**Fall 2021 Westminster Nursery School Re-Opening Plan**

**School population:**

1 Staff will be Rebecca Caesar daily a maximum of 15 children in class and two other parent helper/staff.

2 The senior class of 4 year olds will attend M/W/F from 9-1 with a start date of 9/8/20.

3 The junior class of 3 year olds will attend T/Th from 9-12 with a start date of 9/7/20.

4 The Parent and Me class is held Thursdays from 12:45-1:45. This class does not re-open until October. We will limit the class to 8 children along with their parents and Mrs. Rebecca for the time being.

5 Rebecca Caesar will keep her pest control/cleaning and sanitation certification up to date per licensing requirements to be familiar with latest policies and procedures.

6 Prior to re-opening, all parents will be required to attend an orientation where all procedures are reviewed. Signature for attendance will be recorded.

7 Prior to opening, all parents with children attending as well as all parents/volunteers will be required to sign a Covid 19 waiver.

8 Reminders of how to clean and sanitize are currently posted in the classroom and will be updated and amended as necessary.

**Daily cleaning/Sanitizing before children arrive daily**:

1 Prior to opening daily, staff will have temperature taken by a no touch thermometer or take their temperature at home. Staff will also stay home from school if they have any symptoms of illness.

2 We will coordinate with the after-school program to see what they are sanitizing each evening (ie bathrooms/touchpoints/furniture) if they are operating so as not to duplicate cleaning and reduce costs of cleaning products.

3 We will clean/sanitize whatever they do not, including tables, counters, other furniture, bathroom, door handles, light switches, appliances and kitchen sink.

4 All cleaning products used will be EPA approved for the corona virus.

5 Morning set up sheet will include list of items to clean and space to initial daily.

**Drop off procedure**:

1 Parents will line up outside the door 6 ft apart with adults wearing masks. We will mark spaces 6 feet apart with chalk or tape on the sidewalk.

2 Staff/volunteer wearing a mask will observe each child and look for obvious signs of illness.

3 Each child will have their temperature taken at school with a no-touch thermometer. Thermometer will be wiped down in between each use by sanitizing wipe.

4 Temperature will be recorded on morning sign in sheet. If it is 100.4 or above, the child will not be able to attend.

5 Parent/guardian will be asked:

a) Does your child have or complained of a dry cough, sore throat, difficulty breathing or any symptoms that are unusual for them and started in the past 14 days, which have not improved?

b) Have you or your child been exposed to someone with a confirmed case of COVID-19?

c) Has you child experienced any symptoms that are unusual for them in the last 14 days but are now symptom free because they took medication?

6 Parent will sign child in (school will provide enough pens for each parent to use their own and sanitize them before re-use).

7 Staff/volunteer will accompany child inside to put away items and wash hands. Staff will turn water on and off and give child soap to avoid contact and will count to 20 or sing a song for twenty seconds to ensure proper handwashing. Once child is finished with these items, the next child can come in.

**During the day:**

1 Children and staff wash hands as needed (if they sneeze, put fingers in nose or pants etc), wash hands before and after snack and lunch, wash hands after outside time and of course when they go to the bathroom.

2 When a child goes to the bathroom, staff will wipe down toilet after use and turn water on and off and give soap to child.

3 Tables will be sanitized before and after snack and lunch.

4 Snack will be served to the children by staff wearing gloves. All plates, cups and cutlery will be disposable.

5 Staff will watch for any children mouthing toys and will immediately put them in a bin for later cleaning.

6 As weather permits, additional time will be spent outside throughout the day per licensing recommendations.

7 Vests that are used daily for the children will be used by one child only for the week, kept in their cubbies to avoid mixing them up and laundered each weekend.

**Pick up procedure**

1 Parents will line up outside the door 6 ft apart with adults wearing masks. We will mark spaces 6 feet apart with chalk or tape on the sidewalk.

2 Staff will bring child and all of his/her belongs outside to parent along with sign out sheets. Parent will sign child out (school will provide enough pens for each parent to use their own and sanitize them before re-use).

3 Once one child has left, the next child will be brought to the next parent.

**End of day cleaning:**

1 Staff will clean sanitize all furniture, counters, bathroom, door handles, light switches, appliances and kitchen sink, pens, markers, scissors, paint brushes, whiteboards and any other touchpoints.

2 Additionally, large toys will be wiped down with sanitizing wipes and small toys will be sanitized in bleach solution. Outside toys (cars, wagon, see saw) will be wiped down with sanitizing wipes. Floors will be swept & vacuumed.

4 Dress up clothes will be used only once and then washed before another child wears them.

5 All towels and washcloths used during the day will be put in dirty laundry.

6 End of day take down sheet will include list of items to clean and space to initial daily.