COVID-19 Action Plan

TLC Preschool, Huntley, Illinois

3/16/2020

Be Proactive

* Students and staff will practice good hand hygiene by washing hands with soap and warm water.
* Hand washing instructions will continue to be posted near the handwashing stations.
* Students and staff will wash hands upon arrival to the center, after coming inside from being outside, after breaks, and when moving from one group to another.
* Students and staff will wash hands before and after: preparing food and beverages, giving medication, playing in water that is used by more than one person.
* Students and staff will wash hands after using the toilet, handling body fluids, handling animals, playing in sand and outdoors, and after handling garbage.
* Those students who cannot be served due to being a part of a vulnerable population and choose to remain at home during the outbreak will be provided with lesson plans and supplies to complete learning at home. This will be provided as long as it is feasible.
* If a staff member becomes ill, she must contact the director. The director, along with the staff member, will make arrangements for a substitute to ensure the continuation of service. If the director becomes ill, another staff member who is director qualified will be appointed the person in charge.

Avoid Exposure

* Only the church office manager and the TLC director will receive outside deliveries.
* All persons will have a temperature check before entering the preschool. This will continue until further notice.
* Staff members will complete a daily health check with children upon arrival in the classroom.
* Children will be excluded from school if any of the following symptoms are present: Fever, nausea, vomiting, diarrhea, undiagnosed rashes, red or running nose and eyes, swollen glands, pink eye, sore throat, cough, shortness of breath.
* **If a child or staff member has been identified with COVID-19, school and program administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community.**In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.
* Potential visitors to the center will be notified via routine communication (in person, over the phone, e-mail) that symptomatic persons will not be able to enter the program facility. Visitors will be screened upon arrival if they have had potential exposure to COVID-19, recently traveled from an affected geographic area, or appear to be experiencing fever, cough, or shortness of breath.
* All parent groups and other events will be canceled until further notice.

Sanitize

* Infection control supplies will be in stock for children, staff and visitors to the facility.
* If it is determined that persons infected with or suspected to be infected with the COVID-19 virus have been in the facility, the following is recommended:
	+ - Close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
		- Cleaning staff should clean and disinfect all areas (offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

Monitor and Plan for Absenteeism

* The director and program coordinator will review unusual absentee patterns among both students and staff. If 20 per cent of students and staff are absent due to respiratory illness, the McHenry County Health Department will be notified.
* Staff members who are exposed to COVID-19, have symptoms of COVID-19, or have confirmed infection of COVID-19 will be mandated to take leave. This includes a mandatory quarantine for 14 days post-exposure or isolation if symptomatic.
* If staff absences increase, some preschool classes may be moved from morning to afternoon or another varying schedule to accommodate staffing levels.
* Staff illnesses and symptoms will be tracked on a log in the school office.
* Daily counts of children and the ability to meet staffing ratios will be conducted by the director.

Communicate

* Employees will be provided information on COVID-19 and preventative measures by providing them with resources from the CDC. In-person, phone, and e-mail communication will be used to disperse information.
* Families will be provided with a copy of the COVID-19 action plan prior to the reopening of the preschool. Copies will be available in other languages as needed.

Partner

* The preschool will partner with the McHenry County Health Department for guidance on closing for a COVID-19 related reason. Any closing will be in partnership with the health department, and not a decision made by administration alone.