



JOLIET
JUNIOR COLLEGE

1901—
Early Childhood Center

Covid-19 Reopening Plan

Table of Contents

Coronavirus Overview and the Purpose of the Document.....	2
Purpose	2
General Guidance for All.....	2
Signage	2
Communication with ECC Staff and Joliet Junior College Personnel.....	3
Training Requirements.....	3
Prior to Opening Day	3
Communication with Parents	4
Additional Considerations Prior to Resuming Operations.....	4
Potential / Inquiring Families.....	5
Daily Health Screening Upon Arrival.....	5
Daily Health Screening Upon Arrival- Staff and JJC Personnel	6
Drop off/Pick Up	7
Payments/Tuition	8
Sick Child/Staff	8
Building Health and Safety and the usage of PPE.....	8
Maintaining Stable Groups.....	10
Classroom Actions and Protocols	10
Holding and Comforting a Child.....	12
Outdoor Play and Playgrounds	12
Foodservice/Meal service	13
Social Distancing and Visitors	13
Children and Staff with Special Needs.....	14
Vulnerable/High Risk Groups.....	14
Monitor and Plan for Absenteeism.....	14
Ensuring Proper Staffing.....	14
Suspected/Confirmed Case- Child/staff or member of household	15
Additional Guidance for Staff Member who has tested positive	16
Resources	16
ECC Staff Reopening Plan.....	17

Coronavirus Overview

According to the Center for Disease Control, Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. CDC has information on [COVID-19 symptoms](#) and caring for yourself and others. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans and that was first identified during an investigation into an outbreak in Wuhan, China.

Person-to-person spread of COVID-19 appears to be mainly 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. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. Signs and symptoms of COVID-19 include fever, cough, and shortness of breath. Preliminary data suggest older adults and people with underlying health conditions or compromised immune systems seems to be at greater risk of developing serious illness from the virus.

If you are sick and have respiratory symptoms, such as fever, cough, and shortness of breath, stay home and call your medical provider.

Visit the Center for Disease Control for more information www.CDC.gov

Purpose

As of June 26, 2020, the Governor of Illinois announced that Illinois would move into Phase 4 of the Restore Illinois Plan. Joliet Junior College administration made the decision that the Early Childhood Center will resume operations in Phase 4 of the Governor's plan for the Fall 2020 semester with a temporary and modified program. This document has been created to inform and support the JJC students and staff working and utilizing the ECC during the Covid crisis. Our goal is to keep children and students healthy and safe while supporting their learning and development and helping to minimize risk of transmission of COVID-19 and other infectious diseases. It is also our goal to keep and maintain the health and safety of the ECC staff.

This document is also to provide reassurance that the Early Childhood Center will comply with the Restore Illinois Plan and the standards set forth by DCFS during the COVID-19 pandemic.

General Guidance for All

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Avoid close contact with people who are sick.
- Stay home if sick.
- Recognize your own personal risk factors.

Signage

- Signage is posted outside all entrances restricting entry to anyone with symptoms of illness/respiratory infection.
- Signage is posted regarding face coverings, limit of one adult for drop off and pick up.
- Handwashing visuals are posted at every handwashing sink and the *Stop the Spread of Germs* poster is displayed throughout the building.

- Signage is posted to encourage social distancing whenever possible for staff, parents and children and having staff/adults/children follow arrows and floor markers as appropriate.

Communication with ECC Staff and Joliet Junior College Personnel

- JJC ECC staff will receive the COVID-19 Reopening Plan prior to opening day with children and families to ensure that staff have ample time to review. In addition to receiving this document, staff will sign off on the plan to acknowledge an understanding of procedures and compliance.
- ECC staff has access to required forms and additional procedures, such as cleaning and disinfecting procedures, coronavirus fact sheet, proper use of PPE and hand washing procedures and will meet regularly for updates, reviews, trainings, and additional information as it becomes known and available.
- Procedures pertaining to JJC personnel, not working directly at the Early Childhood Center, have been distributed to all employees and appropriate departments to ensure compliance by all JJC personnel who must enter the Early Childhood Center (food service, mail room personnel, maintenance and custodial staff).
- Continue to communicate with staff about the importance of health and hygiene and when to stay home if they are sick or have been in contact with someone who has tested positive for COVID-19 or are showing symptoms. A daily screening form is required through Phase 4 of the *Restore Illinois Plan*.

Training Requirements

Supervising staff will ensure that all staff have completed training for the following and are up to date on all DCFS requirements including but not limited to Pediatric CPR & First-Aid, Health Examination, Food Handler:

1. Proper Use of PPE
2. Signs and Symptoms of Coronavirus and self-assessment process (CDC)
3. Enhanced Risk Management Plan for sanitation (JJC Custodial)
4. ECC Re-Opening Plan
5. Mental Health and dealing with Trauma
<https://consciousdiscipline.com/webinar-series-understanding-trauma/>

Prior to Opening Day

- Staff will be scheduled to prepare the classroom and complete their Health and Safety Checklists, remove all items that are not appropriate for use at the time and ensure all supplies are well stocked.
- The supervising teacher along with the program manager will lead trainings in person by staggering staff at individual tables a minimum of 6” apart or through Microsoft Teams, Zoom or other remote access platforms.
- PPE and other necessary supplies will be accessible prior to resuming operations. PPE will be kept in the classroom in a designated area as well as surplus items stocked in the assigned storage area that will be shared with staff. PPE inventory of supplies will be updated weekly by the supervising teacher and the frontline staff. Staff will be trained on locations of items and how to sign out as they remove items. The program manager will review weekly inventory forms and request or order additional PPE supplies as necessary.
- Post signs outside the entrance restricting entry to anyone with symptoms of illness/respiratory infection and notify visitors of the required screening. Post Hand washing visuals at every hand washing sink and post the *Stop the Spread of Germs* poster throughout the building.
- Alcohol-based hand sanitizer will be placed in the classroom and at the entrance and in common walk-through areas where a handwashing sink is not readily available.
- Protective barriers will be in place at entry, work stations, front desk, and designation space in classroom for isolation of a sick child.

Communication with Parents

- We will continue to communicate with families about the importance of health and hygiene and when to keep their child home if they are sick and information of when a child or staff member has been diagnosed with COVID-19.
- Prior to reopening, families will receive notification via phone / e-mail/ text/ direct mail / social media of the following information:
 - a. Alert parents of reopening date and temporary modification of program for Fall 2020 including details on how to enroll, make payments, review curriculum and assessment and other specific information regarding new policies and procedures
 - b. Parents will receive notification of the required arrival screening and asked to plan accordingly. If they suspect that their child will meet exclusion criteria, they must keep their child home or make alternate childcare arrangements. Parents will receive a copy of the ***2020 Exclusion Criteria and COVID-19 Agreement***, informing them of new procedures considering the health and safety of children and staff.
 - c. Children who have a diagnosed medical condition and/or medication at the center will be contacted by the Parent Support Specialist to ensure documentation and medication are updated. Parents will also be informed about the status regarding their child's health record.
 - d. Alert parents of scheduled return date and confirm child's attendance schedule.
 - e. Parents will be notified that no items from home will be allowed at the ECC, including toys/book bags/blankets. An extra set of clothes must be provided and intended to stay at the center. An extra set of shoes may be provided for school use only but will not be required. Shoe coverings will be made available for children and staff for in the classroom.
 - f. Parent Support Specialist will notify parents of who is currently on the Emergency Pick Up list and to make any necessary changes prior to the child's first day of attendance, changes must be made in writing. Parents will be informed of the preference for one parent only to drop-off and pick up the child. School or state ID must be on file prior to the child's start date for the designated emergency pick-up individuals. It is further recommended that no emergency pick up person be over the age of 60 in the event the child becomes ill and is sent home.
 - g. The ***2020 Exclusion Criteria and COVID-19 Agreement*** must be signed for each child and submitted prior to their first day of attendance.
- Staff will continue to provide resources to engage families and deliver critical services to the extent possible remotely.

Additional Considerations Prior to Resuming Operations

1. Large group gatherings and activities typically held during the semester will be postponed.
2. Outside guests and visitors will be temporarily interrupted during Phase 4 including:
 - a. Classroom observations by JJC students and community
 - b. No use of the food service catering for family style meal service
 - c. Agency meetings with outside community partners (children's librarian, Kiwanis, Fire Department, ...)
 - d. Onsite Tours for interested families

Potential/Inquiring Families

1. Parent Support Specialist will work with all potential/inquiring families in a virtual, remote, and/or curbside manner whenever possible. Inquiring families will not be admitted into the center unless they are screened and only when other reasonable accommodations cannot be met. All interviews will be done via phone, zoom, and/or other electronic means of communication. The Parent Support Specialist will work creatively with the families to gather/approve documentation needed for eligibility/enrollment. Means of this can look like, but are not limited to the following:
 - a. Fill out forms for families, scan and email to families, families email back with their approval of the documents, with email serving as dated signature.
 - b. Email forms to the families who will print and email back, or drop off via curbside call, or in a drop-box located in the vestibule.
 - c. Mail out the forms to the families who will bring them back via curbside call or drop-box
2. PSS will work with the families to determine what is the best way they can assist the families is filling out the information required and helping the families to provide adequate documentation.
3. PSS will follow all health protocols, including face coverings, screening, and temperature checks when working with families onsite or curbside. Children will not be allowed to accompany family member during any onsite visits to the ECC.
4. PSS will ensure that all applicants considered for enrollment in the ECC are children of enrolled JJC students. No staff, faculty, or community members will be enrolled in Phase 4.

Daily Health Screening Upon Arrival

Children and Parents

1. A screening stations is set up at the front entrance of the Early Childhood Center with a portable protective barrier, PPE inventory, Screening and temperature checklist, infrared thermometer and remote access fob to the front door. Assigned Support Staff will enter the main vestibule 5 minutes prior to Preschool opening (7:25am for morning session and 12:55pm for afternoon session). Staff conducting the screenings and temperature check will wear PPE (mask/gloves/smock or apron/ face shield, and have hand sanitizer available for use).
2. Hand sanitizer will also be readily available directly inside the reception area next to the managers office and check-in computer station.
3. Copies of the **2020 Exclusion Criteria and COVID-19 Agreement** will be available and required to be completed, signed and on file prior to admittance into the classroom.
4. A copy of each child's Emergency Authorized Forms will be available at that time in the event a parent needs to make changes. Reminder will be given that ID must be on file before pick-up.
5. Print Out the Arrival Screening forms for Children and Staff
6. Document Date, Classroom number, Child's Name and Today's Temperature, make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
7. Support Staff will ask specific set of screening questions (see appendix)
 1. Does your child have common symptoms of COVID-19 (select all that apply)
 - Temperature above 100 degrees and/or has your child had fever reducing medicine in the past 72 hours?
 - Cough (new or worsening)

- Sore Throat
- Shortness of Breath
- Body Aches
- Diarrhea or vomiting, loss of taste or smell in the last 24 hours or any other COVID-19 common symptoms

2. Has someone in your household been diagnosed with COVID-19 within the last 14 days?
 - Yes- Date of diagnosis: _____
 - No

3. Have you traveled out of the state/country to an area considered a hot spot for COVID-19 in the past 14 days?
 - Yes
 - No

If you had answered yes to any of the questions, your child cannot return to school at the moment. The Parent Support Specialist or Program Manager will contact you with information regarding required follow-up. (a printed palm card will be handed to the parent instructing them what next-steps may be required)

1. Take each child’s temperature while parent is present and record in plain view of the parent.
2. Exclude all children if they are displaying symptoms that require exclusion, immediately.
3. Be sure to complete the *Symptom Record Form* and provide a COPY to parent to inform parents of the exclusion criteria and timeframe/requirements of returning to school.

ECC Staff Daily Health Screening Upon Arrival

1. All ECC employees will be required have on a face mask and upon exiting their vehicle or transportation a pass through the hands-free temperature scanning station in the main campus entry of A-building prior to entering the ECC.
2. All staff will enter the academic classroom, A-1511 and pass through into the general use meeting room, A-1513 to stow their personal belongings in their individually assigned lockers, use the hand sanitation station before exiting the meeting room and entering the reception area. In the reception area, all staff will record their daily temperature, date, time, and employee ID code and answer the following screening questions on the designated form provided:
 1. Have you been in contact with anyone who has tested positive for Covid-19 in the past 14 days?
 2. Have you had a fever over 100.00 or taken fever reducing medicine in the past 72 hours?
 3. Do you have any common symptoms of COVID-19 such as listed on the IDPH Exclusion Guidance chart posted on the staff information board?
 4. Have you or someone in your household been diagnosed with COVID-19 within the last 14 days?
 - Yes- Date of diagnosis: _____
 - No

3. Employees will be required to use proper PPE (including mask or face shield) and follow handwashing protocols.
4. Social distancing will be encouraged whenever possible.

5. All other JJC personnel will be required to enter the Early Childhood Center using our main entrance. Upon entering they will need check in with our office support staff who will ask them to sign in and document their name, time of arrival and reason of visit. All JJC employees will have completed a successful temperature screening upon entering the facility and are required to wear masks. No recheck will be required of JJC staff.
6. No visitors shall be allowed to enter the classrooms unless it is for the health, safety and/or education of children.
7. At the end of the day, the screening station located in the vestibule must be returned to the designated storage closet and ensure supplies (thermometer) are not damaged and fully stocked for the next day. A sign off sheet will be dedicated to the station.

Drop off/Pick Up

1. Signage will be displayed between the ECC drop-off lot on the south side of the main campus building and the front entry handicap ramp indicating our drop off process.
 - a. Only one adult will be allowed to enter with child(ren).
 - b. Adults and child(ren) must have their face covering on as they approach the main entrance vestibule and wait in line. Children are required to wear a face covering *to the extent possible*.
 - c. The facility follows the guidance of the IDPH and DCFS for Covid-19
2. **Drop off:** Preschool children, along with their parent/guardian will be screened within the vestibule.
3. Once cleared, parent and child will be admitted into the reception area and asked to follow the social distancing markers and arrows on the floor that direct them to the A-1512 classroom door.
4. They will ring the doorbell and the Teacher assigned to that group / day will answer the door, sign in the child, record the child's temp and briefly receive any urgent updates or information from the parent. Parent will not be allowed into the classroom. The teacher will close the classroom door, complete her daily health check, ensure the child's face mask is on properly, help the child change shoes or put on shoe coverings, assist the child with stowing their coat and outer garments before escorting the child to the central sink for assistance / monitoring of proper handwashing.
5. The parent will be asked to exit the back door of the reception area without delay so as to allow for the next parent-child team to enter. The floor is plainly marked with arrows to offer a guide to the appropriate doors for entry and exit.
6. Children will not be allowed to bring any items from home, including book bags. If a child brings in a toy or book bag, staff will require the parent to take back with them. Parents will not be allowed to leave car seats or strollers at the ECC, prior arrangements must be made by parents/guardians to ensure child will be transported safely.
7. **Pick Up:** Parent will be encouraged to bring their own pen for sign-out but pens will be available and disinfected between use in order to sign out their child.
8. Parents will form a line under our main entrance awning and follow proper social distancing spaces marked on the sidewalk outside the A-1512 classroom windows. An ECC staff member will stand inside the classroom and ID the pick-up person prior to asking the primary teacher to ask the child to join her on the exit mat by the classroom's back exit. The parent and staff will both be masked. The parent will sign out the child, receive any updates or information from the staff member and hand the parent the child's daily note with the child's temperature before leaving. Exit temperatures will not be taken more than 15 minutes before the child's exit time.
9. Parent will be asked to hold their child's hand from the exit all the way to and the car for safety and social distancing of others. Cell phone use will continue to be prohibited during drop-off and pick-up.

10. Hand sanitizer stations will be made available throughout the building, including outside of classrooms.
11. Parent/guardians and staff shall not engage in hand shaking or physical contact.

Payments/Tuition

1. Student-Parents will be billed for the entire semester based on their start date and elected child care schedule. Child care scheduled days may not be changed once the child has been in attendance. Their total bill will be mailed to their home address and a copy will be sent to the office of Student Accounts and Payments.
2. Student-Parents may be eligible for CCAMPUS child care tuition scholarships or may use their PELL grants to pay for child care.
3. Student-Parents are allowed to make partial payments at any time and in any amount to the office of Student Accounts & Payments at 815-280-6688 or by use of the online payment method at account.payments@jjc.edu.
4. Parents who are unable to make payments over the phone or online may mail in their payments.
5. All payments must be made in full no later than November 20, 2020 unless special arrangements have been made with the program manager.
6. If payments are not made on time the family may be moved to the waitlist and another family on the waitlist may be given the opportunity to enroll into the program during the low enrollment period.

Sick Child/Staff

If a child develops any symptoms throughout the day, the following steps will be taken in an effort to isolate - the child until picked-up by parent or emergency contact person who has an valid ID on file with the ECC and who is under 65 years of age, per DCFS and IDPH recommendation due to increased risk of exposure.

1. Child will stay in an isolated area of the back-exit area of the classroom with a specifically assigned supervising staff member with a specifically designated sick-child cot / or chair (as appropriate) with a clear draw curtain door as a barrier. Frontline staff will contact parent and ensure the child is picked up as soon as possible for the safety and well-being of the group and staff.
2. Staff member supervising child will be sure to wear all PPE including face mask, face shield, smock, shoe coverings, hand sanitized and gloved hands. Supervising staff member will have access to a bio-hazard bag and request assistance if the child vomits. Safety goggles are in each Bio-Kit.
3. Building Service Workers and assigned ECC sanitation personnel will assist in cleaning up any bodily fluids and equipment used by the child. Once the entire area has been cleaned following procedures it will be sprayed with the electrostatic sanitation spray (see appendix and MSDS).
4. If a staff member starts to display illness symptoms throughout the workday, they will contact their Supervisor or Director designee and have their temperature taken and recorded. Staff experiencing Covid-like symptoms will leave the center immediately. Staff will contact HR to report their situation and continue to communicate with their Supervisor to ensure they return to work when they are well. Staff reporting Covid-like symptoms will follow the recommendations of HR and DCFS.

Building Health and Safety and the usage of PPE

1. General staff will be required to use PPE (face mask, face shield, shoe coverings, gloves, hand sanitizer and smock) throughout the day as situations and circumstances dictate.
2. Teaching staff are required to wear a well fitted face mask, shoe coverings and front closure, long sleeved smock/lab jacket to cover and protect their clothes and skin.

3. Each teaching staff member has been provided with two reusable, clear mouth face masks, 2 washable lab jackets in different colors for each group per week. They will be laundered and stored at the ECC in a clean, protected and designated space. Staff will be responsible for storing them safely, properly rotating and ensuring they are laundered daily.
4. Staff can choose to wear their own reusable face covering or face covering with a reusable shield. A shield alone is not acceptable. A shield may only be used in conjunction with a face mask.
5. Face Masks or coverings must be worn:
 - In all common areas of the college and ECC and when entering/exiting the ECC
 - In settings where there are two or more staff members and social distancing of 6ft is not possible.
 - In preschool classroom during all hours of operations
 - During outdoor play, face coverings for children and staff are required when working in groups and social distancing is not being practiced. Minimal mask breaks are allowed during outside time when children are running or engaging in vigorous physical activity and able to maintain 6' of distance.

***** Face coverings must NOT be worn while children are eating/drinking, sleeping, and napping.**

Strict and consistent physical distancing must always be practiced during these activities.

6. Exceptions to Use of Face Coverings, may include, but are not limited to:
 - a. Children who cannot safely and appropriately wear, remove, and tolerate face coverings
 - b. Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance;
 - c. Children with severe cognitive or respiratory impairments that may have a hard time tolerating face covering;
 - d. Children for whom the only option for a face covering presents a potential choking or strangulation hazard;
 - e. Children who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely; and Individuals who need to communicate with people who rely upon lip-reading.
 - f. Individuals who have medical conditions or disabilities that prevent use of a face covering.

***** All face mask exceptions must be reviewed and approved by the program manager.**

7. Staff will also be encouraged to wear a long sleeve shirt and comfortable pants to avoid direct exposure to skin. Staff can choose to wear their hair up and shall maintain short nails. Staff are encouraged to keep an extra pair of clothes available in their locker in case their clothes get contaminated with blood or bodily fluids during their work day. A private shower is available.
8. Smocks and shoe coverings must be taken off when classroom staff are leaving the classroom for breaks, including any bathroom break. Personal hooks have been provided in the classroom by the back-exit door to help maintain cleanliness of smocks through the course of the teacher's shift.
9. Teachers are also required to wear shoe coverings in the classroom and remove them before exiting for breaks. The same shoe coverings may be reused after a brief break within the same day. Shoe coverings are then disposed of once the teacher has left the classroom for the day.
10. If a teacher is the assigned 'float' for the day, they must be sure to don their smock and shoe coverings before entering and doff their smock and shoe coverings before they leave. This could occur during a Teacher's break, during morning drop-off or end of day pick-up times. All smock worn in a day are to be placed in the designated laundry basket with the closeable lid in the laundry room at the end of each

staff member's day. A set laundry time will be set for smocks and any additional items needing laundering by the assigned health and sanitation staff and posted in the laundry room as well as on the staff information board.

11. Proper usage & removal of PPE signs will be available for staff to review and through the CDC website.
12. Classroom staff will continue to complete Cleaning and Disinfecting schedule each day in accordance with the classroom maintenance log, NAEYC Cleaning and Sanitation Chart, and guidance from DCFS.
13. Classroom staff will be provided training on all new cleaning solutions and methods and all MSDS forms will be included in the appendix.
14. Cleaning and disinfecting will be done every 2 hours on high touch surfaces and bathrooms and more frequently if needed.
15. Building Service Workers will clean and disinfect each classroom, including floors and bathrooms, according to their Cleaning Log and at the most appropriate time when children are not present or after operational hours. See *COVID-19 PREVENTION: ENHANCED CLEANING, SANITATION AND DISINFECTION PROTOCOLS*.
16. Extra staff scheduled for the day will also clean and disinfect frequently touched surfaces and assist in areas needed, for example; meeting room, playgrounds, academic classroom tables used for individual work stations...etc. Every two hours and more frequently as needed.
17. ECC staff will be responsible for maintaining their own work station and equipment such as; phone, walkie talkie, computer, keyboard and desk.
18. Staff member assigned to general sanitation and cleaning will ensure proper cleaning and sanitation of; shared counters, work spaces, sign-in station and commonly used items and areas located at the front desk and office space.
19. Hallway drinking fountains are turned Off and no access to the ECC.
20. Only in extreme cases when running water may be unavailable or impractical, the use of alcohol-based hand sanitizer is a suitable alternative for staff and children 3 and older. The use of hand sanitizer is NOT an alternative for traditional handwashing (with soap and water) before and/or after eating. Children must be assisted and supervised when applying hand sanitizer. Supervising Teacher will ensure hand sanitizer is fully rubbed into the hands before the child resumes play or activity.

Maintaining Stable Groups

1. Program modification allows for 2 separate groups of children with one preschool classroom. A morning preschool session will be held from 7:30am-11:30am on Mondays, Wednesdays, and Fridays. A second group will meet from 7:30am-11:30am on Tuesdays and Thursdays during the Fall 2020 semester.
2. Due to reduced staff and low enrollment interest there will be no afternoon session for Fall 2020.
3. The Staff schedules have been designed to avoid combing of any groups and no staff overlap.
4. A "floating" staff member is permitted if smocks and PPE are worn during visits in the classroom.
5. Playground schedule will not have conflicting schedules due to modified programming for Fall 2020

Classroom Actions and Protocols

1. All staff and children shall change shoes or use shoe covers upon entering classrooms. Shoe covers must be taken off upon leaving the classroom and placed back on upon re-entry. Staff will not be allowed to use shoe covers in the common areas, such as; hallway, bathrooms, meeting rooms. Shoe coverings provided by the center are non-slip. Center-only shoes for children must be changed back into street shoes before going outside and before leaving for the day. Individual shoe bins will be cleaned and disinfected as well as individual coat boxes at the end of each day. Individual shoe and coat boxes will be rotated out of the classroom after daily cleaning and the second groups individual boxes will be

rotated in. Cubbies used for individual box storage and organization will be wiped down and sanitized at the end of each day.

2. Children and staff will be sure to follow the Hand Washing procedures, regarding when and how to wash their hands. All handwashing sinks have visuals posted that will be maintained by teaching staff.
3. Staff will continue to complete the required Daily Health Check and indicate any signs or symptoms.
4. All dramatic play clothes will be removed from the classrooms. Pillows, soft-bodied dolls, cloth books and plush toys will also be removed and stored for future use.
5. A thorough review of toys utilized in the classrooms will be completed by classroom staff to ensure each toy can be cleaned or washed. If the toy cannot be cleaned or washed it will not be allowed in the classroom.
6. Toys that are mouthed or soiled in any way will be set aside in a clearly marked **Sanitation Bin** and properly cleaned and sanitized at the end of each day before being returned to the classroom. Enough toys will be available so that the toys can be rotated through cleanings and interest areas scaffolded for expanded interest and learning.
7. The temporarily modified program for Fall 2020 puts on hold Family-Style meal service. A manufactory prepackaged snack will be offered during mid-session each day as part of an interest center during the discovery learning aspect of the daily schedule.
8. Clutter will be removed from Teachers desk areas, cubbies, shelves, etc. to make surfaces easy to wipe down and disinfect along with Bathrooms and sinks every two hours while children are present.
9. Children will go outside every day when the weather permits. The weather chart will be completed daily to ensure the outside temperature in below 90 considering the heat index and ozone alerts and above 32 considering the wind chill factor and it is not actively raining with no thunder or lightening risks.
10. Children will be allowed to participate in sensory play while outdoors by utilizing every-other sandbox space to allow for social distancing while using a fixed group of sandbox toys for each child without sharing. All sandbox toys will be sanitized daily and rotated for each session to allow for variety.
11. No water play will be available at this time inside the classroom or outside.
12. The temporarily modified program for Fall 2020 puts on hold Family-Style meal service. A manufactory sealed, prepackaged snack will be offered during mid-session each day as part of an interest center during the discovery learning aspect of the daily schedule. The groups primary Teacher will sanitize the snack table between each child, ensure proper handwashing before and after snack service, and will follow the regulatory guidelines of ISBE CACFP for recording each child for the snack on the appropriate form. Each child will be given a clean plastic bag with an easy close slide to put their mask in during their snack time. A name and picture label will be added to the mask bag for easy identification if the mask becomes soiled and needs to be replaced. Children will be encouraged to open and try each food item multiple times and no snack will be recorded unless or until the child has opened each of their snack items with encouragement to take a taste of each item offered.
13. Children with runny noses will be asked to remove their face mask and wipe/blow their nose and wash their hands, immediately after. All children who have not acquired the skill to wipe their nose will be assisted by classroom staff with gloved hands. See Hand Washing procedures. If the child's mask is soiled the teacher will assist the child in putting on a clean disposable mask provided by the ECC. If the child was wearing a cloth or reusable mask, the mask will be bagged and labeled and returned to the parent at pick-up time.
14. Staff will make every attempt to encourage social distancing to the extent possible within the classroom:
 - a. Classroom staff should spread out activities throughout the room to allow and encourage social distancing and allow only 1-2 children at an interest center.
 - b. Individual tables will be used when reasonable and chairs will not be placed directly next to each other.
 - c. Play doughs and clays as well as other mixtures for sensory exploration will be provided for each individual child with a name label. Each child will receive a fresh container of a sensory

mixture each week. No doughs or mixtures will go home from the center to ensure no cross contamination took place during the play periods.

15. Not more than 15 minutes prior to the preschool session ending, the primary teacher will creatively bring the children together on a large floor rug that can allow for reasonable distancing and give each child a shape to sit on to provide a barrier between the child and the rug as they come together for the closing of their day.
16. The primary teacher will assist the children with handwashing and putting on their coats or other outerwear one at a time to avoid gathering at the cubbies area. The teacher will take each child's temperature and record it on their individual daily note to home with the date and time. Other information that may be meaningful for the family will be included on the daily note to home.
17. Closing rituals will be led by the teacher as the float enters the classroom from the back door and stands on the walk-off carpeted area to meet and greet the parent as they arrive for pick-up at the back-exterior door of the classroom.
18. Children will be called individually to the float teacher when their parent is next in line at the classroom door. The parent will be informed of the child's temperature and given the daily note home with any other materials the child has for that day. All coat boxes and work sampling folders are to be emptied each day as the child leaves.

Holding and Comforting a Child

It is important to comfort crying, sad, and/or anxious children, and they often need to be held or touched to do so. To the extent possible, Staff can protect themselves and minimize risk by wearing a smock provided by the ECC.

1. Staff should wash their hands, neck, arms and anywhere touched by a child's secretions.
2. Staff should change the child's mask or clothes if bodily secretions have soiled them. At this time and in this instance the primary teacher may call in the float for additional supervision of the group while she assists the child and continues to offer comfort. Once she has completed her assistance of the child she should examine her own mask and smock and change them if there are secretions on them, and wash their hands again.
3. Contaminated clothes should be placed in a plastic bag until it can be washed in a washing machine or sent home that same day. All children's soiled clothes will be double-bagged and have a form attached with the child's name and request for clothing items to be washed and returned. The soiled bag will be in the child's individual cubbies on the hook and handed to the parent at pick up time.

Outdoor Play and Playgrounds

1. Outdoor play will be highly encouraged when weather permits.
2. A daily playground inspection will be completed each morning, prior to use.
3. The playground will be cleaned and disinfected each morning and in between groups by following the Playground Cleaning and Disinfecting Checklist.
4. A new playground schedule has been created to encourage outdoor play and provide sufficient time for each group with time built in for daily cleaning, sanitation and rotation of supplies and materials.
5. Only one group will be scheduled to use the playground at a time. On days when the group exceeds 6 children, the float for the day will be asked to join the primary teacher outside to increase the supervision and allow for eased efforts for social distancing.
6. Staff will continue to actively supervise children and avoid children closely interacting. Staff will also encourage children to play at various areas within the playground to support social distancing. When a second teacher is present, children will be divided so that half can play within the play yard and the other half can play more vigorous activities outside the fenced yard in the park-like setting of the yard.

7. Tricycles or outdoor play toys will be used when a second teacher is outside or if the group is less than 6 with one teacher.
8. Water activities will not be planned at this time for inside or outside play.

Foodservice/Meal service

1. All Food safety protocols will continue to be followed by foodservice personnel and classroom staff.
2. The Daily Cleaning and Disinfecting checklist will be followed by foodservice personnel to address areas in the kitchen and meeting room.
3. A simplified snack menu has been created to ensure current inventory is used while continuing to meet CACFP guidelines.
4. Teachers will ensure water filtration system is filled and cups, placemats and napkin supplies are restocked each day. Kitchen staff will disassemble the water filtration system at the end of each week, hand wash all parts (except for the actual filter) and reset with fresh water for the following week and place in the classroom refrigerator along with the next weeks snack items.
5. Teacher will wash her hands and wear foodservice gloves during any meal service assistance during snack time.
6. Family Style lunches will be held for Phase 5 and our return to our traditional program model. Instead classroom staff assist with snack time during daily interest center times. (See Classroom Actions and Protocols pg 11).
7. Tooth brushing practices will be suspended until further notice. Instead, families will be encouraged to have their child brush their teeth 1-2 times per day at home.
8. Bringing items in to share with staff in staff meeting room will not be permitted at this time.

Social Distancing and Visitors

1. Signage will be posted to encourage social distancing within the Early Childhood Center among, JJC staff, ECC staff, parents and children.
2. During staff breaks, (15 minutes after 5 consecutive hours of work) the staff member may use the academic classroom (A-1511) or visit the cafeteria to enjoy their breaks. Each staff member will be responsible for cleaning and disinfect the refrigerator / freezer handles, microwaves and personal eating area, coffee station after each use. Cleaning supplies will be made readily available from the kitchen and sanitation worker as well as in the kitchen, laundry room, and under the classroom sink in a locked cabinet. Coffee station use should also include disposal of K-cups and refilling of the water receptacle on a daily basis.
3. Computer in shared work area must be cleaned and disinfected by staff after each use. All computer keyboards are to be wiped down at the end of the day, logged off, and monitors covered to help limit dust and unwanted touch.
4. Staff meetings will be held in the academic classroom (A-1511) unless otherwise notified or on a remote access platform like Zoom or Microsoft TEAMS. A limit of 8 staff per meeting room. Seating arrangements will allow for at least 6 ft. of distance between each staff member. When necessary, Zoom or Microsoft Teams will be utilized to replace in-person staff meetings for groups of 9 or more.
5. Limit or eliminate the amount students using the ECC for observations and other related academics All visitors will be required to wear a face covering and complete the screening as well as have their temperature taken upon arrival even if they are observing through the academic observation classroom and not entering the ECC.

Children and Staff with Special Needs Coaches & Mentors

The decision to service children with IEP's will be made on a case by case basis by assessing how the child may be immunocompromised and whether they fall under the category of vulnerable/high risk. A note authorizing a return to school from the child's Primary Care Physician may be required. If a child receives services at the Early Childhood Center the following should occur:

1. When Therapists or Service Agent enter the ECC they will follow the same procedures as staff regarding; health screening when entering, washing or sanitizing hands, wearing appropriate PPE when entering and leaving the building
2. Therapists should not bring a toy bag or therapy equipment into the ECC. Instead, they should use the toys that the classroom has on site.
3. Any paperwork or instructional information should be scanned and emailed to the parents rather than using hard copies.
4. If necessary, to maintain social distance guidelines, therapists / agents / coaches /mentors could work with the child or student in the academic classroom (A-1511) and observe through the windows.

Vulnerable/High Risk Groups

1. Staff members or teachers age 65 or older, or with serious underlying health conditions, will be encouraged to talk to their medical provider to assess their risk and to determine if they should stay home. Staff member will be required to contact their Supervisor and Human Resources Department.
2. The Parent Support Specialist will review documentation for all children with underlying health conditions, such as asthma. Parents will receive information regarding their risk and will be encouraged to talk to their child's medical provider to assess their risk and determine if they should stay home at this time.
3. Medication required to be given to children will be given following the '5 Rights of Medication Administration' training all staff receive during the first 30 days of employment.
4. No medication accessories will be shared among children. Parents must provide medication that has not expired. Please see Medication Administration procedure for more information.

Monitor and Plan for Absenteeism

1. Encourage parents to keep children home when they are sick and to contact the center regarding any absenteeism.
2. Classroom staff will continue to take daily attendance. Parent Support Specialist will contact any family who has a child absent without notice daily.
3. Any staff member receiving an absentee call will ask parents what symptoms the child is having and document accordingly and immediately report to a supervisor.
4. Frontline staff will monitor any absenteeism patterns at the center among both children and staff.
5. The program manager will alert local health officials about large increases in children and staff absenteeism, particularly if absences appear to be due to respiratory illnesses (like the common cold or the "flu," which have symptoms similar to COVID-19).

Ensuring Proper Staffing

1. The ECC program manager and JJC leadership encourage staff to stay home when they are sick.
2. Flexibility in scheduling, when possible, is used to allow staff to stay home to care for sick family members.
3. The program manager carefully monitors and plans for proper staffing in the event staff members become sick.

4. The ECC program manager has reviewed and determined that based on DCFS Teacher qualifications for preschool, additional frontline staff are fully qualified to temporarily replace a Teacher who may be absent for a short period of time and that all teacher qualified staff are also certified in pediatric CPR & First-Aid and are noted as director designee by DCFS.
5. The program manager has consulted with senior leadership and determined what level of absenteeism will disrupt continuity of teaching and learning. Modifications to programming and schedules will be made, when necessary to ensure program and staffing stability.

Suspected/Confirmed Case- Child/staff or member of household

If a parent or staff member shares that their child/themselves or someone they were in close contact with recently, may have COVID-19 the following procedures will be followed.

1. Alert the Program Manager and Human Resources
2. Alert the Will County Health Department and contact: 815-740-8977 or 1-800-889-3931. Email notification to: DPH.sick@illinois.gov.
3. Follow the WCHD's guidance and next steps in the event there is a need to close the Early Childhood Center for any amount of time.
4. The Program Manager will contact the Executive Director of Business and Auxiliary Services and inform the Manager of Environmental Health and Safety when a positive case of Covid-19 is suspected.
5. If a staff member or child/family is determined to have a positive test for Covid-19, DCFS will be informed using the Notification of Covid-19 by Facility form.
6. Discourage staff, children, and their families from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.
7. The Parent Support Specialist will follow up with any family to ensure they have access to the proper resources for follow up, testing/results/quarantine procedures.
8. Information will be relayed to the Will County Health Department and/or Illinois Department of Public Health.
9. A *Health Alert Notice* regarding possible or confirmed exposure of Coronavirus will be sent to staff and families following JJC procedures and protocols.
10. Any child or staff with close contact (within 6 feet for greater than 15 minutes) to a person suspected or diagnosed with COVID-19 shall be excluded from the center for 14 days and monitored for symptoms. If symptoms develop, they should be evaluated and tested for COVID-19.
11. If the child or staff member is diagnosed with COVID-19, he or she may not return to the center until ALL three of the following are met:
 - Individual is free from fever without the use of fever-reducing medications for at least 72 hours.
 - Individual is no longer showing symptoms, including cough.
 - It has been at least 10 days since the onset of the individual's illness.
 - Received clearance by their medical provider with a *Return to School/Work Note*.
12. If the child or staff member has symptoms concerning for COVID-19 and subsequently is determined by a medical provider not likely to have COVID-19 infection, the child or staff member may return to the center if the following is met:
 - No fever for 72 hours without the use of fever reducing medications
 - Negative test for COVID-19 or;
 - A note from a medical provider documenting no clinical suspicion of COVID-19 infection

If it is determined by the WCHD to close the center:

1. Thorough cleaning will be conducted by Joliet Junior College Building Service Workers.

2. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
3. See COVID-19 PREVENTION: ENHANCED CLEANING AND DISINFECTION PROTOCOLS

Additional Guidance for Staff Member who has tested positive

1. In addition to following the steps noted in previous section, Human Resources will be contacted
2. See EMPLOYEE RIGHTS PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT
<https://my.jjc.edu/faculty-staff/human-resources/Pages/default.aspx>
3. Complete the Coronavirus (COVID-19) Reporting Form, the Emergency Response Team will review and provide any additional guidance.

Resources

1. Centers for Disease Control and Prevention <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
2. Restore Illinois Child Care Guidelines
<https://www2.illinois.gov/sites/OECD/Documents/05.22.20%20Restore%20Illinois%20Child%20Care%20Guidelines.pdf#search=child%20care>
3. National Health and Safety Performance Standards Guidelines for Early Care and Education Programs-
<https://nrckids.org/files/CFOC4%20pdf-%20FINAL.pdf>
4. Illinois Department of Public Health- Coronavirus 2019- <https://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus>
5. Will County Health Department- <https://willcountyhealth.org/coronavirus-information/>
6. Joliet Junior College Information & Resources- <https://jjc.edu/restore-jjc-operations-and-safety-procedures>
7. Families First Coronavirus Response Act - <https://www.jjc.edu/answering-your-questions-covid-19-0>
8. CDC website instruction on proper PPE use. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>
9. DCFS RULES 407, LICENSING STANDARDS FOR DAY CARE CENTERS SUBPART K: REOPENING OF DAY CARE CENTERS- https://www2.illinois.gov/dcfs/brighterfutures/healthy/Documents/PT_2020.07_-_Rules_407.Subpart_K_Emergency_5-29-2020.pdf
10. DCFS Restore Illinois Day Care Center Guidance August 17th, 2020 (Revised)
https://www2.illinois.gov/dcfs/brighterfutures/healthy/Documents/Day_Care_Guidance.pdf?fbclid=IwAR1yEJUiFa31a7TJstdNLxDrLemdbvBngLM-brSzSXxKZPE3SO7b-FvJkAw

JJC Early Childhood Center

Reopening Plan

Receipt and Acknowledgement Page

This is to acknowledge that I have received a copy of the Early Childhood Center COVID-19 Reopening Plan.

I understand it contains important information on the ECC policies, procedures, rules, regulations, protocols and resources, as well as those of Joliet Junior College regarding Coronavirus and that it is my responsibility to familiarize myself with the material in the handbook.

I also understand that as an employee of Joliet Junior College it is my responsibility to familiarize myself with the information distributed by the institution concerning health, safety, risk and prevention during the Corona Virus pandemic and to abide by all the safety protocols put in place for my protection as well as the safety and protection of others.

I further understand that the Joliet Junior College / Early Childhood Center reserves the right to modify, revoke, suspend, terminate or change any and all such rules, regulations, plans, policies, procedures and/or benefits, in whole or in part, at any time, with or without notice.

Employee Name (Please Print)

Role / Position

Employee Signature

Date