

COVID-19 SAFETY PLAN



Brookshire
LEARNING CENTER

BROOKSHIRE LEARNING CENTER

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Introduction

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. The rapid global spread of COVID-19 has been classified as a global pandemic, and many places, including Indiana, are taking steps to protect communities and slow the rate of transmission.

This COVID-19 safety plan is required by the state of Indiana under Governor Holcomb's Back on Track Indiana plan. It has been developed by following the recommendations of and guidance by the [Centers for Disease Control and Prevention \(CDC\)](#), [the state of Indiana FSSA Office of Early Childhood and Out of School Learning](#), [the Tippecanoe County Health Department](#), and [Governor Holcomb's Back on Track Indiana plan](#). A great deal of detailed information can be found by following those links.

The team at Brookshire Learning Center is committed to doing the right thing and doing the best we can. We are committed to communicating with you as transparently as possible. As business conditions change and additional guidance is issued by local, state, and federal authorities, we will adapt to the new realities and update this plan. The date that the plan was most recently updated is noted on the bottom left corner of every page.

Several action items are works-in-progress due to the limited availability of required materials. Those cases are noted within the document.

We welcome feedback on this plan and your thoughts on how we can be as safe as possible during this crisis, particularly from the many members of the medical and scientific community that are parents and family members of the enrolled children and alumni.

We need your help. All parents, associates, vendors, and partners can help us make Brookshire Learning Center safer and protect our community by:

1. Staying home when sick. If you are a sick associate, stay home. Follow the call-in procedures. If you are a parent and your child is sick, keep your child home. Do not bring your child back to Brookshire Learning Center until free of fever or other COVID-19 symptoms for seventy-two hours **or cleared by a medical professional to return**. See more specific instructions on pages six through nine. If you are a vendor, don't come to Brookshire Learning Center when sick.
2. Arranging for someone else to drop-off or pickup your child if you are sick. If this is not possible, please call us when you arrive, and we can meet you at the door.

3. Washing or sanitizing your hands prior to entering the building and upon entering a classroom. This needs to happen every time. Wash your hands frequently with soap and water for at least twenty seconds. When soap and water are unavailable use an alcohol-based rub with at least 60% alcohol.
4. Covering your mouth with tissues whenever you sneeze or cough and discarding used tissues in the trash. If that's not possible, cough or sneeze into your elbow. Do not cough or sneeze into your hand.
5. Avoiding touching your face, especially your eyes, nose, or mouth with your hands.
6. Avoiding people who are sick with respiratory symptoms.
7. Avoiding close physical contact (maintaining a physical separation of at least six feet) with others whenever possible.
8. Avoiding using others' phones, tools, or equipment whenever possible.
9. Wearing a face covering when on our property or in the facility.

FOR ASSOCIATES OF BROOKSHIRE LEARNING CENTER:

- Clean and sanitize frequently touched surfaces.
- Follow all actions set out in this plan and our enhanced sanitizing and cleaning procedures.

We're all in this together and we need your help. When we all follow the plan, the chance of transmitting disease is reduced. This plan is specific to COVID-19 and is in addition to our existing policies and procedures which meet state licensing standards designed to help create a safe environment.

Disclaimer

The COVID-19 pandemic is an ongoing, rapidly developing situation. Brookshire Learning Center encourages all associates and clients to monitor publicly available information and to always follow federal, state, and local health organization guidance and government mandates. This plan demonstrates our best efforts to increase safety at our facilities. Given the nature of the COVID-19 pandemic, particularly with respect to transmission by asymptomatic carriers, we can't guarantee an environment free from COVID-19 or any other virus or disease. Despite our best efforts in following all applicable guidance, a parent, child, family member, or associate of Brookshire Learning Center may be infected, with or without their knowledge, and may be unaware that they carry a virus putting others at risk of contracting COVID-19 or another disease.

The information provided herein is obtained from publicly available sources, including federal agencies and governmental entities, leading trade associations and industry consultants, and legal firms. This information may vary and will be updated depending

upon current situations and as the knowledge base concerning COVID-19 grows. As there is yet much to learn about COVID-19, please be advised that Brookshire Learning Center can give no assurances as to the accuracy or completeness of the information provided. Further, the information contained herein is provided for general informational purposes only and should not be construed as a contract or guarantee of performance or results.

About COVID-19*

Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 are varied and may appear in as few as 2 days or as long as 14 days after exposure. CDC distinguishes acute respiratory illness of recent onset from chronic illnesses like asthma, allergies, or chronic obstructive pulmonary disease (COPD). Additional information from CDC regarding COVID-19 symptoms is available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> and <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that person-to-person transmission will continue to occur.

[The CDC website provides the latest information about COVID-19 transmission.](#)

*The About COVID-19 section of this plan was copied directly from OSHA's [Guidance on Preparing Workplaces for COVID-19](#).

Health Screening Process

All associates of Brookshire Learning Center, all children, parents or other adults dropping off children, and all vendors who enter our buildings must be screened for COVID-19 symptoms prior to or upon entry.

Associates and parents or any person dropping off a child should self-screen prior to traveling to Brookshire Learning Center. That includes self-monitoring for COVID-19 symptoms and taking their own temperature and the temperature of their child. We reserve the right to screen any individual seeking admittance to our buildings, including taking their temperature with a touch-free thermometer.

Associates must stay home if they are sick.

Children must be kept home if they are sick.

Children will be screened prior to admittance to the main building at our Lafayette center, or their classroom at the West Lafayette center.

Associates must confirm their self-screen results prior to starting work. Per the CDC, the following method is acceptable:

Associates take their own temperature and self-monitor for any COVID-19 symptoms either before coming to Brookshire Learning Center or upon arrival at Brookshire Learning Center. Before arriving to work, or immediately upon their arrival, associates must:

- Confirm that their temperature is less than 100.4° F (38.0° C) and confirm that they are not experiencing coughing, shortness of breath, or other symptoms of COVID-19.
- Confirm that they have no visible signs of illness, which could include flushed cheeks or fatigue.
- Confirm that they have not been in contact with anyone who has had a positive COVID-19 diagnosis within the past fourteen days.

If fever or other symptoms are present or develop, or if there is a positive COVID-19 test, associates must stay at home and promptly call the office and speak with the director or assistant director to report the symptoms. By clocking in, associates are confirming that they have self-screened and confirm they have none of the conditions listed above.

Parents or other adults dropping off children should self-screen prior to drop-off. Please do not bring your child to the center if you are sick.

Please keep your children home if you, your children, or any member of your household have been diagnosed with COVID-19 or if you, your children, or any member of your household display any of the COVID-19 symptoms. If you, your children, or any member of your household have any of the symptoms, we encourage you to take advantage of a free test. You will know within 24-48 hours if you have COVID-19. Once your test is negative, or you have been advised by health authorities that it is safe, please let us know you are returning. If you are sick, seek care.

Children will be screened for visual signs of illness and have their temperature taken prior to entering the building at our Lafayette center or their classroom at our West Lafayette center.

Vendors will be screened for visual signs of illness and have their temperature taken prior to entering the building.

Vacations

We recognize the excitement of summer vacation for families and associates. If you travel to a hot spot with increasing infections, we ask that parents keep their children out of the center for ten days on return to Indiana so that we may keep the other children, their families, and our team as safe as possible. For associates, we ask the same.

Screening Methods

We will use one of the following CDC provided methods for health screening. The method chosen will vary over time depending on the availability of equipment and material required for the method.

- **Self-Screening at Home**
 - Individuals should monitor their symptoms and take their own temperature before coming to Brookshire Learning Center. When individuals arrive at Brookshire Learning Center, they are confirming that:
 - their temperature is less than 100.4° F (38.0° C) and they are not experiencing coughing, shortness of breath, or other symptoms of COVID-19;
 - if they had a fever or COVID-19 symptoms and self-quarantining, they have been fever or symptom free for at least 72 hours without the use

of medication AND at least ten days have passed since the symptoms first began;

- they are not suspected of, or confirmed as, having COVID-19; and
 - they have not come into close contact with someone who is suspected of or confirmed as having COVID-19.
- If COVID-19 symptoms develop, or in the event of suspected or confirmed diagnosis of COVID-19 or close contact with an infected individual, the individual should stay at home and contact local health authorities and the director or assistant director promptly. The individual will remain at home and stay in contact with the director or assistant director to determine an appropriate date to return to Brookshire Learning Center.
- **Reliance on Social Distancing:** Ask individuals to take their own temperature either before coming to the workplace or upon arrival at the workplace. Upon their arrival, the screener must stand at least 6 feet away from the individual and:
 - Ask the individual to confirm that their temperature is less than 100.4° F (38.0° C) and confirm that they are not experiencing coughing or shortness of breath.
 - Have the individual confirm that they are not suspected of, or confirmed as, having COVID-19.
 - Have the individual confirm that they have not been in close contact with someone who is suspected of, or confirmed as, having COVID-19.
 - Make a visual inspection of the individual for signs of illness, which could include flushed cheeks or fatigue.
 - Screening staff do not need to wear personal protective equipment (PPE) if they can maintain a distance of 6 feet.
 - **Reliance on Barrier/Partition Controls:** During screening, the screener stands behind a physical barrier, such as a glass or plastic window or partition, that can protect the screener's face and mucous membranes from respiratory droplets that may be produced when the individual sneezes, coughs, or talks. Upon arrival, the screener should wash hands with soap and water for at least 20 seconds or, if soap and water are not available, use hand sanitizer with at least 60% alcohol. Then:
 - Make a visual inspection of the individual for signs of illness, which could include flushed cheeks or fatigue.
 - Conduct temperature and symptom screening using this protocol:
 - Put on disposable gloves.

- Check the individual's temperature, reaching around the partition or through the window. Make sure the screener's face always stays behind the barrier during the screening.
- **If performing a temperature check on multiple individuals, make sure that you use a clean pair of gloves for each individual and that the thermometer has been thoroughly cleaned in between each check.** If disposable or non-contact thermometers are used and you did not have physical contact with an individual, you do not need to change gloves before the next check. If non-contact thermometers are used, clean and disinfect them according to manufacturer's instructions and facility policies.
 - Remove and discard PPE (gloves), and wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.

If social distance or barrier controls cannot be implemented during screening, PPE can be used when the screener is within 6 feet of an employee during screening. However, reliance on PPE alone is a less effective control and more difficult to implement given PPE shortages and training requirements.

- **Reliance on Personal Protective Equipment (PPE):** Upon arrival, the screener should wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol, put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with an individual is anticipated. Then:
 - Make a visual inspection of the individual for signs of illness, which could include flushed cheeks or fatigue, and confirm that the individual is not experiencing coughing or shortness of breath.
 - Take the individual's temperature.
 - **If performing a temperature check on multiple individuals, make sure that you use a clean pair of gloves for each individual and that the thermometer has been thoroughly cleaned in between each check.** If disposable or non-contact thermometers are used and you did not have physical contact with an individual, you do not need to change gloves before the next check. If non-contact thermometers are used, you should clean and disinfect them according to manufacturer's instructions and facility policies.

- After each screening, remove and discard PPE and wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.

INDIVIDUALS REPORTING OR PRESENTING THESE SYMPTOMS WILL NOT BE ADMITTED TO THE BUILDING:

- Cough
- Shortness of breath or difficulty breathing
- Fever over 100.4 degrees Fahrenheit

Children presenting these symptoms or developing these symptoms during the day will be asked to stay home and not return to the center until fever free for at least 72 hours without fever-reducing medications. Parents are encouraged to seek medical guidance in the event of any COVID-19 symptoms in their children. Parents **are not required to** but may elect to obtain a medical certification which permits an end of self-isolation for the child in advance of the seventy-two-hour exclusion period.

Associates reporting or presenting one of these symptoms will be asked to [call the Indiana State Department of Health COVID-19 Call Center](#) at:

877-826-0011

or, the Tippecanoe County Health Department at:

765-423-9221, Option #1

Associates must call one of those numbers immediately and report their symptoms to receive further guidance from the health officials.

The Indiana State Department of Health COVID-19 Call Center is currently staffed and open from 8 a.m. until midnight EST, daily. The Tippecanoe County Health Department is open from 8 a.m. to 4:30 p.m., Monday thru Friday.

The health officials will give next steps to the associate. If health officials suspect that the associate has COVID-19, they may require the associate to take a COVID-19 diagnostic test and not return to work until after negative test results, improvement in symptoms, and until fever free for at least 72 hours without fever-reducing medications **OR** until fever free for at least 72 hours without fever-reducing medications symptoms have improved, **and** at least ten days have passed since symptoms began. Associates **are not required to** but may elect to obtain a medical certification which permits an end of self-isolation in advance of

the ten-day exclusion period from onset of symptoms. In the absence of such approval or certification, CDC guidance will be followed.

Tests for COVID-19 are offered free of charge for all Hoosiers.

A full list of testing sites in Indiana are listed at <https://www.coronavirus.in.gov/2524.htm>.

Associates can register for a test at the Optum site at 5280 Haggarty Ln, Lafayette, IN 47905 at:

<https://lhi.care/covidtesting>.

In the case of a required COVID-19 test, associates will be paid for the time it takes to travel to and from the testing site and time spent waiting for and taking the test. Associates may qualify for sick pay under the Families First Coronavirus Response Act.

In all cases of a screening identifying a COVID-19 related symptom, confidentiality must be and will be maintained.

Enhanced Cleaning and Disinfecting

The Company has increased cleaning and housekeeping practices, including:

- Frequent cleaning and disinfecting of shared work areas, toys, and equipment with appropriate disinfecting products.
- Frequent cleaning and disinfecting of high-touch surfaces, including doorknobs, handles, keyboards, telephones, tables, etc.
- Frequent cleaning of shared break/lunchroom/bathroom areas with appropriate disinfecting products.
- Disinfection service, Germ Shield, that treats the entire center once per week.

If an employee has a confirmed/suspected COVID-19 diagnosis, the CDC recommends closing off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and machines used by the ill persons, focusing especially on frequently touched surfaces.

Lead teachers are responsible for cleaning and housekeeping in their rooms. Directors and assistant directors are responsible to ensure that the above housekeeping practices occur on a regularly scheduled basis and if a positive COVID-19 case occurs within the facility.

The detailed cleaning chart is listed in Appendix A.

Enhanced Additional Personal Hygiene

Brookshire Learning Center has taken several additional steps to increase the safety of its associates, enrolled children, parents, and vendors.

Hand Washing

Hand washing sinks are available in each classroom for the children and teachers, in the teachers lounges and break rooms, public restrooms, and the office area at each center.

Associates must wash hands frequently per licensing regulations and Brookshire Learning Center's long-standing hand-washing policy which is in the Associate Handbook. The policy has also been recently emailed to each teacher along with additional training.

An informative hand-washing training video can be found [here](#).

High Speed Training's hand washing poster has been included as Appendix B.

Sanitizer at Entrance

Alcohol-based hand sanitizer with a minimum of 60% alcohol content will be placed near each entrance to the facility at our West Lafayette center and at the main entrance of our Lafayette center.

Face Coverings

All associates, parents, and vendors are expected to wear face coverings while in the building or outside on the property while supervising children. The center will maintain a small supply of face coverings for parents who forgot to bring one. The supply of face coverings will be made available as soon as possible and is subject to availability.

The state's guidance for childcare facilities recommends use of face coverings for children two and up through Stage 3. CDC guidance for childcare programs recommends that, when feasible, older children wear face coverings within the facility. We therefore recommend use of cloth face coverings for children over the age of two within the facility until Indiana reaches Stage 4.

Parents who would like their child over two to wear a face covering within the facility may submit a Face Covering Opt-In Form, available at the office. Parents who choose to have their children wear face coverings at the center are encouraged to provide at least two, preferably three or more clean cloth face coverings, and a clear bag marked for their soiled

masks, each day. We will do our best to comply with parent wishes, when feasible, but may discontinue the use of face coverings at any time at the discretion of the company.

The CDC has extensive information on face coverings [here](#).

[The CDC Use of Cloth Face Coverings](#) is included as Appendix C.

Posters

We will place reminder posters at the main entrances, on communication boards, in break areas and other conspicuous places within the facility. The first poster (stay home when you are sick) will be placed on all exterior doors so that it is seen before entering the facility.

- [Stay home when you are sick](#)
- [Symptoms of COVID-19](#)
- [How to protect yourself and others](#)
- [How to safely wear a cloth face covering](#)
- [Keep calm and wash your hands](#)
- [Hand washing for school kids](#)
- [Stop the spread of germs](#)

Compliance with Social Distancing Requirements of the CDC

Brookshire Learning Center has taken many steps to improve safety and socially distance to the extent possible in a childcare setting. Many actions are applicable to both locations. Due to the physical differences in our facilities, some actions are only applicable to our West Lafayette center and others to our Lafayette center. Those are noted in the corresponding section.

Through these measures we will limit large group interactions to the extent possible and limit any one individual's exposure to the minimum number of people possible.

Social Distancing Actions Applicable to Both Centers

- **Classroom Sizes:** Per the direction of the Indiana Office of Early Childhood and Out of School Learning, group sizes for school kids are limited to twenty-five students until July 1, 2020. At that time, class size for school kids will revert to the normal thirty students per class maximum size.
- **Classroom Mixing:** To the extent possible, students will not be moved from one classroom to another and teachers will remain with the same classes each day and

ongoing. The following exceptions apply. 1) At the end of the day, students will need to be combined in one room for parent pick-up. Parents who want to avoid that should contact their child's lead teacher to determine the latest time their child can be picked up in their primary room. 2) Due to teacher absences and breaks, floaters, part-time teachers, and substitutes will need to work in multiple rooms.

- **Classroom Consistency:** To the extent possible, classroom changes for students will be minimized. Unless a student ages out of a classroom, changes will be made in August, January, and May.
- **Activity Room Closures:** There is a moratorium on the use of all communal spaces. Activity rooms including the ball room, sand room, toddler room, the indoor bicycle track, and pool will not be utilized until further notice.
- **Field Trips:** There is a moratorium on field trips. We will review the policy weekly.
 - Field trips in stage 3 to destinations such as playgrounds, community pools (if open in accordance with local and CDC guidelines) would be permitted, provided that the child care can transport children while maintaining social distancing practices such as sitting one child per seat.
 - Field trips in stage 4 to destinations such as museums, zoos, bowling alleys, aquariums and like facilities would be permitted provided that the childcare can transport children while maintaining social distancing practices such as sitting one child per seat.
 - Beginning in stage 5, field trips can resume to destinations like fairs, festivals, amusement parks and like events, provided that the childcare can transport children while maintaining social distancing practices such as spacing children appropriately.
 - The vehicle ventilation fan(s) should be placed on high, in non-recirculating mode, to maximize the intake of outside air, and to minimize the recirculation of inside air.
 - After each use of the vehicle it should be cleaned using any product that meets the EPA's criteria against SARS-CoV-2, the virus that causes COVID-19. After transporting children, leave the rear doors of the transport vehicle open to allow time for sufficient air changes to remove potentially infectious particles. Consideration must be given to ensure vehicle safety if staff is not able to stay with the vehicle.
- **Classroom Access:** Only teachers and enrolled children are permitted in the classrooms.
- **Events:** There is a moratorium on all events such as room parties, family movie parties, and unfortunately our pre-kindergarten graduation ceremonies.
- **Tours:** Tours are permitted with the following restrictions. One parent is allowed in the building at a time. The child who is a potential enrollee is also permitted to attend the tour. The parent and child must wash their hands prior to entering the building and sanitize upon entering the building. They must be screened per the

company COVID-19 screening policy and process. The parent and child, if age two or older, must wear a face covering during the tour. The parent and child must stay at least six feet away from all Brookshire Learning Center associates, students, and parents.

- **Visitors:** No visitors are permitted.
- **Extracurricular Activities:** There is a moratorium on extracurricular activities. We will review this policy in June. If the moratorium is rescinded, extracurricular activities such as soccer, martial arts, music lessons, dance, and gymnastics will be permitted provided that the company providing the activity and its instructors can maintain social distancing and support proper hand hygiene and clean and sanitize the area after each use.
- **Payment Changes:** Effective 6/8/2020, Brookshire Learning Center will no longer accept cash. Effective with all new contracts going forward, Brookshire Learning Center will require a Tuition Express auto-payment form completed with each enrollment packet. This does not mean that you will have to use autopay. Tuition is due each week on Monday. The autopay is not processed until Wednesday. If you don't wish to use autopay, pay tuition before Wednesday each week.
- **Teacher Lounge/Break/Common Areas:** The use of these areas, while discouraged at this time, is permitted if appropriate social distancing is maintained and proper hand hygiene is followed.
- **Meetings:** Group meetings are discouraged; however, small group meetings are permitted if appropriate social distancing is followed and masks or face coverings are worn by all attendees.

Social Distancing Actions Applicable to West Lafayette

- **Office Access:** Teachers and other staff must use the back entrance to the office. Access to the rooms containing the laminator and copier is permitted. Access to the administrative room, beyond the sliding door, is not permitted.
- **Copier:** One teacher will be designated to pick-up prints or copies and bring them to the main building for distribution.
- **Drop-off/Pickup:** Drop-off procedures were detailed in the health screening section. The floors outside of each classroom will be marked with six-foot spacing to maintain appropriate social distancing during pick-ups. Please wear a mask or face covering during drop-offs and pick-ups.
- **Plexiglass Desk Shields:** Shields made of plexiglass or another cleanable substance will be created and placed around the administrative desks to protect the assistant

director and others during face-to-face communication with parents and other stakeholders.

- **Credit Card Swipe Device:** Place the credit card swipe device outside of the plexiglass shield so that the Brookshire Learning Center associate does not have to touch the credit cards.

Social Distancing Actions Applicable to Lafayette

- **Drop-off/Pickup:** Drop-off procedures were detailed in the health screening section. The floors outside of the main door will be marked with six-foot spacing to maintain appropriate social distancing during pick-ups. If the hall is full, due to parents appropriately distancing, please remain outside or in your car until it is possible to maintain social distancing inside. It will take longer than normal to follow this procedure. Please plan for extra time.
- **Director Office:** The director will use the hall entrance to enter her office. No one else should use her office except in the case of emergency. Confidential meetings or conversations, if needed, will be held in the conference room.
- **Assistant Director Office:** No one other than the assistant director may enter this room. The door to the hall will be locked when the room is in use. The window to the hall must remain closed.
- **Credit Card Swipe Device:** Place the credit card swipe device on the counter outside the glass window in the assistant director's office.

Plan for the Event of a Child or Associate COVID-19 Diagnosis

If a child or staff member is diagnosed with COVID-19, we will immediately contact the Tippecanoe County Board of Health to determine appropriate actions. This is an ever-evolving situation and guidance has changed over time.

Local health officials will help the school determine appropriate next steps, including whether an extended dismissal is needed to stop or slow further spread of COVID-19. Next steps may also include, at the discretion of local and state health authorities, contact tracing, i.e., contacting people who may have been in contact with the diagnosed individual. Local health officials will recommend any potential quarantines needed.

In most cases, the room in which the child is enrolled or the staff member taught will be closed for a quarantine period. During the closure, we will deep clean and sanitize.

The closure is only if the associate or child was present on our property during a time they were contagious. If the child or associate hadn't been on the property, on vacation, leave, and so on while they were contagious, there is no need to close the room.

Appropriate information will be shared with parents and staff if there is a chance that they or their child was exposed. Information deemed unnecessary by the Tippecanoe County Health Department or medical professionals will not be shared. Names will not be shared unless necessary.

If a child or staff member is diagnosed with COVID-19, the director, assistant director, or person-in-charge should immediately make a confidential report of this information to the following people:

1. Khala Hochstedler, RN and administrator of the Tippecanoe County Health Department at 765-423-9767. khochstedler@tippecanoe.in.gov
2. Edile Woodruff, licensing consultant at 765-427-3227. edile.woodruff@fssa.in.gov
Do NOT use the name of the person suspected or confirmed to have COVID-19 when discussing the situation with Edile or other licensing representatives.
3. Scott Bohnert, president of Next Generation Care Concepts, Inc. dba Brookshire Learning Center.

The names of any individuals involved must not be shared with anyone other than health officials.

After contacting the preceding individuals and receiving instructions, if additional sanitation beyond our ability to perform is deemed necessary, contact Kimberly O'mara at Nelbud for deep cleaning, disinfection, and sanitation. Such report should include only the minimum necessary information to schedule the services and should not include any personally identifying information regarding affected individuals.

komara@nelbud.com | 317-202-0360

Appendix A: Detailed Cleaning and Disinfecting Procedures

Childcare should maintain and/or implement practices recommended by the CDC in order to prevent the spread of respiratory infectious diseases, including COVID-19. The below is guidance provided by the Office of Early Childhood and Out of School Learning (OECOSL) to support programs in completing cleaning practices that are safe within a childcare program.

Cleaning- is the physical removal of dirt and germs usually using soap and water, then rinsing.

Sanitizing- is the use of a chemical or heat above 170 degrees to reduce the level of germs to a greater level. Food contact surfaces are sanitized. Chemicals used can be chlorine (bleach), quaternary ammonium “Quat”, and iodine can be purchased as concentrates and diluted. Silver Citrate and Peroxyacetic acid are in “ready to use” products. All have formulations that can be used on food contact surfaces.

Disinfecting- is the use of a chemical or heat to with the intent to completely rid a surface of germs. Using this strength of chemicals or heat high enough to do this cannot be used on all surfaces.

Wear gloves (and aprons if there may be splashing or spraying of fluids) for all cleaning and sanitizing tasks. Open windows for ventilation.

Follow label directions! Some products should not be used on food contact surfaces as they are not safe for ingestion and need to be rinsed off. Never mix products. Use a 10% bleach solution for bloody body fluid clean-up per Universal Precautions guidelines.

Dishes, mouthable toys	Kitchens, tabletops, chairs, cribs & cots, doorknobs, toys, surfaces children frequently touch during the day	Public touch points, bathrooms, diaper tables, after hours/end of day	Laundry, cloth books and toys
1- Wash with soap and water 2- Rinse 3- Submerge with sanitizer safe for food contact surfaces 60 seconds 4- Bleach- 1 tsp/gallon of water 50 ppm -“Quat”- 200-400 ppm -Premixed Silver Citrate	1. Wash with soap and water 2. Rinse and dry 3. Spray or wipe and allow to remain wet for 60 seconds 4. Bleach- 1 Tablespoon/gallon 200ppm -“Quat”- 200-400 ppm -Premixed Silver Citrate -Premixed Peroxyacetic acid	1- Wash with soap and water 2- Rinse and dry 3- Spray or wipe and allow to remain wet for 60 seconds; some products require a longer time 4- Bleach- 1/3 cup/gallon 1,000ppm (1T/qt) -Premixed Silver Citrate	1- Do not shake laundry 2- Wash according to manufacturer’s directions in the warmest water possible 3- For loads of cloth cot covers, blankets and washcloths, wash in hot

<p>-Premixed Peroxyacetic acid</p> <p>5- Air dry</p> <p>6 Must use a product safe for food contact surfaces</p>	<p>5- Air dry</p> <p>6 Use a product safe for food contact surfaces.</p>	<p>-Premixed Peroxyacetic acid</p> <p>5- Air Dry</p> <p>May use a multipurpose “1 step” product</p>	<p>tap water with 1 cup of bleach per load.</p> <p>4- Dry thoroughly</p>
<p>Use this procedure after every use.</p>	<p>Use this procedure frequently throughout the day in the classroom.</p>	<p>Quaternary ammonia “Quat” products are not recommended for use because of a 10 minute dwell time.</p>	

Appendix B: Hand Washing

7 STEPS OF HAND WASHING



Step 1 - Hands should be wet with liquid soap applied for a good lather. (Water temperature needs to be between 35 °C and 45 °C)



Step 2 - Rub your hands palm to palm.



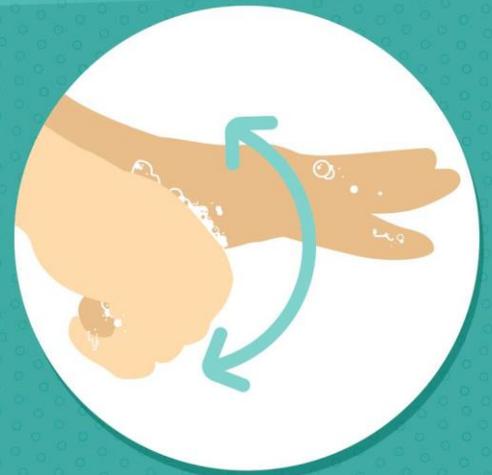
Step 3 - With your right palm rub the back of your left hand. Swap hands and repeat.



Step 4 - Then, interlace your fingers and rub your palms together.



Step 5 - Interlock your fingers and rub the backs of them against your palms.



Step 6 - Enclose your right hand around your left thumb and rub as you rotate it. Swap hands and repeat.



Step 7 - Rub your right fingers in a circular motion in your left palm. Repeat with your left fingers.

After washing, always thoroughly rinse your hands in warm running water, and dry with a clean disposable towel.

Never use reusable towels as you will transfer harmful bacteria back onto your clean hands.



Appendix C: Use of Cloth Face Coverings

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

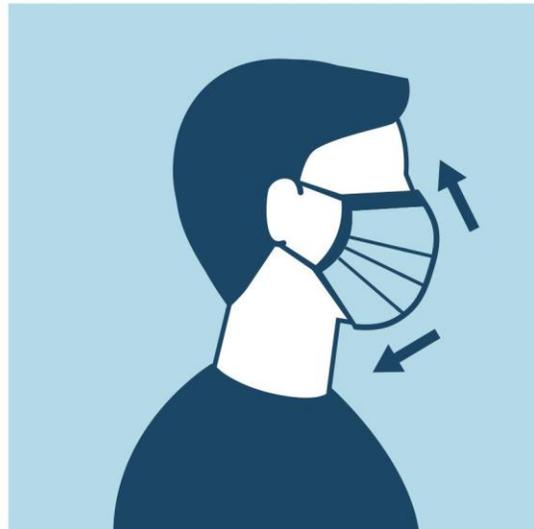
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

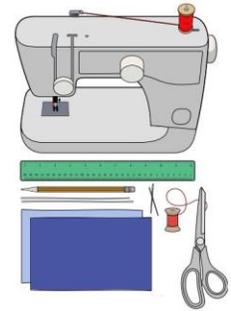


[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Sewn Cloth Face Covering

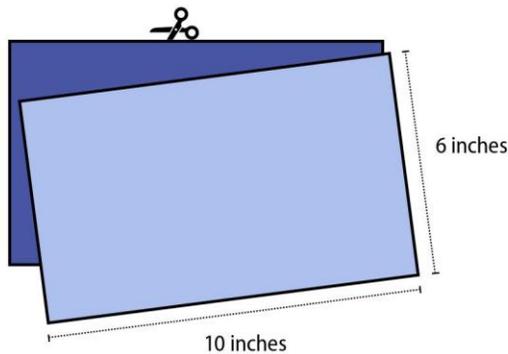
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

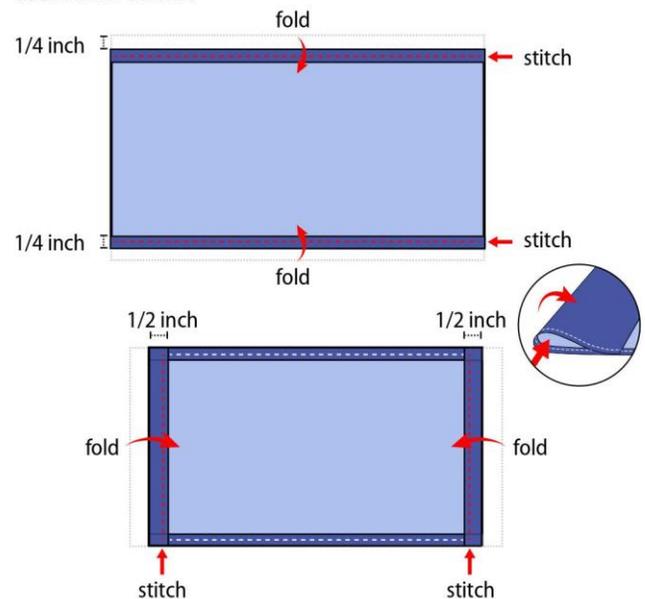


Tutorial

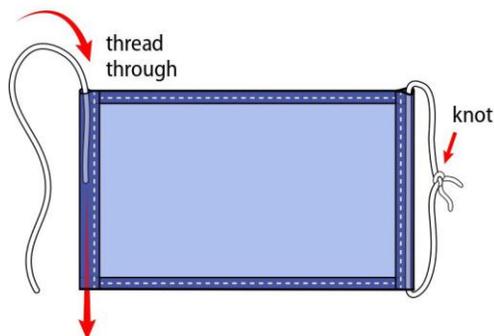
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



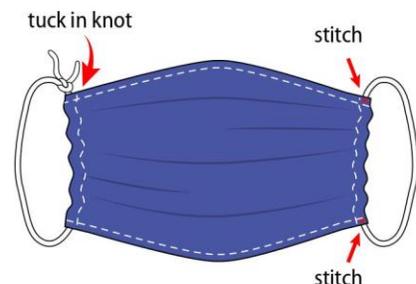
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

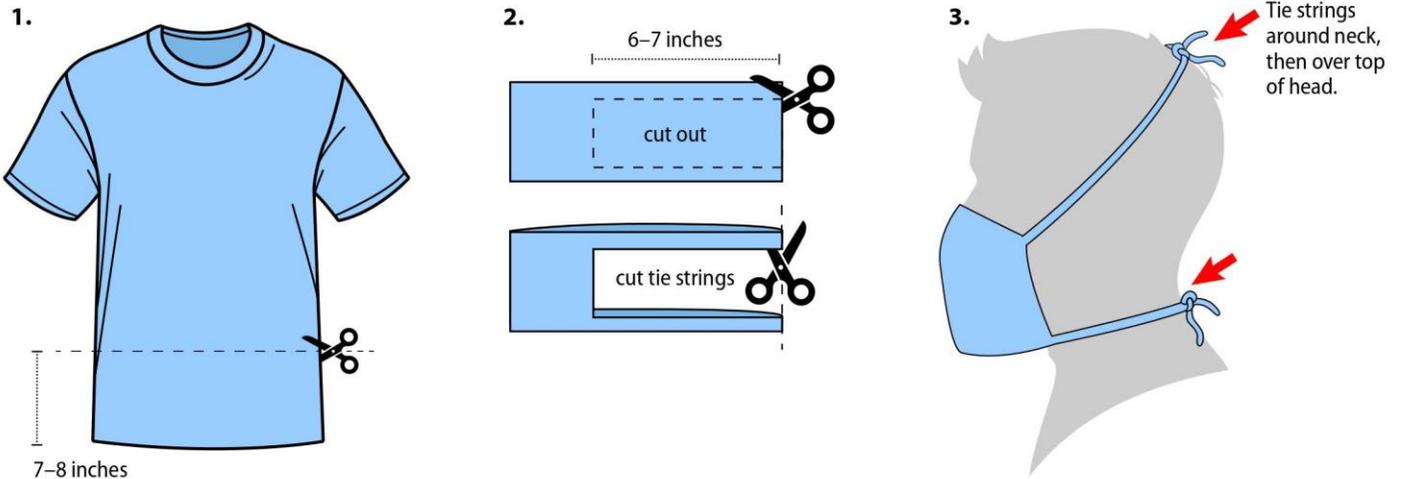


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial



Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial

