

# COVID-19 Reopening Preparedness Plan

Happy Hours Preschool

Boys & Girls Clubs of Metro West

## EXECUTIVE SUMMARY

The Boys & Girls Clubs of MetroWest Happy Hours Preschool, is committed to providing a safe and healthy environment for all of our children, families, staff and extended Club community. To ensure this, we have developed the following COVID-19 Re opening Preparedness Plan in response to the coronavirus pandemic.

Happy Hours Preschool staff are all responsible for implementing this plan to ensure its success. Our goal is to mitigate the potential for transmission of COVID-19 in our school year. Only through this cooperative effort can we establish and maintain the safety and health of everyone in our BGCMW family.

Management and staff are responsible for implementing and complying with all the aspects of our COVID-19 Preparedness & Reopening Plan. The Boys & Girls Clubs of Metro West management has Happy Hours Preschool's leadership full support in enforcing the provisions of this policy.

Our staff are our most important assets. We are serious about safety and health and keeping our staff working in the meaningful roles they occupy at The Boys & Girls Clubs of MetroWest and Happy Hours Preschool staff involvement will be essential in developing and implementing a successful COVID-19 Preparedness & Reopening Plan. We have involved our staff in this process through internal surveys, active and passive listening sessions and the utilization of shared resources.

The health and safety of our children and families will be our top priority and we ask all parents and guardians to read through the plan to ensure there is understanding of everything we want to accomplish during these difficult times.

Our COVID-19 Preparedness and Reopening Plan follows Centers for Disease Control and Prevention (CDC) and Massachusetts Department of Public health (MDPH) and Massachusetts Department of Early Education and Care (DEEC) guidelines, federal OSHA standards related to COVID-19 and outlines best practices and our standard operating procedures moving forward as they relate to: screening, prevention and hygiene, operations and membership controls and protections and workplace operations.

# GLOSSARY OF TERMS

**Workplace Health Coordinators-** Workplace Health Coordinators are responsible for COVID-19 issues and their impact at the workplace. Employers with more than one business location are encouraged to provide managers with the authority to take appropriate actions outlined in their COVID-19 response plan based on local conditions.

**The Boys & Girls Clubs of MetroWest Happy Hours Preschool designated Workplace Health Coordinators are:**

Chris Duane, President & CEO ([chris.duane@bgcmetrowest.org](mailto:chris.duane@bgcmetrowest.org))

Steve Zepf, Director of Operations ([steve.zepf@bgcmetrowest.org](mailto:steve.zepf@bgcmetrowest.org))

Barbara Masterson, Happy Hours Preschool Director ([Barbara.masterson@bgcmetrowest.org](mailto:Barbara.masterson@bgcmetrowest.org))

**Routine Cleaning-** Always clean surfaces prior to use of disinfectants in order to reduce soil and remove germs. Dirt and other materials on surfaces can reduce the effectiveness of disinfectants. For combination products that can both clean and disinfect, always follow the instructions on the specific product label to ensure effectiveness use.

**Deep Cleaning/Disinfection-** Disinfecting is the responsibility of both the Clubs facilities team and our staff. Staff will ensure procedures for safe and effective use of all products are followed. Cleaning of soiled areas must be completed prior to disinfecting to ensure the effectiveness of the disinfectant product. Label directions must be followed when using disinfectants to ensure the target viruses are effectively killed. This includes adequate contact times, which may vary between one and ten minutes after application. Disinfectants that come in a wipe form will also list effective contact times on labels. For disinfectants that come in concentrate forms, staff will ensure the accurate diluted concentration is available to effectively kill the target virus.

**Basic Infection Prevention (BIP) Kits-** BIP kits will be stocked with standard supplies staff will need to keep their program areas safe and clean. BIP kits shall include:

Mask(s)      Face shields/goggles      Gloves      Thermometer (cleaning wipes)

Disinfectant wipes      Hard surface disinfectant spray

COVID-19 Preparedness Reopening plan      Guideline cards

Emergency contact information      Reporting contact information

Confidential recordkeeping guidelines      Reasonable accommodation guidelines

We shall begin welcoming children back into our care at Happy Hours Preschool, in accordance with the maximum capacity guidelines set forth by the Commonwealth of Massachusetts Department of Early Education & Care (DEEC). We shall proceed with the utmost caution and care and will continue to adapt our standard operating procedure in step with ongoing/developing directives from the Commonwealth of Massachusetts official reopening plan developed by the task force assembled by Governor Baker, which has established and continues to adjust baseline best practices for serving the public while safeguarding our employees.

## **Plan #1: PROGRAM OPERATIONS PLAN**

Barbara Masterson, Happy Hours Preschool Director ([Barbara.masterson@bgcmetrowest.org](mailto:Barbara.masterson@bgcmetrowest.org)) will be responsible for Preparedness Reopening Plan for the BGCMW Happy Hours Preschool.

### **Program Administration**

In order to protect Happy Hours Preschool environment from the spread of Coronavirus, the following is a plan to ensure preventative measures are taken and an action plan in case of exposure. In order to minimize close contact between individuals, we will be operating 2 classrooms this year. One room assigned to our 3 Day Class and the other room for our 5 Day Class. The children and their teacher will remain in that classroom with no co-mingling of groups.

1. Children will be assigned a seat for the day (changing daily).
2. Transition times between areas like the gym, playground and bathroom will be staggered to allow enough time for each class.
3. Each class has their own Emergency bag with first aid kit, with children and teachers emergency contact list.
4. Each class will have their own washable materials for the children to play with, that are to be cleaned after each use.
5. All items that cannot be washed have been removed from the classroom.
6. A Center time play schedule will be developed, so children can choose a first choice of activities with limiting play centers to 2 children per center.
7. All children will be provided with an individual art caddy, containing their own crayons, markers, glue stick, pencils and playdough labeled with their name.

## Staffing Plan

The 3 Day Class will attend Monday, Wednesday and Friday, remain in room 107 and have the same Lead Teacher.

The 5 Day Class will attend Monday-Friday, remain in room 106 and have the same Lead teacher.

In the event that a teacher calls out sick, a trained substitute teacher will be called in to work. All teachers including our subs must have completed the Post COVID-19 Reopening training, meet suitability Strong Start Training & EEC requirements as well as CPR and First Aid before working in the preschool.

## Parent Communication

Parent communication will be done through email, phone calls, and written documents. Our own Parent Orientation will review all new procedures and protocol before the first day of class.

**Drop Off-** Parents will be allowed in the building, but not in the classroom. A BGC staff will ask parents (daily) questions from a wellness checklist, before children are allowed into the classroom. This will be kept and maintained in a separate 3 ring binder.

**Pick Up-** Parents will come to their child's classroom door and teachers will dismiss from their classroom.

**Staggering of Classes-** Our two classes have been staggered by 15 minutes to minimize prolonged close contact within a group.

***The 5 Day Class will start at 9:15 and dismiss at 1:15***

***The 3 Day class will start at 9:00 and dismiss at 1:00***

All information will be provided in 3 languages, English, Spanish and Portuguese.

Happy Hours Preschool Director, Barbara Masterson will be responsible for maintaining wellness checklist and all communication with parents in case of exposure or illness at our preschool.

## Plan # 2: CLEANING PLAN

The following is our plan to ensure reasonable measures are in place to minimize exposure to disease by:

1. Intensifying general cleaning sanitizing and disinfecting routine.
2. Extra attention to high touch or high use surfaces or those touched by symptomatic or ill individuals.
3. Lemon X will be used as our cleaner and disinfectant.
4. Items that require cleaning and sanitizing will be placed away from children on counter, where they will be sprayed and allowed to air dry, in order to disinfect.

Location	Item	Action	Frequency	Notes
Bathroom Areas	sinks & stalls	cleaned & disinfected	After each use	
Classrooms	tables & chairs	cleaned & disinfected	Before and after use	
Classrooms	toys & manipulatives	cleaned & disinfected	After each use	
Classrooms	doorknobs and other surfaces	cleaned & disinfected	After use	end of day
Gym	balls, cones, etc..	cleaned & disinfected	After each use	
Playground	slides, climbers, tunnels	cleaned & disinfected	Before & after use	

Art materials & Tools: Each child will have their own art caddy containing, crayons, markers, scissors, glue stick, pencil and individual bags of playdough with their name. The caddy will be labeled with child's name and photo, and will be distributed by the teachers wearing mask and gloves.

## Plan # 3 MONITORING AND RESPONSE PLAN

### Screening

1. Upon arrival Happy Hours teachers shall answer several wellness screening questions.
2. Parents will enter through the front door, upon arrival (at the double doors), a staff person will screen the children and parents asking the following questions from the wellness checklist, before allowing entrance to the preschool hall.  
The wellness checklist will be maintained in a separate 3 ring binder.

### Wellness Checklist Questions

Today or in the past 24 hours, have you or any household members had any of the following symptoms?

Fever (temp of 100) felt feverish or had chills?

Cough?

Sore throat?

Difficulty breathing?

Diarrhea, nausea, vomiting?

Abdominal pain?

Unexplained rash?

Fatigue?

Headache?

New loss of smell/taste?

New muscle aches?

Any other sign of illness?

In the past 14 days have you had close contact with a person known to be infected with COVID-19?

3. Any child exhibiting a low grade fever (**temperature of 100.4 or higher**) on two consecutive thermometer readings shall be sent home to monitor their symptoms and must not return to preschool until they are fever free for **72 hours**.
  - Parents who suspect their child is exhibiting any known symptoms of coronavirus, or who are feeling otherwise unwell should report these symptoms to the preschool.
4. Parents should remind the children daily of the importance of immediately reporting to the preschool teachers any symptoms which could occur while at the preschool.
  - Parents who report suspected coronavirus symptoms should make every effort to be tested for the virus within 24 hours and/ or consult with your physician for medical advice with regards to self-care.
  - Any child who tests positive for COVID-19 should remain at home for **14 days** and or follow the medical advice of their physician with regards to self-care.
5. The Preschool Director will immediately notify the teachers and their children's families of any children who "played closely" with a confirmed infected child.
  - "Played closely" is defined as being assigned to the same class/group or other close contact with someone for a period lasting longer than 15 minutes.
  - These children will need to remain out of preschool for **14 days**, so they can self-monitor or get tested. The quarantine period may be extended based on circumstances at hand.

- If a child's or teacher's household member tests positive for COVID-19, the child or teacher must self-quarantine for **14 days** after the last time they could have been exposed.

## Planning for Isolation and Discharge

The goal is to minimize the risk of exposure between a child or staff member who may have COVID-19 and others in the preschool, while also ensuring supervision and safety for all children.

Happy Hours Preschool will ensure that there is adequate teacher coverage to allow for supervision of sick children while maintaining required ratios in the classroom.

**Barbara Masterson** will develop and maintain an emergency back-up plan for teacher coverage in case a teacher becomes sick. In the event the preschool experiences an exposure, the following will be contacted.

- Employees and families about exposure but maintain confidentiality.
  - Local Board of Health if a child or teacher is COVID-19 positive.
  - Funding and licensing agencies (DEEC), if a child or teacher has been tested positive.
1. The preschool office will be designated to isolate children or teacher who may become sick. Isolated children will be supervised at all times. A private or separate bathroom will be made available for sick individuals only. Others will not enter this space without appropriate PPE.
  2. In the event that a child or teacher becomes symptomatic. A Lead Teacher will accompany them until they are able to be picked up and brought home.
  3. Contact information for the Board of Health will be easily accessible (next to phone).
  4. Masks will be made available for use by children and teachers who become symptomatic, until they have left the premises of the building.
  5. Gym Exit will be designated as the separate exit for those that become potentially symptomatic.
  6. We will work closely with our Health Care Consultant, Board of Health and DEEC to ensure local protocols and guidelines are followed and keep updated on our cleaning & disinfection of the Preschool. Hand washing and hand sanitizing will be practiced by children and teachers.
  7. In the event of support services needed for children, an unoccupied room will be readily available.



## Prevention & Hygiene

### Hand Washing & Hand Sanitizing:

Children and teachers are to wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (front and back, wrists and between fingers). All teachers and children are to wash with soap and water for a minimum of 20 seconds and should wash hands whenever the following criteria are met;

- Upon entering into and exit from preschool
- When coming into the preschool from outside activities (playground)
- Before and after eating
- After sneezing, coughing or nose blowing
- Before handling food (before snack & lunch)
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment
- After assisting children with hand washing
- Before and after administration of medication
- After contact with face mask
- After using the restroom
- Before and after change of gloves

### Daily Sanitizing of Program Areas:

1. We are committed to increasing our sanitizing of all preschool areas and close contact equipment before and after each use daily. Doorknobs, hard surfaces etc. shall be sanitized after each class.

Teachers shall make every effort to keep their work spaces and equipment clean by thoroughly sanitizing their workspaces and equipment at the end of every day.

**BIP Kits:** Preparation and maintenance of BIP (Basic Infection Prevention) kits to support teachers in their cleaning responsibilities shall be the responsibility of Workforce Health Coordinators and will be located in designated areas in the preschool.

**Face masks & PPE:** Teachers shall wear protective face coverings at all times when moving throughout the preschool. Only removing face coverings and masks when social distancing is possible. Practicing hand hygiene is a must.

The MA Department of health has defined face coverings as anything that covers your nose and mouth, including dust masks, scarves and bandanas.

1. Do not use health care worker masks, such as the n95 masks, as those shall be reserved for the frontline healthcare workers.
2. When you wear a cloth mask, it should:
  - Fit snugly but comfortably against the sides of your 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

**Gloves:** Gloves are provided/needed when cleaning and/or disinfecting. When handling food, medication administration, First Aid/CPR and any other time required by DEEC.

## Local Board of Health Engagement

Barbara Masterson, Happy Hours Preschool Director, will notify the local Board of Health in the event that a child or teacher is COVID-19 positive. The contact information for the local Board of health in the city in which Happy Hours Preschool is located is:

### Marlboro Board of Health

508-460-3751

<https://www.marlborough-ma.gov/board-health>

140 Main Street

Marlboro, MA 01752

## Program Closures and Absences

If Happy Hours Preschool is to close, the BGC will contact the parents through phone calls, emails, posted notices and social media. If a child has symptoms and has been diagnosed with COVID-19 we will inform all of the parents, teacher, MPH as well as DEEC, our licensing agent. Any absences that have not been made aware of, parents will be contacted to verify the absences and confirm the cause as to why the child was absent. Any child with serious illness, contagious or reportable disease shall not be allowed access to the preschool until written approval from their physician/NP/PA or Board of Health.

## Medication Administration Plan

In addition to 606 CMR 7.11(2)(a), each child with a chronic medical condition that has been diagnosed by a licensed Health Care Practitioner, Happy Hours will maintain an Individual Health Care Plan (IHCP). The plan shall describe the condition, its symptoms, any medical treatment that may be necessary while the child is in preschool, the potential side effects of the treatment, and the potential consequences to the child's health if the treatment is not administered.

COVID-19 specific measures being put in place for the administration of medication are as follows;

- Only adequately trained teachers will administer medication to children in their specific class.
- All teachers will follow EEC guidelines when Administering Medication.
- PPE equipment will be worn when administering medication.

Happy Hours Preschool will designate the following teachers as trained and prepared to support children with health care needs with the necessary provisions of health care such as administration of medication needed throughout the day:

1. Barbara Masterson
2. Barbara Cooper
3. Amber Pierre
4. Leah Tizzano

## Transportation Plan

Happy Hours Preschool will not provide transportation for children in the preschool. All children will be dropped off and picked by a parent/guardian.+

