

Canyon Rim Children's Center, Inc.

"Dedicated to the individuality of children."

Plan for Re-opening

Proposed Timeline:

July 6, 2020: Staff returns to CRCC (see personnel/staffing below)

July 6 – 20:

- Train staff on safe daily operating procedures (2 teachers per classroom at one time)
- Prepare classrooms, materials, and operations for restricted use as outlined below.
- Recommend 2 week modified self-quarantine for families & staff prior to starting school.
- Orient families back to CRCC - Provide information on plan for drop off/Pick up procedures, masks, health check, etc.
- Have staff video chat children to assist in acclimating them back into the program.
- Inquiry visits of potential, new families offered electronically with opportunity for Q&A. Any intake paperwork submitted electronically. Practicing strict social distancing and current safety protocols tour 1 family at a time, by appointment only. Inquiring families will be toured by the assistant director, temperatures taken upon arrival, masks must be worn, families will not be allowed inside the classrooms but will be able to view classrooms in session, through windows.

July 20, 2020: Open for service following guidelines outlined below or updated as per public health order/local licensing regulations.

Detailed plans in each major area below (1. Personnel/staffing, 2. Building/facility, 3. Operations, 4. Cleaning/sanitation) are in progress and subject to ongoing revision as guidelines emerge.

1. Personnel/Staff Structure

- Reduce total staff (Assistant Director & 2nd. Admin staff alternating days/times, 6 full time classroom teachers, if 3 classrooms open / 8 classroom teachers, if 4 classrooms open) (2 Teachers in each classroom, 1 support staff member AM & 1 PM (not assigned to a classroom) for cleaning assistance and snacks)
- Eliminate volunteers, interns, observers.
- 2 teachers per stable group will cover incidental changes to health order (if group size can be increased), safety protocols, and emergency absence coverage.
- Daily, 1 of the 2 teachers assigned to each stable group will carry out non-teaching duties including but not limited to, cleaning & sanitation, escorting children to and from parent's car & parent communication.
- Assistant Director and 1 additional administrative staff member will oversee management of sign in process, scheduling parent arrivals for drop off and pick up, if needed. Managing communication and notification about arrival, in addition to ongoing regular center administrative work.
- Staff & families/children (including anyone in your household unit) planning to travel, will need to quarantine for 2 weeks before returning to CRCC.

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2. Building/Facility

- Signs reminding parents about “no entry” policy will be posted at front gate.
- Sign-in supply station – hand sanitizer, disinfecting wipes, clipboards, thermometer, gloves, masks (possible smocks)
- Kitchen – max 2 individuals at any time
- Admin Office – max 2 people in office at any time. Limit personal belongings. Door to remain closed but not locked when not occupied.
- Provide individual covered bins for personal belongings (children & staff). Personal belongings not in a covered bin, do not enter classroom spaces.
- Adult bathroom – typically located in church will not be accessible. Staff will have to use children’s bathroom, dead bolting door while in use. Cleaning supplies provided for sanitation between each use.
- Child bathrooms – Handwashing station available. Cleaning supplies provided for sanitation between uses.
- Outdoor areas – hand sanitizer available at both ends of all yards. Each group maintains separate bin of outdoor toys, not shared. Groups schedule use of yard at different times. Tricycles and equipment wiped down between groups.
- Outdoor sinks (upper & lower) - handwashing station available. Cleaning supplies provided for sanitation between uses.
- Bins attached to fence or on table to store individual water bottles or personal items – thoroughly disinfected after each group.
- Classrooms – rooms set up and arranged to encourage physical distancing. Limit chairs at each table. Cleaning supplies provided for sanitation between uses.
- Furniture, tape, and shelving to promote individual play and ensure adequate visual supervision.

3. Operations

- 7:30 – 8:00 AM & 5:00-5:30 will be used by one staff member assigned for opening and closing the center along with any additional sanitation of facility.
- Limit operating hours for children’s attendance - 8:00 AM to 5:00 PM Monday through Friday to ensure adequate staffing at all times of operation and daily preparation and closure of facility.
- Enroll only Monday through Friday 5 day a week schedules, until such restrictions are lifted.
- If needed, Parent arrivals may be scheduled for 30-minute windows to minimize crowding at drop off/pick up times.
- Detailed protocols are reviewed and signed by parents & staff prior to enrollment or re-enrollment.
- Staff members enter their sign in area individually, at scheduled arrival time, screened & surveyed.

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- Staff practice arrival protocol when leaving/reentering the classroom for any reason. Staff rescreened and surveyed upon return from breaks of any length.
- Parent dropping off child is to wait & stay with child outside of car. A designated staff member will approach for interview/wellness check before admitting each child.
- A designated teacher (masked & gloved), from each group, greets parent & child at car, in parking lot and performs wellness survey, temperature check and visual check for signs of illness. Once child meets all safety protocols, parent signs the child in, using their own pen and teacher escorts the child into the facility.
- Child should wear a mask upon arrival. Child will be gently encouraged to wear a mask during the day (naptime is the exception). If/when mask is removed it is secured in individual labeled zip lock bag or compartment. Child's personal belongings (nap items, change of clothes, diapers, wipes) secured in individual labeled covered plastic container (sanitized daily and as needed)
- Teacher (masked & gloved) escorts child to restroom to supervise & assist with hand washing & then to the classroom or playground.
- Wellness checks are performed on each child a minimum of four times each day, temperature is taken & documented, including at arrival, before and after nap & before child leaves the facility.
- Outdoor play- Each group maintains separate bin of outdoor toys, not shared. Groups schedule use of play yards at different times.
- Indoor play – items that cannot be sanitized are removed. Limit sharing of materials to the extent possible. Create individual supply of art & writing supplies.
- Child bathrooms - Teacher accompanies child to assist with toileting or diapering and to supervise thorough handwashing. Staff on cleaning duty (see personnel) sanitizes all surfaces touched by child and caregiver including toilet seat, flush handle, sink faucet, soap dispenser, paper towel dispenser, light switch, door handles, etc.
- Parent picking up child is to call ahead upon arrival, wait & stay by the car, until designated teacher (masked) brings the child & belongings to the appropriate car.
- Parent signs the child out using their own pen and assists the child into the car.
- Teachers will carry cell phones/walkie talkies for communication with other staff members or admin, to allow for communication, but limit exposure outside of their group.

4. Cleaning and Sanitation

- Outdoor areas: Tricycles & equipment wiped down between groups. Staff on cleaning duty to wipe down all surfaces including, tables, chairs, swings, ladders, slides & climbing equipment, and all surfaces that can be reasonably sanitized before the next group's scheduled play time.
- Classrooms - Staff on cleaning duty wipe down surfaces and tables at regular intervals and whenever observed to be touched or soiled. Toys that come into contact with bodily fluids removed to a covered wash bin for sanitation and air drying before made available.
- Bathrooms, classrooms, kitchen and offices thoroughly cleaned at regular intervals throughout the day, full sanitation of all restrooms after each use and after closing nightly.
- Follow [CDC guidance for cleaning and sanitation of Child Care Centers](#)