

LMPC Day School
(Re) Opening Procedures and Protocols
Regarding COVID-19

The health and safety of our students, staff and families is of utmost importance to us during this challenging time. We are committed to doing everything we can to carefully and intentionally plan for reopening. We will navigate this transition together with lots of love and care while making it safe for all involved.

**** Please note: These procedures and protocols are tentative and may be added to, changed or reduced as guidance from the CDC, DSS and DHEC are updated. ****

Safety Actions

Promote healthy hygiene practices

- Teach and reinforce proper hand washing techniques and covering coughs and sneezes among children and staff.
- Require ALL staff to wear a cloth face covering when social distancing is not possible.
- Allow students ages 3 and above to wear cloth face coverings if desired.
- Require all staff with shoulder-length or longer hair to wear it pulled up and away from face (such as ponytail, bun, braid, etc.).
- Provide adequate supplies to promote healthy hygiene behaviors, including soap, hand sanitizer (60% alcohol), tissues, cloth masks, etc.
- Update equipment to ensure hands-free application of hand sanitizer and paper towels.

Intensify cleaning and disinfection

- Clean, sanitize, and disinfect frequently touched surfaces (for example, playground equipment, door handles, sink handles) multiple times per day and shared objects between each use.
- Avoid use of items that are not easily cleaned, sanitized, or disinfected (for example, soft or plush toys, wooden blocks, etc.).
- Ensure safe and correct application of disinfectants and keep such products away from children.

Ensure social distancing

- Reduce hours of operation to eliminate the need for an opening or closing room. The new operating hours for the Day School will be from 7:30am-5:30pm.
- Ensure that classes include the same group of children each day, and that the same childcare providers remain with the same group each day.
- Restrict mixing between groups.
- Prohibit nonessential visitors including parents, volunteers, and extra-curricular instructors as well as activities involving other groups at the same time.
- Require all essential visitors to wear cloth face coverings when social distancing is not possible.

- Space out seating and bedding (head to toe positioning) to six feet apart whenever possible.
- Stagger the use of common areas such as playgrounds and bathrooms and disinfect properly between uses.
- Stagger arrival and drop-off times to limit direct contact with parents as much as possible.

Limit sharing

- Keep each child's belongings separated and in individually labeled storage containers or cubbies and launder regularly.
- Ensure adequate supplies to minimize sharing of high touch materials such as art supplies, equipment, etc.
- Provide pre-packaged snacks whenever possible. Ensure snack is prepared by one person (wearing food service gloves) and prohibit sharing of food and utensils.
- Prohibit sharing of food (from outside sources) for special occasions such as birthdays, holidays, etc.
- Require completely disposable lunches (no lunch boxes or thermoses will be allowed).
- Prohibit backpacks/diaper bags and any other nonessential items brought from home.
- Children in the infant room may bring a small bottle bag/lunch box containing only the bottles and/or food for the day.
- Avoid sharing electronic devices, toys, books, and learning aids whenever possible and disinfect between each use.
- Prevent risk of transmitting COVID-19 by avoiding immediate contact (such as shaking or holding hands, hugging, etc.) whenever possible.

Train all staff

- Train all staff in the above safety actions.

Monitoring and Preparing

Check for signs and symptoms

- Require staff to stay home if they are sick and require parents to keep sick children home.
- Establish routine, daily health checks on arrival, such as temperature screening of both staff and children.
- Screen children upon arrival for visible signs of illness such as flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness.

Plan for when a staff member, child, or visitor becomes sick

- Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation.
- In the case of a sick child, parents will be contacted immediately and be required to pick up the sick child within 30 minutes of being notified. Out of an abundance of caution, any child sent home with COVID-like symptoms (including fever of 100.4 or higher) will not be allowed to return to school until he/she has been symptom free (without medication) for 72 hours.

- ❑ Sick staff members will be sent home immediately. Out of an abundance of caution, any staff member sent home with COVID-like symptoms (including fever of 100.4 or higher) will not be allowed to return to school until he/she has been symptom free (without medication) for 72 hours.
- ❑ Notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required.
- ❑ Close off areas used by any sick person and do not use them until they have been cleaned and properly sanitized.
- ❑ Prohibit sick staff members from returning to work until they have met CDC criteria to discontinue home isolation.
- ❑ Inform anyone exposed to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC guidelines if symptoms develop.

Maintain healthy operations

- ❑ Designate a staff person to be responsible for responding to COVID-19 concerns and inform employees and families who this person is and how to contact them.

Closing

- ❑ In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, the day school may consider closing for a few days for thorough cleaning and disinfection.

Please sign below acknowledging receipt and understanding of the attached information.

I have read and understand the LMPC Day School (Re)Opening Procedures and Protocols. I further understand that the school has the right to amend, alter, and make exceptions to these policies as needed.

Child(ren)s name(s): _____

Parent's name: _____

Parent signature: _____

Parent's name: _____

Parent's signature: _____

Date: _____

Please sign below acknowledging receipt and understanding of the attached information.

I have read and understand the LMPC Day School (Re)Opening Procedures and Protocols. I further understand that the school has the right to amend, alter, and make exceptions to these policies as needed.

Employee's name: _____

Employee's signature: _____

Date: _____