

n'kmaplqs i? sn'ma'maya?tn i? k'l sqilx<sup>w</sup>tət  
Cultural Immersion School  
of the Okanagan Indian Band

# **COVID-19 Health and Safety Plan**



Phone: 250-260-3616

Email: [okibcis@okanagan.org](mailto:okibcis@okanagan.org)

# Table of Contents

<b><u>COVID-19 Information and Illness</u></b>	Page
Covid-19 and Schools	3
Covid-19 and Children	3
Infection Prevention and Exposure Control Measure	4
Child and Staff Illness	4
<b><u>Prevention</u></b>	
At Home Screening	6
Face Masks	6
Prevention strategies	6
Physical Distancing	7
Staff Physical Contact with Children	7
<b><u>Daily Operations</u></b>	
Transportation	8
Drop Off/Pick Up Area	8
Greeting Children	9
Group Sizes	9
Language and Culture	9
Outside Play and Equipment	9
Washrooms	9
Lunch Times and Snacks	10
Equipment and Art Supplies	10
School Visitors	10
<b><u>Sanitizing and Disinfecting</u></b>	
Cleaning	11
Handwashing	12
Steps to Proper Handwashing	13
Respiratory Etiquette	13
<b><u>Checklists</u></b>	
Child Care Checklist	14
Facility/Building Checklist	14



# COVID-19 FACTS

## COVID-19 and Schools

- There is limited scientific evidence of confirmed transmission within school settings. This is largely due to wide-spread school closures at the onset of the pandemic to help prevent the spread of COVID-19. In documented cases, there was typically minimal spread beyond the index case though isolated outbreaks have been reported and continue to be reported as schools re-open.
- The impact of community COVID-19 spread in children is unknown.
- The closure of schools and childcare facilities have had significant negative mental health and socioeconomic impacts on vulnerable children.
- Preventative measures and mitigation strategies involving children must be commensurate with risk.

*This information is based on the best evidence currently available. For up-to-date information on COVID-19, visit the BC Centre for Disease Control (BCCDC) website.*

<http://covid-19.bccdc.ca/>

## COVID-19 and Children

- COVID-19 virus has a very low infection rate in children (ages 0 to 19).
- In B.C., less than 1% of children tested have been COVID-19 positive, and even fewer are suspected to have been infected based on serological testing. Most children are not at high risk for COVID-19 infection. Children under 10 comprise a smaller proportion of the total confirmed child cases compared to children between the ages of 10 and 19.
- Based on published literature to date, the majority of cases in children are the result of household transmission by droplet spread from a symptomatic adult family member with COVID-19. Even in family clusters, adults appear to be the primary drivers of transmission. However, this evidence continues to change.
- Children under one year of age, and children who are immunocompromised or have pre-existing pulmonary conditions, are at a higher risk of more severe illness from COVID-19 (visit <http://www.bccdc.ca/Health-Info-Site/Documents/COVID-19-IS-Children-FAQ-BCCH.pdf> for further details).
- Children who are at higher risk of severe illness from COVID-19 can still receive in-person instruction. Parents and caregivers are encouraged to consult with their health-care provider to determine their child's level of risk.
- Children typically have much milder symptoms of COVID-19, if any. They often present with low-grade fever and a dry cough. Gastrointestinal symptoms are more common in adults over the course of disease (visit <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms> for a complete list of symptoms).

**Adults and children are more likely to catch COVID-19 in the community than in the schools, based on the rigorous health and safety measures that will be in place.**



## Infection Prevention and Exposure Control Measures

Infection prevention and exposure control measures help create safe environments by reducing the spread of communicable diseases like COVID-19. Such measures are most effective in controlled environments where multiple interventions, of various, can be routinely and consistently be implemented. Schools are considered a controlled environment by public health. This is because schools include a consistent grouping of people, there are robust illness policies implemented for students and staff, and there is an ability to implement effective personal hygiene practices that are followed by most people (e.g. diligent hand hygiene, social distancing, respiratory etiquette, etc.).

### Child and Staff Illness

#### COVID-19 Positive

If a staff or student in a school is confirmed by the Interior Health Authority (IHA) as positive for COVID-19, OKIB public health and IHA will work with school administration to determine what actions should be taken, including if any staff or students who have been in contact with that person need to self-isolate, and if other staff and students' families should be notified.

**Our school will not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by OKIB or IHA public health.**

#### Sick Children and Staff

- All children and staff who are ill and feeling unwell, for any reason and/or have symptoms of COVID-19 are asked to stay home. (fever, chills, cough, shortness of breath, loss of sense of smell or taste, diarrhea, nausea or vomiting) and to contact the:

**OKIB Nurse Hotline 250-241-7595 Monday to Friday 8 a.m. to 4:30 p.m.**

**Do not go directly to the health building.**

**Make an appointment so that staff are ready to receive you.**

- Staff must inform the Vice Principal and their classroom team by 7am if they are unwell and unable to come to work and are expected to self-isolate at home and practice physical distancing when symptoms are COVID-19 related.
- Staff must inform the Vice Principal and their classroom team if they become unwell during the work day and need to leave work and are expected to self-isolate at home and practice physical distancing when symptoms are COVID-19 related.
- Follow BC CDC guidelines for seeking medical attention. [http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/CD%20Manual/Chapter%201%20-%20CDC/2019-nCoV-Interim\\_Guidelines.pdf](http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/CD%20Manual/Chapter%201%20-%20CDC/2019-nCoV-Interim_Guidelines.pdf)
- Contact 8-1-1 or complete the BC COVID-19 Self-Assessment online questionnaire at <https://bc.thrive.health/>

- Fever, diarrhea, and vomiting require the child to additionally be symptom free without fever reducing medications, for 48 hours following the last symptom.
- If the child or staff member requires a COVID-19 test, as per the BC COVID-19 self-assessment tool recommendation, then they must call to make an appointment using the OKIB Nurse Hotline 250-241-7595 Monday to Friday 8 a.m. to 4:30 p.m. Do not go directly to the health building. Make an appointment so that staff are ready to receive you and/or the child.
- The school's regular Illness Policy still applies (please see school handbook )
- Children or staff who have been exposed to a confirmed case of COVID-19, must stay home from the school for 14 days.
- If you are displaying COVID-19 symptoms and do not submit to COVID-19 testing, you must self-isolate for 14 days as per BC CDC guidelines.
- If a staff person or student submits to a test and it is negative, but symptoms persist, please remain home and continue communication with the OKIB Health Nurse. COVID-19 tests are 80% accurate, so you could be positive despite the test results.
- If a staff person or student has been in direct contact with a person who is showing symptoms of COVID-19, you **MUST** stay at home until it is determined that the person does not have COVID-19. The school must be informed, so we can inform the OKIB Health Nurse and they will advise.
- If a student or one of their direct contacts, is being investigated by public health to confirm whether they have COVID-19, or if public health has confirmed a case of COVID-19, direction will be provided by OKIB Health Department and/or the Interior Health Authority. After your test, the OKIB Health department will follow-up with you to determine the status of your symptoms. Please answer your phone when they call.
- Children and staff with allergies, or pre-existing conditions with symptoms that coincide with COVID-19 symptoms, do not need to stay home. If the symptoms worsen in severity and duration, please stay home and call 8-1-1 or your health care provider to assess symptoms to determine if testing is required.
- If a student appears visibly ill at the bus stop, the bus driver will ask the parent if the Daily Health Check has been completed.
- If a student begins to display COVID-19 symptoms while at school, a phone call will be placed to the parents to immediately pick-up their child. **It is crucial that the school always has a current phone number for parents.** A child **MUST** be picked up immediately, this may mean having an emergency contact person pick-up the student. In the meantime, the student will be moved to the One-to-One room for isolation. The student will be constantly monitored by a staff person, who will be dressed in the appropriate Personal Protective Equipment as outlined by the BCCDC and OKIB Health Nurse's guidelines. (Mask, face shield, gloves, booties, and gown.) Parents will be advised on the pick-up procedure.
- If a staff person begins to display COVID-19 symptom while at work, they are required to immediately go home after advising the Vice Principal and their classroom team. They will then contact OKIB Health Nurse @ 250-241-7595.

- The school will notify Public Works and Housing that a student has displayed symptoms of COVID-19 and that there will need to be more thorough sanitization of the students' classroom and the One-to-One room.

## Prevention

### Home Screening

- Families will be supplied with a checklist for screening your child at home each morning, you do not need to send this back.
- You may also choose to access the BC CDC COVID-19 screening tool App from <https://bc/thrive/health/>

### Face Masks

- Please educate your child and students about proper mask wearing.
- Students will be initially provided 2 masks and as we do not have a washing machine on-site, it will be the families' responsibility to wash their child's mask daily. It is suggested to rotate the masks.
- Please see the attached mask washing instructions.
- When a mask becomes unusable, we will arrange to provide an alternate mask.
- Students are welcome to bring their own face masks from home, please ensure they follow the dress code as listed in the School Handbook.
- Masks MUST be worn on the bus by all persons ages 10+ as the bus is not equipped with plexi-glass barriers and an air purification system.
- We encourage students under the age of 10 to wear masks, but it is not mandatory.
- If a student ages 10+ who walks or gets dropped-off at the school without their mask, they must wait outside until a parent can drop-off a mask or walk home to get a mask.
- If a student begins to show symptoms of COVID-19, they will be provided a disposable medical mask while they wait in the One-to-One room.

### Preventative Measures

- Hand washing is the simplest, most effective means of controlling the spread of illness including COVID-19. Use personal protective equipment (PPE) where applicable and available.
- Although sanitizer is readily available throughout the day, students will be required to wash their hands after using the toilet and before eating, so a minimum of 3 times during the school day
- Students will be educated about proper hand washing and proper mask wearing
- Staff wearing a non-medical mask or shield in the school is a personal choice. It is important to treat people wearing non-medical face coverings with respect. Non-medical masks are available for staff who choose to wear one.
- School supplies have been purchased for each student and stored individually in their own container at their desk.

- Before students use manipulatives and toys, they will sanitize their hands before and after use.
- Shared manipulatives and toys will be sanitized after each individual use.
- Sensory play items will be for individual use and stored in a labelled container with the child's name is on it for them to reuse.
- If individual use cannot occur do not use sensory materials.
- Items that cannot be cleaned and sanitized should not be used Items that are easy to clean or can be put in the dishwasher are best.
- Clean high-touch electronic devices (i.e., keyboards, tablets, phones) with disinfecting alcohol wipes, ensure they are not too damp.
- High touch communal surfaces such as photocopier, alarm switch, light switch, doorknobs, toilet handles, etc. are to be wiped after each use.
- Kitchen should be limited to staff as necessary, with the exception when Food Studies is being taught.
- Children and staff should cough or sneeze into their elbow, sleeve, or a tissue. Tissue must be discarded into a lined garbage bin immediately and then hands need to be sanitized or washed.
- Children and staff should avoid touching their eyes, nose, or mouth.
- For celebrations, such as birthdays, Halloween, etc. only individually pre-packaged food can be sent and will be handed-out by staff. For more information, please contact the school.

### **Physical Distancing Strategies**

- Students will not be expected to monitor their own physical distance within their cohort. The school will create environments that allow for physical distancing including and not limited to placing desks further apart and with plexi-glass shields, monitor the amount of students in the cubby area, ensure each class has their own entrance, etc.
- Educate students about physical distancing when outside of their cohort
- Where possible, arrange spaces to encourage more separation, for example, spacing children to avoid close contact during meal times and assigning a designated chair and desk for each student, when they do not eat outside.
- Remove items that encourage group play in close proximity or increase the likelihood of physical contact.
- Plan to spend as much time possible outdoors to deliver programming.
- Encourage students to give an 'elbow', air high fives, etc. rather than hugs and cuddles, etc.
- Reduce movement of staff and children between classrooms.
- Visuals will be used when needed for lining-up and carpet time.
- Staff will maintain a physical distance of 2m when possible, and when they cannot, they will use face masks and appropriate PPE.
- Field Trips – when possible there will be separate primary and intermediate outings. When the whole school needs to go on a Field Trip event, students ages 10+ and staff on the bus must wear masks. There will continue to be one Emergency Driver; however other staff can choose to

drive their own vehicle at their own expense. There must be always be 2 staff on the bus for field trips.

### **Staff Physical Contact with Children**

- It is important to comfort crying, sad, anxious, or hurt children. Staff should have a change of clothing to change into after they have provided physical comfort to a student.
- Staff should sanitize prior to and after physical contact with students.
- Wear disposable gloves when cleaning blood or body fluids (runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.

## **Daily Operations**

### **Transportation**

- The bus will be cleaned and disinfected according to the guidance provided in the BCCDC's *Cleaning and Disinfectants for Public Settings* document [http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)
- Students will board the bus and sit in their assigned seat.
- Backpacks must remain on the student's lap.
- Students 10+ who remove their mask, will automatically receive a School Bus Disciplinary Slip.

### **Drop Off and Pickup Area**

- The bus will drop-off students as usual in front of the reception area stairwell.
- Parents are to drop-off their children at the portable fence gate between 8:40-8:50am. Families to pick-up after school ends at 3:10pm, and no later than 3:20pm. We ask parents to remain in their vehicles during the drop-off and pick-up times.
- Any student who arrives after the 8:50am time, must enter the school at the reception area to see the Administrative Assistant to check-in and confirm that their daily health check has been completed.
- The school doors will open to all students when the school bus arrives, which is scheduled to be at 8:45am. If you will be driving your child, please drop-off at the student drop-off/pick-up area.
- Students must exit the school at 3:10pm to the bus or parent pick-up area.
- Staff will be on site before and after students arrive for set-up and cleaning.
- Staff members will screen students upon exiting the bus. No one will enter any school building without being screened.
- A staff member will be checking each child's temperature before they enter the building.
- Building access to parents is limited during COVID, we ask parents to wait outside. Parent interviews may be outside, or via phone.

- The hand sanitizer at the entrance is to be used by any parents and visitors who are required to enter into the school.
- All parents and visitors to the school must leave their name, date/time of their visit, and contact telephone number with the receptionist.
- Individuals who are ill and feeling unwell or have any symptoms of COVID-19, may not drop-off or pick-up children at the school.

### **Greeting Children**

- A staff member will accompany the child to their cubby and place their outer clothing and belongings in the cubby.
- Students will wash hands (20 seconds) or sanitize upon entry.
- Staff should ensure that children's belongings are stored separately (for example, use alternate cubbies) with the exception of children from the same family.
- Parents are asked to label children's clothing and belongings. Only belongings that are necessary should be brought into the school in order to reduce the amount of items coming in and out of the building.

### **Group Sizes**

- The same staff will work with the same cohort of students every day, unless an emergency arises.
- Language and Culture staff will work with all students each day.
- Recess and lunch schedules will be separate for primary (Gr 1-3) and intermediate (Gr 4-7).
- Group sizes will be limited in order to allow space to physical distance and practice new procedures.

### **Language and Culture**

- Language and Culture classes will occur in the outside classroom, which is a tent, every day. The tent will have a solid floor and open-air fence walls. During winter, there will be heaters.
- Language and Culture office is now in the main building at the back of the school, previously the Grade 4/5 classroom

### **Outside Play and Equipment**

- Extended outside time is encouraged, therefore students should be dressed weather appropriate every day. The school WILL NOT have any spare items such as gloves, jackets, snow pants, boots, socks, etc.
- The playground will not be sanitized; however, students will sanitize their hands before and after playground use during recess and lunch time play.
- The playground will not be open to students before and after school.
- Physical education equipment will be sanitized before and after each use.
- Kleenex, disposal bins, and hand sanitizer will be available for use on the playground.

- When going on walks, staff will take disinfectant wipes or hand sanitizer.

## **Washrooms**

- Students will be encouraged to use the washroom before outside play. If the Grade 1's or 6/7's need to use the washroom during outside time, they will use their classroom washrooms either in the portable or New Horizons buildings, respectively. The Grade 2-5's will use the upstairs washroom behind the reception area.
- One student at a time in the washroom.
- When possible, student washrooms to be sanitized throughout the day, with a minimum of two times in a 24-hour period. Checklist includes tap handles, surfaces, and toilet seats.
- Staff washrooms to be cleaned mid-day on a rotational basis.

## **Lunch Times and Snacks**

- Ensure meticulous hand hygiene by staff who handle/prepare food and they are excluded from work if they are symptomatic.
- After cleaning and sanitizing the food prep area, staff will serve snacks and lunch for children. Children are *not* to serve themselves or others. Children will not have access to shared food plates/containers.
- The Cook will cover/wrap food, dishes and utensils before distribution.
- Water bottles will be stored separately and washed in the dishwasher daily. Students will not have access to the water coolers. Staff will fill water bottles each morning and refill each day as needed.
- The kitchen will not be accessed by children or visitors. Staff will have limited access.
- No children involved in food preparation/cooking/baking activities with the exception of Food Studies.
- Ensure proper handwashing takes place before eating.
- "No sharing" policies: It is important to reinforce no food or water bottle sharing policies for children.
- Reusable dishware, glasses, and utensils must be cleaned and sanitized after each use.
- Fruits and vegetables are to be washed under running water before serving or using in cooking.
- Alter the eating area to allow for extra space by spacing out tables, having only the exact number of chairs needed available.
- Stagger snack/lunch time to accommodate smaller groups.
- Recess Snack – the school will provide a small fruit or vegetable snack each day that will be distributed by the classroom staff. Students are welcome to bring their own fruit or vegetable snack as well and a 2<sup>nd</sup> healthy snack if needed. For example, home baked items, granola bars, crackers, cheese string, yogurt, etc.
- Lunches – will be provided every day and served by the classroom teachers

## **Equipment and Art Supplies**

- Students will have individual art supplies and manipulatives when possible.
- When individual supplies are not possible, the supplies will be sanitized after use.

- Children’s books, like other paper-based materials like construction paper, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.
- Students will have a supply of books in their desk, these will be taken out of rotation for 3 days before being offered to a new student.

## School Visitors

### Procedures for Guests:

- Visitors are to be pre-authorized (i.e. practicum students/instructors, culture teachers, maintenance personnel, predetermined alternate pick up persons, parent tours, Supported Child Development consultants). Visitors must sign in at the front desk. Name, phone number, time and date will be recorded of all visitors. The information collected is to assist with COVID-19 contact tracing if necessary and will be properly secured and used only for that purpose.
- Parent tours will take place by appointment only and when the children are outside.
- No walk-in’s permitted into program, except in the case of an emergency.
- Must call the school in advance to make an appointment.
- Special events will be held with just the children and staff until such a time when guests can safely attend.
- All guests wash hands, observe proper distancing measures, and utilize proper PPE as guided by the BC CDC protocols.

## Sanitizing and Disinfecting

### Cleaning

- A cleaning schedule checklist will be set and staff are to rotate when possible and initial upon completion.
- Spot clean and disinfect 2X daily as required by BCCDC.
- Disinfecting requires a stronger concentration of bleach to kill germs. All disinfectants should contain chlorine bleach or 70% alcohol. Oxivir wipes and sprays have been provided for our school to use on high contact surface areas. If it is a surface that will be used for eating,
- When using bleach/water solution in a spray bottle to clean tables and equipment, children are not to be nearby. Spray will be in the air and could get on the children or be inhaled.
- Sanitizing wipes may be used when the use of bleach is not practical, for example, on phones and keyboards.

#### *To Know:*

- **Cleaning** is about removing contaminants from a surface.
- **Disinfecting** is about killing pathogens.
- **Sanitizing** is meant to reduce, not kill, the occurrence and growth of bacteria, viruses, and fungi.

**CAUTION: Do NOT mix household bleach with other household chemicals** such as toilet cleaners, rust removers, acids, or products containing ammonia. Mixing these chemicals with bleach may produce toxic hazardous gases.

### **Sanitizing Solution (as recommended by the Canadian Paediatric Society)**

For general housekeeping purposes:

- 1 tablespoon of household bleach per 1 gallon of water or 1 teaspoon of household bleach per 1 litre of water. Mix this solution daily, as it loses its potency after 24 hours.
- Smaller quantity (for squirt or spray bottle): 1 teaspoon of household bleach in 2 cups water (5 mL bleach in 500 mL water). Mix this solution daily, as it loses its potency after 24 hours.
- Apply the sanitizing solution to the surface. It should be left on for at least 30 seconds to be effective. **CAUTION:** Keep this solution in a clearly marked sealed container, out of children's reach.
- Clean first, then sanitize: Ideally, cleaning is always done before sanitizing. For dirty surfaces or large spills, you should first wash the surface with a soapy detergent, then rinse, then apply the sanitizing solution, and finally let the surface air-dry.

### **Hand Washing**

- Parents, please educate your children about proper hand washing and we will also educate them at school (see <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/hand-washing> )
- Hand washing with soap and water is still the single most effective way to reduce the spread of illness.
- Washing your hands can prevent you from getting sick and reduce the risk of infecting others. If you don't wash your hands properly before coming into contact with others, you can infect them with the germs on your hands. Other people can also get sick from the germs unwashed hands leave on shared objects such as within shared vehicles (steering wheel, handles, etc.), and objects such as doorknobs, keyboards, and other equipment in the home or workplace. Staff should refrain from wearing non-essential hand/arm jewelry during the COVID-19 pandemic.

#### **Children should wash their hands:**

- When they arrive at the school and before they go home.
- Before and after eating and drinking.
- After using the toilet.
- After playing outside.
- After sneezing, coughing into hands, or blowing their nose.
- Whenever hands are visibly dirty.

- When moving from one building to another or attending Language & Culture Class.

### **Staff should wash hands:**

- When they arrive at the school and before they go home.
- Before preparing, handling, serving or eating food.
- Before and after administering First Aid.
- Before putting on and after removing any personal protection equipment.
- Before and after engaging in group activities.
- After blowing the nose, coughing or sneezing into the hand.
- After handling garbage.
- Whenever hands are visibly dirty.
- Children often forget about proper hand washing so practice often and teach them to wash their hands properly in a fun and relaxed way.
- When sinks for hand washing are not available, you may use alcohol-based hand sanitizers (ABHS) containing at least 60% alcohol.

### **Steps to proper handwashing:**

1. Wet hands with warm running water.
2. Apply plain soap (anti-bacterial soap not necessary, as COVID-19 is a virus and not bacteria).
3. Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails/creating lather.
4. Rinse your hands well for 10 seconds under warm running water, using a rubbing motion and creating friction.
5. Dry hands with a clean, disposable towel.
6. Turn off tap using the paper towel so that you do not re-contaminate your hands.
7. Use the same paper towel to open the door when you leave.
8. Discard the used towel in the waste container.

## **Respiratory Etiquette Coughing / Sneezing / Nose Blowing**

- Remember crying, upset children often do this... it isn't always illness!
- Ensure staff model proper coughing and sneezing etiquette, finding teachable moments to remind children of these important precautions. Cough and sneeze into your elbow, then wash your hands.
- Place tissues and hand sanitizer in every activity area, including outside ensuring quick access.
- When blowing a child's nose, be sure to use enough layers of tissue paper so that the fingers do not touch the secretions. Immediately dispose of tissues in a bin with a lid (make sure it contains a bag). Wash the hands with soap and water or use hand sanitizer if washing is not possible.
- Empty garbage cans often.



## Checklists

### Child Care Checklist

- All staff have been trained in new protocol/procedures.
- Clear and concise written COVID-19 Health and Safety Plan shared with parents and staff/posted in program.
- Identified policies around parent access to facility and shared with parents and staff, posted in program.
- Step-by-step procedures regarding drop off and pick up shared with parents and staff, posted in program.
- Have adequate cleaning and sanitization supplies on hand.
- Identified / prepared space to isolate a staff with a child in the event symptoms arise during the day.
- Have a contingency plan in place to ensure adequate staffing if a staff member begins to exhibit symptoms while at work.
- Standardized cleaning/sanitizing/disinfecting procedure and check list in place in each classroom and tracked.
- Daily health check-ins to be performed by staff to ensure wellness and in possession of PPE.

### Facility / Building Checklist

- Clear and concise written COVID-19 health policy that is shared with parents.
- Identified policies around parent access to facility and shared with parents.
- Set up clear space and boundaries for parent drop off / pick up times, including any physical distancing markers.
- Step-by-step procedures regarding drop off and pick up shared with parents.
- Written and shared COVID-19 staff health policy with staff.
- Contingency plan in place for staffing shortages due to illness.
- Identified new routines, registration, and/or environmental set up to reduce group sizes and/or increase physical space within the classroom.
- Remove materials from classroom(s) that cannot be sanitized and/or provided strict procedures for their limited use.
- Have adequate cleaning and sanitization supplies on hand.
- Identified / prepared a space to isolate a staff with a child in the event symptoms arise during the day.
- Put up posters for handwashing / no entrance with COVID-19 symptoms.
- Parents to perform a wellness check (that is provided by the school) at home prior to student arriving at school.
- A staff member will conduct additional wellness check during the school day.