

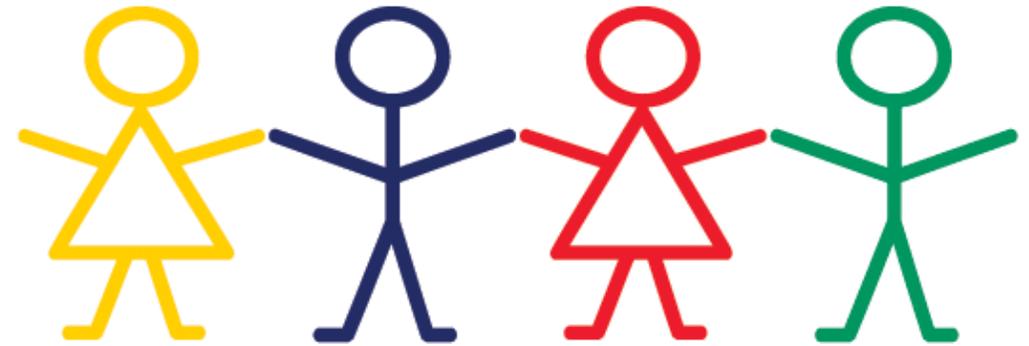
# Reopening TCW: A guide to updated policies & procedures

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June 2020



THE CHILDREN'S  
WORKSHOP



**Welcome!**

- Purpose of this webinar
- Changes to TCW policies and procedures
- Impact on school operations
- Next steps

# Today's topics

- New staffing patterns
- Illness policy
- Cleaning & sanitizing
- Outdoor space
- Drop-Off and Pick-Up Policy
- Additional questions
- Next steps





# Things you should know

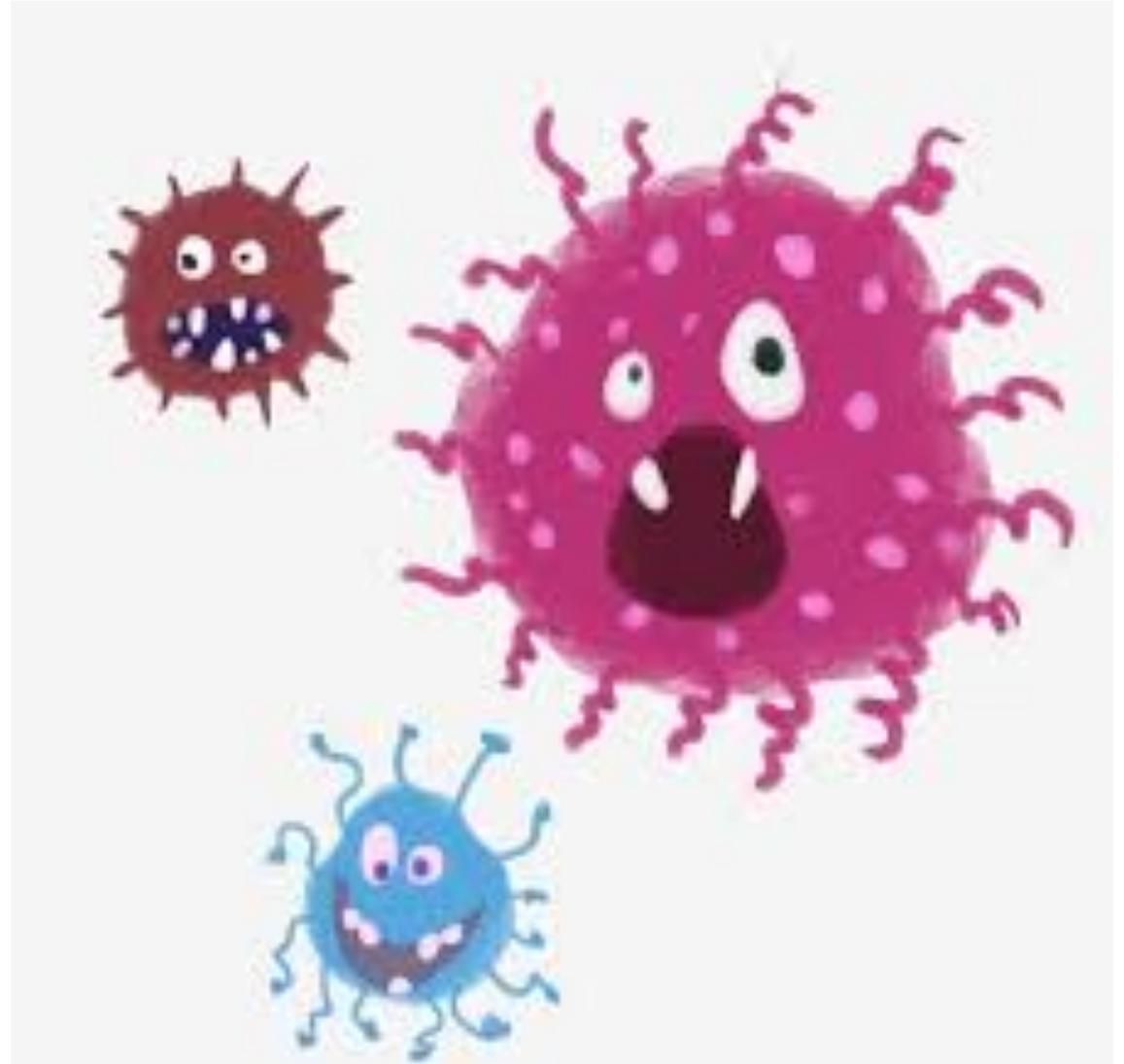
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- Maximum group size is now 12, including adults (DHS regulation)
  - Preschool/school-age mixed groups with 9 students (TCW policy)
  - Infant/toddler mixed groups with 8 students (TCW policy)
- Classes will be **stable groups**
  - The same students will be in each classroom each day from arrival to departure
  - Students will not move between classrooms
  - Teaching teams will be stable (except when subs are needed)

# Child Illness Policy

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- Children who are sick, or who have been exposed to COVID-19 should stay home.
- Families should check their child's temperature before leaving home each morning.
- TCW will collaborate with the DOH to make decisions about suspected cases of COVID-19.

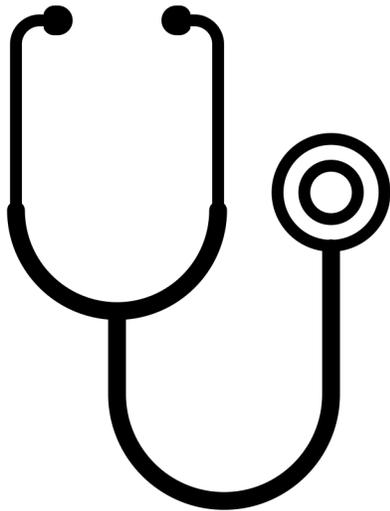




# Daily health screening

- Parents/guardians will complete a daily health screening before dropping their child off each day.
- Students will have their temperature taken before entering the school building and will not be permitted to attend if their temperature is 100.4 or higher.
- The parent/guardian must remain in the drop-off area until the above are completed.
- All health information will be recorded for contact-tracing purposes.

# Exclusion Criteria



- Fever of 100.4 or higher
- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Nausea/vomiting
- Diarrhea



# If a child becomes sick while in care (COVID 19 symptoms):

- Parent/guardian will be notified that they must pick up their child.
- The sick child will be moved to a designated isolation room.
- Symptoms will be monitored/recorded.
- A trained staff member will provide care for the child.
- The child will be made comfortable and allowed to rest.

Decisions about returning to school will be made on a case-by-case basis, in collaboration with Nurse Mary and the Department of Health.

# 911 will be called if a child shows emergency warning signs of COVID-19:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips and face

If a child in your care shows these emergency warning signs, notify the administrator on duty immediately.



# Handwashing Policy

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- Frequent handwashing by students and staff is critical to reduce virus transmission.
- When in doubt, wash your hands!



# Handwashing: When?

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- On arrival for the day, after breaks, or when moving from group to group.
- Before and after preparing food or beverages.
- Before and after earring, handling food, or feeding a child.
- Before and after giving medication or applying an ointment or cream.
- Before and after playing in water that is used by more than one person.
- Before and after performing a health screening and/or health check on a child.



# Handwashing: When?

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- After diapering.
- After using the toilet or helping a child use the toilet.
- After handling body fluid.
- After playing on playsets and after playing outdoors.
- After cleaning or handling the garbage.
- After applying sunscreen and/or insect repellent.
- Between toothbrushing, when children require assistance.
- If staff smoke off premises before starting work or while on a break.



# Handwashing: How?

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1. Check to be sure a clean, disposable paper towel is available.
2. Turn on clean, running water.
3. Moisten hands with water and apply soap to hands.
4. Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds.
5. Rinse hands under clean, running water until they are free of soap and dirt.
6. Dry hands with a clean, disposable paper towel; keep faucet on.



# Handwashing: How?

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7. Turn faucets off with a disposable paper towel.
8. Open any doors with a disposable paper towel.
9. Throw disposable paper towel into a line trash container.



# Hand sanitizer

- If running water is unavailable or impractical, alcohol-based will be available as an alternative when hands are not visibly dirty.
- Keep hand sanitizer out of reach of children.
- Children using hand sanitizer must be supervised.
- After applying hand sanitizer, rub hands together and allow to air dry.
- Do not use premoistened towelettes to clean hands.



# Cleaning and Sanitization Policy: Guiding Principles

- Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces.
- Disinfection can also help reduce risk of viral transmission.
- Frequent disinfection of surfaces and objects is crucial.
- TCW follows NAEYC and CFoC standards for cleaning, sanitizing, and disinfecting surfaces and objects.
- NAEYC and CFoC documents will be posted on Workplace, and reminders will be hung up in your classrooms.



# Cleaning and Sanitization Policy:

## COVID-19 Additions

- Follow cleaning, sanitizing, and disinfecting guidelines for surfaces and objects that are frequently touched, especially toys and games.
- Pay attention to high-touch surfaces that might not ordinarily be cleaned daily:
  - Doorknobs
  - Light switches
  - Classroom sink handles
  - Countertops
  - Cots
  - Toilets
  - Desks
  - Chairs
  - Cubbies
  - Playground structures



## Cleaning and Sanitization Policy: COVID-19 Additions

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- Continue to use all cleaning products according to the directions on their labels.
- Continue to use an EPA-registered, fragrance-free disinfectant for disinfection. Clean dirty surfaces with soap and water prior to disinfecting them.
- Use EPA-registered disposable wipes to disinfect keyboards, writing implements, and remote controls before use.
- Keep all cleaning materials and products out of reach of children.
- Do not use cleaning products near children and ensure that there is adequate ventilation.



# Cleaning and sanitizing toys

- Toys that cannot be readily cleaned and sanitized will not be used.
- Toys that have been mouthed or contaminated by body secretions will be set aside until they can be cleaned and sanitized.
- If possible, also clean toys in a mechanical dishwasher.
- Washable cloth toys will be used by individual children or not at all; these toys will be laundered prior to use by another child.
- Toys will not be shared between groups unless they are cleaned and sanitized first.
- Toys that need to be cleaned will be placed in a dish pan of soapy water, out of reach of children.
- Children's books and other paper-based materials are not considered a high transmission risk and do not need additional cleaning or disinfection.



# Cleaning and disinfecting bedding



- Only bedding that can be washed will be used.
- Children's bedding will be kept separately, stored in individually labeled bins, cubbies, or bags.
- Cots and mats will be labeled for each child.
- Bedding that touches a child's skin will be cleaned at least weekly, or before use by another child.

# Outdoor Space Policy

- Outdoor space will be used by one stable group of children and their teachers at a time, on a schedule determined by school leadership.
- After one group goes inside, there will be at least 30 minutes where the playground is empty; this time will be used for cleaning and sanitization of the space by an assigned staff member.
- The outdoor space must be completely cleaned and sanitized, and empty of children and staff before the next group enters the space.
- Children and staff must wash their hands before leaving their classrooms and after returning from the playground.
- We will strive to comply with social distancing guidelines of 6 feet between students and staff while walking to and from the playground, and while using outdoor space.



# Drop-Off and Pick-Up Policy



DHS COVID-19 regulations request that we limit the number of visitors inside our school buildings through at least the end of August.

We will institute a curbside drop-off and pick-up process that will allow parents/guardians to remain in their vehicles or in designated walk-up areas.

This is the policy that represents the biggest change for us.

## Child Drop-Off and Pick-Up: Schedules

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- Daily drop-off and pick-up times must be scheduled with the school in advance.
- These will be indicated on the Enrollment Contract.
- Any changes must be made with school leadership in advance and will be accommodated only if possible.
- Late arrivals will be moved to the end of the queue.



# Child Drop-Off: Procedure

- Families arriving by car must pull into a designated parking space and call the school to notify us of their arrival.
- All passengers must remain inside their cars.
- Families who walk to school must proceed to a designated drop-off area and wait for a staff member to assist them. All members of their party must wear masks.
- Curb-side drop off is designed to limit contact between families, children, and staff; staff will stand at least 6 feet away whenever possible.
- Staff will wear personal protective equipment at all times during this process.



# Child Drop-Off: Health Screening

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- Families must complete a health attestation form for each child who is attending care. This will be provided to them by TCW.
- Before entering the school building, a trained staff member will check children's temperatures. A child who has a temperature of 100.4 or above will not be permitted to attend school. Children who exhibit obvious signs of illness will not be permitted to attend school.
- Parents/guardians must remain on premises until the above health screening is completed, and the child is cleared to attend school.
- Once a child is cleared to attend school, they will be walked to their classroom by a trained staff member. Staff and children must sanitize their hands before entering the building, and children must wash their hands upon arrival to the classroom.



# Child Pick-Up: Procedure

- Families arriving by car must pull into a designated parking space and call the school to notify us of their arrival.
- All passengers must remain inside their cars.
- Families who walk to school must proceed to a designated drop-off area and wait for a staff member to assist them. All members of their party must wear masks.
- Curb-side pick up designed to limit contact between families, children, and staff; staff will stand at least 6 feet away whenever possible.
- Staff will wear personal protective equipment at all times during this process.



# Child Pick-Up: Health Screening

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- A trained staff member will screen all children for fever at the end of the day.
- All symptoms of illness must be reported to school leadership immediately.



# Child Drop-Off and Pick-Up: Other Considerations

- Curb side personnel will consist of a designated administrator and one or more designated runners.
- Parents/guardians should not enter the building during drop off or pick up.
- Ideally, the same parent/guardian should drop off and pick up the child each day. If possible, older people such as grandparents, or those with serious underlying medical conditions should not pick up children, due to the increased risk of COVID-19 complications.





# Tuition Policy Changes

- income based tuition scale versus discounts
- registration & enrichment fees
- non-payment of tuition
- contactless payment



These policies will be continuously evaluated as our regulations adjust.

# Action steps for you:

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- Complete re-enrollment paperwork and send it to your school director.
- Prepare supplies needed to return to school (medications, extra clothes, etc.).



Before you  
leave...

Please “sign in” by typing your first  
and last name into the chat box.

**THANK YOU!**