



St. Mark

LUTHERAN CHURCH & PRESCHOOL

Emergency Plan

Phase 1:

Outbreak is within our community, the government is enacting social distancing rules and beginning to shut down high risk areas such as schools, events etc.

- Continue the above protocols unless following expanded protocols below
- Remain open until mandated to do so if no positive results among staff and families. If a positive result we will jump to phase 3
- Begin Updating parents daily, even if you do not have new information available. Give reminders and calm assurances about policies you are following
- Increase illness exclusion restrictions. Temperatures of 100.1 or higher will be excluded as will other symptoms such as cough or severe fatigue. Children and staff with these symptoms will be excluded for 72 hours. If symptom free after 72 hours WITHOUT medication the child and staff may return. If symptoms persist exclusion will be required and a negative coronavirus test result to return (this may change regarding recommendations from CDC)
- Begin making sure contact list for all families and staff is up to date
- Update staff as things change at a rapid pace

- Hours will be modified to 8 am – 3 pm to enact enhanced daily cleaning procedures listed below.
- We will be taking the students temperatures each morning before entering the school grounds. If child has a temp of 100.1 or higher we will send the child home, observe the 72 hour exclusion (If no other symptoms arise after 24 hours and child has been fever free for 24 hours without medication, parents may contact the Director to see if they may return earlier than 72 hours) We are trusting staff and families to be prudent in observing these exclusion rules so that we can remain open.
- Enhanced cleaning procedures will include adding hourly wipe downs of high touch areas, fully cleaning all shelves and toys each day at closure, removing any high risk/hard to clean toys. All teachers will place toys played even if not mouthed in buckets to be washed twice per day
- Recommend non-essential employees keep their children at home to limit exposure.
- Pickup and drop off will be modified. We will have a table outside with hand sanitizer, sign in sheet and health screening/temperature check lists. Only essential personnel will be permitted to enter the facility. Masks are required for any adult coming into the preschool grounds.
- These procedures will be to limit the exposure to our staff members and center as well as limit repeated touching of doorknobs and sinks by multiple people.
- We will require all snack and lunches to be provided by the family and use throw away storage only. Bring a re-usable water bottle which will be sent home daily for cleaning.
- We may ask teachers to volunteer to work extended hours/overtime to make sure we have coverage for classrooms. As well lunch breaks may be limited to 30 minutes if we do not have staff available for longer breaks.
- Social distancing: This is the hardest part because children this age cannot understand this concept. And during tense uncertain times

children need comfort more than usual. Preschool we will encourage small group play, extended outdoor play, use of fellowship hall with activities that encourage space among the children.

- Children will be spread as far apart as possible during nap time utilizing all the space if necessary.
- Discuss with staff their risk and any immediate family members risk
- Require all staff to practice social distancing outside of the classroom and best they can inside the classroom
- Require staff to wash their hands and children to wash their hands when they arrive and depart the center. Staff will teach & ensure children wash their hands after using the toilet, before eating and as needed.
- Encourage staff and families to not hide symptoms. That is the worst thing we can do.
- Follow State guidelines on current stay-at-home orders and limit socializing with people outside of your immediate family and then limit those gatherings to less than 10 people.

Phase 2

(This phase will be enacted if we have a **positive test** among staff or families.

We will close the entire center, or we will enter this Phase if we receive orders to shut down.)

- Should we be mandated to close or have a positive case among families or staff, we will ask healthy staff to come in to clean and prepare to be closed at least 2 weeks, possibly longer. All surfaces, toys, cloths, blankets, pillows, etc. will be thoroughly cleaned. Non-Perishable foods/ opened foods and beverages will be sent home with healthy teachers
- Day 1 of closure no care will be provided for families so that healthy staff can come in and prepare the center for extended closure.
- Priority care will be given to health care workers and then other essential workers
- Tuition payment will remain the same for the first 2 weeks of closure. After 2 weeks it will be up to the families as to how they want to proceed.
- Director will work from home daily coordinating any available care and working to maintain the center while we are closed, as well as working on updating many of the handbooks and forms for reopening.
- In the event that we are mandated to be quarantined as a community, The above coordination for health care workers who do not have back up care and need care, we will do everything in our power to arrange that care.
- All other families will be mandated quarantined as well, so they will be home to care for their children.
- During mandatory quarantine, update families and staff, provide activities and mental health suggestions. Schedule Zoom sessions for families and staff to provide story and music time for families.

Phase 3

(this is after quarantine is lifted) Part A is if partial quarantine is lifted, but centers are not reopened, Part B is if full quarantine is lifted and we are able to reopen the center, but there is still potential for new cases.

Part A:

- As soon as we are able to and partial quarantine is lifted we will return to Phase 3 and begin providing care. Health care workers and then other essential workers will be given priority care, then other families. We will follow contact recommendation from the CDC – This section will be updated when we get closer to this time
- Begin preparing center to reopen
- Reach out to families to find out their status
- Reach out to staff and find out their status to help with care

Part B:

- When quarantine is lifted and we can reopen, we will notify parents of our reopening date. We will try to schedule staff to come in the day or weekend before to refresh the center. Prepare classrooms, clean again and prepare grocery lists, shop, etc.
- Once the virus has left the community, we will review all our cleaning and health policies to make sure we are continuing pertinent but common sense practices this summer, fall and as the center continues indefinitely.
- Staff will be offered professional growth opportunity while staying home.

Emergency Symptomatic Plan

In the event we have someone showing active symptoms of Covid-19.

- Fever over 100.1
- Cough
- Body aches
- Chills, sweats
- Difficulty breathing
- Other signs of distress

Follow instructions as number 1-5.

1. Isolate symptomatic child or staff. We will be isolated in the office. Close monitoring will be administered for affected personnel. We are trained to call emergency services if any symptoms of difficulty breathing are present.
2. Immediately contact family from the updated emergency contact form to pick up ASAP.
3. We will follow Phase 2 and require medical clearance for the affected person to return.
4. Prepare for Phase 3 either A or B
5. Director will contact Local department of health and Community Care Licensing.