

# Glasser Preschool Agency Action Plan

## Enhanced Risk Management Plan

### Training

Training and staff meetings occur once a month and more often as needed to help staff in identifying and minimizing risks, particularly as it relates to the care and supervision of children. At least one teacher in each classroom must have a current CPR and first aid certification. Universal precautions are taught to the staff and are employed at Glasser Preschool. Each staff member receives at least 15 hours of in service training a year. These hours touch on developmental stages of children, health and safety in the school, effective management of a classroom, age appropriate activities for children and managing transitions. All staff shall be trained in the implementation of the Enhanced Risk Management Plan. Staff training will be either virtual or in person.

### Maintenance & Cleaning

Oak Park Temple provides daily janitorial service to the Glasser Preschool. The classrooms and bathrooms are cleaned daily. Oak Park Temple janitorial service provide for whatever maintenance needs that are encountered at the preschool. Teachers are responsible for putting items away in their classroom, maintaining a neat classroom, and performing any necessary cleaning and sanitation during their classroom day. Enhanced sanitization includes cleaning all high touch surfaces every hour or more as needed. Classroom areas, equipment and toys should be cleaned and disinfected at the end of each day. If a classroom is used for two shifts of children, the classroom must be closed for at least one hour between shifts to clean and disinfect. Under current recommendations, all soft plush toys that can harbor germs and cannot be readily cleaned will be removed from the classrooms.

### Security

To assure the safety of the children, the doors to Oak Park Temple are always locked when children are present in the building. The Berkshire entrance doors are opened during preschool drop off and pick up times only. During the times that the doors are unlocked, the doors are monitored by either a parent volunteer or staff member to ensure that only preschool families are entering the building.

### Food Service

All children are provided with a daily snack which is comprised of two food groups. These snacks are purchased by the Director as needed. The snacks are kept packaged in the cabinets in plastic bins in the classroom or in the refrigerators in the rooms, as necessary. Food is purchased and served in compliance with the allergy safety policy of the school. Snacks will be served to the individual children by a staff member.

All staff must have a current Food Handler or Food Service Manager certification.

A hot lunch is provided daily to children whose parents have elected for them to participate in this program. Food is purchased and delivered by GourmetGorilla. Disposable utensils and dishes are used and are discarded after single use. Lunch will be served to the individual children by a staff member. Menus are provided for parents. Food service is under the management of the Director or their alternate who is a certified Food Service Manager by the State of Illinois. In service training is provided to staff involved with this lunch program.

### **Educational Materials and Playground Equipment**

The Director selects and purchases the educational materials and toys for the classroom. Input from staff members is requested when purchasing materials. Staff members notify the Director when items in the classroom need to be replaced or replenished. If an item is found to be broken or dangerous to the children, it is immediately brought to the Director's attention and is safely repaired or thrown out if necessary.

The Director is apprised of the condition of the playground equipment (both indoor and outdoor) for loose or broken parts. The outdoor areas are also checked for foreign matter by both the Glasser Preschool Director and Oak Park Temple Maintenance staff. Glasser Preschool staff members also assess the equipment when they are outside. Any problems are relayed to the Director.

### **Emergency & Disaster Preparedness Plan**

In the case of a fire, the building would be evacuated by following the fire drill plan. The fire drill plan requires that upon the fire bell ringing: children shall immediately line up by their classroom doors; teachers lead the children through the nearest exit door to meet on Berkshire street East of the alley; teachers must take a roster; emergency contacts, and walkie talky; teacher must close the door on the way out; upon arrival outside teachers must take attendance and await further direction. Monthly fire drills are conducted during the school year. Tornado/Severe weather drills are conducted twice during the school year. A log shall be kept for both fire drill and tornado drills.

Staff practice and are trained for lockdown drills. These drills are conducted without the children present.

In the case of accident, injury or death requiring professional medical care, or other emergency involving a child, the incident shall be entered into the child's record and orally reported immediately to the child's parent or guardian and the appropriate licensing office of DCFS. When there is an incident that does not require professional medical care, the incident will be written up and signed by the staff member who witnessed or assessed the incident and treated the child and by the adult picking up the child. A fully stocked first aid kit is maintained in each classroom and restocked as items are used.

If there is a disaster, appropriate actions will be taken by the Director.

### **Illness/Contagious Disease**

Any child or staff member suspected of having COVID 19 or any other contagious or reportable disease, or having been in contact with a person suspected or diagnosed with same, shall be excluded from Glasser Preschool until written documentation is provided by a physician that the child or staff member is no longer communicable and may return to Glasser Preschool.

In the event that a child, staff member, or visitor becomes sick while on the premises, the individual will be isolated in a separate unused classroom until they can be safely transported to their home or to a healthcare facility as appropriate. After the ill person leaves the facility, that room will be closed and off limits for everyone for at least 24 hours before the room is cleaned to reduce risk to the individual doing the cleaning. All areas used by the ill person will be cleaned and disinfected with a focus especially on high touch surfaces.

Parents/Guardians and all staff will be notified via email when any communicable disease or condition has been introduced into the program. The child or staff member will not be identified by name to other staff members or families to preserve confidentiality of all individuals unless express written permission is given to share the identity by the adult staff member or parent/guardian for the child enrolled at Glasser Preschool. IDPH, CDC, DCFS, and Village of Oak Park Health Department will be notified immediately by telephone with written follow up in the event a staff member or child at Glasser Preschool tests positive for COVID-19. Glasser Preschool will follow the recommendations of those agencies regarding closure of the facility.

Signs will be posted at all entrances used by Glasser Preschool staff and families restricting entry to anyone with symptoms of illnesses/respiratory infection.

Non-essential visitors will not be permitted to enter the preschool until restrictions are lifted by the appropriate governing agencies (IDPH, CDC, DCFS, Oak Park Health Department.)

Daily health checks will be conducted for all persons entering the facility including but not limited to staff, children, parents, legal guardians, maintenance staff, therapists, and authorized representatives from DCFS. This health check must include a temperature check. Individuals with a temperature of 100.4 F or higher shall be excluded from entering the facility.

Glasser Preschool will supply personal protective equipment (PPE) for staff and children (face masks and gloves). Staff must always wear a mask when in the facility. Children age 2 years and older shall wear a face mask when arriving and leaving Glasser Preschool, when in the hallways, and in the classroom as practicable (not when eating or playing outside.) All parents/guardians/persons must wear a face mask when dropping off and picking up a child from the program and may not enter the classrooms. Non permeable gloves must be worn by staff while serving food, diaper changing, and/or dealing with wounds. Frequent hand washing is required when gloves are not in use including before and after contact with individuals and after contact with contaminated surfaces or equipment. Alcohol based hand sanitizer shall be placed in every room and at the entrance to every classroom out of the reach of children.

## **Operational Plan for PPE**

### **PPE Supplies**

Glasser Preschool shall supply face masks for both children and staff members at Glasser Preschool. Children and staff can provide and use their own face coverings if they choose to do so. Glasser Preschool will supply non permeable gloves for use by staff while serving food, diaper changing, and/or dealing with wounds.

One week's supply of masks and gloves will be maintained in each classroom out of reach of the children. Additional supplies will be maintained in the Director's office. The mask and glove supplies will be inventoried weekly by the individual classroom teachers and inventory reported to the Director in writing. The goal is for a month's supply of PPE to be maintained on the premises. The Director will order additional PPE supplies when the inventory falls below that goal.

All single use masks and gloves will be disposed of in a sealed bag after their use on an individual day. All cloth face coverings provided by Glasser Preschool will be collected and laundered daily by Glasser staff.

### **Additional Measures**

It is recommended that all staff and children keep a pair of shoes at Glasser Preschool which will only be used inside the classrooms.

A supply of hand soap, hand sanitizer, paper towels and Kleenex will be kept in each classroom. Additional supplies will be maintained in the Director's office. These supplies will be inventoried weekly by the individual classroom teachers and inventory reported to the Director in writing.

Furthermore, if a staff member is working in the role of a "relief teacher" they will change their mask, gloves, and outer clothing before entering a new classroom. Staff will immediately wash their hands upon entering a new classroom.

### **PPE Training**

All staff will be informed of the location, availability, and inventory process for PPE supplies as part of the training for the re-opening of the program. Prior to working in a classroom with children, staff will be trained pursuant to CDC guidelines on the proper use of masks, gloves, and other PPE supplies. Masks should cover both mouth and nose.

## **Enhanced Staffing Plan**

Glasser Preschool will operate at a maximum class size of 8 children for two-year-old classrooms; and 10 children for 3 and 4-year-old classrooms for at least the first four weeks of operation after re-opening. This is to ensure a safe approach and allow Glasser Preschool to implement additional health and safety practices before expanding capacity. After this initial four-week period, Glasser Preschool will consult with DCFS to ensure an adequate staffing plan, square footage, etc. to expand capacity.

Each group of children will be cared for in a separate classroom with the same group of children at all times of the day. Classroom interchanging or mixing is not permitted. A transition plan shall be developed when moving a child to a new group. Staff will be with the same stable group of children each day including snack and lunch time. Classrooms will be staffed with a minimum of two staff to ensure intensified sanitation practices can be met throughout the course of the day. An additional staff member must be available for relief and qualified for the position being provided relief and shared between no more than 2 rooms.

Qualified substitutes are allowed for days that staff are out sick or on vacation. Glasser Preschool shall develop and maintain a list of qualified substitutes.

Staff holding first aid and CPR certification that has expired or will expire during COVID 19 response closures may utilize online certification extension programs through the State of Illinois approved training sources to renew their certification.

All staff shall take their temperatures before entering the facility at the beginning of their reported work period and shall maintain records of monitoring. Staff shall be rechecked for fever during their work period if they begin to feel ill or experience any sign of respiratory illness. Individuals with a temperature of 100.4 F or higher shall be excluded from Glasser Preschool.

An updated staffing plan under these guidelines was provided to DCFS on June 8, 2020.

## **Enhanced Daily Arrival and Departure Plan**

Promptness at arrival and departure times is expected. Health checks will be conducted for all individuals entering Glasser Preschool. This includes, but is not limited to, staff, children, parent/guardian, cleaning staff, caterers, nurses, visitors, therapists, supportive service providers, and DCFS representatives. First there will be a visual inspection for signs of illness (flushed cheeks, difficult or rapid breathing, fatigue). Temperatures will then be checked and recorded. Individuals with temperature of 100.4 F or above will be excluded and not permitted entry.

Parents/guardians must enter Glasser Preschool at the Berkshire entrance. Following the health check, and handwashing with soap and water or hand sanitizer for all people entering the building, the adult will escort their child to the classroom, hang the child's belongings on their designated hook, and help the child change into their classroom shoes. The adult must make sure that a teacher sees the child's arrival to the classroom prior to leaving. The adult may not enter the classroom. Children will immediately wash their hands with soap and water upon entering the classroom.

Children age 2 and above and adults dropping off or picking up children shall wear face masks. One adult will be permitted to enter the building but will not be permitted to enter classrooms upon arrival for drop off and pick up. If possible, the same adult should do the drop off and pick up for the child. During drop off and pick up, there shall be no handshaking or physical contact between parents, staff, and other adults. Social distancing must be observed in the hallways and lobby of the building at pick up and drop off times.

Any child suspected of having COVID 19, diagnosed with COVID 19, or having been in contact with persons suspected or diagnosed with COVID 19 shall be excluded from Glasser Preschool until written documentation is provided by the child's physician that the child is no longer communicable and may return to the program.

No child will be released from school except to an authorized person identified on the Emergency and Transportation Form completed by the parents. All parents/guardians will be required to complete and updated Emergency form. It is recommended that when it can be avoided high risk adults should not be designated as the authorized drop off or pick up individual. If there is a change in pick-up arrangements, please inform the school in writing prior to pick up.

The daily arrival and departure plan will be shared with all parents/guardians prior to their child returning to Glasser Preschool.

## **Enhanced Hand Washing Protocols**

Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious disease to themselves and to others. Staff members and those children who are developmentally able to learn personal hygiene are taught hand washing procedures and are periodically monitored. Staff are required to assist children who are not able to wash their hands independently. Staff will be trained on healthy hygiene practices so that they can use them for themselves and teach students about these practices.

**Children's hands** shall be washed routinely and frequently with soap and water. This handwashing will be supervised by Glasser staff. Hand washing shall occur at least at the following times:

- a. Upon arrival at Glasser Preschool;
- b. Before and after each meal or snack;
- c. After using the toilet or having diapers changed;
- d. After handling pets or animals;
- e. After wiping or blowing his or her nose;
- f. After touching items soiled with body fluids or wastes (e.g., blood, drool, urine, stool, or vomit);
- g. Before and after cooking or other food experience;
- h. Before and After outdoor play time; and
- i. Before and after using the sensory table.

**Staff hands** shall be washed routinely and frequently with soap and water including before and after contact with individuals, and after contact with contaminated surfaces or equipment at all times that children are required to wash hands and at least at the following times:

- a. Upon arrival at Glasser Preschool;
- a. After using the bathroom or helping a child uses the bathroom;
- b. After changing a diaper;
- c. After wiping or blowing their nose, or helping a child to wipe or blow his or her nose;
- d. After handling items soiled with body fluids or wastes (e.g., blood, drool, urine, stool, or vomit);
- e. After handling pets or other animals;
- f. After handling or caring for a sick child;
- g. Before and after eating, drinking, or helping a child do this;
- h. Before preparing, handling, or serving food;
- i. Before and after dispensing any medication;
- j. Before and after administering first aid;
- k. After handling garbage;
- l. After cleaning; and
- m. When changing rooms or caring for a different group of children.

The following **technique** for thorough hand-washing pursuant to the CDC guidelines shall be used:

- a. Wet hands under clean, running water, turn off the tap, and apply soap.
- b. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- c. Scrub your hands for at least 20 seconds.
- d. Rinse your hands well under clean running water.
- e. Dry your hands using a clean towel or air dry them.

#### **Hand Sanitizer.**

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, alcohol-based hand sanitizer containing at least 60% alcohol can be used. The following **technique** should be used for hand sanitizer:

- a. Apply gel product to the palm of one hand.
- b. Rub hands together.
- c. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Alcohol based hand sanitizer must be placed at the entrance to every classroom. Hand sanitizer should be placed out of reach of children. If hand sanitizer is used with children, it must be supervised by adults.

## **Enhanced Plans to Ensure Safe Indoor & Outdoor Spaces**

### **Indoor Spaces**

The following actions shall be taken to ensure a safe indoor space at Glasser Preschool:

- All soft plush toys that can harbor germs and cannot be readily cleaned shall be removed from the classrooms.
- Increase cleaning and sanitizing practices in compliance with CDC guidelines:
  - clean all high touch surfaces every hour or more as needed
  - clean and disinfect areas used, equipment, and toys at the end of each day.
  - any classroom that is used for more than one shift shall be closed for at least an hour between shifts to clean and disinfect.
  - toys or other items that are mouthed shall be removed for sanitizing immediately.
- Cleaning supplies will be kept out of reach of children.
- Signage will be posted throughout the facility on ways to prevent the spread of germs.
- Circulation of outdoor air will be increased as much as possible in the indoor spaces.
- Parents will be encouraged to leave an extra pair of shoes for their child's exclusive use at Glasser Preschool.
- Staff will be encouraged to leave an extra pair of shoes and clothing for the exclusive use at Glasser Preschool

### **Outdoor Spaces**

The following actions shall be taken to ensure a safe outdoor space at Glasser Preschool:

- Playground will only be used by one classroom group of children at a time
- Playground time will be scheduled to allow 30 minutes between groups. If less than 30 minutes is possible, playground equipment will be disinfected between groups. Cleaning supplies will be kept out of reach of children.
- To the extent possible, playground toys will be assigned to individual classrooms.

## **Communications Plan in Case of Emergency**

Families must immediately notify Glasser Preschool via email if someone in their household tests positive for COVID 19 or if the child has been in close contact with an individual who has tested positive for COVID 19.

Staff members must immediately notify Glasser Preschool via email if someone in their household tests positive for COVID 19 or if they have been in close contact with an individual who has tested positive for COVID 19.

Parents/Guardians and all staff will be notified via email when any communicable disease or condition has been introduced into the program. The child or staff member will not be identified by name to other staff members or families to preserve confidentiality of all individuals unless express written permission is given to share the identity by the adult staff member or parent/guardian for the child enrolled at Glasser Preschool.

Glasser Preschool will immediately notify IDPH, CDC, DCFS, and Village of Oak Park Health Department by telephone with written follow up in the event a staff member or child at Glasser Preschool tests positive for COVID-19. Glasser Preschool will follow the recommendations of these regulatory agencies regarding closure of the facility.

This emergency communication plan will be shared with parents/guardians and Glasser staff.