

Oak Grove Early Learning Center Health & Safety Policy Changes

Dear Oak Grove Early Learning Center Families,

Given the COVID-19 (Coronavirus) crisis that is spreading through our country, we want to assure you that we are monitoring the situation closely. Based on information we have at this time, we will begin to operate Oak Grove Early Learning Center starting August 31, 2020. If the situation should change, we will notify you immediately.

Effective August 31, 2020 and for the foreseeable future, we will be taking extra precautions to ward off COVID-19. We are taking these extra steps to support the health and safety of your children, your family and our staff.

Please take note of the following changes to our policies and procedures (you can find our current handbook at <https://www.oakgrovelutheran.com/>):

Drop-Off and Pick-Up (Please discuss drop-off/pick-up times and locations with your child's teacher)

- Families will be met at the designated Preschool or Pre-K door (in the North parking lot) where a staff member will greet the children for drop off. Until further notice, parents and other family members will not be allowed inside the center. Prior to parents leaving the site, a trained staff member will take the temperature of the child and ask parents the following questions:
 1. Have you or your child had any known contact with someone who has tested positive for COVID-19 in the last 14 days?
 2. Have you or your child had new onset of symptoms you feel are consistent with viral illness? Fever of 100.4 or greater OR loss of taste or smell OR two or more of the following: runny nose/congestion, cough, shortness of breath or difficulty breathing, headache, chills, muscle/body aches, sore throat, diarrhea, vomiting, or nausea.
 3. Have you or your child tested positive or been diagnosed with COVID-19 in the last 10 days?

*If the answer to all 3 screening questions is "no", the child can enter the facility. If the answer to any of the 3 screening questions is "yes", the person should be directed to call their health care provider, if ill, or visit the ND Department of Health website for further guidance.
- Children and staff will be required to wash their hands immediately upon entering the building. When children arrive at the center, they will be escorted to the nearest bathroom where they will wash their hands prior to being brought to their classroom.
- Upon your arrival to pick up your child at the designated door, a staff member will bring your child out to you. Please stay in your vehicle. Doing so will limit direct contact and help us to maintain social distancing.
- Children must be picked up at the designated Early Learning Center time and location. Children may not wait for sibling dismissal times or go to sibling dismissal locations.

Healthy Environment

- We will separate children into groups that fall within state and local guidelines.
- We will limit shared equipment and will clean equipment between uses.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of transmission.
- If a new staff member enters the classroom, they will wash their hands, use hand sanitizer and wear a mask.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with frequently throughout the day.

- We will perform an enhanced deep cleaning every night in all areas and on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers, masks, and disposable gloves and use them as needed.
- Staff and children will increase hand washing frequency.
- Hand hygiene supplies will be available during outdoor play, including tissues, hand sanitizer, and disposable baby wipes.
- Masks are not required for children, but you may choose to have your child wear a mask.

Meal Preparation & Service

- All surfaces will be disinfected before meal preparation using CDC- or EPA-approved products.
- All meal prep staff will wash their hands before and after meal preparation.
- Each child's meal will be plated by meal prep staff.
- Children will eat meals in their classrooms.
- Children may still bring a cold lunch from home.

Child Health

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, a fever of 100.4 or greater, two or more symptoms of fatigue, muscle aches, cough, sore throat, running nose, sneezing, nausea, vomiting, diarrhea, abdominal pain, loss of taste and/or smell, or any other exclusionary condition while at the center, will be isolated from other children until they can be picked up. The ill child needs to be picked up as soon as possible and no longer than one hour after parents being notified of the child's illness. Guidelines will be provided to parents indicating the length of exclusion required and/or documentation needed to return to the center.
- Until further notice, all program field trips, group events, and center-wide programs will be suspended.

Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will check their temperature at the beginning of each day and notify their supervisor if 100.4 or greater as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop.
- Staff will wash their hands immediately upon entering the program and prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

Communication

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify families immediately.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well.

Oak Grove Early Learning Center

Please sign and date this page indicating that you have received and understand the handbook and policy changes for Oak Grove Early Learning Center.

By signing, you agree to abide by the written policies as indicated.

Child's Name (print) _____ Date _____

Parent/Guardian Name (print) _____ Parent/Guardian Signature _____

**Oak Grove Early Learning Center
Hand Sanitizer Permission Form**

Child's Name (print) _____ Date _____

Parent/Guardian Name (print) _____ Parent/Guardian Signature _____

I give permission for Oak Grove Early Learning Center staff to apply hand sanitizer to my child, as needed, in addition to soap and warm water to clean and disinfect his/her hands while at the center.

My child may NOT use hand sanitizer.