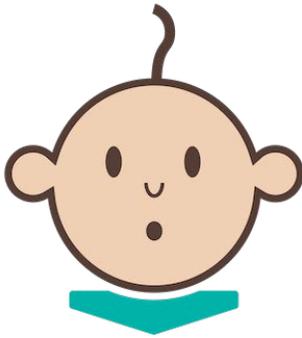


# REOPEN PLAN

## School Year

2020-2021



kids campus  
at SFCC

LEARN

PLAY

GROW



- Plan Overview
- Limited Enrollment
- Physical Distancing
  - Classroom
  - Meal Times
  - Restroom
  - Playground
- Staffing Requirements
  - Testing
  - Trainings
  - Daily Routines
- Family Requirements
  - Contract and Release of Liability
  - Drop Off Procedures
  - Pick Up
  - Masks and Face Covering
  - Bedding, Clothing, etc.
- Infants
- Sanitation
  - Classroom
  - Playground
- Safety Plan
  - Staff Safety Requirements
  - Children Safety Requirements
  - Plan of Action
  - Guidelines for Returning
- Conclusion

## Proposed Plan Overview

Childcare providers across the state have always prioritized the health and safety of the children in their care. With the spread of COVID-19, new health and safety protocols are necessary to ensure children, families and staff members are as safe as possible.

Kids Campus @ SFCC leads the state of New Mexico in reputation, programming and innovation. The reopening plan will follow the New Mexico Early Childhood and Care Department (ECECD) CDC, and NAEYC guidelines and best practices. The Closed Circle format will be utilized which creates stable groups and controls the amount of exposure between children and staff.

This document provides guidance on creating safe spaces for children and staff members and information on limiting the spread of COVID-19. We will continue to update this document based on new information and our best knowledge and will partner with those in the field of early childhood to learn about how to continue to provide quality childcare in the safest possible manner.

### **Limited Enrollment**

Kids Campus will offer reduced enrollment based on new regulations and guidelines for reopening Early Childhood Centers. Each classroom will function with two staff members; a lead teacher, teacher assistant and an assigned floater. In alignment with NM ECECD-early childhood guidance, the same group of teachers will oversee the same group of students each week. There will be no combining of students or teachers during this time.

Below are the proposed number of children that will be enrolled in each classroom during the 2020-2021 school year program. The maximum number of total students will be as follows and restricted to children who live in the local geographic area:

<b>Room Type</b>	<b>COVID-19 Capacity</b>
Infants	8
Toddler A	8
Toddler B	10
Early 2s	10
Late 2s	10
Early Pre K A	12
Early Pre K Bilingual	12
Mixed Age Pre K A	12
Pre K Bilingual	12

**Program Days: Monday through Thursday**

**Core Hours: 8:30 am – 3:00 pm**

**Staff Hours 7:30 – 4:00; Fridays dedicated to deep cleaning, planning, parent meetings, staff meetings and professional development**

**Tuition:**

**Infants: \$1045.00 per month**

**Toddlers: \$1045.00 per month**

**Twos: \$935.00 per month**

**Early Pre-K & Pre-K: Free 8:30-3:00 Monday – Thursday**

**Before Care Available: 7:30 – 8:30am (\$10.00 per hour)**

**Registration Fee (New Families): \$40.00**

**Materials Fee (Infants – Late Twos): \$25.00 per month**

**Payment is due prior to enrollment to secure your child's spot.**

## **Physical Distancing**

Kids Campus children will be encouraged to maintain physical distancing in the classroom and on playgrounds. Kids Campus will limit group size, the number of staff members caring for a child and the number of spaces a child is in during the day as much as possible. We acknowledge that physical distancing is very challenging in a child care setting. Classrooms will include the same group of children and caregivers.

To maintain consistent groups, the same adults will remain with their groups and contact with external adults will be limited. Common spaces will be closed and we will create small child use zones when using large spaces to keep children from gathering outside of their own groups.

Visitors to Kids Campus will be restricted. With prior arrangements, essential workers such as behavior therapists and other specialized personnel will be allowed limited access to children in the program. The same health and safety protocols will be utilized such as temperature checks and screening tools.

### **IN THE CLASSROOM:**

Classroom staff will make changes to their physical space to make it safer for children and staff.

Furniture will be arranged to give children more space. There are a minimum of five learning centers in each classroom. Two children will be permitted in a center at one time. The areas will be sanitized frequently and children will rotate through the activities. Most of the children are already accustomed to this procedure and teachers will discuss the reduction in number of children per center with the students.

Teachers will reduce clutter and shared toys and provide as much open space as possible. Toys will be limited to items made of materials that can be easily sanitized or disinfected. For example, wooden and plastic toys will be used, but cloth toys are not recommended at this time. We will insure ventilation systems operate properly and increase circulation of outdoor air as much as possible. NAEYC recommends that rooms have open windows to provide ventilation and fresh air.

Circle time will be conducted with proper spacing between children. Teachers have the option of having two circle times during the day with two individual groups. We will eliminate the use of large sensory tables, shared bins and materials. Activity kits will be maintained individually for each child; ex: for sensory items such as teacher made clay and dough, each child will have his/her own bag of sensory items they can retrieve and access from their cubbies.

Family style dining will be suspended during this time. Eating stations will be rearranged and children will be appropriately spaced at several tables situated throughout the classrooms during meal time. There will be no group meals and meals will only be served to the same group of students in the classroom. Furthermore, food will be individually served by staff to maintain health and safety.

During nap time mats, cots and cribs will be placed using 6 foot spacing. When needed, a shield/barrier between the children utilizing classroom materials such as a shelf or table will be utilized. Children will be placed to face head to toe.

Each classroom has its own restroom. Only one child at a time will be allowed to enter the restroom area. The room will then be sanitized by staff. Upon leaving the restroom children will be reminded to wash their hands.

## **ON THE PLAYGROUND**

We will stagger times for outdoor play between groups and put up barriers to maintain zones of play. There will be no combining of students or classrooms. Physical distancing will be practiced by controlling how many children are in a play zone or on each structure. Structures will be sanitized after use. Staff will create engaging individualized activities to generate interest. Water tables, mud kitchens and other outdoor equipment will not be used and we are encouraging teachers to create alternative activities.

## **Staffing Requirements**

Staff must all receive testing for COVID-19 upon rehire and must present a negative test the day of reopening. All staff will be required to complete an on-line webinar distributed by the NM Early Childhood and Care Department on health and safety practices and pass a test demonstrating competence.

When staff members arrive:

- Temperature checks will be performed.
- Staff will be screened for symptoms such as cough, shortness of breath, diarrhea, difficulty breathing and change in taste and smell.
- Staff arriving with a fever above 100.4 or other symptoms will be sent home.
- Staff will be asked to report contact with anyone outside of work who has a documented case of COVID-19.
- Staff will be instructed to self-quarantine if they have been exposed to COVID-19

Staff will be required to wear an apron and a cloth mask at all times unless alone on break in the office or out of the building. Staff must sanitize their hands upon entry and wash their hands upon entry to the classrooms.

Staff who is screening families will be required to wear a mask, face shield, gloves and either gown, apron or smock. The screening station will be equipped with sanitizer, wipes, questionnaire for screening, sanitized pens, and a no touch thermometer.

### **Family Requirements**

Families will be asked to complete a Kids Campus Contract acknowledging new requirements for them as well as their children. This will include a release of liability form.

### ***Changes for Families and children:***

Drop Off/Screening:

One consistent family member will deliver the child(ren) to the front check-in station. There they will be asked a series of health related screening questions. Then both the child and the adult's temperatures will be taken and written on the form. Once this is complete we will have the adult clock in their child using a swipe card, and one of their teachers will escort the child to the classroom. They will be required to wash their hands upon entry.

Pick up:

It is recommended that the same family member do the drop off and pick up procedure each day. Children will be ready for pick up at the pre-arranged time and will be delivered to families at the front check-in area.

#### Masks and Protective Face Coverings:

For children two and older, Kids Campus will provide each child with an individual 'sun hat with full face shield'. Families will be asked to provide masks for children who are three and older as they may have a personal preference and the children may already be comfortable using what they have. They will be required to wear either the hat with face shield or a mask throughout the day. The only exceptions will be at meal time and at nap time.

#### Bedding:

We ask that each child's bedding be provided by the family at the beginning of the summer session and we will launder them in the center once a week. This will limit the amount of outside contact within the center.

#### Extra Clothing:

All families will be required to provide extra clothing for their child at the beginning of the program, stored in a small container or bag. Families may be asked to replace these as necessary. In this case we ask that when sending new clothing, diapers, wipes, they arrive sealed in a bag or container.

### **Infants**

There will be absolutely no shoes allowed in the infant room. Disposable shoe covers are to be used once.

When staff feeds an infant that needs to be held because they cannot hold their own bottle, they will be required to have full frontal covering.

### **Sanitation**

#### CLASSROOM

We will use current sanitation logs, and will implement daily cleaning routines. We will also continue to use our current cleaning solutions as they are recommended by CYFD. There may be additional changes made as new standards are released.

## OUTDOORS

We will use current sanitation logs and will be implement these logs daily. It will be a requirement that each class use cleaning solution to spray down the playground equipment following use. There will be a 15 minute wait period until the next class is permitted outside. There may be additional changes made as new standards are released.

### **Safety Plan**

#### *Staff Safety Requirements:*

- All Kids Campus staff must be tested for COVID-19 and provide negative results to return to work.
- All Kids Campus staff must take the NMELS COVID Mandatory Response Training and receive a passing grade before returning to work.
- Safety shields will be installed at the front desk/reception desk.
- Staff will be required to be re-tested quarterly until further notice.
- Families and staff members will be required to sign a liability form.
- All staff must wear a proper mask and smock, apron or gown at all times.
- We require all staff to get daily temperature checks and complete a health survey.
- If during an interaction with a child, a staff member gets a bodily fluid on them, they will be required to change and wash up immediately.

#### *Children Safety Requirements:*

- All families are required to sign a new contract and liability form and submit new Emergency Contact and Medical forms.
- Families are to be screened daily including temperature checks.
- Children 3 and older must wear a mask or hat with face shield.
- Handwashing and sanitation is a must.
- Physical distancing will be encouraged.
- We will no longer serve family style meals.

## PLAN OF ACTION - POSITIVE CASE AT KIDS CAMPUS: RAPID RESPONSE

Should a child develop or show symptoms consistent with COVID-19 while in our care, we will follow isolation procedures:

- We will create a location to safely isolate individuals who develop symptoms. This will be located in an empty classroom, away from other children where the sick individual can wait until they are picked up.
- Parents and family members will agree to be available to respond to calls from the center should there be an emergency or if their child begins to show symptoms.

If a staff member, child, or family member of a child test positive for COVID-19, we will follow NM Department of Health and CDC recommendations. Kids Campus will notify local health officials, a designated official at SFCC and all families. The program will close for 2 – 5 days (depending on multiple factors) to allow local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the facility. We will work with local health officials to determine appropriate next steps.

Any staff member or child that tests positive will be required to either stay out for 14 days, or 14 days plus the time within which all symptoms pass without medication or present 2 negative test in order to return to the center.

## GUIDELINES FOR RETURNING TO KIDS CAMPUS FOR CHILDREN AND STAFF

Staff members and children should stay home and self-isolate if they show symptoms of COVID-19. It can be challenging to determine when to isolate children because they are ill more often than adults, and the cause of a fever is sometimes unknown. At this time it is recommended that children be fever free for 72 hours without fever reducing medication before returning to Kids Campus even if other symptoms are not present.

If a staff member or child exhibits multiple symptoms of COVID-19, we suspect possible exposure, or an individual tests positive for COVID-19, the individual must stay at home until:

- Has been fever free for at least 72 hours without the use of medicine that reduces fevers AND
- Other symptoms have improved AND
- At least 10 days have passed since symptoms first appeared.

Families will be encouraged to have back-up child care plans if the child or a family member becomes ill or is required to self-quarantine due to possible COVID-19 infection.

#### REINFORCE BEST PRACTICES TO PROMOTE HYGIENE

Child care providers are experts in limiting the spread of illness. We will reinforce the best health and safety practices we already use with children and staff members to limit the spread of COVID-19. There will be frequent communication with families.

#### HAND WASHING

Staff will continue to implement CDC handwashing guidelines. We understand that wearing gloves does not replace appropriate hand hygiene. Hands will be washed often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, sneezing, using the bathroom and before eating or preparing food. Hand sanitizers with at least 60% alcohol will also be available and will be monitored for used by children but kept out of their reach.

#### CLEANING AND DISINFECTING

Staff will continue to use robust cleaning protocols on a daily basis for items touched frequently. We will also rely on the custodial crew for daytime and nightly deep cleaning. Toys will be cleaned and disinfected frequently. Items brought from home will be discouraged to limit transmission of the virus.

#### ITEMS FROM HOME

Comfort items may especially be needed during this time of transition to reduce stress for children. To avoid these items coming into contact with many children, these items will be packaged and placed in the child's cubby to be used at naptime. This comfort item should remain at Kids Campus to avoid cross contamination from another site. Items will be washed weekly by staff.

## CONCLUSION

### The Importance of Resources to Support Children's Social Emotional Needs

We will partner with staff to develop a plan to support the emotional reactions of children returning to child care. Some children will be relieved, some will have initial challenges with separation from their parent(s), and some may act out toward other children. Whatever the reactions, staff may need some new tools in their toolkit to assist the child with emotional regulation.

### The Importance of Resources to Support Staff's Social Emotional Needs

To ensure the well-being of the children, it is also imperative to ensure the well-being of their teachers and caregivers, and to provide them with emotional and administrative supports necessary during this time of re-integration, and in the months ahead.

As essential workers in the COVID-19 pandemic, child care providers may have worries about their own physical or psychological health, and the potential risk to their family members at home. Because young children internalize the stress of the adults who care for them, it will be important to provide supports and services to Kids Campus staff to ensure their emotional well-being.

Strategies to "help the helpers" will include professional development supports such as access to behavior health consultation, and reflective consultation, which can help staff remain emotionally available, sensitive, and responsive to the needs of the infants and young children in our care.