois. These policies will be the "new normal" until DCFS indicates that the transfer of COVID-19 is no longer a concern. The director will be responsible for training staff and supervising the implementation of all safety plans.

Classroom Downsizing:

In order to provide the level of supervision required to adhere to the increased health and safety requirements and to allow for more space and physical distancing, the group sizes will be limited to at or below the ratios and maximum group sizes as mandated by the State of Illinois.

See chart below:

Ages	Minimum Staff to Child Ratio	Maximum Group Size
2-year-olds	1:8	16
3-year-olds	1:10	20
4-5-year-olds	1:10	20

The following protocols will also be followed:

- Children will remain with the same group of children and teachers throughout the preschool day, including on the playground.
- Risk of COVID-19 Transmission level will be considered if and when any groups need to mix.
- All groups of children will be supervised in separate rooms by at least 2 lead teachers who are qualified under licensing standards. All licensing standards will be followed at all times.

- All staff will have up to date Adult/Child/Infant CPR and First Aid certificates.
- If additional staff are required to assist in a classroom, those staff will be required to wash hands, use hand sanitizer and change all PPE before entering a classroom.
- A list of qualified and trained substitute staff will be available should the need of a substitute arise.
- If adequate staff is not available, a classroom might need to be shut down until staff can be acquired.

General Preparedness:

Children and staff will follow everyday preventative actions to prevent the spread of any illness, including COVID-19. The following measures are expected:

- Hands will be washed often with soap and water. If soap and water are not readily available, use of an alcohol-based hand sanitizer with at least 60% alcohol is acceptable. **Hands will be washed or sanitized before every transition.**
- If hands are visibly dirty, they will always be washed with soap and water.
- Young children will always be supervised when washing hands to ensure proper handwashing and will be supervised when using hand sanitizer to prevent ingestion of alcohol.
- Frequently touched surfaces will be cleaned and disinfected often.
- Separate balls, sandbox toys and kitchen toys will be designated for each classroom.
- Children and staff will cover their coughs and sneezes.
- While indoor, use of face coverings shall be worn for children 2 years of age and older
- Windows will be opened in all classrooms (weather permitting) to increase air flow
- While outdoors, children and staff may remove their face coverings.
- Children and staff will avoid touching their eyes, nose and mouth with unwashed hands.

If **anyone in your household is sick, please keep your child(ren) home**

Healthy Hand Hygiene:

As always, children and staff will wash hands frequently with soap and water for at least 20 seconds, especially under the following circumstances:

- Upon arrival at school
- Before and after preparing food
- Before and after eating or handling food
- Before and after administering medication or medical ointment
- Before and after touching their face
- After blowing nose, coughing, or sneezing
- After handling cloth face covering
- After using the toilet or helping a child use the toilet
- Before and after diapering
- After coming into contact with bodily fluids
- After caring for someone sick
- After handling animals or cleaning up animal waste
- After playing outdoors or in the sand
- After handling garbage
- Before entering a new classroom
- Before leaving at the end of the day
- After assisting children with handwashing, staff will also wash their hands.

If hands are not visibly dirty and soap and water are not readily available, alcohol-based hand sanitizers with at least 60% alcohol can be used. When using hand sanitizer, all surfaces of the hands must be covered with the hand sanitizer and hands must be rubbed together until they feel dry. **Children will be supervised to ensure proper handwashing and will be supervised when using hand sanitizer to prevent ingestion. Hand sanitizer will always be stored out of reach of children.**

Enhanced Sanitizing and Disinfecting:

- All cleaning and sanitizing will follow CDC guidelines with bleach water (1/3 cup or 5 tablespoons of bleach per gallon of water) or other EPA-approved disinfectants.
- All surfaces and toys must be cleaned with detergent or soap and water prior to disinfecting with bleach and water solution.
- Bleach water must be labeled and kept out of reach of children and is only effective for 24 hours.
- Alcohol based wipes may also be used to clean and sanitize hard surfaces.

- All hard surfaces will be wiped down frequently throughout the day, before and after use, as well as at the end of each day. This includes tables, doorknobs, light switches, toilets, faucets, and sinks.
- All computers and telephones will be wiped down between uses.
- Toys cabinets will be left open but limited to the variety of toys on the shelves which will limit the number of touched items during the day; therefore, limiting the number of toys that will need to be cleaned at the end of each day.
- All toys that were played with that day, including writing utensils, will be cleaned and disinfected and left to air dry at the end of the day, and the entire room will be disinfected before the children return the next day.
- Any toys that go into a child's mouth will be placed immediately into a "To Be Cleaned" bin to be cleaned and disinfected at the end of the day as usual.
- Toys will not be shared with other classrooms, unless they are cleaned and sanitized in between.
- All sensory bins, soft toys, pillows, dress-up clothes or any other toys that cannot be easily cleaned and sanitized daily will not be allowed in classrooms at this time. Sensory opportunities will still be made available throughout the day through a guided experience.
- 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.
- Staff and children should always have extra clothes on hand in order to change due to any bodily secretions.
- Appropriate PPE, e.g., gloves, will always be used when cleaning and disinfecting, and will be done in a properly ventilated area.

Physical Distancing:

- Classes will be limited to smaller group sizes to allow for more physical distancing.
- Visual signs should be used for physical distancing when possible, e.g. seat mats will be placed for children to sit on during circle time
- Circle time plan will keep physical distancing in mind.
- Classes should not overlap in the bathroom or hallways.
- Classes will not intermix at any time during the preschool day.
- Use gentle reminders to kids to make sure they have room to spread their butterfly wings.

Food Preparation and Meal Service:

- Foods that require less prep will be used.
- Food service will be done by staff, so that only one person touches the serving utensils.
- Hands will be washed for 20 seconds and then food service gloves will be used for all contact with food.
- Single serve throw-away plates and utensils will be used.
- Seating around the room (tables, carpet) will allow for social distancing
- Outdoor snack will be an option when weather and playground permits
- Tables and chairs will be cleaned and sanitized between uses.
- Children will wash hands for 20 seconds before eating.
- Masks will be placed in a child's individualized plastic container and will be put back on immediately after eating.
- As always, food preparation will not be done by staff who are diapering children.
- All snacks will be served using food service gloves as usual.
- Children will wash hands before and after eating. Wipes are allowed for after snack in rooms with no sinks.

Bathrooms:

- Only 2 children should be allowed at the sink in the bathroom at a time.
- Staff should turn on faucets and leave running until every child is done when using bathrooms inside classrooms.
- Once all students have used the bathroom sink the staff member will turn the sink off and wipe the handles down with a disinfecting wipe.
- Staff and children will use a touchless sink when using hallway bathrooms.
- Handwashing should be supervised for proper handwashing.
- Children should be physically distanced as much as possible in the bathroom and hallway.
- Classes should not overlap in the bathroom or hallways.

Playground:

- Only one class will be allowed at a time on the playground.
- Attempt to divide children into smaller groups on the playground, e.g., game on the grass, kitchen area, only one at a time on the slide, etc.
- Playground balls and toys will be limited and each class will have their own set of balls for outside.

- Children will be allowed to take off masks on the playground.
- Children will be encouraged to 6 foot physically distance as much as possible.
- Staff and children will wash hands immediately upon entering the building.
- Playground toys and equipment will be cleaned in between groups. According to the CDC, outdoor areas, like **playgrounds in schools and parks**, generally require **normal routine cleaning**, but **do not require disinfection**.

Personal Protective Equipment (PPE) Plan:

- Staff and families will be responsible for providing their own face coverings and for cleaning them daily.
- Families will be responsible for providing 2 extra masks, to be kept at school
- Staff will be required to wear face coverings at all times, unless at least 6 feet physically distanced.
- Children 2 years of age and older shall wear face coverings at all times, unless at least 6 feet physically distanced.
- Staff and children will be trained on proper use of PPE.
- Staff will be required to use hand sanitizer and change PPE before entering a classroom.
- Staff should wear clothing that is easy to change and keep extra clothing at school in case s/he would need to change due to any bodily secretions and should keep hair pulled away from face.
- Staff should wash hands and neck if touched by bodily secretions.
- Staff should change child's clothes if contaminated with bodily secretions.
- Staff should use gloves when changing soiled clothes.
- Staff should place contaminated clothes in plastic bag to be sent home and then wash or sanitize hands.
- Extra PPE will be kept in the office and will be inventoried on a weekly basis.

Face coverings (masks)

Staff: Staff are required to wear face coverings at all times while in the facility.

*Any individual entering the facility ages 2+ are required to wear face coverings at all times while in the facility.

Face coverings will not be required for staff under the following circumstances:

- When staff are eating/drinking, as long as they are physically distanced
- When staff are outside, as long as they are physically distanced from others

- When staff have difficulty breathing with face coverings or who are unconscious, incapacitated or otherwise unable to remove the cover without assistance
- When the option of a face covering presents a potential for choking or strangulation

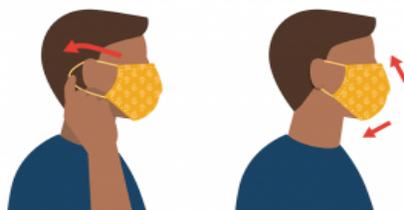
Children: Face coverings shall be worn for children 2 years of age and up.

Face coverings will not be required for children under the following circumstances:

- When children are eating/drinking, sleeping and napping, as long as they are physically distanced
- When children are engaged in active play outdoors, as long as they are physically distanced from others
 - **Update: Effective 1/3/2022**, students will wear masks outside until further notice and guidance is provided. This is in effect until further notice.
- When children have difficulty breathing with face coverings or who are unconscious, incapacitated or otherwise unable to remove the cover without assistance
- When the option of a face covering presents a potential for choking or strangulation

Wearing a Face Covering Correctly:

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



Taking Off Your Cloth Face Covering Carefully:

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine

Screening of Children and Staff:

Prior to entering the facility, parents and caregivers are asked to sign the Daily Self-Certified Screening sheet, which will be outside the main entrance on a table. By signing this sheet, they verify that their child and the adult with them are COVID-19 symptom free and do not have a temperature above 100.4 degrees Fahrenheit. All children are to stay home from school should they be under the weather or if they have recently traveled or been exposed to anyone who has been diagnosed with COVID-19.

Prior to entering the facility, staff are asked to sign the Daily Self-Certified Screening sheet, which will be outside the main entrance on a table. By signing this sheet, they verify that they are COVID-19 symptom free and do not have a temperature above 100.4 degrees Fahrenheit. All staff are to stay home from school should they be under the weather or if they have recently traveled or been exposed to anyone who has been diagnosed with COVID-19.

All individuals with COVID symptoms and/or a temperature of **100.4 degrees** Fahrenheit or higher should contact his/her health care provider for guidance and will need a doctor's note indicating if and when s/he can return to school.

Upon entering the building, all children and staff members must wash his/her hands in the bathroom with soap and water.

Isolation and Discharge of Sick Children and Staff:

Any child or staff member diagnosed with COVID-19 or suspected of having COVID-19 will be prohibited from entering the facility. Symptoms include, but are not limited to, 100.4 degrees Fahrenheit or above, chills, sore throat, runny nose, cough, shortness of breath, muscle aches, headache, vomiting and diarrhea. Parents should immediately notify the Director should someone in their home test positive of if the child has been in close contact (within 6 feet for greater than 15 minutes) to a person diagnosed with COVID-19.

If a child or staff member presents with ANY combination of the symptoms consistent with COVID-19, the child or staff member must self-isolate at home until all the following are true:

1. The child or staff member has not had a fever for at least 24 hours medication free.
2. Other symptoms have greatly improved
3. A note from your doctor indicating no COVID-19 test is necessary or proof of a

Negative COVID-19 test. If you choose not to go to your doctor and not get a COVID-19 test for your child, you must quarantine for 10 days.

MONITORING CHILDREN AND STAFF

Tracking System

Little Ones Preschool will use a tracking process to maintain ongoing monitoring of individuals excluded from preschool because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine.

Close Contacts

The local health department will assess exposures and determine which individual(s) will be placed in quarantine and for how long due to close contact with a COVID-19 positive case. A close contact is anyone (with or without a face mask) who was within 6 feet of a confirmed case of COVID-19 (with or without a face mask) for a cumulative total of 15 minutes or more over a 24-hour period during the infectious period. Repeated exposures result in an increased amount of time of exposure; the longer a person is exposed to an infected person, the higher the risk of exposure/transmission. An infected person's period of infectiousness begins two calendar days before the onset of symptoms (for a symptomatic person) or two calendar days before the positive sample was obtained (for an asymptomatic person). If the case was symptomatic (e.g., coughing, sneezing), persons with briefer periods of exposure may also be considered contacts.

Exposure Flowchart



This chart will be updated in accordance with CDC and IDPH changes

If a child or staff member tests positive for COVID-19, the following protocols will be followed:

- Parents/guardians and staff that are involved in that classroom will be notified immediately by email and/or by phone. The name of the infected person will not be shared, as that is a violation of federal law.
- The Director will immediately notify the Department of Children and Family Services (DCFS) and the Illinois Department of Public Health (IDPH) by phone and submit any required paperwork. The health department will guide the facility on required shut down procedures.
- Any area, including the isolation room, used by a person who shows symptoms and/or tests positive for COVID-19 will be closed until it has been cleaned and disinfected.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- All individuals who have been considered a close contact with an exposed individual will be required to test and self-quarantine for 14 days before being allowed back in the facility.
- Shortened quarantines are up to the Directors discretion after consulting with the local health department.

Fully Vaccinated Individuals

Per CDC on July 27, 2021, Vaccinated Individuals can:

- If you've been around someone who has COVID-19, you should get tested 3-5 days after your exposure, even if you don't have symptoms. You should also wear a mask indoors in public for 14 days following exposure or until your test result is negative. You should isolate for 10 days if your test result is positive.

If traveling, fully vaccinated individuals will follow the travel guidelines set forth by Cook County Health Department. If experiencing symptoms, fully vaccinated individuals should get tested. Fully vaccinated individuals should always follow the latest guidelines provided by the CDC and IDPH.

Travel

Domestic Travel

Unvaccinated: Little Ones Preschool will follow the CCDPH "yellow" and "orange" [travel map](#) to determine quarantine protocols after domestic travel. When returning from an "orange" state, unvaccinated students will:

- Get tested within 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel. Submit negative PCR test result to school prior to returning.
- Even if you test negative, stay home and self-quarantine for the full 7 days.
- If your test is positive, isolate yourself to protect others from getting infected and follow guidelines.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.

International Travel

Little Ones Preschool will follow CDC and IDPH for International travel.

Unvaccinated: Prior to returning to school, unvaccinated individuals will:

- Get tested within 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel. Submit negative PCR test result to school prior to returning.
- Even if you test negative, stay home and self-quarantine for the full 7 days.
- If your test is positive, isolate yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.

Vaccinated: Prior to returning to school, vaccinated individuals must get tested 3-5 days after international travel and can return to school with a negative test result and if they are asymptomatic.

School Closure/Refund Protocol

We have the following refund policy in place as it relates to Covid:

- Closure before the school year begins:
 - If Little Ones Preschool can not open in the Fall of 2021 all payments made before that time will be refunded or you may choose to take a credit for future tuition.

- If Little Ones Preschool has to delay opening, prorated refunds will be given for the missed days if the parent decides to continue with enrollment.
- Closures during the school year:
 - If a Little Ones Preschool classroom has to close due to covid exposure, government regulations, or any other unforeseen circumstances for 14 consecutive days or less, Little Ones Preschool will offer a virtual online experience inclusive of materials. No refunds will be given in this circumstance.
 - If a Little Ones Preschool classroom has to close due the above reasons for more than 14 consecutive days, prorated refunds will be given for days remote beyond the 14 consecutive days or you may choose to take a credit for future tuition.
- Family decision to not attend:
 - If a family chooses to not send their child for any reason, no refunds will be given unless we are able to fill that spot.

Note: If any refunds or prorated refunds need to be issued, deposits and registration fees will be excluded.