



# Stepping Stones Childcare Learning Center

## COVID-19 Preparedness Plan:

1. HANDWASHING: Staff and children regularly wash their hands as posted on the daily schedule.
  - a. **STAFF:** All will wash their hands at the sink while entering their classroom, following all proper guidelines for hand washing. Hand sanitizer is readily available for use when a sink is not available and can be used throughout the day. Staff members will wash hands after contact with outside public, and after parent drop off/pick up.
  - b. **CHILD:** All will be required to wash their hands in the nearest sink upon entering for the day. Current handwashing routines will continue to be in place for each child (before and after meals, after outside time, diaper changes etc.) throughout the day.
2. CLEANING AND DISINFECTING: High traffic surfaces and areas will be cleaned in the morning and at the end of the day following proper cleaning procedures found on the cleaning checklists. Toys will be properly disinfected after every use using a bleach solution and then placed out to dry. Toys and supplies are not freely accessible throughout the day. Classrooms will only use supplies found in their classrooms. Any outside supplies will be limited as much as possible. All touched surfaces between the entry door and the classrooms will be thoroughly sanitized after drop off/pick up.
3. ARRIVAL AND DEPARTURE:
  - a. **STAFF:** All will be required to wash their hands and have their temperature checked, using an infrared thermometer at the door. Staff are encouraged, but not required, to wear gloves when in contact with Parents/Public.
  - b. **CHILD:** A staff member will approach each vehicle to pick up the child when they arrive and will also bring them back to the vehicle upon departure. Each child will have their temperature checked using the infrared thermometer and will wash their hands in the sink following our handwashing procedure.
4. PLAN FOR SICK CHILDREN, STAFF, AND VOLUNTEER: All personnel showing signs of illness are required to follow our health and safety guidelines posted in the handbook and on parent bulletin. All sick personnel are encouraged to stay home a minimum of 24 hours symptom free. If a positive case of COVID-19 has been exposed, the MDH will be contacted for further direction.

5. SOCIAL DISTANCING THROUGHOUT THE DAY: Classrooms will be encouraging safe distancing when able. Older children will be directed to stay in their “bubble” and a visual will be used to help direct distancing. Visuals will be placed in areas of lining up and gathering. Children and staff will stay in their respected classrooms throughout the day and limit any extra hallway traffic. Cots will be spread to a safe distance, as classroom space allows. Children will be placed head to foot when on cots.
6. SOURCE CONTROL AND CLOTH FACE COVERING: Face coverings will be allowed to be worn by staff members if preferred, but not required. Children will not be encouraged, as our age groups can not provide a safe face covering practice at this time. The age groups we provide for cannot reliably handle a face covering and they would present a potential choking/strangulation hazard. Volunteers, tours, and any other public personnel will have their temperature checked and will be asked to wash their hands when entering the facility. A face covering will be encouraged, but not required.
7. WORKPLACE VENTILATION: Our center will continue to maintain routine maintenance on our air ventilation systems. Outdoor time is always encouraged, weather permitting.
8. PLAYGROUND USE: Outside time is staggered following our daily schedule. Our safe distancing “bubble” is encouraged during play.
9. MEALS AND SNACKS: Typically, we serve family style, but due to COVID-19, each child’s meal is plated and given directly to them to minimize the sharing of serving utensils.
10. FIELD TRIPS AND EVENTS: Field trips and events are postponed until further notice.
11. COMMUNICATIONS AND TRAINING: All COVID-19 protocol will be posted on the main bulletin and will be available to view on our website. A mass email will be sent out to all parents and staff and will be available upon request.

All staff members have been trained in Safety Practices for Childcare Programs in the Face of COVID-19 from Childcare Education Institute. WE are in constant contact with local, state, and federal health agencies to monitor the situation and are basing our response on industry best practices, governmental agency recommendations, and what is best..... WE are following all CDC guidelines and remaining agile and flexible as new information becomes available and new prevention measures need to be taken.

Thank you for being loyal and we are honored to serve your childcare needs.