



Emergency Procedures for First Kids Academy

This document explains the new policies and procedures that are taking place at First Kids Academy during the COVID-19 pandemic. We have created these policies and procedures using the recommendations from the CDC, Governor's office, and Texas Health and Human Services. **Parents and staff, please read, ask questions if necessary, and sign the final page to indicate that you understand the policies and procedures.**

Social Distancing Strategies

- Masks will be worn by staff in doors at all times, unless she is in a room by herself, and kept around one ear or under the chin when outside. This allows staff easy access to their mask if she quickly needs to come within 6 feet of another person when outside.
- Personal hand hygiene, cough etiquette, cleanliness, and sanitation is expected to be rigorously practiced by staff.
- Group activities and special events that call for large groups and mixing of classes will be suspended at the present moment (examples: chapel, music and movement, Spanish)
- Each group of children will be kept in a separate room to the extent possible
- Teachers will routinely clean the high touch surfaces on the playground after their class has finished
- Children will lay head to toe during nap time and if possible, spread out, ideally 6 feet, from one another if room
- Teachers will minimize time students have to stand in lines
- Community water and sensory tables use is suspended at this time. Teachers can plan to use individual small sensory bins with students as long as students do not share materials and the toys are cleaned and sanitized before another child uses them.
- Teachers will increase the distance between children during table work. Consider taking out chairs to spread students out when possible.
- Teachers will incorporate more outside activities when possible.

Cleaning and Disinfecting Efforts

- Cleaning and disinfecting efforts will be intensified at this time
- Teachers will follow the "Cleaning Schedule" posted in the classroom and document daily with a dry erase marker. The following needs to be routinely cleaned and sanitized in the morning and again in the afternoon: door knobs, sink, chairs, tables, playground (after each use), light switches, counters, cubbies, toilet seat and handle
- Office staff will clean and disinfect the community bathrooms twice a day and document on the "Bathroom Cleaning" schedule with a dry erase marker. The following needs to be routinely cleaned at that time: toilets, handles, paper towel dispenser, sinks, and counter

- Cleaning with soap and water and disinfecting with Quat (EPA-registered) or Clorox Wipes (EPA-registered) when dirty is required. Teachers will follow all manufacturer's guidelines and keep cleaning products out of reach of children

Cleaning and Sanitizing Toys

- Toys that cannot be cleaned and sanitized will not be used
- Toys that children have placed in their mouths or contaminated in another way will be washed with soap and water immediately and sanitized.
- Machine washable cloth toys can only be used by one child at a time and cleaned/sanitized in between
- Teachers will set aside all toys that need to be cleaned, preferably in a dish pan with soapy water out of the reach of children, if they cannot be cleaned immediately
- Children's books do not need to be sanitized. Books should be turned in on Friday to the resource room and new books should not be picked up until Monday. This process of rotating books between classrooms will allow for there to be over 36 hours before another class possibly uses the same books.
- Items in the Thematic Unit Bins should be sanitized and placed back in the workroom on Friday. Teachers should not pick up bins that were used by another teacher the previous week until Monday morning. This will allow for over 36 hours between use of classes.

Cleaning and Disinfecting Bedding

- Teachers will continue to use bedding that can be washed, washing routinely each day
- Teachers will continue labeling cribs and nap pads in order to ensure individual use of each. Teachers will sanitize blue nap pads after each use and continue to store with nap mats and nap pads in plastic bags labeled with the children's names. Do not let a child use another child's nap map or crib.

Diapering

- Teachers will continue to follow the guidelines for diapering, listed in the Minimum Standards, including the following procedures: wear gloves, clean the child's hands before diapering, remove soiled diaper, replace diaper, clean up/sanitize station, wash hands of child and adult

Washing, Feeding, and Holding a Child

- Teachers are welcome to wear a large button down when holding, feeding, or comforting a child to limit contact with the child.
- Teachers will wash hands, neck, or any other place a child's secretions could have touched her
- Teachers will need to have another set of clothes to change into in case a child's secretions infect their clothes
- If a child has secretions on their clothes, teachers need to be sure to change the child's clothes, put the contaminated clothes in a plastic bag, and send home that day. Never let another child wear someone else's clothes
- Teachers must wash hands before and after preparing and giving a bottle
- All bottles and their parts should be cleaned after use

Healthy Hand Hygiene

- All children and staff need to wash hands at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food and drinks or feeding children
 - Before and after administering medication
 - Before and after diapering

- After using the bathroom or helping a child in the bathroom
- After coming in contact with bodily fluids
- After handling an animal or animal waste
- After playing outside or in a sensory bin (individualized)
- After handling garbage
- After assisting a child with washing their hands
- Wash hands with soap and water for at least 20 seconds. If the hands are not visibly dirty and there is not access to a sink, hand sanitizer with 60% or more alcohol can be used
- Teachers will supervise children when they use hand sanitizer
- Teachers will assist and teach children how to wash their hands

Food Preparation and Lunch

- All meals will be served in the classroom and individual meals and snacks will be provided to the child
- Teachers, do not allow students to share food
- Teachers will store cups in a designated location to discourage students from accidentally picking up another's cup
- Sinks used for food preparation should not be used for any other purpose
- Teacher will wash hands before preparing food

Access to the Facility and Screening at the Door

- The following individuals are the only individuals allowed access to the facility
 - Operation staff
 - Persons with legal authority to enter (law enforcement, licensing staff, etc..)
 - Professionals providing services to children
 - Children enrolled in the operation
 - Parents who have children enrolled on an emergency basis
- Individuals will be screened at the door for the following symptoms of COVID-19:
 - Signs is a fever: 100.0 fever or higher
 - Signs of a respiratory infection: such as cough, shortness of breath, or sore throat
 - Known contact with a person confirmed with COVID-19, is under investigation for COVID-19, or someone who is ill with a respiratory infection
 - Travelled internationally in the last 14 days
- If an individual exhibits symptoms above, they will be denied entry into the facility. Please see Preventative Health Measures for when a sick staff member or child can return to First Kids Academy.
- When screening takes place at the door, Personal Protective Equipment (PPE), including gloves and a mask, will need to be worn.
- Staff members will change the cover to the thermometer between each individual at the door. After, the thermometer will be wiped with alcohol between each family.
- Parents are required to complete the "Drop Off" Form each morning before the child is allowed into the facility.

Preventative Health Measures

- If a staff member is sick, she needs to stay home
- The following would be reasons to alert the administration immediately that a child or staff member may have fallen ill during the school day:
 - Signs is a fever: 100.0 fever or higher
 - Signs of a respiratory infection: such as cough, shortness of breath, or sore throat

- Sick children and staff who will need to be sent home will be taken out of the general population of students immediately until that person is able to go home. The isolation room at FKA will be the director's office. If an adult is not able to be present in the office, the couch in the foyer will be used as the Isolation Room. The Isolation Room will be disinfected by the office staff once the child has gone home.
- When a child leaves a facility with COVID-19 like symptoms, the FKA staff member who walks the child out of the building needs to let the parent know that if the child or a family member of the child's tests positive for COVID-19, FKA needs to be alerted immediately.

Requirements for Returning to School after Being Home Sick

- Employees and children with new or worsening signs or symptoms of COVID-19 (see Access to the Facility and Screening at the Door) cannot return to school until:
 - In the case of an employee or student who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared; or
 - In the case of an employee or student who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to FKA until the individual has completed the same three-step criteria listed above; or
 - If the employee or child has symptoms that could be COVID-19 and wants to return to FKA before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis **AND** has been fever free for **72 hours**.
- If a student or staff member comes into **close contact** with an individual who has COVID-19, but does not show any symptoms
 - Students and staff need to wait 14 days since last contact with that individual until they return to school.
 - **Close contact** is defined here by the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
 - A doctor's note may be required for students or staff to return to work after coming into close contact with an individual who has COVID-19.
- If COVID-19 is confirmed in a child or staff member:
 - There is a chance that the center will close temporarily and symptom free students and staff should not attend another facility during the quarantine time period
 - Parents of students and staff members will be notified of the possible exposure
 - The administration will contact the local health authorities and follow their guidance
 - Administration will contact child care licensing
 - The areas in which the sick person was located or had access to will be closed off with windows open if possible, and a waiting period of up to 24 hours will occur before disinfecting the location



Emergency Procedures for First Kids Academy

Emergency Procedures for First Kids Academy can be found on the FKA website at FirstKidsAcademy.org.

Hard copies of the Emergency Procedures are available upon request. After reading the Emergency Procedures for First Kids Academy document, please sign the bottom of this form. Signing this form verifies that you have read the Emergency Procedures for First Kids Academy and understand the information within and that you will adhere to the contents throughout your child(ren)'s enrollment in FKA.

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- I understand the contents as found in the Emergency Procedures for First Kids Academy.
 - I will adhere to the information as explained in the Emergency Procedures for First Kids Academy.
 - I understand this signed paperwork is required for continued enrollment of my child at First Kids Academy.

Parent Name (printed) _____

Parent's Signature _____

Date _____

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- I understand the contents as found in the Emergency Procedures for First Kids Academy.
 - I will adhere to the information as explained in the Emergency Procedures for First Kids Academy.
 - I understand this signed paperwork is required for continued employment at First Kids Academy.

Employee Name (printed) _____

Employee's Signature _____

Date _____