



"An Open Door to Love and Learning"  
"Puerta Abierta al Amor y Enseñaza"

## **COVID-19 Policies/Procedures 2020**

### ***Reopening Facilities and Operational Procedures***

*Revised 6/20*

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**Social Distancing Strategies:**

- \* Classrooms will include the same group of students each day; students will be assigned to the same teachers each day
- \* All Field Trips special events are canceled
- \* Daily group activities: teachers will keep their assigned group of children in their designated classroom
- \* Children will not be mixed during playground times; students will remain separate during special activities such as art, music, and exercising
- \* Arrival and drop off: families will remain in their vehicle for pick up and drop off. Staff will meet students at their vehicles to receive and release students. Curb-side drop off/pick up will be designated at the front door West of the roundabout. Parents and staff will adhere to government issued social distancing recommendations
- \* Designated parent to drop off/pick up: administration will ask parents and guardians have the same party dropping off and picking up each day

- \* Staff will wear Croc shoes exclusively in school building
- \* Children and staff will leave street shoes outside prior to entering the building
- \* Children will wear socks or school shoes while inside the school; socks or school shoes will remain at the school to be utilized inside the building

**Screening Children Upon Arrival/Pick-up:**

Persons who have a fever at 100.4F (38.0C) or above, or show other signs of illness should not be admitted to the facility; it is the parent's/guardian's responsibility to be alert for signs of illness in your child/children; YOU MUST KEEP YOUR CHILD/CHILDREN HOME WHEN SYMPTOMS ARE PRESENT. Any students who arrive with or develop a temperature at or above 100.4 degrees will be sent home.<sup>1</sup> Families are not allowed in the school facilities at any time.

- \* Upon arrival, staff will wash their hands, put on a face mask, disinfect their hands and/or wear disposable gloves.
- \* Staff will visually inspect students for signs of illness; signs include, but are not limited to flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Staff will additionally confirm that the child/children are not experiencing coughing or shortness of breath.
- \* Staff will take your child's/children's temperature upon arrival/departure
- \* Body Check Form will be filled out and signed by parent & staff upon arrival & departure. If parent wants a daily copy of the Body Check Form, one will be provided by the administration. Otherwise documentation will be kept in each child's personal folder.
- \* Students may not be left unattended, in accordance with standard policy

**Supervision of Children:**

**Classroom staffing: staff to student ratios; monitoring ratios; active supervision; redundant practices**

- **Staff to child ratios and group sizes**  
Staff to child group sizes will be 2:10 (2 adults per class with up to 10 students) for the duration of enacted COVID-19 precautionary policies. Standard policy dictates that our facilities operate at at least the lowest recommended ratio in accordance with Child Care Licensing. When COVID-19 precautionary policies are in effect, a full classroom will adhere to the adjusted 2 staff members per 10 children ratio. NOTE: Ratios for standard operating policy remain 1:10 children; the adjusted ratio of at least 2 staff members in presence with groupings of students will be in effect exclusively for the duration of the enactment of COVID-19 precautionary policies.
- **Staffing:**  
Each classroom will be staffed with two (2) teaching staff and one (1) extra staff members when possible. The duties of extra staff members present in these settings will include, but is not limited to escorting children to and from designated drop-off area, restrooms, and health isolation area; assisting with sanitation, cleaning, and laundering; and fulfilling staffing for required classroom ratios. When student group size allows, the third staff person should remain in the classroom during the day. When student group size does not allow, the third staff person should provide support for bathroom breaks, sanitizing, and other duties as assigned.

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- **Masks:**

The CDC recommends that children 3 years and older wear masks. Each mask will be labeled to identify it as individual to that student. Masks will be put in a designated laundry basket at the end of each day and sanitized by staff before re-use.

**How to monitor using physical distancing and group mixing guidelines:**

- Measuring devices will be accessible within each classroom, including measuring tape, pool noodles measuring 6 ft., or other fitting items that measures 6 ft in length (string or rope not permitted)
- Each classroom will have pre-measured visual markers for 6 feet of physical distance. The following colors are recommended to be used.
- **Line-Up (Yellow or shape):** Locations where child line-ups occur, such as the classroom entrances and exits. Children not to line up for the sink or restroom, children should be sent to these areas one at a time, with a staff escort when appropriate.
- **Tables (green or shape):** table locations on the floor
- **Nap Time: (blue or shape):** ensure that children's naptime cots are spaced out six (6) feet apart. Place children head to toe to further reduce the potential for viral spread.
- **Children Time:** activity will happen at tables or with children spaced 6 feet apart.

**Keeping groups separate in the center**

- **Stagger outdoor play times**
- **Transition walking rope or other visual tool that spaces children**

**Providing social and emotional support for children while physical distancing:**

- Feeling charts should be posted in each classroom.
- Visual schedule should be posted in each.
- classroom stating times masks should be worn.
- Teaching staff will need to be very deliberate with non-verbal cues and facial expressions while wearing masks so children can interpret social cues.
- Introduce Self-Hug Strategy (introduce, but this may not serve as the only source of affections for children).
- Water and Sand tables are prohibited during pandemic.
- Toys in areas should be wiped down and disinfected before another child plays in that area.

**Rest Time:**

- Masks should be removed during rest time and stored in a plastic baggie in child's cubby with their name on it.
- During rest time children should be spaced at least 6 feet apart, and placed head to toe when possible to further increase distancing.

- When feasible, program will provide blankets for children who require them during rest time. After use, blankets must be put in designated receptacle and washed before reuse. Children are not allowed to bring from home.

**Guidelines for Talking to Children About Health and Safety:**

Teach children everyday actions to reduce the spread of germs.

- Remind children to stay away from people who are coughing, sneezing or otherwise sick.
- Discuss any new actions that may be taken to help protect children and school staff (e.g. increased hand washing, cancelation of events or activities)
- Teach them to wash their hands with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing; before and after going to the bathroom; and before eating or preparing food. Get children into hand washing habit.
- If soap and water are not available, teach them to use hand sanitizer. Supervise young children when they use hand sanitizer to prevent them from swallowing alcohol
- Remain calm and reassuring
- Remember that children will react to both what you say and how you say it. They will pick up cues from the conversations you have with them and with others
- Make yourself available to listen and to talk to children
- Make time to talk. Be sure children know they can come to you when they have questions
- Avoid language that might blame other and lead to stigma
- Remember that the virus can make anyone sick, regardless of a persons' race or ethnicity
- Avoid making assumptions about who might have COVID-19. Too much information on one topic can lead to anxiety
- Provide information that is honest and accurate
- Give children information that is truthful and appropriate for their age and development
- Talk to children about how some stories on COVID-19 on the internet and social media may be based on rumors and inaccurate information
- Encourage verbal affection and hand gestures since physical affection will be minimized
- When physical distancing is not possible (assisting children with hand washing providing comfort, etc.), continue use of face masks, and children and staff should wash their hands after interactions. If staff need to hold children and get any secretions on their apron the apron should be changed

**Areas:**

Areas should be set up to limit contact between children. Classrooms can have redundant areas set up, so that there are multiple stations per area where children can play and maintain physical distancing.

- Blocks can be split into two areas, like blocks and cars
- Housekeeping can be spit into multiple areas like house, pet shop, and resteraunt
- Science
- Manipulatives
- Library
- Art/Writing
- Music

- Calm Area

### **Cleaning and disinfecting efforts:**

- \* St. Mark's will implement a daily schedule for cleaning and disinfection.
- \* Staff will routinely sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This includes cleaning objects/surfaces that are not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, cots, chairs, cubbies, and playground structures.

### **Healthy Hand Hygiene Policy:**

- All children, staff, will engage in hand washing at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - Before and after diapering
  - After using the restroom or assisting children with the restroom
  - After encountering bodily fluid
  - After playing outdoors or in sand
  - After handling garbage
- Wash hands with soap and water for at least 20 seconds If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available
- Supervise children when they use hand sanitizer to prevent ingestion.
- After assisting children with handwashing, staff will wash their hands after
- Posters should be posted around the classroom to assist with visuals for the children

NOTE:

Staff/Children wear masks during the implementation of all above procedures (Masks will be incorporated in our curriculum)

Staff/Children will maintain 6ft distancing during the implementation of all above procedures (This will also be incorporated in curriculum)

### **Medication Administration:**

Staff who administer oral medication to students must wear gloves, face mask and a disposable gown.

### **Children with Existing Health Conditions:**

Children with existing health conditions will have a Health Meeting with school administration prior to starting school. They must have an updated Health Action Plan filled out from their physician. To ensure the safety of all, if the child is enrolled in EHS, the Health Meetings will take place virtually when possible. This will include video conferencing, or telephone calls when necessary. All action plans for EHS students must be faxed to Health Manager to review prior to setting up a health meeting. If children

are not EHS, a meeting with Program Coordinator and Executive Director will be in place before starting pre-school. Underlying health conditions that require a note from the doctor prior to attending pre-school are:

- Asthma
- Chronic kidney disease being treated with dialysis
- Chronic lung disease
- Diabetes
- Hemoglobin disorder
- Immunocompromised
- Liver disease
- Serious heart conditions

### **Toothbrushing/Table toothbrushing:**

Per NMDOH and New Mexico Early Childhood Education and Care Department, tooth brushing is discontinued at pre-school but should be increased at home, with school support through provided literature.

### **Daily Health Checks:**

Per NMDOH and New Mexico Early Childhood Education and Care Department our current health checks policy is as follows: A health check of each child is required whenever there is a change in the child's behavior or appearance. If students or staff have any observable symptoms, quarantine from non-symptomatic students and staff is imperative. Health checks will be completed up to three times a day. (1)before children enter the building, (2)before lunch, and whenever staff notice change in child's behavior or appearance during the day thereafter.

### **Food Preparation and Meal Service:**

Meals are typically served family-style, however, while the pandemic policy is in effect each child's plate will be served so that the bowls are not placed on the table and multiple children are not using the serving utensils. All meals and snacks will be provided in the classroom and served by staff, with tables arranged to maintain physical distancing by maintaining a 6-foot distance (between children & nearby tables) when possible.

- \* \_\_\_ Food will be served by teachers. (At this time family style dining will not be implemented)
- \* \_\_\_ Food preparation should not be done by the same staff who diaper children
- \* \_\_\_ Sinks used for food preparation should not be used for any other purposes
- \* \_\_\_ Children/Staff will wash their hands prior to and immediately after eating
- \* \_\_\_ Caregivers should wash their hands before preparing food and after helping children to eat.  
Soap and water for at least 20 seconds before and after each mealtime
- \* \_\_\_ Staff will wear gloves while serving children
- \* \_\_\_ Each classroom utilizes tables, and chairs that are suitable for young children, in an airy bright and comfortable environment which are arranged to maintain physical distance by maintaining a 6-foot distance between each child, adult, and table , when possible. **During the pandemic**



**disposable dishware, eating utensils and drinking cups will be utilized to reduce the spread of germs.**

- \* Staff serving preparing food will restrain their hair
- \* No bare hand contact is allowed when handling ready to eat foods. Single-use gloves can keep food safe by creating a barrier between hands and food. Gloves can NEVER be used in place of handwashing. Hands must be washed before putting on gloves and when changing to a new pair. Gloves must be changed frequently e.g. when soiled or torn, when changing tasks, every four hours during continual use, and after handling raw meat...and before handling ready-to-eat food.
- \* Plan and adequate length of time for leisurely paced meal (approximately 30 minutes). Teachers/adults eat with the children during the mealtime. Teaching staff on duty at the time of the meal are required to participate in the meal. Adults serve as a role model and facilitator, guiding children as needed; physical distancing should be maintained during this time.
- \* Teachers will mark the meal counts during the meal of all the children present for the meal on the count at the "point of service". At this time, the adult will be wearing a mask.

**After the Meal:**

- \* When the children are finished with their meal; they should be allowed to leave the table and proceed to help cleanup. One at a time, they can begin by scraping their plate and putting the soiled plates and utensils in the scrape bin. Everything thing needs to be stacked nicely when returned to the kitchen.
- \* Children learn the importance of taking care of themselves and staying healthy by practicing daily hygiene, such as washing their hands and cleaning their faces after meals. One at a time the children will proceed to the sink to wash their hands and cleaning their faces with a wet paper towel, discarding it in the trash can. When the children are finished, the teacher will clean the sink with disinfectant and sanitize.
- \* Teachers will clean, rinse, and sanitize tables.

**Kitchen Access Policy:**

- \* While the pandemic policy is in effect, and physical distancing is in effect, centers will limit the number, service providers that enter the school and kitchen to reduce the instance or possibilities of contamination.
- \* Observe established food safety practices for time/temperature control, preventing cross-contamination, cleaning hands, no sick workers, and storage of food, etc.
- \* Employees are required to wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing their nose, coughing, or sneezing, or after touching high surfaces, e.g., doorknobs, push bars, carts, keypads, etc....
- \* **NO outside food or drinks are allowed in the classroom**
- \* Adults act as the role models by eating the same meal and food as the children.

**Water availability:**

While the pandemic policy is in effect, and physical distancing is in effect, we will ensure that children and staff members have access to free, safe, fresh drinking water at all times throughout the day and that it is offered to children throughout the day.

The Dietary Guidelines for Americans do not establish a daily minimum intake for water consumptions but do recommend that water be consumed daily. Adequate water intake is important to the health of all children and adults. Hydration is easier to achieve and ultimately makes our children healthier if available both **indoors and out.**

- Each child has their own labeled water bottle they can access at any point throughout the day.
- Bottles will be kept in individual pockets storage
- No sharing permitted; in the event water bottle/bottles are shared, they should be emptied and sanitized immediately.
- All children's bottles will be washed and sanitized at the end of the day (including any students who did not attend that day)
- Storage pockets sanitized daily
- All new water bottles will be sanitized on site before usage, this includes staff classroom water bottles
- Teachers/caregivers should remember that water should not be served in place of milk at mealtime; however, if a child requests water during mealtime, water should be given in a separate cup from milk so that the milk is also served. Water is served with snacks when no other beverage is served. Ice cannot be served due to choking hazards.

#### **Continuity of Operational Services:**

- In the event St. Mark's were to close for safety precautions, staff will continue to provide services to children and families by implementing a home-based learning program.
- Teaching staff will make weekly contact with children and families. Teachers will utilize the current lesson plans that the classroom teachers have in place for the center-based programs. Learning materials and activities will be provided to families. Weekly visits will take place remotely and may include but are not limited to telephone and video calls.
- The program will ensure the learning materials and activities provided are age appropriate and activity suggestions with provided materials are individualized to support each child's developmental goals and learning styles. An outline of activities provided for each home visit, along with documentation of interaction, such as the child's interest in the activities, parental engagement, learning objectives, and goals met will be documented on weekly planning form
- The school will revert to preschool in accordance with State, Federal, and licensing guidance; it may be staggered on best practice and program decisions by the B.O.D.

#### **Individual Child Support Services:**

If children receive services from an on-site therapist or BMS provider; 1:1 support service or require administration of medication that a parent must administer, that individual may be eligible to be in the classroom. These support services will be determined on an individual basis, in consultation with E.D., program Director, (EHS Director of Mental Health, Special Education Manager, and/or Health Manager. If entry to the building is necessary for these individuals, individuals must complete the health screening; if the individual cannot complete the health screening, they will not be permitted to enter the preschool. Staff must ensure that any additional adults providing support in the classroom do not exceed the maximum group size determined by NM DOH and Child Care Licensing.

#### **Unenrolled Children and Non-St. Mark's Students:**

Children who are not enrolled in the pre-school will not be permitted into the building, including staff children, with the exception of an emergency situation determined by the Executive Director or Program Coordinator.

**If COVID-19 is confirmed in a child or staff member:**

- Child/Staff member will be moved to isolation in a distanced, enclosed area away from others.
- Outside doors and windows will be opened to increase air circulation in relevant areas.
- Allow school closure up to 24 hours for site sanitation; adequate time must be allowed for respiratory droplets to settle before cleaning and disinfecting.
- All areas/surfaces will be cleaned and disinfected on a regular schedule.
- Staff/student placed in a 14-day off-site quarantine before they can return to on-site learning, and must return with a physician's note.
- Children with household members who are known to have COVID-19 (or have encountered a positive case) should also be excluded from the pre-school for a minimum of 14 days. This period may be prolonged if the child develops symptoms. If the child has no symptoms after 14 days, the child may return to pre-school with a negative COVID test.
- If a child or staff develops symptoms for COVID-19 (fever of 100.4F or higher, cough or shortness of breath) while at the facility, the child or staff member will be immediately separated from others until the ill person can leave pre-school. There is a designated area for separation away from staff and children. Executive Director will call the DOH Coronavirus Hotline at 1-855-600-3453.
- If symptoms persist or worsen, call a health care provider for further guidance. Advise the employee or child's parent or caregiver to inform the facility immediately if the person is diagnosed with COVID-19.
- If a child or employee tests positive for COVID-19 contact a NMDOH epidemiologist at (505) 827-0006. (This line is open 24 hours per day, 7 days per week, 365 days per year) A DOH 9 epidemiologist will identify the close contact who will need to quarantine. It is likely that members of the infected person's group would be considered close contacts.
- Facility with a confirmed case of COVID-19 will be closed. The center should immediately air out the facility for 24 hours and then follow the guidance Cleaning and Disinfecting Surface. The duration of closure will depend on multiple factors, including the most up to date information about COVID-19 and the specific cases in impacted community Guidance on re-opening will be provided by the DOH and/or childcare licensing
- In the event of closure, all families will be contacted by Executive Director and services will be outlined on the section Continuity of Operational Services
  - Symptom free children and staff should not attend doing so could expose others
  - Families of enrolled children who refuse testing for their children can also be excluded from the pre-school for 14 days and re-admitted with a doctor's note.

**Training for Staff:**

All staff training should take place virtually when possible. In-person training is limited to groups of no more than the maximum designated allowance by State guidelines. If on-site training is necessary, training should only occur on campus, and in the classroom to which that staff person will be assigned.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date \_\_\_\_\_

I agree by signing this document I have read and agreed to COVID-19 policies and procedures.

I also agree that I will continue to practice and reinforce good prevention habits at home.