

## COVID-19 Policy and Rules for Procedures for L'Asilo's Re-Opening

- **Staggering start and end times for staff (and families)**
  - All staff will start and end at different intervals before 8 A.M. and after 4 P.M. (as noted on the schedule) Extended day pick-up (4:15P.M. – 6P.M.) will not be affected
    - Staff will have the same schedule weekly; however, we should remember that the schedule may be subject to modifications
    - Families will need to follow the pickup time frames given to each class, unless they have an extended day added to their schedule. This will assure each that each class limits contact with one another.
    - Extended day families will need to call when arriving, and line up along the fence, marked every 6ft to social distance, and will be called in to sign out.
  
- **Drop-off**
  - No more than 1 family will be allowed to drop-off at a time
  - No-drop offs will be permitted past **9:30 A.M.** for the time being
    - If you will be late for any reason (doctor appointment etc.), you will need to let us know the day prior by 6 P.M. or no admittance will be accepted.
  - Families will be required to stand at the designated spots, at 6 feet intervals, along the fence until each family has been called to the door
  - Once at the door, the staff member will let a family member into the vestibule where he/she will sign-in on the tablet
    - The tablet will be covered with plastic wrap and a touchscreen pen will be used to touch the screen
      - The pen will be cleaned after each usage
  - The parent will change the child's shoes in the vestibule
    - All shoes **MUST** be changed
      - If **NO** inside shoes are given, then shoes must be thoroughly cleaned with **CLOROX WIPES**
  - Once completed, the teacher will take the child and the lunch bag, place the lunch bag on the cart, wash the child's hands, and take them back. Repeat.
  
- **Temperature checks**
  - Staff and children will have their temperatures taken daily before entering
    - Temperature checks will occur upon entering the vestibule before anyone is permitted to enter the facility
    - 100.4 F temperature will **NOT** be permitted into the facility
    - The thermometer that doesn't touch the body will be used
    - The teacher who is checking the temperatures will be wearing a mask and gloves
  - The teacher taking temps will also check for coughing, sneezing, and wheezing
    - If a child or teacher exhibits 1 or more of these symptoms, they will **NOT** be allowed to enter past the vestibule
  
- **Pick-Up (subject to change)**
  - Use two exits, front door and gym door
    - However, clock-out will be done at the main vestibule only
  - Pick-up times will be assigned to families by class (3:45-4:15), unless you have an extended day schedule then your families' regular time will be adhered to.

- There will be two classes assigned per time slot
  - The teacher will change the children's shoes and have them ready to go home
    - Children will be waiting by the front door and in the gym to leave
- **Personal Belongings**
  - Staff will not be permitted to bring anything other than food, an extra pair of clothing, and their essential belongings (keys, feminine hygiene items, etc.)
    - All belongings must be wiped with Clorox and placed on their personal shelf, in a drawer in the kitchen, or remain in a jacket pocket
  - Kids will be permitted ONLY:
    - extra clothing items, bedding on Mondays, masks (3+), diapers and wipes, and food for the day
  - A new/clean set of clothes, for staff and children, MUST be worn each day
  - No dress-up clothes will be permitted at this time
- **Food Care**
  - The teacher at the door will take the lunch bag, put it on the wooden or metal cart, (staff member who is in the kitchen) will take it to the kitchen
    - All food MUST be put into containers that can be wiped down with Clorox wipes.
      - This includes snacks, not just lunches
    - Please try to limit messy foods for the time being--rice, yogurt, etc.
    - Separate and label all snacks
      - Must be separated for A.M. and P.M. before coming to school
  - Gloves will be used by the staff member in the kitchen and will be changed before cleaning the next lunchbox
  - All bottles (milk and water) need to be taken home daily and washed
    - The bottles must solely be for school purposes, they must NOT be used prior to entering the facility.
  - Each class will eat in its designated class area
- **Masks**
  - Required for parents and staff
    - **If you do NOT have a mask, entry into the facility will NOT be permitted**
  - Children 3+ will be required to wear them to school for drop-off and pickup
    - The children 3+ will attempt to keep them on all-day (subject to change)
      - If the child doesn't want to wear the mask all day they will not be forced
    - No masks will be worn during mealtimes, naptime, or outside playtime
- **Naptime**
  - Mats will be laid out farther than 3ft apart in the designated class area
    - Children will be laid out 6ft apart from head to toe of each other
    - Mats will be stored in each classroom area to prevent cross-contamination
  - All mats will be labeled and designated to a specific child
  - Students MUST bring a sheet and blanket or they will not have any bedding at naptime
    - The school will NOT provide any bedding at this time
    - No stuffed animals will be allowed at this time
  - Bedding will be kept in the cubbies in the back of the facility or in their designated areas
    - The bedding will still go home each Friday to be washed

- **Class Structure**
  - Each class will be designated to a specific area in the facility
  - Each class will have the same staff assigned to it until we feel that we can go back to our normal rotation
    - There will be no more rotation throughout the day or the week
  - Students will no longer hold hands when they go to the bathroom or outside
    - They will hold the ropes (put one in each area)
  
- **Technology**
  - Use gloves when touching the screens
  - Walkie-Talkies will be used daily
    - They must be turned off for naptime
  - Phones will NOT be allowed, unless on break
    - Gabby will be the only staff member with a phone on her persons
    - No pictures of the kids will be sent to the parents at this time
  
- **Bathroom**
  - Designated bathrooms for each class
  - Each class will follow a bathroom schedule
    - Children will be allowed to use the bathrooms at any time, as long as another class is not using it
  - No more than 6 kids in the bathrooms at a time
  
- **Toys**
  - Stuffed animals, dress-up clothes will all either be kept in the office or be put upstairs until we feel it is safe
  - Toys will be removed and disinfected as soon as a child puts them in their mouth
    - Toys will be divided for each class group to not share with other class groups
  
- **Parent and Guardian Access to the Facility**
  - Due to extra precautions, the policy for Parent/Guardian access into the facility has been modified. While Covid-19 remains a pandemic, we do ask that Parents/Guardians on a regular drop off or pick up, at this time, remain in the vestibule; however, if you do want to enter into the facility then the following rules MUST apply:
  - Please note: If anyone refuses to follow all seven rules, then access will be denied and your child will not be permitted to enter as well:
    - 1) Has his/her temperature taken;
    - 2) Answers any questions truthfully about travel, potential symptoms, or exposure;
    - 3) Wears a mask at all times;
    - 4) Removes his/her shoes or wears the red booties;
    - 5) Washes his/her hands immediately upon entering;
    - 6) Is accompanied by a staff member at all times; and
    - 7) Limits his/her distance from all other groups and other children at all times  
(at least six feet) from everyone.
  - No other visitors will be permitted without special permission into the facility to limit the potential spread of any potential illness.