



Reopening Plan for Sacred Heart School Early Childhood

School Movement Planning	2.9-K How do we move in, out, and around the school safely?
Symptom Checks	<p>Not required for point on entry Provide information for families on symptoms (Multi-language) Handbook COVID 19 Protocols (add and work on)</p> <ul style="list-style-type: none"> ● 30 minute pick up time
Drop Off Times /Pick Up Times	<p><u>Hours of Operation:</u></p> <p>Before School Program Hours 7:00AM – 7:45AM Regular School Day Hours 7:45AM-2:30PM</p> <p>Extended Day Hours 2:30PM.- 5:30PM</p> <p>No child should be in the schoolyard before 7:30a.m. Students who are at school before 7:35 a.m. must be enrolled in the Before School Program at the cost of \$5 dollars. The students are dismissed at 2:30p.m. Any child not picked up by 2:45 will be sent to the Extended Day Program at the cost of \$20. In the event of an emergency, which prevents your child from being picked up at 2:30p.m., please call the office. If the scholar is required to stay after school for any reason, he/she will be given time to notify the parent or guardian ahead of time. Scholars who have to stay for a requirement from the teacher may be picked up at the front door at the assigned time.</p> <p>7:45AM Begin Entry into the School-Please see chart below for specific entry information</p> <p>8:15AM Morning Prayer (All scholars should be in class and prepared for prayer)</p> <p>2:20PM Begin Dismissal Procedures 2.9-Grade 5</p>



	Front Entrance Door A			Back Entrance Door B		
	Class	Arrival	Dismissal	Class	Arrival	Dismissal
	2.9	7:45	2:20	1	7:45	2:25
	PK3	7:50	2:20	2	7:50	2:30
	PK 3/4	7:55	2:20	3	8:00	2:35
	PK 4	8:00	2:25	4	8:05	2:40
	PK 4	8:05	2:25	5	8:10	2:45
	K0	8:10	2:25	*Any scholar not picked up by 3:00 will be placed in the extended day program.		
	K	8:15	2:30			
	K	8:15	2:30			
Movement in Hallways See Social Distancing	One way after 8:15 AM Move in a circular motion One way signs Traffic pattern visuals					
Bathroom Usage	See Cleaning					
Stairwells	AM Drop offs-Use stairwells up and down					



	After the bell rings Designated Up and Down (Move in a circle pattern)
Mask Breaks	Taken every hour for five minutes.

Classroom Requirements	2.9-K										
Ratios	<p>Preschool (2.9-K0) 10 Scholars to 1 Adult K (5-6) 10 Scholars to 1 Adult</p> <p>In order to maintain a distance of 6 feet between individuals, programs must have a minimum of 42 square feet per child, with 144 sq. ft. per child being the ideal to maintain proper physical distancing.</p> <p>Square Footage by Class with Total and then per pupil</p> <p>2.9-Will be moving to ground level</p> <p>Pre-K ¾- 25 by 21 525 ft (10 with 420 sq ft)</p> <p>Pre-k 3- 27 by 33 891 ft (21 children)</p> <p>Pre-K 4- 26 by 33 890 (21 children)</p> <p>K0-21 by 25 525 (12 children)</p> <p>K- 21 by 26 546 (13 Children)</p> <p>2.9 Room (Possibly 2nd K Class)-494 (11 children)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Classroom</th> <th>Measurements</th> <th>Measurement Total</th> <th>Total # of Children Allowed--</th> <th>Total Children Allowed</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Classroom	Measurements	Measurement Total	Total # of Children Allowed--	Total Children Allowed					
Classroom	Measurements	Measurement Total	Total # of Children Allowed--	Total Children Allowed							



			>Pre-COVID	Post COVID
PreK 3-4	27.1 ft x 21.2ft	576.083	16	13
2.9	27.1ft x 21.1ft	571.81	16	13
PreK 3	26.8 ft x 26.2 ft	698.76	19	16
PreK4	26.9ft x 26.1ft	699.018	19	16
K-O	26.1ft x 21.5ft	560.958	16	13

<p>Specific Staff Requirements for School Day</p>	<p>(1) Children must remain with the same group each day and at all times while in care.</p> <p>(a) When suitable to children’s ages and developmental level, siblings in attendance at the same time must be kept in the same group.</p> <p>(b) Groups must not be combined at any time.</p> <p>(2) The same staff must be assigned to the same group of children each day for the duration of the program session (if weekly</p>
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	<p>or monthly) and at all times while in care. Staff must not float between groups either during the day or from day-to-day.</p> <p>Lunch will be eaten in classrooms (Planning for bodies in rooms for lunch coverage)</p>
<p>Handwashing Stations</p> <p>Hand hygiene stations must be set up at the entrance of the premises, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets and allow use in accordance with the guidelines above. If hand sanitizer use is not appropriate or not approved and there is no</p>	<ul style="list-style-type: none">● Upon entry into and exit from program space;● When coming into the program space from outside activities;● Before and after eating;● After sneezing, coughing or nose blowing;● After toileting and diapering;● Before handling food;● After touching or cleaning surfaces that may be contaminated;● After using any shared equipment like toys, computer keyboards, mouse, climbing walls; After assisting children with handwashing;● Before and after administration of medication;● Before entering vehicles used for transportation of children;● After contact with facemask or cloth face covering; and● Before and after changes of gloves.



<p>soap and water at the entrance, children must be instructed to go to the nearest handwashing station upon entry. Keep hand sanitizer out of children's reach and supervise use.</p>	
<p>Face Masks Staff/Scholars</p> <p>Visual</p>	<p>Staff</p> <p>To slow the spread of COVID-19, program staff are encouraged to wear a cloth face covering while serving children and interacting with parents and families. Program staff are required to wear a cloth face covering whenever 6 feet of physical distancing is not possible. Programs are encouraged to consider the use of transparent face coverings to allow for the reading of facial expressions, which is important for child development.</p> <p>Scholars 2.9-K</p> <ul style="list-style-type: none">• When children can be safely kept at least 6 feet away from others, then they do not need to be encouraged to wear a mask.• Masks must not be worn while children are eating/drinking, sleeping, and napping. Strict and consistent physical distancing must be practiced at all times during these activities. Masks do not need to be worn while engaging in active outdoor play, if children are able to keep physical distance from others.• Children 2 years of age and older must be supervised when wearing a mask. If wearing the face covering causes the child to touch their face more frequently, staff must reconsider whether the mask is appropriate for the child. <p>Family Expectation for Masks</p>



	<p>Families should provide their children with a sufficient supply of clean masks and face coverings for their child to allow replacing the covering as needed. These families must have a plan for routine cleaning of masks and face coverings, clearly mark masks with the child's name and room number, if applicable, and clearly distinguish which side of the covering should be worn facing outwards so they are worn properly each day. If families are unable to provide masks, programs should provide masks for children and youth, as necessary. Masks and face coverings must be routinely washed (at least daily and any time the mask is used or becomes soiled) depending on the frequency of use. When possible, masks must be washed in a washing machine in hot water and dried fully before using again. If a washing machine is unavailable, masks must be washed with soap and hot water and allowed to dry fully before using again.</p> <p>Sacred HEart will enforce the wearing of face masks by parents or guardians when on the premises and at all times during drop-off and pick-up.</p>
<p>Social Distancing</p> <p>In order to maintain a distance of 6 feet between individuals, programs must have a minimum of 42 square feet per child, with 144 sq. ft. per child being the ideal to maintain proper physical distancing.</p>	<p>Physical distancing must be practiced by children and staff at all times, including but not limited to:</p> <ul style="list-style-type: none">● During transitions (e.g., waiting for bathrooms)● During meal times (e.g., if a cafeteria or group dining room is typically used, serve meals in classrooms instead. Put each child's meal on a plate, to limit the use of shared serving utensils. If the classroom must be used, clean and disinfect tables between meal shifts.)● While traveling to and from the outdoors● During all activities● During sleep, rest, or quiet play time (i.e. space out seating and bedding)● Stagger drop offs/pick-ups.● Store children's belongings in a manner where they do not touch. Individually labeled storage containers, cubbies, or separate; designated areas must be used.● Stagger recess and play outside one group at a time.● Refrain from games and activities that encourage physical contact or proximity of less than 6 feet, like tag or circle time.



	<ul style="list-style-type: none"> • Spaces for children must be organized in a way that allows staff to enforce and maintain consistent physical distancing guidelines. Physically rearrange the room to promote individual play, including setting up individual play activity stations like puzzles and art. Space activity areas/centers as far apart as possible. • Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses. If possible, touchless trash cans should be utilized and located throughout the program space. • Limit gatherings, events, and extracurricular activities to those that can maintain social distancing. Support proper hand hygiene. Do not host events that encourage non-essential adults to visit the program. • Close communal use spaces, such as game rooms or dining halls, if possible. If this is not possible, stagger use and disinfect in between uses or divide into two rooms. Programs may have multiple groups of ten, provided social distancing is maintained between and within groups. When dividing rooms, create a clear barrier with cones, chairs, tables, etc. to ensure a minimum six feet of distance
<p>Sanitation</p> <ul style="list-style-type: none"> -Soap and water -Alcohol-based hand sanitizers containing at least 60 percent alcohol -Bleach solutions and bleach-based cleaners -Hydrogen peroxide -Hydrogen-peroxide based cleaners 	<p>To ensure effective cleaning and disinfecting, always clean surfaces with soap and water first, then disinfect using a diluted bleach solution, alcohol solution with at least 70% alcohol, or an EPA- approved disinfectant for use against the virus that causes COVID-19. Cleaning first will allow the disinfecting product to work as intended to destroy germs on the surface.</p> <p>Clean and disinfect toys and activity items, including sports and specialty camp activity equipment (e.g. and climbing walls), used by children more frequently than usual and take extra care to ensure that all objects that children put in their mouths are removed from circulation, cleaned, and sanitized before another child is allowed to use it.</p> <p>For electronics, such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present. Consider putting a wipeable cover on electronics. Follow manufacturer’s instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Wait in accordance with manufacturer’s directions and then dry the surface thoroughly or allow air to dry. Provide cleaning materials for older children to clean their own electronics.</p>



Food Safety Chartwells	<p>General Regulations: Programs must follow the food safety guidelines below.</p> <ol style="list-style-type: none">(1) Whenever possible, snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation. Meals shall not be served family style.(2) To minimize potential spread of infection and to promote physical distancing, cafeterias and group dining rooms must be avoided. If there are no alternatives, programs must adequately social distance during meals and add extra meal shifts.(3) Multiple children shall not use the same serving or eating utensils. Each child must have an individual cup to use.(4) Sinks used for food preparation must not be used for any other purposes.(5) Staff must ensure children wash hands prior to and immediately after eating.(6) Staff must wash their hands before preparing food and after helping children to eat.(7) Tables, chairs, high chairs, and high chair trays used for meals need to be cleaned and sanitized before and after use.(8) All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use. Additionally, programs must frequently clean non-food contact surfaces, such as doorknobs, tabletops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.(9) When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label. If the directions for use for viruses/virucidal activity list different contact times or dilutions, use the longest contact time or most concentrated solution. Be sure to follow the label directions for FOOD CONTACT SURFACES when using the chemical near or on utensils and food contact surfaces.



Plan by Centers			
	Setup	Cleaning	Adaptations
Writing Center	HWWT Have one bin per child with materials needed to complete task within this center	BGR Cleaning System	Pictures and Names in bins
Literacy Center	Reduce Manipulatives to four per week Select the most relevant to the unit Zones of Play	BGR Cleaning System	
Block Area	Create 6 Foot Zones for each builder Individual Bins-	BGR Cleaning System	Younger Consider larger zones
Dramatic Play	Eliminate costumes and soft toys Consider spacing in dramatic play- Kitchen furniture Plastic Food and Plates can remain	BGR	Younger-practice social distancing
Sensory	Individual Sensory Bins (Plan and Setup trays in advance) Vary Materials each day	Clean and sanitize bins/trays after each child' use- if labelled, sand/goop can be used for a week by the same child. Store your sensory table in the corner of the classroom- put a closed sign on it	Academic connections- Use high level vocabulary words and narrate children's actions. For instance, "I see you streaming water into that bucket". Ask open ended questions to keep engagement high. For instance, "What will you do next?"



<p>Book Corner</p>	<p>Limit Book Corner to 1 child Create individual Bins</p>	<p>Cleaning: Per the EEC Guidelines: Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. Programs should conduct regular inspection and disposal of books or other paper-based materials that are heavily soiled or damaged.</p>	<p>Monitor younger scholars to make sure they are not mouthing books/Hold for 72 hrs</p>
<p>Art Center</p>	<p>Set up:</p> <p>Ensure adequate supplies to minimize sharing of high touch materials to the extent possible, e.g., assigning each student their own art supplies in a tray or personal “art kit”. Preparation and organization are the two key elements to keep this center running smoothly</p> <p>Make sure these art kits are clearly labeled with the students’ names. Art kits can be made from large zip lock bags, trays or plastic bins sent in from home. If not feasible, limit the use of supplies and equipment by one group of children at a time and clean and disinfect between each use.</p>	<p>Cleaning: An art tray/kit can be used for a week as long as it is labelled with a child’s name and they are the only one to use it. All bins and materials should be cleaned and sanitized after each use if children are not using separate art kits.</p> <p>RGB Cleaning</p>	



	<p>Consider creating a rotating schedule for your easel area. After two students use the center materials must be sanitized.</p> <p>To promote social distancing at the center limit the number of students at this center to two students. Mark off the zones with tape or a floor dot on the floor to show students where they can stand when working in the art center. Consider using tape on the table to serve as another divider and reminder.</p>		
<p>Manipulatives</p>	<p>Set up: Reduce the number of bins on your manipulatives shelf, select those materials that are most relevant to your current unit. Depending on the size of your area, set up your zones for play, this may include 2 chairs at a table or 2 tables available for this type of play. Once zones are determined, evenly divide manipulatives into that many bins and assign a bin for each student.</p> <p>For example, one kit could include:</p>	<p>Cleaning: Manipulatives must be disinfected between users. Once children are done with the activity or at the end of play time, have all children dump individual bins into a larger bucket to be sanitized. Once items are cleaned and dry, they can be separated again and ready for the next group to use.</p>	<p>Adaptations for different age groups: For young students, consider fewer zones so that they may be monitored more closely. Also have a “wet bucket” available for toys that a child puts into their mouths. These need to be removed from the rotation immediately until they can be properly sanitized.</p>



	<ul style="list-style-type: none">● 1 set (10-20 depending on age) of counters (bears or dinosaurs)● Unifix cubes (25-50 per group depending on age)● Links (30-50 per kit depending in age)● Pattern blocks (5-10 cards with evenly sorted blocks)● Buttons (20-40 depending on age)		
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Lunch, Rest Time, Circle

Circle	<p>Set up: Consider running circle time in small groups of 3-4 children possibly during choice time or rotate snack and circle to manage the group size. When bringing the group together, be sure to clearly define space for the children to know their boundaries. This can be achieved with hula hoops or laundry baskets, anything that helps create a physical barrier for children. When using materials during circle, consider having enough for each child. For example, if you are reading Dog's Colorful day, give each child their own colored dot to hold up during the story to be actively engaged. Or print the boardmaker vocabulary sheets for each child to hold and reference during story time. Items do not have to be laminated, but they will be disposed of when you are finished with the story/unit. As long as they are stored in individual bins for the child they can be re-used for each reading of the story.</p>
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	<p>Cleaning: Follow cleaning guidelines, wiping items down between children using them if they do not have individual items. Rugs need to be cleaned daily.</p> <p>Adaptations for different age groups: Older children may be able to have less obvious reminders, like rubber circle spots. Rug squares are not recommended as they are not as easily cleaned.</p>
Rest Time	<p>Set up:</p> <p>If possible, at nap time, ensure that children’s naptime mats are spaced out as much as possible, ideally 6 feet apart. Use painters tape/ masking tape to measure off 6 feet of distance and label each student’s rest area. Consider placing children head to toe in order to further reduce the potential for viral spread.</p> <p>Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed (naptime materials should be sent from home). Keep each child’s bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Children can and should bring a lovie and/or special blanket from home. Mats should be labeled for each child.</p> <p>Cleaning:</p> <p>Bedding that touches a child’s skin should be cleaned weekly or before use by another child.</p> <p>Mats should be sanitized after each use.</p>
Lunch	<p>Physical Distancing during Mealtimes</p> <ul style="list-style-type: none">● Serve meals in children’s individual rooms or program space, if possible, rather than in a common area.● Stagger, or alternate, lunch-time to help limit the number of children eating in a classroom.



- Make sure children and staff wash their hands before and after eating.
- Spread out seating so that children are as far apart as possible at table.
- Teachers should sit with children at the table. Providers should closely supervise children to ensure they are not sharing food or touching each other during mealtime.

Food Handling and Preparation

- Wash Your Hands! Before and after handling, preparing, serving or eating food.
- It is important to always wash your hands with soap and warm water for at least 20 seconds. Avoid touching your eyes, nose, or mouth. If you touch your face, wash your hands. If you are wearing gloves and contaminate them, remove gloves, wash your hands and put on a new pair of gloves. Wear gloves. Wash hands before and after.

Location	Item	Action	Frequency	Notes
Classrooms	tables, high chairs, chairs	Soap and Water then Sanitized with food safe product	before and after each use	
	Diaper Table	Soap and Water then Disinfectant Spray	after each use	



	Toys, materials, equipment	Soap and Water then Disinfectant Spray	after group play is done or if needed before group is done	See Red, Blue, Green In class System
	High touch surfaces: Light switches, countertops, door handles, etc...	Soap and Water then Disinfectant Spray	4 times a day	
	Sweep and wash floors	Multipurpose cleaner	2 times a day after lunch and after children leave for the day	
	Shared Items: Laptops, walkie talkie, clipboard, Etc	Soap and Water then Disinfectant Spray	4 times a day	
Hallway	High touch surfaces: Light switches, tables, door handles, etc...	Soap and Water then Disinfectant Spray	4 times a day	Hand sanitizer in front lobby and near rear door
	sweep and wash the floor	Multipurpose cleaner	after children leave for the day	
	Spray the carpet runner down the hallway	Air Mist disinfectant Spray	after children leave for the day	
Bathroom				
	clean toilets and sinks	Soap and Water then Disinfectant Spray	After each group of children uses	



	High touch surfaces	Soap and Water then Disinfectant Spray	4 times a day	
	Floor Swept or vacuumed and washed	Multipurpose Cleaner	2 times a day after lunch and at the end of the day	
Playground				
Playground	Mouthed Toys	Soap and Water then Sanitized with food safe product	after each use	
	toys and equipment	Soap and Water then Disinfectant Spray	after each group is done or when needed before group is done	
	High Touch Surfaces	Soap and Water then Disinfectant Spray	after each group is done	
Children's Personal Items				
	Cots	Soap and Water then Disinfectant Spray	Spray each day after use.	
	Cubbies	Soap and Water then Disinfectant Spray	on Fridays or when a child is sick	



High Touch Supplies Cleaning System

Red-Place toys in this bin to be sprayed and put back into rotation after sitting overnight

Green-Sanitized and ready to be put back into rotation

Blue-Toys placed in this bin must be “quarantined” for 72 hours after use (Wooden Puzzles)

Covid Response Planning

- If a Child Becomes Symptomatic: If a child becomes symptomatic, programs must follow the protocols below:
 - (1) Immediately isolate from other children and minimize exposure to staff.
 - (2) Whenever possible, cover children’s (age 2 and older) noses and mouths with a mask or cloth face covering.
 - (3) Contact the child’s parents and have the child picked up as soon as possible.
 - (4) Follow the program’s plan for the transportation of a child who has developed symptoms and who relies on program transportation.
- If a Staff Becomes Symptomatic: If a staff member becomes symptomatic, they must cease child care duties immediately and be removed from others until they can leave. Staff must regularly self-monitor during the day to screen for new symptoms. If new symptoms are detected among a staff member, follow the requirements above in Section 5A-B on how to handle symptomatic individuals.
- If a Child or Staff Contracts COVID-19: Sick children or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Determine the date of symptom onset for the child/staff. Determine if the child/staff attended/worked at the program while symptomatic or during the two days before symptoms began. Identify what days the child/staff attended/worked during that time. Determine who had close contact with the child/staff at the program during those days (staff and other children).

(1) If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 14 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation



may be discontinued on or after April 11 if the individual still has no symptoms.

- **Notifying Required Parties:** In the event that a program experiences an exposure, programs must notify the following parties.
 - (1) Employees and families about exposure but maintain confidentiality.
 - (2) Local board of health if a child or staff is COVID-19 positive.
 - (3) Funding and licensing agencies if a child or staff member has tested positive.

- **Self-Isolating Following Exposure or Potential Exposure:** In the event that a staff member or child is exposed to a sick or symptomatic person, the following protocols must be followed.
 - (1) If a child or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff must not be permitted to enter the program space and must be sent home. Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick. The program must consult the local board of health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued child care services.
 - (2) If an exposed child or staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides.
 - (3) If a child's household member or staff's household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.

- **If an Exposed Child or Staff Remains Asymptomatic and/or Tests Negative for COVID-19:** If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.

Additional Links

Symptoms	https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
Print Resources	https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc
Dismissal/School Closure	https://www.cdc.gov/coronavirus/2019-ncov/downloads/considerations-for-school-closure.pdf



Handwashing (School and Home)	https://www.cdc.gov/handwashing/index.html
MA Guidelines	https://eeced.lead.force.com/resource/1591036172000/Min_Req