



To uplift children and support families through quality early childhood education
in a nurturing, Christian environment.

COVID-19 Preparedness Plan

June 2020

Frequent Handwashing

All individuals must wash hands or use hand sanitizer if a sink is not easily accessible upon entering the building. All individuals must wash hands or use hand sanitizer after blowing your nose, coughing, or sneezing and before touching the kitchen gate or any other items in the kitchen. Hands must also be washed before eating and whenever mandated in regular center policies and COVID-19 policies.

Arrival and Departure

See *Screening Upon Arrival and Drop of And Pick Up* sections of SonShine Learning Center's *COVID-19 Health and Safety Policies and Procedures*.

Social Distancing

See *Social Distancing* section in SonShine Learning Center's *COVID-19 Health and Safety Policies and Procedures*.



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Cleaning and Disinfecting

Regular Cleaning

See *Cleaning and Disinfecting* in SonShine Learning Center's *COVID-19 Health and Safety Policies and Procedures*. If a person does have a positive test of COVID-19.

Cleaning If Someone Gets COVID-19

Follow current state or local guidelines or **close off areas** used by the person who is sick.

- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- [Vacuum the space if needed](#). Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Source Control and Cloth Face Coverings

See *Masks and Face Coverings* section in SonShine Learning Center's COVID-19 Health and Safety Policies and Procedures.

Workplace ventilation

We will replace hvac filters monthly, limit fan use, and plan at least one hour of outdoor activity each day.

Playground Use

Playground use will be staggered when possible during the day so that no two groups are intermingled on the playground. Touch points will be cleaned before and each use and in between each group's use. This includes the toddler playground equipment. The climbing wall holds must be disinfected after each use.

Meals and snacks

Snacks and meals will be served in the classroom. Licensing requirements for cleaning after meals will be followed.

Field trips and events

Field trips will be avoided.

Communications and training

This plan will be posted on the door to the staff lounge. Updates will be emailed to all employees. Please request training reviews if there are misunderstandings.