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2022-2023

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 August 1, 2022

Table of Contents

Classroom Downsizing	Page 3
General Preparedness	Page 4
Healthy Hand Hygiene	Pages 4-5
Enhanced Sanitizing and Disinfecting	Page 5
Food Preparation and Meal Service	Page 6
Bathrooms	Page 6
Playground	Page 6
Personal Protective Equipment Plan (PPE)	Pages 6-7
Arrival and Departure Procedures	Page 7
Isolation and Discharge of Sick Children and Staff	Pages 7-9
Fully Vaccinated Individuals	Pages 9-10
Travel	Page 10
School Closure/Refund Protocol	Page 11

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, with the exception of the lunch program. You will be asked to sign an acknowledgement of this exception.
- 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.
- A list of qualified and trained substitute staff will be available should the need of a substitute arise.

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. 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.
- Windows will be opened in all classrooms (weather permitting) to increase air flow
- 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, if applicable
- 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
- 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.
- The entire room will be cleaned and bathrooms 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.

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.
- Tables and chairs will be cleaned and sanitized between uses.
- Children will wash hands for 20 seconds before 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, unless touchless, 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.

Playground:

- 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 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)

At this time, Little Ones Preschool is mask recommended, per guidance from DCFS. For additional information or to check the guidance that we follow please click:

https://www2.illinois.gov/dcf/brighterfutures/healthy/Documents/Day_Care_Guidance.pdf

Arrival and Departure Procedures:

Parents and caregivers will bring their child into the building and to his/her classroom daily. Please limit the number of additional people that enter the school with you during arrival and departure (siblings). If assistance is needed at arrival or departure, please speak to the Director. Little Ones' doors will open 10 minutes prior to the start of the day and 5 minutes before dismissal. Parents and caregivers are encouraged to wait outside or in their vehicles prior to the doors being opened in order to reduce the amount of people congregating in the hallways.

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.

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 Cook County Department of Public Health (CCDPH) by phone and submit any required paperwork. The health department will guide the facility on required shut down procedures. Individuals may be contacted by CCDPH, if they so choose to do so in the process of contact tracing and to share resources if needed.
- 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.
- The individual who tested positive should:
 - Contact school immediately and submit proof of positive test results.
 - Complete a 5 day isolation from symptom onset OR test date if asymptomatic.
 - If on day 6 you are fever and symptom free you may return to school and must continue wearing your mask (both at school and outside of school) for an additional 5 days.
 - If on day 6 symptoms still are present, continue to isolate.

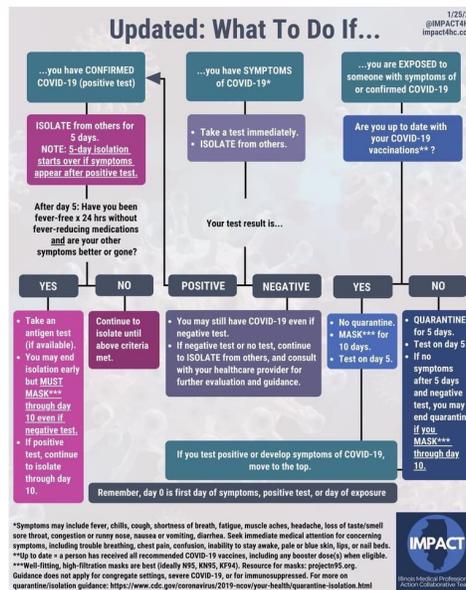
Close Contacts

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).

- All unvaccinated individuals who have been considered a close contact with an exposed individual will be required to self-quarantine for a full 5 days before being allowed back in the facility on day 6.
- If symptoms begin within those 5 days, please isolate, contact the school and follow guidance for positive case.
- Little Ones strongly recommends taking an at-home test on the morning of day 6 prior to coming back to school.
- If your child is a close contact with an individual that lives in the same household, please contact Little Ones for your specific guidance.

Exposure Flowchart updated 1/25/22



This chart will be updated in accordance with DCFS and CCDPH changes

Fully Vaccinated Individuals

Currently, per CCDPH Vaccinated Individuals should:

- 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.
- If you turn positive, follow guidance set forth by the CCDPH:

- Isolate for 5 days and if no symptoms you may leave isolation and must continue to wear your mask indoors for additional 5 days
- If after 5 days symptoms remain, continue isolation for the full 10 days
- If traveling, fully vaccinated individuals will follow the travel guidelines set forth by CCDPH. If experiencing symptoms, fully vaccinated individuals should get tested. Fully vaccinated individuals should always follow the latest guidelines provided by the DCFS and CCDPH.

Travel

For additional information, please refer to:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

Domestic Travel

Unvaccinated: Little Ones Preschool will follow the "green, yellow and orange" metrics to determine whether the areas you are traveling to are "low, medium, or high" risk for COVID-19 and to determine quarantine protocols after domestic travel. When returning from an "orange" state, unvaccinated students must:

- Get tested within 3-5 days after travel **AND** stay home and self-quarantine for a full 5 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 5 days.
- If your test is positive, isolate yourself to protect others from getting infected and follow guidelines.
- If you prefer to not test your child, please contact us and we will advise you on your quarantine plan.

International Travel

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

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

- Get tested within 3-5 days after travel **AND** stay home and self-quarantine for a full 5 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 5 days.
- If your test is positive, isolate yourself to protect others from getting infected.

- If you do not get tested, stay home and self-quarantine for the full 5 days; you can leave your house after 5 days and should continue to wear a mask around others for 5 additional days.

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

- 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 will be excluded.