



SEA Academy Re-Opening Plan

Re-Entry Requirements/Enrollment

No children can start until parents have gone through orientation

Center staff will take everyday precautions to prevent the spread of respiratory illness such as COVID-19 by:

- Increased hand washing hygiene
- Clean, sanitize and disinfect frequently touched surfaces frequently
- Practice Social Distancing
- Wearing PPE (face mask, gloves, etc.)
- Cover coughs, sneezes and cover mouth and nose with cloth face masks
- Daily temperature checks and health questionnaires upon arrival

CHECKLIST FOR OPEN CHILD CARE FACILITIES

- Require sick children and staff to stay home. (See Section 1.)
- Plan isolation steps if a child becomes sick followed by cleaning and disinfecting processes. (See Section 2.)
- Implement social distancing strategies. (See Section 3.)
- Change parent drop-off and pick-up processes. (See Section 4.)
- Screen children and staff upon arrival. (See Section 5.)
- Intensify cleaning and disinfecting efforts. (See Section 6.)
- Ensure proper diapering techniques are followed.
- Ensure proper washing, feeding, and holding of children. (See Section 7.)
- Ensure healthy hand hygiene. (See Section 8.)
- Ensure healthy food preparation and meal service. (See Section 9.)
- Address vulnerable/high risk groups. (See Section 10.)

SECTION 1: ALL CHILDREN AND STAFF ARE REQUIRED TO STAY HOME IF SICK

Persons who have a fever of 100.4°F or above, or any other signs of illness will not be admitted to the facility.

- It is important to keep children home when they are sick. These steps are being taken to ensure the health and safety of our children, staff, and general population
- Parent Letter Appendix 1
I'm Sick When Flyer Appendix 2

- All parents will be given Health Questionnaire upon arrival. If you answer yes to any questions your child must stay home.
 - Health Questionnaire Appendix 3
- All children's temperature will be taken upon arrival and they will be assessed for any signs of illness
- Staff members who have a sick child, but show no symptoms are required stay home
- Procedures will be followed to ensure children and staff who come to the child care center sick are not admitted or become sick while at the center are placed in isolation and sent home as soon as possible

*SECTION 2A: PLAN ISOLATION STEPS IF A CHILD BECOMES SICK
FOLLOWED BY CLEANING AND DISINFECTING PROCESSES NON-
COVID*

- If a child becomes sick in care, there will be an isolation room or area to isolate a sick child
- Once a child has been identified as sick and isolated, the following protocol will be followed made in accordance with CDC guidance:
 - Procedure if a child or staff member shows any signs of illness:
 - Close off areas used by the person who is sick.
 - The child will be isolated and the area will be disinfected
 - The child will be sent home immediately
 - The child will not be accepted back into the center until symptom free without medication

If a child becomes sick in care:

- Parents/guardians will be called immediately. All sick children should be picked up immediately. Children will remain in isolation until picked up. All children who are sick will be excluded from care until symptom free without medication
- An all call will be made at the center to notify staff that a child is sick. A pre-created letter will be sent to all parents electronically to notify, a physical letter and call will go to families with children in that same class or who encountered that child.
- Children who are sick will be excluded from care until symptom free without medication
- Families should have an alternate care plan in place in the event that their child becomes ill and cannot return to the center
- We have the discretion to turn away any child or staff if we deem them unsafe. We also reserve the right to turn away children and staff regardless of the provision of a doctor's note clearing them to return

*SECTION 2B: PLAN ISOLATION STEPS IF A CHILD BECOMES SICK
FOLLOWED BY CLEANING AND DISINFECTING PROCESSES – COVID-
19*

- If a child becomes sick in care, there will be an isolation room or area to isolate a sick child.

- Once a child has been identified as sick and isolated, the following protocol will be followed made in accordance with CDC guidance:
 - Procedure If COVID-19 is confirmed in a child or staff member:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.
 - Wait up to 24 hours, or as long as possible, before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms and common areas.
 - NOTE: If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Simply continue routine cleaning and disinfecting.
 - clean and disinfect surfaces in isolation room or area after the sick child has gone home.
 - Staff or child should follow CDC Guidance on home isolation (see attached)

If a child becomes sick in care:

- Parents/guardians will be called immediately. All sick children should be picked up immediately. Children will remain in isolation until picked up. All children who are sick will be excluded from care for at least 7 days.
- An all call will be made at the center to notify staff that a child is sick. A pre-created letter will be sent to all parents electronically to notify, a physical letter and call will go to families with children in that same class or who encountered that child.
- They must be completely symptom free for 7 days before they can return
- Families should have an alternate care plan in place in the event that their child become ill and cannot return to the center
- We have the discretion to turn away any child or staff if we deem them unsafe. We also reserve the right to turn away children and staff regardless of the provision of a doctor's note clearing them to return

SECTION 3: IMPLEMENT SOCIAL DISTANCING STRATEGIES

IMPLEMENT SOCIAL DISTANCING STRATEGIES

	PHASE I	PHASE II	PHASE III
Group size	<ul style="list-style-type: none"> For infants, 5 including adults For all others, 10 including adults 	<ul style="list-style-type: none"> For ages 2 and under, follow BESE Bulletin 137 For all others, 25 including adults 	<ul style="list-style-type: none"> For all, 50 including adults or follow BESE Bulletin 137, whichever is stricter
Indoor groups	<ul style="list-style-type: none"> Must be in rooms enclosed by walls or partitions Cannot convene in shared indoor spaces unless the space is cleaned and disinfected before and after each group's use 		
Outdoor groups	<ul style="list-style-type: none"> Must be separated, but do not require a physical barrier In swimming pools, groups must be separated by lane lines or ropes 		

** Chart outlines La State Requirements**

Implementing Social Distancing Strategies

- Children and staff must pass singly through entry and exit points
- Children’s naptime mats (or cribs) must be spaced out as much as possible, ideally 6 feet apart.
 - Place children head to toe in order to further reduce the potential for viral spread.
- All special events such as field trips, festivals, holiday events, and special performances are canceled or postpone until further notice
 - All daily group activities that may promote transmission will not continue
 - playground times for groups of children will be staggered
- When possible, classes will include the same group each day and the same teacher will remain with the same group each day.

SECTION 4: CHANGE PARENT DROP-OFF AND PICK-UP PROCESSES

Parent drop-off and pick-up will be curbside to limit direct contact and implement social distancing. Parents or any visitors, will no longer be allowed in the building.

Drop-off and Pick-Up Procedures:

- Temperature checks will be administered
- Parents must complete a health questionnaire (Appendix 3)

- Center staff will sign children in
- Drop off and pick up times will be staggered for parents
- Hand hygiene stations will be set up at the entrance of the facility, so that children can clean their hands before they enter the building
- Teacher (runner) will walk children to their classroom
- The front doors will remain locked at all times

NOTE: No outside food, toys, blankets, etc. will be taken with the children

Teacher and family communications daily communication:

- Families can prepare a note and drop it off with their children to their teacher to give them updates
- Parents can feel free to call during the day to speak with teachers
- Each child will be sent home with a daily report of their day

SECTION 5: SCREEN CHILDREN AND STAFF UPON ARRIVAL

Persons who have a fever of 100.4°F or above or other signs of illness must not be admitted to the facility.

Currently and for Phase 1:

- Children must be screened for fever upon arrival as well as throughout the day.
 - Include asking the parent/guardian to confirm that the child has not been on fever reducing medication in the last 24 hours
 - does not have shortness of breath, sore throat, rash (other than diaper rash), or a cough.
 - Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, rash (other than diaper rash), or extreme/unusual fussiness.

SECTION 6: INTENSIFY CLEANING, SANITIZING AND DISINFECTING EFFORTS

- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with on an hourly basis.
- Staff will wash their hands and children’s hands a minimum of every two hours.
- Communicate to staff the importance of being vigilant to identify symptoms and sharing information with management if or when they start to feel sick.
- Enhanced cleaning
 - a. Routine cleaning – person on staff
 - b. Deep cleaning – weekly
 - c. Toys sanitizing- daily

- Every hour, clean sanitized and disinfect surfaces, bathrooms, and objects that are frequently touched, such as
 - Doorknobs
 - light switches
 - classroom sink handles
 - countertops
 - toilet training potties, etc
- Additional procedures for cleaning and disinfecting including cleaning and sanitizing toys and bedding.
- Toys will not be shared with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to another.

SECTION 7: ENSURE PROPER WASHING, FEEDING AND HOLDING OF CHILDREN

It is important to comfort crying, sad, and/or anxious children and they often need to be held. To the extent possible, when washing, feeding, or holding children, teachers can protect themselves by wearing an oversized button down, long sleeved shirt and by wearing long hair up off the collar.

- Teachers should wash their hands, neck and anywhere touched by a child's secretions.
- Teachers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it and wash their hands again.
- Infants, toddlers and their teachers should have multiple changes of clothes on hand in the child care center.
- Children are not required to wear face masks. Parents have the freedom to send children over the age of 3 with masks on.

SECTION 8: ENSURE HEALTHY HAND HYGIENE

All children and staff must engage in hand hygiene at least every two hours at the following times:

- Arrival and exit of the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after handling infant bottles
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

Remember to...

- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 70% alcohol can be used if soap and water are not readily available.
- Supervise children 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 should also wash their hands.

APPENDIX 9: ENSURE HEALTHY FOOD PREPARATION AND MEAL SERVICE

Serve meals in classrooms, rather than in cafeteria or group settings. If meals are typically served family-style, plate each child's meal to serve it so that multiple children are not using the same serving utensils.

- Food preparation should not be done by the same staff who diaper children.
- Sinks used for food preparation should not be used for any other purposes.
- Teachers must ensure children wash hands prior to and immediately after eating.
- Teachers must wash their hands before preparing food and after helping children to eat.

APPENDIX 10: ADDRESS VULNERABLE/HIGH RISK GROUPS

Based on current information, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

If you have staff members or teachers age 65 or older, or with serious underlying health conditions, encourage them to talk to their healthcare provider to assess their risk and to determine if they should stay home. Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms.

However, a small percentage of children have been reported to have more severe illness. If you have children with underlying health conditions, talk to their parents about their risk. Follow children's care plans for underlying health conditions.

If you have children with disabilities, talk to their parents about how their children can continue to receive the services they need. Children will no longer be able to receive services (therapy etc.) at the center.