

IWSE

Agency Plan for Reopening



**Infant Welfare Society of Evanston
Baby Toddler & Teen Baby Nursery**

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Implementation of New Policies and Procedures

Responsibility for implementing the COVID19 risk management policy and developing of this plan is in line with the Center for Disease Control, Illinois Department of Public Health, and the Department of Children and Family Services. The agency plan contains all of the recommended and required changes per the guidance from the CDC, IDPH and the DCFS. ***This document can be amended as new guidance and regulations become available.***

Temporary hours of operation for the first four weeks of care:

Children 8:00-4pm

Staff Times are staggered: 7am-1:30pm, 9am-3:30pm, 10:30am-5pm

Enhanced Risk Management Procedures:

Exclusion Policy: (for staff and children with serious illnesses, contagious diseases, and reportable diseases)

Any child or staff member suspected of having COVID-19, diagnosed with COVID-19, or having been in contact with persons suspected of or diagnosed with COVID-19 shall be excluded from the center for at least 14 days and until written documentation is provided by the primary physician that they are no longer at risk and may return to the center. The recommendation is that if your symptoms/ child gets worse, then testing should be done at an approved location. Any person who has traveled out of the domestically or country via airplane or motor vehicle will be required to quarantine for 14 days.

Parent/Caregiver Notification:

Upon the reopening of our centers all parents and staff are required to complete a new confidentiality release form. Information pertaining to the admission, progress, health, or discharge of an individual child shall be kept confidential and limited to Center staff designated by the Site Director unless the parent(s) or caregiver of the child has granted

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written permission for disclosure or dissemination. (Section 407.80b) In the event of possible exposure to COVID19 or any other communicable disease notification will be sent to City of Evanston Health Director, IWSE Executive Director, and Center Parents and Staff. Acceptable methods of notification include but not limited to, written letter, email, and or phone call. Parents will be notified that returning students must contact their doctors for an updated physical and immunizations within 60 days of enrollment. New students must present an up to date physical and immunization list.

Signage: IWSE will post signs and posters outside all entrances restricting entry to staff member, parent, child, outside visitors with symptoms of illnesses/respiratory infection

Examples of signage

<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/stay-home-youre-sick-employers-item4.pdf>

<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/dont-spread-germs-work-item3.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Visitor Policy: IWSE is greatly reducing visitors during this time. Non-essential personal including board members and donors will not be allowed in the center without proper PPE and adherence to IWSE Health & Safety Procedures. Delivery of goods or food must be retrieved outside of the center. PPE must be changed upon return if leaving the center. Potential Parents may receive a virtual tour of our program facilities, and complete eligibility and enrollment during the first 4 weeks of the reopening phase virtually.

Daily Health Checks: Daily Health Checks will be conducted outside the perimeter of the center. On a daily basis any and all persons entering the Center, including but not limited to all staff, children, parents, legal guardians, cleaning staff, caterers, nurses, visitors, therapists, supportive service providers, and Authorized DCFS Reps will receive a health check prior to entering the center. The health checks consist of, temperature check, a quick symptom checker questionnaire. Persons who have a fever of 99.9F or above or displaying other signs of illness will not be allowed to enter the center under any circumstances

The following guidance will be implemented for screening of all persons and has been adapted from the CDC.

Arrival Screening Process *(To be conducted by IWSE Personnel)*

- IWSE staff will stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.

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- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. (Documented on Symptom Checklist)
- Conduct temperature screening (follow steps below)
 - Perform hand hygiene
 - Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Put on disposable gloves.
- Check the child's temperature, reaching around the partition or through the window.
- Make sure your face stays behind the barrier at all times during the screening.
- **A non-contact thermometer will be used therefore if there is no physical contact with the child, staff member or other personnel you do not need to change gloves before the next check.**
- If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.

Personal Protection Equipment (PPE)

(Operational plan addressing the center's supply, inventory and use of personal protective equipment (PPE)

Each IWSE Employee will be provided with their own PPE kit that consists of a washable cloth face mask, face shield, and a smock. Gloves are stationed throughout the classrooms for accessibility. All parents, guardians or other authorized individuals must wear face masks when dropping off and picking up at all times in a designated zone. Only IWSE personnel are able to enter the classrooms.

The below procedure for PPE will be implemented daily;

Face masks and Face Shields: Staff must wear a mask or face shield at all times when in the center. Below is the correct use of a face mask (CDC)

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

Removing reusable Face Masks

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.
- Place face covering in individual Ziploc bag , wash according to directions

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- If a cloth mask wash daily before leaving the center

Note about Face Mask use for Children: Children age 2 years and over shall wear a face mask when arriving and leaving the center; when in hallways; and in the classroom, as practicable with the exception of when, eating, napping, or playing outdoors.

Gloves, Clothing & Smocks

- Nitrile or Vinyl disposable gloves shall be worn while serving food, diaper changing, wiping noses, and when administering first aid.
- Parents should provide at least two changes of clothing in case of an accident. IWSE employee can leave an extra set of clothing in their designated space in the classroom.
- Smocks will be given to each classroom teacher and must not be worn outside of the classroom under any circumstances. Place on designated hook before leaving.

Supply, Storage & Inventory of PPE

- All PPE onsite supplies will consist of, Face masks and/or shields, Disposable gloves, and washable smocks
- All PPE will be stored in a secured cabinet. Center Directors or designee will dispense individual PPE to each teacher at the beginning of each day.
- An inventory checklist of supplies will be reviewed on the Thursday of each week by an assigned designee. The center will at all times if possible keep their PPE supply stocked at 75%. When supplies run low a reorder will be completed by the Center Director after the receipt of the inventory checklist from the designee.

Staff Training on PPE

Prior to the reopen of the center and subsequently throughout the month staff will receive an initial training on the proper use of PPE, Disposal, Inventory and Storage. The initial training will be conducted by a qualified health official (Nurse Consultant). PPE refresher training will be conducted by Center Director or Designee. If a staff member notices a low number of PPE this must be immediately reported to the Center Director for reorder. (Inventory Checklist completed weekly)

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Staffing Plan

Staff works hours to include additional time for sanitization:

Cleaning & Opening PPE Prep: 7am-1:30pm,

Periodic Cleaning of high touched surfaces: 9:00-3:30pm

Closing & Sanitizing: 10:30am-5pm (4-5pm closing cleaning)

IWSE Centers will have at maximum 4-5 infants or toddlers in one class at a time. Teacher to child ratio will remain at 1:4.

- Children and staff will maintain stable groups every day unless an emergency situation occurs for a teacher to be moved to another classroom for support, if that occurs all PPE will be changed per our PPE policy.
- Groups cannot be interchanged or interact with one another

All IWSE staff and teachers meet all appropriate qualifications per their position.

- Per our arrival screening policy noted above a designated staff member will take the temperature of child, parent, legal guardian, or another person bringing a child to the center
- Both staff and child will have their temperature taken and recorded upon arrival, and at any point of the day if they feel sick or start to display any symptoms of a communicable disease.

Maximum group sizes for the first 4 weeks of care:

- Infants: 4-5
- Toddlers: 4-5
- Two-year old: 4-5
- Three to five year olds: 6-7 (BTN only)

- ❖ In the event that a child is moved to a new group, we will use our gradual transition plan as stated in our transition policy.
- ❖ Periodic cleaning by classroom will occur to ensure intensified sanitation practices are met throughout the course of the day.
- ❖ Though all of our teachers have approved qualification we may be staffed with Early Childhood Assistant or qualified substitute for up to 3 hours of the program day, qualifications will be kept in the staff member's individual file.

All Staff has current first aid and CPR certification on file. Any staff members that has expired certification will be referred to the online certification course.

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- As per our staffing plan a third staff member will be on call for relief and assigned to no more than 2 classes per day. It will be mandatory that all PPE be changed between classes
- Qualified substitutes are allowed for days that staff are out sick/on vacation;

If a substitute is needed the Director or Designee will be available to sub in case of an emergency.

Arrival & Departure Procedures (Designated entry doors different at each location)

Arrival & Departure Health Checks: Daily Health Checks will be conducted on the outside perimeter of the center. On a daily basis any and all persons entering the Center, including but not limited to all staff, children, parents, legal guardians, cleaning staff, caterers, nurses, visitors, therapists, supportive service providers, mail carrier, maintenance crew and Authorized DCFS Reps will receive a health check prior to entering the center. The health checks consist of, temperature check, and use of the IWSE COVID19 Symptom Checklist. Persons who have a temperature of 99.9F or above or displaying other signs of illness will not be allowed to enter the center under any circumstances. Staff and parents will be prohibited from engaging in any form or physical contact, for example, hugging, handshaking, fist bumping.

The following guidance will be implemented for screening of all persons and has been adapted from the CDC.

Arrival & Departure Screening Process (To be conducted by IWSE Personnel)

- IWSE Staff member will stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member's face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Conduct temperature screening (follow steps below)
 - Perform hand hygiene
 - Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Put on disposable gloves.
- Check the child's temperature, reaching around the partition or through the window.
- Make sure your face stays behind the barrier at all times during the screening.

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- **A non-contact thermometer will be used therefore if there is no physical contact with the child, staff member or other personnel you do not need to change gloves before the next check.**
- If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.

Note: Under no circumstances may screening thermometers be used for classroom purposes.

Handwashing & Diapering Procedures

(Hands must be washed every time you enter and return to the classroom)

Alcohol-based hand sanitizers will be placed at the entrance to every classroom, and staff office.

- All children must be supervised when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing, including infants who cannot wash hands alone.
- After assisting children with handwashing, staff must also wash their hands.

IWSE Handwashing Procedures (Posted in each classroom)

Children's hands shall be washed routinely with soap and water, at least at the 20 seconds at the following times:

- Before and after each meal or snack
- After using the toilet or having diapers changed
- After handling pets or animals
- After wiping or blowing his or her nose
- After touching items soiled with body fluids or wastes (blood, urine, stool or vomit)
- Before and after cooking or other food experiences
- After outdoor playtime
- Before and after using the water table

Staff hands shall be washed routinely and frequently with soap and water, at the following times:

- Upon arrival at the center
- After using the bathroom or helping a child use the bathroom

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- After changing a diaper
- After wiping or blowing their nose, or helping a child to wipe or blow his or her nose
- After handling items soiled with body fluids or wastes (blood, drool, urine, stool or vomit)
- After handling pets or animals
- After handling or caring for a sick child
- Before and after eating or drinking
- Before preparing, handling or serving food
- Before dispensing any medication
- Before and after administering first aid
- When changing rooms or caring for a different group of children

Procedure

- Wet hands under warm running water.
- Lather both hands well and scrub vigorously for at least 20 seconds.
- Rinse hands thoroughly under warm running water.
- Dry both hands with a new single-use towel.
- For hand-held faucets, turn off the water using a disposable towel instead of bare hands to avoid recontamination of clean hands.
- When children are too young to wash by themselves, staff shall wash their hands using the above technique. As children are developmentally ready, staff should teach children proper hand-washing techniques and assist and supervise the procedure as needed.

Diapering Procedures

Have the following supplies ready before bringing the child to the diapering area:

- Disposable wipes or fresh, wet paper towels
- Diapers
- Skin preparation prescribed by the child's doctor or requested by the child's parent.
- Disinfecting solution and paper towels for cleaning up.

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- Lay the child on the changing surface, taking care to minimize contact with the child his/her outer clothes are soiled.
- Put on protective gloves.
- Remove diaper and any soiled clothes.
- Clean the child's bottom from front to back with a fresh disposable wipe or damp paper towel.
- Dispose of disposable diapers, paper towels and diaper wipes in a covered receptacle. Put soiled clothes and cloth diapers into a plastic bag to be sent home with the parent.
- Remove disposable gloves.
- Wash the child's hands in accordance with the requirements of section 407.320.
- Place a clean diaper on the child. Make sure the child's clothing is clean and dry. If not, change child's clothing.
- Remove the child from the changing table.
- Clean visible soil from the changing table with paper towels or disposable wipes.
- Clean and disinfect the diapering area.
- Adults and children must wash their hands after the diaper change.

Indoor & Outdoor Spaces

IWSE has decided to remove all soft plush toys from our centers as a precautionary measure. This includes, dress-up clothes, stuffed animals, fuzzy blocks, pillows etc. Parents will be asked to provide the center with an extra pair of shoes for indoor play use. Outdoor shoes will not be worn in the center.

Classroom Staff Duties

Classroom staff will perform the following daily tasks:

- Clean tables before and after meals and snacks
- Sweep floors after meals and snacks
- Keep storage cabinets organized
- Keep children's cubbies neat and organized
- The classroom staff is also responsible for disinfecting toys, cleaning cots and sheets, and general room cleanliness.

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- High touch surfaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, will be disinfected every hour and as needed.

Cleaning and Sanitation of Toys and Equipment

Selection of Toys

The Site Director together with the classroom teachers for each age group will discuss and devise a developmentally appropriate and age appropriate list of toys that meet the various needs of children. Each child will receive their own individual selections of toys for use. The Site Director along with the teachers will select toys that are not only durable and maintainable but that also meet the various developmental areas such as: cognitive, fine motor, gross motor, sensory/art experiences, musical, etc.

Maintenance of Toys and Equipment

Classroom equipment and toys are checked daily to ensure they are in good condition. Broken toys and equipment are replaced or removed from premises. Furniture is maintained in good condition and stable. Children are not permitted to climb or play on furniture or shelves, throw toys or other objects, or misuse equipment.

Cleaning of Toys

Toys that are used by children that have been chewed on should be washed with soap and water and rinsed in a bleach solution of 1/8 cup bleach to 1 gallon of water after each day's use. All toys should be cleaned on an as needed basis using the same procedure.

Maintenance of Outdoor Equipment & Play Times

Safe playground equipment purchased, installed, and maintained for the children. Equipment is checked regularly for damage including splinters, loose, or missing parts, sharp objects, stones, etc. which may cause injury. The maximum number of children on a piece of equipment is limited to prevent crowding, pushing, and accidental injuries.

Children are not allowed on equipment unless supervised at all times by staff members who are trained in first aid and accident procedures.

Classrooms will be allowed to play outside one class at a time per playground area. All playground equipment will be disinfected between classes.

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Mealtime & Napping:

To the extent possible children will be placed 2 at each table during meal times. Some sites will utilize individual chairs with trays for feeding. All meals will be plated and served individually to each child. All cots and cribs will be placed at least 6 feet apart. Children will be placed on their own crib or cot in the head to toe direction. At no time will any child be sharing the same crib or cot. All cots, cribs and sheets will be washed at the end of each week. Cots should be kept in a separate space to avoid touching that of another child. All cribs and cots must be labeled with the child's name.

Communication & Monitoring Plan

As stated in our parent notification section of this revised plan:

All parents and staff are required to complete a new confidentiality release form complete with length of validity of the form. Information pertaining to the admission, progress, health, or discharge of an individual child shall be kept confidential and limited to Center staff designated by the Site Director unless the parent(s) or caregiver of the child has granted written permission for disclosure or dissemination. Section 407.80b

IWSE will immediately do the following when exposure to COVID19 or any other communicable disease has been presented:

- Contact the Evanston Health Department (847-448-4311) and DCFS Representative Mireya Salinas (312-328-2355)

Further IWSE Designee will regularly communicate and monitor developments with the local authorities, employees and families regarding cases, exposures and updates to policies and procedures. Designee will monitor employee and child absences daily. Site Director will be ready to consult with local health authorities if there are cases in the facility or an increase in cases in the local area.

Steps if a child has been exposed to the virus or displays any symptoms of a communicable disease Isolation Required (Evanston Public Health Guidance see chart): *Staff ratio will be 1:1 care for children who have been isolated.*

- The individual's parent/caretaker should be contacted right away to pick the child up as soon as possible.
- Until the child is picked up, s/he should be separated from the other children as best as possible. One staff member will be assigned to the child to monitor and provide care as appropriate. The child and designated staff member will be placed in the isolation space until release.
- The staff person and isolated child are required to wear face coverings and gloves, if child is above 2 years old.

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- Minimize contact with others until the child can be picked up, and sanitize the isolation area and other high contact surface areas when they leave. Those with reported/exhibited symptoms should remain at home in isolation for a minimum of 14 days.

Short-term Closure of suspected exposure to COVID19 (Evanston Public Health

Guidance see chart During Operations

IWSE Director will release children and staff for a minimum of 2-5 days for an initial closure to reduce the spread. Dismissing the students and staff for these minimum amount of days will allow the Executive Director to contact the Health Director for guidance on appropriate steps which include but not limited to, testing, extending the closure, allow for thorough cleaning and sanitizing of the center to slow the possible spread of the virus.

- All areas of the center where the person(s) are linked to have frequented will be closed off for 24 hours before cleaning and sanitizing.

IWSE centers require that parents and staff notify the center director if they or anyone in their household have or has been exposed to COVID19 or any other communicable disease. If after the initial short term closure a member of the household has been required to quarantine then the center and all of its staff will be required to self-quarantine for a minimum of 14 days. After the self-quarantine days are complete, IWSE Center Director will then follow the guidance for the Evanston Public Health Director on if it is safe to reopen the center.

- Children, siblings of the exposed child or staff who have been quarantined through exposure to the virus will not be allowed to attend for the duration of the quarantine period.
- Parents and staff will be notified immediately by the Center Director via any and all acceptable methods of communication which include but not limited to, written letter, email, and or phone call.
- ❖ **If a positive COVID19 diagnoses given IWSE will follow all of the procedures listed in the guide from the City of Evanston Health Department If Positive (See attached chart)**

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Return Policy (NEW DCFS Guidance 6-12-2020):

COVID19 Diagnosis

If the child or staff member is diagnosed with COVID-19, he or she may not return to the center until **ALL** three of the following are met:

- **Individual is free from fever without the use of fever-reducing medications for at least 72 hours.**

- **Individual is no longer showing symptoms, including cough.**

- **It has been at least 10 days since the onset of the individual's illness.**

Non COVID19 Diagnosis

If the child or staff member has symptoms concerning for COVID-19 and subsequently is determined by a medical provider not likely to have COVID-19 infection, the child or staff member may return to the center if the following is met:

- **No fever for 72 hours without the use of fever reducing medications**

- **Negative test for COVID-19 or;**

- **A note from a medical provider documenting no clinical suspicion of COVID-19 infection**

This plan covers reopening policy and procedures for both of its sites: Baby Toddler Nursery 2200 Main St, Teen Baby Nursery 2010 Dewey Ave Evanston, Illinois.

The Appendix contains examples of signage to be posted at each site.



ATTENTION

NOTICE FOR ALL INDIVIDUALS REQUESTING ENTRY

If you are exhibiting any symptoms of Covid-19,
please do not enter this facility.

Common symptoms of Covid-19 may include the
following:

- Fever
- Cough
- Shortness of Breath
- Sore throat
- Vomiting and/or diarrhea
- Chills and/or repeated shaking
- Muscle pain
- Headache
- Loss of Taste or smell

**Individuals that exhibit any of these symptoms will
not be allowed access into this facility.**

Screening Checklist

Individual must be sent home if they have a temperature exceeding 99.9 degrees Fahrenheit OR any other symptom.

[illegible]

Date: _____

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Inventoried by:	Name:	Site:
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Item Description	Quantity On Hand	Quantity Needed	Quantity Reordered	Reorder Date
Reusable Masks				
Disposable Masks				
Kids Masks				
Face Shields				
Gloves				
Hand Sanitizer				
Handwashing Soap				
Smocks				
Disposable Smocks				
Aprons				
Shoe Covers				
Disinfectant Spray				
Bleach				
Cleaning Wipes				

This inventory checklist is completed on Thursday of each week. This list must be submitted to the Site Director by 3pm for reordering.

Director Signature: _____ Date: _____



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Please complete this checklist daily using ✓ Date: _____

COVID19 Cleaning and Sanitation Frequency Table	8am	10am	12pm	2pm	4pm	Closing
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High Contact Surface Areas	CLEAN (a)	SANITIZE (b)							
Countertops, tables									
Food service surfaces									
Floors									
Door and cabinet handles									
Telephones									
Computer Keyboard, Tablet									
Toys									
Manipulatives									
Cars, Trucks									
Blocks									
Plastic Animals									
Area: Classroom, Diapering and food areas	CLEAN (a)	SANITIZE (b)							
Hand-washing sinks, faucets, surrounding counters									
Soap dispensers									
Toilet seats, toilet handles, changing table									
Toilet bowls									
Doorknobs									
Light Switches									
Cribs and Cots									
Mops and cleaning rags									
Initial upon completion of the required task.									

(a) Cleaning is removing dirt and soil with soap (or detergent) and water. (b) Sanitizing is removing dirt and certain bacteria so that the number of germs is reduced to such a level that the spread of disease is unlikely.