
Little Sprouts Preschool

Planning and Procedures

July 2020



Sprouting Our Minds And Hearts With Love

Introduction

As schools across the United States prepare to open in September, we at Little Sprouts are making plans to open our preschool safely, maintain a fun and educational experience and mitigate the spread of illness between students and staff. Our plan and procedures are organized into 10 sections.

1. Planning and preparedness
2. Staffing and operations
3. Group size and ratio
4. Screening and monitoring children and staff
5. Hygiene and health practices
6. COVID-Positive child or staff member protocol
7. PPE (Personal Protective Equipment)
8. Cleaning, sanitizing and disinfecting school
9. Strategies to reduce the risk of infection
10. Food safety



1. Planning and Procedures

Little Sprouts is devoted to developing and maintaining a plan on how we will meet the new health and safety requirements.

a. Cleaning plan.

Our cleaning plan has always included a daily cleaning schedule. All floors are vacuumed daily. We mop every Monday, Wednesday, and Friday, and also when needed. All tables and chairs are cleaned daily using disinfectant products. All light switches, door knobs, and high traffic surfaces are Clorox wiped down. All garbage cans are emptied at the

end of everyday. All classrooms, hallways, and the office are disinfected with Lysol before school starts and after the school day is over. Air is purified by using a Thieves diffuser in the hallway.

We are adding an electrostatic sprayer to the cleaning process that generates charged disinfectant droplets that repel one another and actively seek out environmental surfaces. This will be used at the end of every day in all 4 classrooms, as well as the bathrooms, office, and hallway. Every surface, toy, table, and chair will be thoroughly coated daily.

Each classroom is now equipped with an air purifier with true HEPA (High-efficiency particulate air) and an odor reducing carbon filter. Air purifiers with HEPA filtration can effectively capture particles the size of (and far smaller than) the virus that causes COVID-19. While it still remains unclear how much practical impact the machines could have, we have moved forward to use them as yet another way to help keep airborne viruses at bay.

b. Identifying and handling sick, symptomatic and exposed children and staff.

With our attention always on the kids we will be able to physically identify those students who display signs of cold-like symptoms such as a runny nose and cough. If suspected as having a fever, we will use a non contact infrared temporal scanner to obtain temperature. Fever and cough are common COVID-19 symptoms in both adults and children. Shortness of breath is more likely to be seen in adults. Children can have pneumonia with or without obvious symptoms. They can also experience sore throat, excessive fatigue or diarrhea.

We will also look for signs of PIMS (Pediatric Inflammatory Multi-system Syndrome)

- belly pain
- vomiting & diarrhea
- red rash
- red cracked lips
- red eyes
- high fever
- swollen glands
- swollen hands or feet

c. Handling

Once we determine that a student has symptoms, we will isolate that child with one teacher in our designated “sick pick up zone”. This is located inside the building near the main door where the sick individual can stay with an adult and safely leave the building. The “sick pick up zone” is made of 2 plexiglass social safety screens giving 100% visibility to the child and teacher. We will immediately contact the parent/ caregiver and direct them to pick up the child. We will also log the event into our daily screening log book.

d. Preparedness

Little Sprouts is committed to preparing the school environment to promote the new health and safety requirements and to facilitate infection control activities.

1. We will prepare the materials and equipment to be used by the children to minimize sharing and promote social distancing. We will remove items that cannot be easily washed such as stuffed animals and remove items that encourage children to put the toys in their mouth such as play food and pretend utensils. Sensory bins like water, sand and sensory tables and activities that are shared will be removed. Small sensory table top activities and activity mats that can be wiped down will be accepted. Manipulatives such as bear counters and small cubes will be wiped down after each use.
2. Each child will have their own supply bin that may include pencils, markers, crayons, scissor, play-dough (depending on age appropriateness). This will be stored in the school hallway and each day the child will take it in the morning and put it away at dismissal, reducing the spread of germs.

e. Promoting physical distancing

From the beginning, Little Sprouts has always believed in small class sizes and student to teacher ratios. We have always maintained a 5:1 student teacher ratio with classes maxing out at 10 children per class with 2 teachers. With the use of our indoor gym and our outdoor playground we will plan our school day in blocks of time where those spaces will be used with fewer children grouped together. With a class limit of 10 children and 2 adults we will be able to implement adequate and consistent physical distancing especially in terms of the utilization of the common spaces that need to be shared by all. Within each class of 10 they will be broken down to groups of 5 children with one adult and snack will be limited to 5 kids at a time to help promote physical distancing as much as possible in a preschool setting.

f. Creating ample learning spaces

To maximize the physical distancing within our learning environment, Little Sprouts has purchased 8 mobile room dividers that are each 4' high by 10' wide on casters. These partitions will be used in the gym to create small group learning environments. Used separately or together, we can safely create a working environment we deem fit for the specific activity or lesson. By breaking up the classes of 10 children into smaller groups of 5, we can easily maintain physical distancing while still giving attention to the education Little Sprouts has always given to the students. These portable room dividers can also be used within the classrooms to create learning spaces that are safe.

g. Social emotional needs of the children

As much as we would love to “educationally” hit the ground running in September, we need to pay close attention and address the social and emotional needs of our precious little ones. For students who are returning to preschool, they are returning to an environment that looks a lot different than what they have been accustomed to. We understand that the last day of formal preschool education at Little Sprouts Preschool ended on March 13. Their safe school routine and world has been turned upside down. New protocols like temperatures taken at the door, teachers wearing masks, and social distancing can be overwhelming and frightening. I can only imagine how anxiety-filled our little ones are as we adults are trying to cope with and adhere to these new rules.

With that in mind, the entire staff will remain diligent to the emotional needs of all the students attending Little Sprouts in September. We are ready to slowly acclimate the children back into a safe and fun school routine. Adjusting to this new preschool way will take time, but with patience, love, and understanding we will ease our kids back into the warm and loving environment they grew accustomed to in years past. Lessons are being thoughtfully created to incorporate these new safety rules, bringing simple concepts like washing hands and keeping a safe distance from friends to their level of understanding.

2. Staffing and operations

a. Staffing

1. Little Sprouts staff will be provided with information about COVID-19 including how the illness is spread, how to prevent its spread, symptoms, and when to seek medical assistance for sick children and employees.

2. Our daily screening log will monitor absenteeism to identify any trends in employee or child absences due to illness as this might indicate spread of COVID-19 or other illnesses.

3. Little Sprouts will continue to have monthly staff meeting after school to help keep everyone informed and up to date. We will collaborate as a team by providing feedback, sharing ideas, and asking questions to help run Little Sprouts to the best of its abilities.

4. Between emails, texts, and the Remind App we will continue to be transparent and have open communication between staff and family for self reporting symptoms and notification of exposures and closures of the school.

5. All Little Sprouts staff members will continue to be trained in CPR and first aid. They will also be trained on when to use PPE, which PPE is necessary, and how to properly dispose of or sanitize any protective equipment.

b. Daily operations

1. Little Sprouts prides itself on all the wonderful educational programs it brings to the school for the students to enjoy. For now, until deemed safe, we will cancel all field trips, inter-group events and extra curricular activities. We look forward to the time when we can resume normal routines in our school but we feel it necessary to take all the safety precautions now to be able to safely stay open for the children.

2. For each child enrolled, Little Sprouts must maintain on file a physician's, a nurse practitioner's, or a physician's assistant's certification that the child has been successfully immunized in accordance with the current Department of Public Health's recommended schedules.

3. Group size and ratio

Group sizes have always been restricted to a maximum of 10 children with a maximum of 12 individuals including children and staff in each room. To reduce the spread of COVID-19 children will remain with the same group each day at all times. Classes will not be combined at any time, including the gym. The same staff will be assigned to the same group of children each day for the duration of the school.

In previous years the children have rotated to each classroom using the Art, Math, Science, and Language rooms to enhance their learning experience. Until further notice, each class will remain in their own designated classroom for the entire day, with exceptions to using the gym space as either an extension of their learning environment or for the daily gross motor activity.

4. Screening and monitoring of children and staff

Little Sprouts will screen all staff and children before they are permitted to enter the school.

1. Our single point of entry is the red main doors which ensures that no individuals are allowed to enter the building unless they successfully pass the screen.
2. A designated staff member will conduct all screening activities and thermometer checks.
3. Health check responses and individual temperature check results will be recorded and maintained on file.
4. Verbal screen to parent/care-giver asking:

“Today or in the past 24 hours have you or any household members had any of the following symptoms...”

- fever
- cough
- sore throat
- diarrhea/vomiting
- stomach pain
- rash
- headache
- loss of smell or taste
- muscle aches

“In the past 14 days have you had close contact with a person known to have been infected with COVID-19?”

5. All staff, parents and children must self screen at home before going to school.
6. Anyone with a fever of 100.4 or above will not be permitted to enter the school.

5. If a child or staff member contracts COVID-19

Sick children or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return to Little Sprouts until they meet the criteria for discontinuing home isolation and have consulted with a health care provider.

If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 10 days have passed from the date of the positive test as long as the individual remains asymptomatic.

a. Notifying Required Parties:

In the event Little Sprout experiences an exposure we will have to notify the following parties:

1. Employees and families - but maintain confidentiality.
2. Local board of health if child or staff is COVID-19 positive.

b. Self isolation following exposure:

1. If a child or staff member has been exposed to COVID-19 regardless of whether the individual has symptoms or not they are not permitted to enter Little Sprouts for 14 days.
2. If an exposed child then tests positive they must stay home for at least 10 days and fever free for 72 hours with our fever reducing medications.
3. If a child's or staff member's household member tests positive for COVID-19 the child or staff member must quarantine for 14 days.

6. Hygiene and health practices

At Little Sprouts we want to promote frequent and effective hygiene behaviors.

1. We have 2 sinks with soap and water in the bathrooms. Posted on the wall are hand washing instructions as well as teacher assistance when washing hands. Hand washing timers are also in each bathroom.
2. We have converted the water fountain into a 3rd hand washing station located in the hallway of the school.
3. Hand sanitizer with at least 60% alcohol is provided in each classroom.
4. A Purell station is outside the main front door. Once the children and staff are approved for school entry, they will use the Purell dispenser to sanitize hands.

a. When to wash hands

Children and staff at Little Sprouts must wash their hands or use hand sanitizers often, making sure to wash all surfaces of their hands (front, back, wrist, and between fingers). Staff will reinforce washing their hands for 20 seconds or to use hand sanitizers...

1. upon entry of school and exit from school
2. coming in from the playground or gym
3. before and after eating
4. after sneezing, coughing, or blowing nose
5. after bathroom use

b. Cover coughs and sneezes

Children, families and staff must avoid touching their eyes, nose, and mouth. Cover coughs and sneezes with a tissue then wash or use hand sanitizer.

7. PPE (Personal Protective Equipment)

Little Sprouts recommends the wearing of masks or cloth face coverings or clear masks for children 5 and younger but will not be mandatory. Parental discretion is advised.

1. Clear masks (transparent face covering) will be worn by all staff members to allow for the reading of facial expressions, which is important for child development.
2. Face masks or covering for all children 5 and under is suggested but not mandatory.
4. Face masks will be worn by all children and staff entering and exiting building.
5. Parents/caregivers must wear face masks when picking up and dropping off children.

8. Cleaning, sanitizing, and disinfecting

Little Sprouts has continued to maintain a clean and healthy environment for the children and staff.

1. We use EPA-registered disinfectants and sanitizers
2. We use a bleach solution for floors
3. We use single use paper towels for cleaning, sanitizing, and disinfecting
4. We use cloth rags to wipe down playground toys and equipment in the mornings
5. Surfaces and toys are air dried after sanitizing or disinfecting
6. All chemical cleaning products are out of reach from children

9. Strategies to reduce the risk of transmission

a. Physical distancing

To the best of Little Sprouts Preschool's ability we will maintain 6 feet distance...

1. when waiting for bathroom
 2. during snack time
 3. when traveling to gym or outside playground
 4. during dismissal time
- Little Sprouts will refrain from lesson that encourage hand holding or shaking hands
 - Drop off and pick up will still remain staggered
 - All personal educational supplies will be stored in boxes kept at school
 - Gym and playground time will be staggered, limiting the number of interactions
 - Adequate supplies will be provided to minimize sharing of high touch materials
 - Field trips and programs that come to our school will be canceled until further notice

10. Food safety

At Little Sprouts we have always kept our standards high for food safety.

1. All staff wears disposable food prep gloves when serving snacks
2. Children have individual disposable napkins and cups
3. Snacks are prepackaged. Snacks are not served family style
4. Children and staff wash their hands before and after snack time
5. Tables and chairs are cleaned before and after snack time