



CONTROL MEASURES (revised 11-23-2020)

HCELC is dedicated to constantly evaluate our practices to evolve with the most up to date information regarding COVID-19. Our aim is to keep our families and staff as safe and healthy as possible while continuing to provide services. Please read this document thoroughly as we are asking our entire HCELC community to assist us in maintaining the overall health of everyone.

Reduced Hours of Operation

We are open to families from 7:30 a.m. – 5:30 p.m. Monday through Friday. By reducing our hours 30 minutes on each end, children have minimal exposure to classrooms other than their own throughout the day.

Face Masks

All parents, employees and visitors must wear a face mask at all times when in our building. Children enrolled in our Infant through Pre-K classrooms are not required to wear a face mask, while those in our School Age and Summer Camp programs are required to wear one.

Social Distancing

We ask that only one parent or guardian and, if possible, the same parent or guardian, do all of the drop offs and pick ups. Everyone enters the building through the main ELC entrance on the lower level and exits the building through the glass door at the end of the hallway, on the North end of the lower level. Those with children in classrooms on the upper level take the elevator to the upper level, take the stairs to return to the lower level and exit through the glass door at the end of the hallway, on the North end of the lower level. This creates one-way motion to limit the amount of close contact with others in the hallway.

Please note: The keypad on the main entry door is turned off so entry codes do not work. Employees monitor the door from 7:30 a.m. to 9:00 a.m. and 4:00 p.m. to 5:30 p.m. Please ring the doorbell to enter the building between 9:00 a.m. and 4:00 p.m.

Please drop your children off in the classroom doorway and avoid entering the room. After welcoming children to the classroom, teachers help the children wash their hands.

Temperatures

Temperatures are taken with a no-contact thermometer for every person who enters our building, including parents, children, employees and visitors. Any adult with a temperature of 100.4 or higher may not enter the building. Children's temperatures are also taken as needed throughout the day.

Our center follows the Johnson County Department of Health & Environment exclusion policy for symptomatic children:

“Due to children having fevers for a variety of reasons (e.g. teething), fever is considered a secondary symptom. COVID-19 testing for young children in Johnson County is limited, and generally reserved for those with severe illness. For this reason, a child who develops at least one primary symptom, or two or more secondary symptoms, is presumed to have COVID-19 and should be excluded from childcare for 10 days after their symptoms began **and** 24 hours after their fever (if present) has resolved without the aid of medication **and** their initial symptoms have improved. If the child is tested for COVID-19 and tests negative, they can return to childcare 24 hours **after their symptoms resolve**. If a physician indicates the symptoms are due to a different diagnosis (e.g. allergies, asthma), a child can be re-admitted to childcare prior to their symptoms resolving. If a child has only one secondary symptom, JCDHE recommends they be excluded until at least 24 hours **after the resolution of symptoms**.

PRIMARY SYMPTOMS (at least one)
<ul style="list-style-type: none">• Cough• Shortness of Breath• Difficulty Breathing• Loss of Taste and/or Smell

SECONDARY SYMPTOMS (at least two)
<ul style="list-style-type: none">• Fever• Chills• Muscle or Body Aches• Headache• Sore Throat• Diarrhea/Nausea/Vomiting• Congestion/Runny Nose• Extreme Fatigue

Travel-Related Quarantine Questions

The following questions are posted at our main entrance. All adults who enter our building are asked to read them before entering and to make us aware if the answer to any of the questions is “yes”:

1. Have you or a household member:
 - Returned to Kansas from travel on a cruise ship or river cruise on or after March 15?
 - Traveled to or from South Dakota between November 4 - 17?
 - Traveled to or from North Dakota between October 21 - November 17?
 - Traveled to or from the countries of Belgium and Czechia between November 4 - 17?
 - Traveled to or from the country of Andorra between October 21 - November 17?
 - Attended an out-of-state mass gathering of 500 or more where individuals did not socially distance (6 feet) and wear a mask?
2. Has your child been exposed to someone diagnosed with COVID-19, either within or outside of your home, or has anyone in your home been diagnosed with COVID-19?
3. Is anyone in your home showing any of the following signs of illness?
 - Fever greater than 100.4 degrees (F)
 - Cough
 - Shortness of breath / difficulty breathing
 - Sudden loss of smell or taste
 - Other signs of illness such as headache, sore throat, general aches and pains, exhaustion

COVID-19 Confirmed Cases

In the event an enrolled child, parent, sibling, employee or other household member has been diagnosed with a case of COVID-19, the entire household will be excluded from Hillcrest until we get direction from the Kansas Department of Health and Environment on next steps. If an enrolled child or employee has been diagnosed with a case of COVID-19, a notice will be posted on our entrance door, as well as the appropriate classroom door, just as we do for all communicable diseases. A note will also be issued in Brightwheel.

Hand Sanitizing & Washing

After having their temperatures taken and answering the travel-related questions, parents, employees and visitors apply hand sanitizer before leaving the entrance area and entering the building.

Throughout the day, teachers and children wash hands often with soap and water for at least 20 seconds. Hand washing takes place:

- Upon entry into a classroom
- After using the bathroom
- Before and after handling food
- Before and after each diaper change
- After cleaning/sanitizing
- Upon returning into classroom from playground/outdoor walk
- Before and after putting on & taking off a facemask
- When hands are visibly dirty

Sunscreen

Parents apply sunscreen to children before bringing them to Hillcrest in the morning. They let teachers know if their child is not wearing sunscreen at drop off so teachers know to apply it before going outside in the morning. Teachers apply sunscreen to all children in the afternoon using spray bottles whenever possible. If lotion is applied without a spray, teachers change gloves between each application. Sunscreen face sticks are wiped off between applications. If parents prefer a specific type of sunscreen for their child, they label the sunscreen with their child's name and give it to their child's teacher.

Children's Belongings and Clothing

Belongings from home are limited to two changes of clothing, a jacket, a blanket for naptime, one "lovie"/stuffed animal and a backpack. The extra changes of clothing are stored in sealed plastic bags inside cubbies. If possible, please bring a jacket for your child that can stay at Hillcrest during the week and go home at the end of the week to be laundered, along with the naptime blanket. Backpacks remain on the children's hooks outside of the classrooms. Toys from home are not allowed.

Cleaning & Disinfecting

Hillcrest has employed a professional cleaning service, TDC, Inc., for many years. In addition to the standard nightly services of emptying trash, mopping floors, vacuuming carpets and cleaning and disinfecting bathrooms, they are also disinfecting hard surfaces nightly with an emphasis on the common high touch points following the CDC guidelines. The disinfectant they use is approved by the EPA and CDC for use against the virus that causes COVID-19.

TDC also uses electrostatic sprayers, as needed. Electrostatic spray surface cleaning is the process of spraying an electrostatically charged mist onto surfaces and objects. The electrostatic spray contains

positively charged particles that are able to aggressively adhere to all surfaces and objects especially in those hard to reach areas. They use disinfectants in the electrostatic sprayers that are on List N which means they meet the EPA's criteria for use against the virus that causes COVID-19. The dwell time for the disinfectants is 2 minutes or less.

During the school day, employees disinfect high-touch areas including, but not limited to, door handles, cabinet handles, stair handrails, light switches, doorbells, toilet handles, faucets & baby gates. In addition, packages are disinfected before they are brought into the building, buggies, strollers and toys are disinfected daily and our cook deep cleans in the kitchen daily. All cot sheets are laundered weekly.

Other Controls During the Day

Teachers split group activities whenever possible to keep children physically separated and distanced. They encourage children to spread out during reading and circle time and increase the space between kids seated at tables and on cots during nap time. Rather than drawing attention to children touching their faces, teachers re-direct the children's attention and when children cough or sneeze, they are encouraged to cover their nose and mouth with their arm. Teachers also socially distance from each other and avoid visiting or borrowing items from other classrooms.

Sensory bins, soft toys and area rugs have been removed from classrooms and replaced with additional hard surface toys. Play dough and play slime are divided and stored in individual portions for each child; they are not shared between children. Water bottles have been replaced with single use disposable cups. Water fountains are no longer operational. Children do not play in the big room or bounce house.

New, Fun Activities

In addition to daily time on the playground, each classroom has a daily time to take a nature walk outside and to visit the sanctuary for an indoor activity. The visits to the sanctuary are limited to two classrooms at a time with the two groups distanced from one another. The activities in the sanctuary include lots of music and movement.