

Arkansas Conference UMC

Child Care Center Reopening Plan Template

This sample reopening plan for child care centers has been developed by Brian Swain, Executive Director at Central UMC, Fayetteville and Kris Mickna, Executive Director of Child Development at Central UMC, Rogers for use during the Covid-19 pandemic. Churches and Child Care Boards are given permission to use and modify this template as needed in order to create their own plans for reopening.

General Guidance

The _____ Childcare Center shall follow all specific directives given by the Arkansas Department of Human Services related to the current pandemic. In addition, guidance will be derived from related information provided by the Center for Disease Control, the Arkansas Department of Health and the Arkansas Conference UMC Bishop's Office.

Generally, if a staff member is sick, please stay home. If a child is sick, please keep the child at home. This will help provide for the safety and wellbeing of others and provide the childcare center with the best opportunity to remain open.

Hand Hygiene

All children, staff, and volunteers should engage in proper hand hygiene by following Section 1100 regarding health and hand washing in the Arkansas Department of Human Services Minimum Licensing Requirements for Child Care Centers.

Face Coverings

Staff shall wear cloth face masks to diminish potential spread of COVID-19. Staff shall wear their masks at all times when physical distancing is not achievable and it will be kept on their person at all times when on duty. Parents shall wear masks during the transition times of drop-off and pick-up. For safety reasons, under **no** circumstances should a mask be placed on a child under the age of 2. Face coverings are not required for children under the age of 10; however, if a child older than 2 but younger than 10 is able to consistently wear a face covering, it is encouraged.

Room Size Limitations

Classroom occupancy is limited based on the capacity determined by the Division of Child Care and Early Childhood Education. Reasonable efforts should be made to limit occupancy to ten people including staff and children. If ten or more persons are to be in a room, reasonable efforts must be made to separate the persons into two groups within the same classroom space. This group size most applies to preschool age and school age children as younger children are in smaller group sizes based on ratios provided by the minimum licensing standards. To the extent possible, children should remain in the same assigned group each day to reduce the likelihood of potential increased exposure. Classroom groups should not share space, to include classrooms, bathrooms and indoor play areas. After one group leaves an area, it shall be disinfected prior to use by another group.

Learning centers within the classrooms may be limited to allow for additional classroom spacing if needed. All normal sanitization standards will remain in place. Adequate materials (educational material/toys) will be in the classroom daily, however should be minimized and rotated more frequently in order to provide for enhanced sanitization.

Student Drop Off/Check-In/Pick-up Process

Drop-off and Pick-up of children will take place outside of the building. All staff members assisting with the drop-off and check-in process shall be wearing a mask. Staff members assisting with the unloading and check-in process should utilize hand sanitizer after each time physical contact is made with a child prior to coming into contact with another child.

(Insert times and specific procedure)

Driver and passengers in vehicles dropping off and picking up children shall wear a mask as a means of protecting staff members who will be assisting with the unloading/loading process.

Vehicles will be asked to que in the church parking lot and sequentially move toward the childcare center entrance. A childcare center staff member will meet the vehicle and will ask the parent the following questions:

- 1) Has the child or anyone in the household shown signs or symptoms of a respiratory infections, such as a cough, shortness of breath, sore throat, low-grade fever, or new loss of taste or smell?
- 2) Is anyone in the household currently being tested for COVID-19?
- 3) In the previous 14 days has anyone in the household been diagnosed positive for COVID-19?
- 4) In the previous 14 days has anyone in the household been in contact with someone with a confirmed diagnosis of COVID-19?

Assuming responses to all four questions are negative, the staff member will check the child's temperature using a digital read thermometer. If the child has a temperature of 100.4 or higher, admission will **not** be allowed. The child may return to the childcare center after being fever free for at least 48 hours without the use of fever-reducing medication. If the child has a temperature below 100.4, admission will be allowed. Unless using a contactless thermometer, the thermometer should be wiped with an alcohol swab containing at least 60% alcohol in between uses.

If a child has multiple signs or symptoms that may be associated with COVID-19, the parent/guardian may be asked to return home with the child and seek medical advice/attention. A doctor's note indicating a child is not contagious is considered adequate for re-admission or the disappearance of symptoms that were noted resulting in the child being asked to return home.

If parents or guardians are allowed to assist the staff member with the transition process of drop-off and/or pick-up, all efforts possible will be made to handle the transition quickly so that other children can be checked in timely. If parents are assisting, then staff members are asked to maintain a six-foot spacing distance from parents or guardians to the extent possible. Children will be transferred to a staff member after validation of the check-in process. If it appears there will be any delay, the driver will be asked to pull into a parking space to complete the check in process at a staff member's first opportunity.

If the parent has any items that they need to drop off with their child(ren) such as diapers, bottles, formula or extra clothes, these items should be in a self-contained package as follows:

- Infants may have one bag pre-packed with adequate daily supplies.
- Toddlers diapers should be in an unopened package with the child's name written visibly on the package materials.

- Extra clothes should be in a zip lock bag with the child's name written visibly on the package materials.

Blankets will be laundered on a regular basis.

Playground

To the extent possible, only one classroom should be on a playground at a time. If a classroom is divided into smaller groups, every possible effort must be made to keep them in the same separate groups on the playground as well. Outdoor playgrounds are not required to be disinfected. However, indoor play areas and equipment/toys shall be disinfected in between each group if the toys are shared.

Naptime Procedures

All reasonable efforts will be made to space children six feet apart during naptime or placing children with barriers in-between them. If barriers are not used to separate, then head-to-toe configurations shall be used for cots/cribs placed side by side to further reduce the opportunity for viral spread. If cots are placed end-to-end, then toe-to-toe configurations shall be used.

Teachers may remove masks during naptime if they are able to maintain six-foot distancing from children. Should a teacher need to engage a child in close proximity the mask must be re-affixed into a position covering the mouth and nose.

Meal Process

Existing standards are to remain in place. Teachers can remove their mask at mealtimes only if eating with the children and can remain physically distanced. Every effort should be made to restrict entry to the room by food service staff. Family style meal service shall be avoided. **Each childcare center should insert their own procedures.**

Staff Responsibilities

Staff shall not enter the building prior to the COVID screening procedure. The director or designee shall meet the staff members at the entry each morning at a designated window of time. Each staff member shall have a temperature screen and then be asked to respond to the following questions:

- Have you or anyone in the household shown signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, low-grade fever, or new loss of taste or smell?
- Is anyone in the household currently being tested for COVID-19?
- In the previous 14 days has anyone in the household been diagnosed positive for COVID-19?
- In the previous 14 days has anyone in the household been in contact with someone with a confirmed diagnosis of COVID-19?

Employees who experience a fever of 100.4 or higher and/or has multiple symptoms of COVID-19 while at home should not report for work. Employees should be symptom free for a minimum of 48 hours without the use of fever-reducing medication before returning to work.

If a household member or roommate tests positive for COVID-19, the employee should refrain from coming to work. The employee should self-quarantine for a period of 14 days from the last contact with the COVID-19 positive person. If the employee is tested for COVID-19 and tests positive, the employee should consult with their Director about establishing a return date.

Until further notice, a cloth face mask should be worn covering the mouth and nose upon entry to the building. The face mask shall remain on throughout the day except for times when the employee is consuming food or beverage, when the employee is outside of the building on a break, when the employee is on the playground and is six-feet physically distant from children, or in the classroom during naptime and is six-feet physically distant from children. This is done as a sign of being in ministry to others and to protect the children and fellow staff members. Employees may remove their mask after exiting the building at the end of the workday. Cloth masks shall be laundered daily.

- Staff are expected to take personal responsibility outside work hours for their interactions and seek to refrain from engaging in high risk behavior that could expose the staff member to situations in which the possibility of COVID transmission is high.
- Masks should be worn in common use areas such as restrooms, the employee break room, and the laundry room areas, unless alone or can remain six-feet physically distant from others.
- If an employee is alone in an office (i.e. the director, office manager, or teacher's office), the face mask may be removed. If a visitor/staff member comes to the office and a physical distance of six feet is maintained both parties may remove their mask. If not, masks should continue to be worn.
- If a meeting is held in the director's or office manager's office, please spray disinfectant on any areas touched by visitors upon their departure (i.e. chairs, door handles)
- If an employee develops symptoms of COVID-19 after having been in the workplace, the employee should report this to the Director immediately.
- An employee who develops a fever at or above 100.4 degrees or is experiencing symptoms at the childcare center, they should immediately be isolated until they can go home. The employee shall monitor their symptoms and should seek medical advice/attention if symptoms persist.
- When ready to exit buildings, sanitize hands, and use elbows, if possible, to open doors.

Floater Teacher Responsibilities

- **If utilized, define responsibilities.**

Facility Entry Limitations

Individuals shall be prohibited from entering the facility except for the following:

- Facility Staff or Authorized Church staff
- Persons with the legal authority to enter including law enforcement, childcare licensing staff, and DHS protective services staff
- Professionals providing services to children, including therapists

- Children enrolled at the facility
- Parents and legal guardians who have children enrolled and present at the facility, if necessary
- Church facilities staff and professional vendors should limit entry to the childcare center area unless an emergency exists requiring entry during times the center is in session.

Parent Responsibilities

- Parents are asked to be cognizant that their possible exposure to COVID or contracting COVID may lead to a temporary closure of all or part of the facility for a period of time.
- Parents are implored to take all reasonable precautions in their daily lives to limit contact with other persons and to utilize protective measures to reduce the possibility of exposure to COVID.
- Parents are requested to inform the childcare center office if anyone in their immediate household receives a positive COVID-19 test result or has possible exposure to COVID-19.

Children Who Become Sick During Operational Hours

Sick children shall not be cared for at the childcare center. If a child becomes sick while at the childcare center, the parent or guardian shall immediately be contacted to pick the child up. The child shall be separated, with appropriate supervision, until the parents arrive to pick the child up.

Facility Closing Guidelines

If the childcare center chooses to close for any reason related to the current pandemic, notification shall be made in writing to the Child Care Licensing Unit stating dates of the closure. The childcare center shall notify the Child Care Licensing Unit prior to reopening. Parents will also be notified as soon as possible in the process of closure and reopening information.

If a person with a confirmed COVID case has entered the childcare center, a short-term closure of all or part of the childcare center may be necessary. If this situation occurs, Arkansas Department of Health and CDC recommended procedures will be followed. Decisions will be made in conjunction with local health officials.

If a family household member is suspected of having COVID or has had exposure to another person who is suspected of having COVID, the family is encouraged to keep their child(ren) who are enrolled at the childcare center at home until determinations are made through medical consultation and testing have led to the conclusion that it is safe for the child(ren) to return. If a family household member has tested positive for COVID, the family is required to keep their children home and quarantined for 14 days from the last contact with the positive family household member.

Cleaning & Disinfection

All normal cleaning and disinfecting standards will remain in place. In addition, there shall be enhanced and more frequent sanitization that shall occur on a daily basis to include all classrooms, restrooms, and general use areas.

Follow-up/Review with Staff

Staff debriefing meetings should be held on the initial day of re-opening to review the policies and procedures. Additional review meetings should occur at designated intervals.