The Plano Family YMCA Preschool
COVID-19 Procedures

Dear Parents,

We believe the role of the YMCA is critical as families attempt to get back to a new normal. As always, the safety of our staff and children in our care is our highest priority. However, some of the protective measures that we can expect from adults are, for a variety of reasons, simply not possible for young children to practice in youth camps and programs such as the Plano Family YMCA Preschool. In some cases, children are too young to understand and practice these precautions and in other cases the precaution may create a safety concern, for example heat illness from wearing face coverings in the Texas heat. All these factors mean that while certain precautions against the spread of COVID-19 can and will be applied in our youth camps and programs, our infection control measures will differ from those that may be suitable for other environments.

We are following guidance from the CDC, State and Local Health officials as well as implementing best practices identified in the Field Guide for Camps on Implementation of CDC Guidance prepared for the American Camping Association and YMCA of the USA.

Some of the elements of our infection control plan include:

- Segmenting programs by groups/cohorts. This means we will intentionally keep small groups together and avoid “co-mingling” groups as much as possible.
- Encouraging social distancing through activity design and reminders;
- Regular and frequent scheduled hand hygiene;
- Enhance cleaning and sanitation protocols of curriculum items between use and/or groups;
- Staff and child face coverings when it is safe to do so and for specific tasks such as providing assistance to a child, serving food, etc.
- Altered drop off and pick up procedures where parents will be asked to stay in the car and/or not enter the facilities;
- Limiting access to the building or camp to participants and staff, parents will be asked to not enter program spaces;
• Encouraging parents to monitor children’s temperature prior to attending programs and
daily health screening by staff prior to entering programs;
• Updated illness policy and partnership with parents to ensure only healthy children attend
programs.

We request parents partner with us in keeping our staff and student healthy by monitoring the
health of your children and not sending them to the program if they exhibit any symptom of COVID-
19. If your child exhibits symptoms, you should seek COVID-19 testing promptly and report results
to the YMCA given the implications for other children, families, and staff.

Please see the following operations guide for more details about procedures that will be
implemented.

Plano Family YMCA Preschool Operations During COVID-19

The Plano Family YMCA Preschool will begin the fall 2020 school year in September. Below is an
outline of what you can expect on the operational side of things, as we are following guidance from
the Texas Health and Human Services (HHS) and the Centers for Disease Control (CDC).

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>TBD</th>
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| Access to the Building | In wanting to be mindful of the safety of all persons present in the facility and to limit to the extent possible everyone’s exposure, we ask that families do not enter the building. We will be temporarily removing access to the building for anyone other than staff. Others included in temporarily not having access to the building:  
  ● Volunteers;  
  ● Outside therapists and/or other providers;  
  ● Any other person without legal authority |

| Updated Illness Policy | The following is guidance from HHS and CDC:  
  ● Students with any respiratory symptoms (cough, runny nose, sore throat, shortness of breath) and/or a fever must be excluded.  
  ● It is extremely important that you keep your children home when they are sick.  
  ● If a child were to become sick while at school, they would be taken out of the classroom immediately and be secluded in an area where no other children are present. One staff member will stay near the child until a parent or guardian arrives. |
Drop Off and Pick Up Procedures

Please see below for procedures regarding drop off and pick up. These procedures will be reevaluated and updated as guidance is released.

<table>
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<tr>
<th>Drop Off</th>
<th>Online Programming</th>
<th>Closure: Related to COVID-19</th>
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| Drop off times will be staggered in 15-minute increments. This will allow us to greet your child at the car in designated parking spots in the Plano Family YMCA parking lot.  
  - Drop Off Intervals: 8:00, 8:15, 8:30, 8:45, and 9:00.  
  - Once we are aware of those in-person students we will assign times accordingly  
  
  As mentioned above (Plano Family YMCA Preschool Operations During COVID-19), we will be temporarily removing access to the building for anyone other than staff  
  - A staff member will meet parents and students at the car. At the time teacher will ask parents to answer quick screening questions and take the child’s temperature. Teachers will walk them into the classroom using the outside door.  
  - Once in the classroom another teacher will check the child in, take them to the restroom and wash hands in the sink as needed. |
| Online programming will be discontinued for the summer. Based on demand, we may be able to offer again in the fall, so long as it is not interfering with the teachers capability of providing sufficient support to students in person. |
| If there is a confirmed case of COVID, areas of the school where this person has been will be closed. We will follow HHS guidelines of contacting our local health authority and Child-care licensing. They will then advise us on re-opening procedures.  
  - At minimum, as an organization, our cleaning service provider will be contacted immediately, and areas will be professionally cleaned.  
  - Should someone in your household become ill with COVID-19 related symptoms, we ask that you share this information with us as soon as possible. Your family will remain anonymous. |

Sign In

The Plano Family YMCA Preschool will continue to use previous method of checking in students.
| **Temperature Checks** | Teachers will use an infrared no touch thermometer to take a temperature while the child remains in the car. **Persons who have a fever of 100.4F/38C or above or other signs of illness will not be admitted into the facility.** This same expectation will hold true for all staff members too.  
- Several thermometers will be available that will be cleaned and sanitized between each use.  
- You will need to confirm that the child does not have a shortness of breath, cough or any other concerning symptoms.  
- You will be asked to confirm that you have not been around anyone with a confirmed COVID diagnosis.  
- Staff will make a visual inspection of the child for signs of illness which would include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. |
| **Hand Hygiene** | Staff members who are completing the drop-off routine will have hand sanitizer that is used before approaching the car. We will provide hand sanitizer with at least 60% alcohol for staff only. Once the child makes it to their classroom, they will wash their hands with soap and water. |
| **Personal Belongings** | Please limit the items you send with your child to school.  
- **Backpacks:** We prefer no backpacks. Extra set of clothes or other items needed can be kept in a sealed Ziplock in the child’s cubby.  
- **Bedding:** Please continue to send bedding that can be washed at the beginning of every week. We will send bedding home at the end of the week, with the expectation that it is getting washed before being sent back. Please make this as minimal as possible (no stuffed animals and extra/ large blankets/ pillows)  
- Each child will need to provide a plastic pencil box with necessary art items: colored pencils, glue stick, child friendly scissors, markers, pencils, erasers. Crayons will not be allowed. Each child will only be able to use what is provided in their own box. |
| **Pick Up** | Again, pick up times will be staggered in 15 minute increments. This will allow us to limit close contact between families and staff members, as they are helping children from their classrooms to their cars.  
- **Pick Up Intervals:** 1:30, 1:45, 2:00.  
As you pull up, a staff member will bring your child to your car. If you could be ready to hop out and meet your child, so staff is able to maintain social distancing standards. If at any point you pull up to the school and you are not greeted by a staff member within a few minutes, please call the office at (214) 705.9459. |
Social Distancing Guidelines/ Face Coverings

There are several social distancing guidelines as recommended by HHS, CDC, and other local authorities. We are trying to be mindful of each of these, while also being mindful that we are working with children, some with disabilities, and therefore these guidelines won’t always be possible. Plano Family YMCA Preschool staff will do their best to keep all children safe.

| Drop Off/ Pick Up | ● Staggered drop off and pick up times.  
● Temporarily removing access to the building for anyone other than teaching and administrative staff.  
● For more information on drop off and pick up procedures, please see the document “Drop Off and Pick Up Procedures.” |
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<thead>
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<tbody>
<tr>
<td>Students/ Staff</td>
<td>The same teachers will remain with the same group of children throughout the day.</td>
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<tr>
<td>Classrooms</td>
<td>Daily routines will be altered, and classroom furniture will be rearranged to adhere to some of the suggested social distancing guidelines.</td>
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<td>Bathrooms</td>
<td>As they are able, classrooms will set-up an alternate areas to avoid sharing the bathroom with another class. All bathroom areas will be sanitized in between used and additional wipes down before and after and class is finished.</td>
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<tr>
<td>Outside/ Indoor Gym</td>
<td>No two classrooms will be outside on the same play structure at the same time. This same rule will also apply to the gym or group exercise rooms used for indoor recesses. Each class will have designated toys to play with for the week and all toys and equipment will be sanitized and/or disinfected daily.</td>
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<td>Nap Time</td>
<td>During nap time, staff will ensure that children’s mats are spaced at least 3 feet apart, or 6 feet apart (as space allows). Teachers will be creative in using areas and dividers, while placing children head to toe.</td>
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| Face Coverings    | ● Staff: All staff members will be required to wear a face mask or covering throughout the day, unless the mask or face covering hinders the staff members health. Social distancing will be practices when a mask is not able to be worn.  
● Students, ages 2 and older: Face masks or coverings are required.  
  ○ No child will be allowed to wear a mask during nap time.  
  ○ The Plano Family YMCA Preschool will not be providing masks for children.  
  ○ Staff will be mindful of watching students who are touching their face more often and/or taking their mask on and off. |

For more information on drop off and pick up procedures, please see the document “Drop Off and Pick Up Procedures.”
Cleaning, Sanitizing, and Disinfecting

| Professional Cleaning Services | Going forward, the Plano Family YMCA Preschool will continue to be cleaned by a professional cleaning service nightly. If a case of COVID is confirmed, they will be contacted for immediate additional deep cleaning of the area. |
| Cleaning and Disinfecting Efforts | We will intensify cleaning and disinfection efforts by doing the following: |
| ● Toys that can be put in the mouth should be cleaned and **sanitized**. There will be a designated “mouthed items” bucket in each classroom. |
| ● Staff will follow a cleaning and disinfecting schedule daily. |
| ● Routinely clean, **sanitize**, and **disinfect** surfaces and objects that are frequently touched, especially toys and games. |
| ● Cleaning high touch points daily such as doorknobs, light switches, gates, classroom sink handles, countertops, chairs, cubbies/hooks, and playground structures. |
| If surfaces are dirty, they will be cleaned using the Plano Family YMCA Preschool’s standard 3-step **sanitizing** and **disinfecting** process. |
| Cleaning and Sanitizing Toys | ● Toys that cannot be cleaned and sanitized will be taken out of the classroom. Including, but not limited to: |
| ○ Cloth toys, dress up clothes, etc. |
| ○ Sensory tables will not be utilized. |
| ○ Water play is not allowed. |
| ● Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand, by a person wearing gloves. |
| ○ Clean with water and soap, rinse, sanitize with a disinfectant, rinse again, and air-dry. |
| ● Toys will not be shared with other groups or classrooms, unless they are washed and sanitized before being moved from one group to the other. |
| ● Toys will be set aside that need to be cleaned: |
| ○ Toys will be placed in a bucket with soapy water or put in a separate container marked for “soiled toys.” Washing with soapy water is the ideal method for cleaning. |
| ● Only books that can be sanitized, such as cardboard books, will be allowed in the classroom. |
# Handwashing, Bedding, and Meals

| **Handwashing** | Washing your hands properly takes about as long as singing “Happy Birthday” twice, using the images found here: [https://www.who.int/gpsc/clean_hands_protection/en/](https://www.who.int/gpsc/clean_hands_protection/en/)  
Staff and students will wash hands as listed below:  
- **Before, during, and after** preparing food;  
- **Before** eating food;  
- **Before** and after treating a cut or wound;  
- **After** using the toilet;  
- **After** changing diapers or cleaning up a child who has used the toilet;  
- **After** blowing your nose, coughing, or sneezing; and  
- **After** touching garbage;  
Staff and students will follow the guidelines for washing hands as listed below:  
- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap;  
- Lather your hands by rubbing them together with soap. Lather the backs of your hands, between your fingers, and under your nails.  
- Scrub your hands for at least 20 seconds;  
- Rinse your hands well under clean, running water; and  
- Dry your hands using a clean towel or air dry. |
| **Bedding** |  
- Staff will continue to keep each child’s bedding separate and store in individually labeled areas.  
- Cots will be disinfected at the end of each day. |
| **Meals** |  
- Guidelines from Health and Human services request that children bring their own lunch. We will continue to provide an individually packaged snack in the morning and afternoon.  
- If sending snacks daily, please label snack to help the teachers identify from lunch items.  
- Please pack items that do not need additional heating and handling. If you need ideas, please let us know. |