

TLCA Health and Safety Plan

Drop-off and Pick-up:

- Children will be dropped off and picked up at the entrance, with adults staying outside of the building.
- Those dropping off will be asked to wear a mask or other face covering.
- Students will sanitize their hands upon entry.
- There will be a daily health check conducted upon arrival.
 - A staff member will check the child's temperature.
 - Questions will be asked regarding exposure and symptoms of COVID.
 - This check will be recorded on the sign-in sheet.

Group Size and Stable Groups:

- Early Childhood will maintain a 1:10 ratio per cohort with an allowed 12 total enrolled to allow for swap days. We will have two ECE stable cohorts.
- Kindergarten through age 12 will maintain a 1:15 ratio. We will have two stable cohorts for this age group as well.
- Children will be in a space that allows for 35 sq ft per child.
- Groups are stable. The same staff will be with the same group each day. Students will also remain in the same cohort daily.
- Changes will only be made if permanent.
- Staff will maintain social distancing with children and staff not in their stable group.

Personal Protective Equipment (Children and Adults):

- All staff within the facility will wear a face covering.
- Children from Kindergarten through age 12 are required to wear a face covering.
- Children in Early Childhood may wear a face covering upon parent request as long as:
 - Measurements are appropriate for his/her face measurements.
 - He/She is able to remove the face covering without assistance.
 - With the understanding that it will not be worn during rest time.
- Face coverings are to be washed daily, or wear a different face covering. If disposable, they must be discarded.
- Children and adults must wash hands or sanitize each time a face covering is removed.
- Staff that floats between cohorts must wear an extra layer of removable clothing to change between cohorts.
- Clothing that is soiled by bodily fluids must be changed.

Daily Activities:

- Each child will have their own school supplies at his/her seat.
- Sharing of toys, manipulatives, etc. will be limited. What is shared will be sanitized daily. After sharing, children will wash their hands with soap and water for at least 20 seconds.
- During rest time (Early Childhood) cots will be laid out 36 inches from each other and students will lay alternating head to toe.
- Any classroom spaces that are shared will be thoroughly cleaned between uses.

Handwashing:

- Hands must be washed with soap and water for at least 20 seconds.
- Hands will be washed at the following times: (You may use hand sanitizer with alcohol content of 60-95% where asterisk appears)
 - Before and after eating.
 - After using the bathroom.
 - After touching nose, coughing or sneezing. *
 - After coming in from outside. *
 - Upon entry for the day into the facility. *
 - For staff moving from one cohort to another. *
- Hand sanitizer will be put away out of the reach of children when not in use.

Food and Nutrition:

- Two snacks will be provided—one in the morning at approximately 10:00am and one in the afternoon at 2:00pm. Snacks will consist of at least two items, from differing food groups (protein, dairy, carbs, fruits and vegetables.) Children will also be offered a drink of either water, 100% fruit juice, or 1% milk.
- Lunch may be brought from home or provided here at the school if ordered ahead of time. *Per rule 414-300-0270, pg. 49, "Every meal shall meet USDA guidelines and shall include at least one serving from each of the following groups: fluid milk; breads and grains; meat, fish poultry or meat alternatives (e.g., dried beans, peanut butter, yogurt or cheese). Each meal shall include two servings of fruits and vegetables. No liquids other than milk and 100% fruit juice shall be counted as part of the daily nutrition".*
- Allergies will always be posted in various places throughout the facility.
- Staff assisting with snacks and meals are certified with Food Handlers' cards and will wash hands before and after handling food/drinks.

Cleaning and Building Maintenance:

- All building maintenance is under the guidance of Chuck Haynes, the Facilities Manager at Trinity.

- Trinity has a cleaning crew that will do daily and nightly cleaning and sanitization.
- Our TLCA will maintain a clean environment with continuous cleaning and sanitizing when appropriate.
 - (A cleaning schedule is available for your viewing.)
 - Areas to be cleaned include surfaces, toys, eating areas, highly trafficked areas.

Response to Possible and Confirmed Cases of COVID-19:

- If a child has compromised health, a health plan will be created for that child.
- Child or staff must be excluded if a fever, unusual cough, or shortness of breath has been present in the last 10 days.
 - Unusual cough means not typical such as with asthma, allergies, etc.
 - Fever of 100.4 without use of medication.
 - Individuals must stay excluded for 10 days from onset of symptoms and 72 hours after fever and cough resolve without medication.
 - Only way a child/staff may return to school within the 10 day exclusion period is if he/she has been tested for COVID and tested negative. He/she may return 72 hours after fever and cough resolve.
 - A person excluded may return with a medical professional's note stating a diagnosis other than COVID. (ear infection, etc...)
- If a child or staff member has been exposed to a presumptive or positive case of COVID, he/she must quarantine for 14 days from the last exposure to that contact during the time they were infectious (within 10 days from onset of symptoms).
- If a person develops symptoms or learns of exposure while at TLCA, he/she must be separated from the group and sent home as soon as possible.
- Upon diagnosis of COVID within the facility, appropriate authorities will be contacted.
- Families and other individuals that have been in the facility within the last 14 days will also be notified.
- All children and staff within the stable cohort will be informed about the need to quarantine for 14 days.

Staff Training:

- All TLCA staff will be appropriately trained to gain understanding of COVID regulations and procedures.
- Staff will be notified of any changes that may occur throughout the school year.
- Staff will continue with their yearly training requirements.

