

Victory Christian Academy

COVID-19 Preparedness

Plan



January 2021

1. Frequent Handwashing

- All children, staff, and volunteers should engage in hand hygiene at the following times:
 - Upon entering any classroom
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After playing outdoors or in sand
 - After handling garbage
- Wash hands with soap and water for at least 20 seconds: follow the hand-washing policy posted at each hand washing sink.
 - If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
 - Sanitizer with at least 60% alcohol will be available at each facility entrance and in each classroom. Sanitizer bottles will be refilled or replaced by classroom staff whenever necessary.
 - Hand sanitizer in the classroom and play yards must be kept out of children's reach.
 - Supervise children when they use hand sanitizer to prevent ingestion.
 - Assist children with handwashing, including younger students who cannot wash hands alone.
 - After assisting children with handwashing, staff should also wash their hands.

2. Cleaning and disinfecting

Ensure high-touch surfaces such as doorknobs, light switches, stair rails, counters, tables and chairs, shared toys, program equipment and other items are regularly cleaned and disinfected. Minimize the use of shared supplies (e.g., arts and crafts, office supplies) that cannot be sanitized and consider using designated bins for clean and used items.

[How COVID-19 spreads](#)

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with viruses and then touch your eyes, nose, or mouth, although this is not the primary way the virus spreads.

- Routine cleaning and disinfecting are key to maintaining a safe environment for faculty, students, and staff.

- Cleaning removes dirt and most germs and is usually done with soap and water.
- Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.

Routine cleaning and disinfecting:

While wearing gloves, use a solution of 1/3 cup of bleach to 1 gallon of water to clean and disinfect at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as (but not limited to):

- Door knobs and handles
- Pens/clipboards/binders
- Cupboard and drawer handles
- Stair rails
- Tables, chairs, countertops
- Light switches
- Handles on equipment (e.g., strollers, bikes, pushcarts)
- Pushbuttons/knobs/handles on appliances
- Electronic Tablets, telephones, computers, keyboards, and mice
- Shared toys/equipment
- Faucets/toilet flush bars
- Paper Towel Dispensers

3. Arrival and Departure

- Before children enter the space, screen them to ensure those with symptoms are not attending. Beginning July 6, 2020 when parents sign their child in, they will be presented with a questionnaire health screening to be completed before they are allowed to complete the sign-in process.
- Make sure to remind parents to complete this process BEFORE bringing their child to the classroom/play yard/space.
- Students who do not pass this screening will not be allowed to attend.
- Staff will be required to check the temperature of each child BEFORE they enter the classroom/play yard/space. (this is in addition to the questionnaire screening)
- While wearing disposable gloves, meet the child at the door or entrance to the classroom/play yard/space.
- Using only the infrared thermometers provided, check the temperature of each child, ensuring that it is below 100.4°F . (Children with a temp of 100.4°F or higher will not be allowed to attend and must be fever-free for 72 hours, without the use of fever-reducing medicines.)
- Parents will be asked not to enter the classroom/play yard/space. Staff are to meet the parent at the door/entrance to deliver or receive the child (once the temp check is complete)
- Parents will be reminded to maintain the CDC recommended 6 foot social distance from each other during pick up and drop off and floor markings will be placed outside each classroom door to remind them as well.

- Parents will be asked to limit the number of people accompanying their child(ren) into the building to 1 whenever possible.

Before staff enter the classroom/play yard/space screen them to ensure those with symptoms are not attending.

- All staff are required to report to the center director at the beginning of each shift for a brief health screening including a temp. check.
- Any staff with a temperature of 100.4°F or higher will be dismissed from work and must be fever-free for 72 hours, without the use of fever-reducing medicines before returning to work.
- Any staff displaying or reporting symptoms of Covid-19 will be dismissed from work until one of the following occurs. (14 days without worsening symptoms, A negative Covid-19 test result, an alternate diagnosis (by a health care professional) that explains the symptoms)
- VCA reserves the right to require a COVID-19 test before allowing a staff to return to work.

PLANS FOR SICK CHILDREN AND STAFF

- If a staff member develops fever or other respiratory symptoms while at school the staff member should be sent home and told to call their health care provider to report their illness and any recent travel. All common areas/surfaces will be cleaned /disinfected immediately
- If a student/child develops fever or other respiratory symptoms while at school the student will be isolated from other children in a separate room staff with supervision while the child's parent or guardian is immediately contacted.
 - Whoever is providing supervision will wear gloves and a mask and practice appropriate hand hygiene.
 - The parent or guardian will be encouraged to separate the child from others at home and to contact their child's healthcare provider to report their illness and recent travel.
 - Surfaces and objects within the classroom and isolation room should be cleaned and disinfected as soon as possible and upon the student's or staff member's exit to prevent transmission.
- The child or staff member will not be allowed to return to VCA until one of the following occurs.
 - 14 days without worsening symptoms
 - A negative Covid-19 test result
 - An alternate diagnosis (by a health care professional) that explains the symptoms
- If a lab-confirmed-positive test result for a student, staff member, or household member of either is reported the site director will immediately notify all parents at their school via a parent alert. Staff who are present will be notified directly and staff who are absent will be notified via telephone as soon as possible.
- Please notify your director ASAP if you will be absent from work due to a lab confirmed positive test result at your center.

4. Social distancing throughout the day

PLAN FOR SOCIAL DISTANCING THROUGHOUT THE DAY:

Children will remain with the same group and staff members throughout the day.

Parents are asked to maintain social distancing during pick up and drop off - signage has been placed to facilitate this.

Children will be spread out as much as the space and equipment allows during all meal and snack times. (all family style meal service has been suspended until the end of the COVID-19 health crises)

Napping cots are spread out as much as possible, given the space, and cots are placed opposite one another (head to foot)

As much as possible, children will travel through the center in small groups, and will wash or sanitize their hands each time they enter a new classroom/play yard/space.

Staff will maintain distance from each other as much as possible.

- Limit the number of staff in the breakroom/office/bathroom, other small areas
- Do not congregate in the hallways.
- Remain spread throughout any classroom or play yard.

5. Source control and cloth face coverings

- Cloth face coverings are an important piece for mitigating the spread of the virus but are most effective if it can stay in place without being pulled on or touched by the person wearing it or others. Within this context, the provider, staff members, and volunteers are required to wear cloth face coverings during the workday as much as possible, recognizing the development needs of the children in their care.
- Children should not wear cloth face coverings unless they can reliably wear, remove, and handle the cloth face covering throughout the day. Cloth face coverings should NOT be put on infants or children younger than 2 because of the danger of suffocation.

