

Teaching and Learning Preschool Committee COVID-19 Re-Open of School Year: 2020-2021

Committee:

**Whitney Fowler, Pre-K Director/Assistant Director of Special
Pam Hubbard, Eastside Preschool Teacher, former preschool parent
Cary Coppage, Eastside Preschool Educational Assistant
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Elisha Perkins, Northside Educational Assistant
Debbie Ringlein, Southside Speech Pathologist
Alicia Rainey, Eastside Speech Pathologist
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Michelle Fields, Northside Speech Pathologist
Staci Hein, Occupational Therapist
Shawn Prater, Physical Therapist
Donna Sims, School Psychologist
Michelle Hall, School Psychologist
Laura Ashbrook, former preschool parent 2019-20
Andrea Brandenburg, former preschool parent 2019-20**

**The Harrison County preschool program is committed to adhere
by all school reopening guidelines set forth by the Kentucky
Department of Education, Kentucky Department of Public
Health and the Center for Disease Control to ensure the safety of
ALL students, staff and community members of Cynthiana and
Harrison County. Due to the nature of the COVID-19 pandemic,
health and safety information may change rapidly. The Kentucky**

Department of Education's Office of Special Education and Early Learning (OSEEL) will provide additional guidance as updated information becomes available from the U.S. Department of Education. The Harrison County preschool program will continue consulting with local health departments to ensure local policies and processes follow the most current recommended guidelines.

REOPENING OUTLINE:

- **Harrison County preschool will operate on a varied attendance schedule. The AM and PM classes will be broken in half. There will only be ten students in each session (A1, A2 and P1, P2). The morning sessions for the first class will attend on Monday (A1) and will stay all day long. Then the second part of the class (A2) will meet on Tuesday and stay all day long. Wednesday will be used for a deep cleaning, enrichment, RTI, meetings, etc day. The afternoon session will be broken down into ten students as well. The first ten (P1) will attend on Thursday and stay all day. The second part of the afternoon sessions (P2) will come on Friday and stay all day long as well.**
- **All preschool students have the option to log in to remote learning on the days that they are not in session. It is important to note that if you are going to attend remotely, you have to be an enrolled student in Harrison County Schools.**
- **Per KDE regulations waiver, Harrison County preschool program will NOT be doing home visits until further notice. The preschool staff will make any/all efforts to maintain communication logs with their students.**
- **Student cubbies will be used but they will be separated one locker between each student. Personal belongings will be put into quarantine bags such as Ziploc style bags.**
- **Harrison County preschool programs will not hold center-wide family events but will use Facebook pages, Class Dojo, Remind, Google Classroom and Facebook Messenger to promote enrichment activities such as social emotional activities etc.**
- **Students will have limited travel: to resource classrooms, alternative bell schedules, alternative attendance schedules, continued teaching**

of approved Covid 19 health practices, sanitation stations set up in all schools, monitoring of bathrooms and hallways, modeling strategies enforced in lesson planning, videos of social distancing strategies to be shown, social stories.

- Classroom setup will use approved dividers, including possible use of plexiglass for related service administration, and the use of taped off dimensions throughout the school environment**
- Harrison County preschool programs will not hold field trips. Virtual field trip opportunities will be designed to enrich actual learning experiences.**
- Harrison County preschool programs will not host parties such as Halloween, Christmas, etc. that will include parents entering the classroom.**
- Harrison County preschool programs will need to utilize a maximum group size of ten children per group.**
- Children will remain in the same group of ten children all day without being combined with another classroom.**
- Harrison County preschool programs will reduce the number of children to each center area to only 2 per center.**
- Students will use hand sanitizer as they rotate centers.**
- Students will have their own box of items at the art center labeled with their name (no community materials there). Will need to purchase individual pencil boxes for all students.**
- Boxes will be switched out between each of the classes (AM/PM and A/B days)**
- Cut down materials in each of the centers to half of what's usually used.**
- Place other typically used materials in tub to replace items between days or as needed if items get "dirty"**
- Separate children during circle time at the carpet - if needed push tables back to make more space**
- Harrison County preschool programs will not provide access to visitors or students conducting classroom observations.**
- The same staff members should work with the same children each day in order to reduce additional exposure, including the staff members that give breaks to primary staff members.**
- Harrison County preschool programs will use a centralized drop-off and pick-up location to eliminate unnecessary traffic to classrooms and exposure of children. Harrison County**

Preschool programs must conduct pick-up and drop-off each day in a manner that ensures social distancing. Harrison County Preschool staff members should operate child pick-up and drop-off by class.

- **Harrison County preschool will encourage staff members to conduct group activities that can be performed while observing social distancing (e.g. coloring/painting) and limiting sharing of toys/items.**
- **Harrison County preschool programs will establish a pick-up and drop-off procedure and schedule to ensure that children are entering and leaving one at a time.**
- **Harrison County preschool programs will discontinue use of water fountains to the greatest extent practicable. Harrison County Preschool programs should encourage students to bring their own water bottles.**
- **Harrison County preschool programs will discourage employees from sharing phones, desks, workstations, handhelds/wearables, or other work tools and equipment.**
- **Harrison County preschool programs must ensure appropriate handwashing practices and current social distancing guidelines when using the restrooms.**

Cleaning and Disinfecting

Regular Cleaning and Disinfecting by Faculty/Staff

Definitions

- 1.) **Cleaning is defined as using soap and water to reduce the number of germs, dirt, and impurities.**
- 2.) **Disinfecting is defined as correctly using an approved disinfectant by following the label directions and keeping the surface wet with the disinfectant for the approved contact time period.**

Classroom Materials

- 1.) **Classroom materials used by students will be properly disinfected before and after each student finishes using the material.**
- 2.) **Alcohol wipes will be properly used to disinfect electronic devices.**

- 3.) Teachers will disinfect or contact the office to have a custodian disinfect any areas of concern. All rugs and carpets will be removed from the classrooms or will be sprayed and vacuumed at the end of each day. During circle time, students will be seated while practicing social distancing and will use seat cushions**

Clean and Sanitize Toys

- 1.) Toys that cannot be cleaned and sanitized should not be used.**
- 2.) Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.**
- 3.) Machine washable cloth toys should not be used at all.**
- 4.) Do not share toys with other groups of students, unless they are washed and sanitized before being moved from one group to the other.**

Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- 5.) Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.**
- 6.) Harrison County preschool programs will remove all machine washable cloth toys to include dress up clothing in the dramatic play area, stuffed animals, and materials such as pillows in the cozy area.**

- **Harrison County preschool programs will require all adults to wear masks daily unless they have reasons as to why they cannot comply. This will be approved by district administrative personnel.**
- **Harrison County preschool programs must ensure that staff members/employees and children practice hand hygiene frequently. For example, staff members and children should wash or sanitize their hands in the following circumstances: upon arrival for the day, after breaks, upon returning from outside, after toileting or assisting a child with toileting, after each diaper change or pull-up change, after contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids, after cleaning or sanitizing or using any chemical products, after serving or preparing food or bottles or feeding a child, before and after completing a medical procedure or administering medication, when visibly soiled (must use soap and water), and prior to departure. This may require facility staff to assist children with hand hygiene.**
- **Harrison County preschool programs must encourage staff members/employees and children to limit touching their mouth, nose, and face.**
- **Harrison County preschool programs must provide hand sanitizer (as appropriate), handwashing programs, tissues and waste baskets in convenient locations to the greatest extent practicable.**
- **Harrison County preschool programs making restrooms or cubbies available must ensure frequently touched surfaces are regularly disinfected (e.g., door knobs and handles).**
- **Harrison County preschool programs must ensure cleaning and sanitation of frequently touched surfaces with appropriate disinfectants, in accordance with appropriate Kentucky preschool regulations.**
- **Harrison County preschool programs will follow the district cleaning and disinfecting process that follows CDC guidelines to address when any individual is identified, suspected, or confirmed as a COVID-19 case.**
- **Harrison County preschool staff will clean cubbies, centers, tables, door handles, commonly used materials at the end of each day. The preschool director will be scheduled to one classroom per day to assist in appropriate cleaning and disinfecting of classrooms. Monday- Eastside, Tuesday**

Northside, Wednesday will be used to have enrichment activities, additional staff training, etc with all staff, Thursday-Westside, Friday- Southside.

- **Harrison County preschool programs will wear gloves when cleaning and disinfecting materials and classrooms.**
- **Harrison County preschool programs will follow the district acleaning and disinfecting process that follows CDC guidelines to address when any individual is identified, suspected, or confirmed as a COVID-19 case.**
- **Harrison County Schools may reassign other responsibilities to contractual staff, therefore, these may also be able to provide additional assistance with sanitation and disinfection of preschool classrooms.**

Screening and Illness Requirements

- **All students and adults will be screened for fever and contagious symptoms upon initial point of contact based on the Kentucky Department of Health whether it is on the bus or building entry. Public health guidelines of anything 100.4 degrees or higher is a temperature that the child must return home. The Harrison County preschool program will follow building level guidelines set forth by the board of education. Staff will need to complete a checklist that indicates whether the student and staff have any pre-existing symptoms.**
- **All children or adults that test positive for COVID-19 must follow the recommendations of their local health department/Harrison County School Healthy at Work/School Plan on when to return to the childcare program.**
- **When a child shows a fever or other contagious symptoms, the child must be removed from the classroom immediately and placed in a safe, secluded area. The parent or guardian must remove the child from the preschool program within one hour.**
- **Harrison County preschool programs must notify enrolled families and staff of a diagnosed case of COVID19 in the program, while still protecting the privacy of the diagnosed individual, based on the protocol designed by the local health**

department and the Harrison County Healthy at Work/School Plan.

- Harrison County Preschool program staff members who demonstrate symptoms of COVID-19 will follow district protocol for health assessment.

Personal Protective Equipment Requirements

- All adults must wear a face mask while inside the Harrison County preschool program unless doing so would represent a serious risk to their health or safety or they are more than 6 feet away from any other individual.
- Children who are five (5) years of age or under should not wear masks due to increased risks of suffocation and strangulation while in the classroom setting. The Harrison County Preschool program will follow MASK WHEN YOU MOVE when on the bus and transition in and out of the building. The Harrison County preschool programs may recommend to the parents of children, that if they have underlying medical conditions, that their child wear a mask. The Harrison County preschool program will provide information about the benefits of masking.
- All Harrison County preschool staff will wear gloves while serving food and during diapering.
- Harrison County preschool programs should make masks available for parents and custodial adults where in-facility interaction is necessary. Parents and custodial adults may bring and use their own face mask. If parents or custodial adults, suppliers, or vendors refuse to wear masks, the facility may refuse those individuals entrance to the facility.
- **Harrison County Preschool programs will follow district policy as to whether to allow parents or custodial adults enter the facility if the parent or custodial adult refuses to adhere to the facility's policy to adhere to CDC guidelines.**
- Harrison County preschool programs must ensure employees use gloves, along with any PPE normally used for routine job tasks, when cleaning equipment, toys, playspaces, workspaces, and high-touch areas of the facility.
- Harrison County preschool programs must ensure gloves are available to employees engaging in high-touch activity to the

greatest extent practicable provided that they do not create additional hazards while being worn.

- **Harrison County preschool programs must ensure employees wear gloves while handling products during drop-off and pick-up as well as during any shipping and receiving.**

Training and Safety Requirements

- **Harrison County preschool programs must have required cleaning supplies and PPE (masks, latex/non-latex gloves) on site before they can reopen their facility. Harrison County preschool director will screen programs to make sure that supplies are on site prior to opening.**
- **All staff members will need to take a refresher training on cleaning and sanitizing procedures, as well as mandatory reporting of child abuse before the date that their program reopens. The preschool director and director of maintenance will utilize preschool regulations and CDC guidance to order proper cleaning materials to be used in the disinfection and sanitation of materials.**
- **Harrison County preschool programs must train staff/employees to use PPE. This training includes: when to use PPE; what PPE is necessary; and how to properly put on, use, and remove PPE. Harrison County preschool programs will follow the district protocol for log-in procedures and maintain that information for potential contact notification**
- **Harrison County preschool programs will ensure employees are informed that they may identify and communicate potential improvements and/or concerns in order to reduce potential risk of exposure at the workplace. All education and training must be communicated in the language best understood by the individual receiving the education and training.**
- **Harrison County preschool programs will maintain weekly/monthly contacts with KDE/RTC as a means to fully**

comply with new regulatory policies and procedures. This information will be disseminated to all preschool staff as warranted.

- Harrison County preschool programs utilize Teaching Strategies Gold and will participate in online training opportunities for remote learning and family involvement activities.

Healthy Hygiene Practices

a. Healthy Hand Hygiene Behavior

- 1. All children, staff, and volunteers should engage in hand hygiene at the following times:**
 - a) Arrival to the facility and after breaks**
 - b) When entering or exiting a classroom**
 - c) Before and after preparing food or drinks**
 - d) Before and after eating or handling food, or feeding children**
 - e) Before and after administering medication or medical ointment**
 - f) Before and after diapering**
 - g) After using the toilet or helping a child use the bathroom**
 - h) After coming in contact with bodily fluid, coughing, or sneezing.**
 - i) After handling animals or cleaning up animal waste**
 - j) After playing outdoors or in sand**
 - k) After handling garbage**
- 2. Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.**
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
- 3. Supervise children when they use hand sanitizer to prevent ingestion.**
- 4. Assist children with handwashing, including infants who cannot wash hands alone.**

- a) After assisting children with handwashing, staff should also wash their hands.
 - b) Place posters describing handwashing steps near sinks. Developmentally appropriate posters in multiple languages are available from CDC.
<https://www.cdc.gov/handwashing/posters.html>
- b. Avoid touching your eyes, nose, or mouth with unwashed hands.
- c. Practice good respiratory etiquette, including covering coughs and sneezes.
- d. Avoid close contact with people who are sick.