

Glasser Preschool

Health & Safety Procedures

A copy of the “Glasser Preschool Agency Action Plan” approved by DCFS in June 2020 for the re-opening of the program is attached to this document for all families and incorporated herein by reference. Glasser Preschool agrees to comply with the requirements set forth in this document and any additional applicable regulations from the State of Illinois.

We know that COVID-19 can be transmitted even when mild or no symptoms are present. Therefore, we ask that you take even the slightest sign of illness seriously out of an abundance of caution and keep your child home. We also trust that you will be engaging in safe practices while you are away from Glasser Preschool to help keep our whole community healthy and safe.

Arrival & Dismissal Procedures

Promptness at arrival and departure times is expected and necessary for an effective administration of our daily health checks. Please make sure to follow the staggered class times provided to you.

- 1) Parents should complete the daily health questionnaire for their child on REMINI prior to arriving at Glasser Preschool. REMINI instructions will be provided separately.
- 2) Entry to Glasser Preschool will be through the Oak Park Temple Berkshire entrance only. Adults with their child should line up on the ramp at a minimum of 6-foot intervals. To promote social distancing the path will be one way - ENTER up the Berkshire Ramp and Exit down the Berkshire stairs.
- 3) Visual health inspection and temperature checks will be conducted and recorded for all individuals entering the building. Individuals who appear ill or with temperature of 100.4 F or above will be excluded and not permitted entry.
- 4) Following the health check and supervised use of hand sanitizer for all people entering the building, there are two possible options:
 - a. **PREFERRED:** The child will enter the building alone and be accompanied by their teacher to their classroom. Teacher will assist the children in putting away their belongings and safely entering the classroom. Children will immediately wash their hands with soap and water upon entering the classroom.
 - OR**
 - b. One accompanying adult (no additional individuals) 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.

- 5) 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.
- 6) No child will be released from school except to an authorized person identified on the Emergency and Transportation Form completed by the parents prior to the beginning of the school year. 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.

Face Masks & Shoes

Glasser Preschool will 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. We strongly recommend practicing the use of face masks with children at home.

Staff must always wear a mask when in the facility and on the playground. 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) 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.

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

Enhanced Handwashing, Cleaning, Disinfecting

Handwashing is required frequently throughout the day. Teachers will supervise and assist children with proper handwashing techniques as needed.

Increased cleaning and sanitizing will be conducted by Glasser staff and custodial services in compliance with CDC, DCFS, and IDPH guidelines.

Classrooms & Gross Motor Areas

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. We will not be having any school wide in person gatherings until further notice.

Our two-year-old classrooms will have a maximum of 8 children. Our three and four-year-old classrooms will have a maximum of 12 children. Classrooms will be staffed with a minimum of two staff to ensure intensified sanitation practices can be met throughout the course of the day.

All soft plush toys, dress up clothes, cloth pillows have been removed from the classrooms. Teachers will sanitize any other toys and materials used by the children throughout the day.

Circulation of outdoor air will be increased as much as possible in the indoor spaces. Classroom windows will be opened throughout the day to ventilate the classrooms. Additionally, Medical grade HEPA Air Purifiers will be used in the classrooms.

Only one group of children will be in the gross motor areas (outside play yard and indoor gross motor areas) at any time. Gross motor time will be scheduled to allow for disinfection between groups. To the extent possible, playground toys will be assigned to individual classrooms.

COVID 19

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.

If any child or staff member is diagnosed with COVID-19 they may not return to Glasser Preschool until ALL 3 of the following are met:

- 1) Individual is free from fever without the use of fever-reducing medications for at least 72 hours.
- 2) Individual is no longer showing symptoms including cough.
- 3) It has been at least 10 days since the onset of the individual's illness

If any child or staff member has symptoms concerning for COVID-19 and subsequently is determined by a medical provider not likely to have COVID-19, the child or staff member may return to Glasser if the following is met:

- 1) No fever for 72 hours without the use of fever reducing medications.
- 2) Negative test for COVID-19, or
- 3) A note from a medical provider documenting no clinical suspicion of COVID-19 infection.

Any child or staff member with close contact (within 6 feet for greater than 15 minutes) to a person suspected or diagnosed with COVID-19 shall be excluded from Glasser Preschool for 14 days and monitored for symptoms. There will be no reduction of tuition for this exclusion period. If symptoms develop, they should be evaluated and tested for COVID-19.

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.

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.

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.

Verification

The undersigned acknowledges that they have received and read the “Health & Safety Procedures” and the “Glasser Preschool Agency Action Plan” and agrees to follow the protocols contained in these documents.

All staff, parents/guardians, adults, and children entering the facility must comply with the enhanced safety precautions put into place because of the COVID-19 pandemic for the health and safety of everyone. Any person failing to comply with these requirements will not be allowed to enter the facility.

Child’s Name

Parent/Guardian’s Signature

Date

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