

PLAN #1: PROGRAM OPERATIONS

Section 1: Program Administration

Describe your approach to prevent contact between groups, including during beginning/end of day, transitions, and outdoor times.

Classrooms and Groupings:

We have expanded our staffing schedules so that individual classrooms will be staffed from the opening of the program to the close of program daily. Programs that have been traditionally run in one room with mixed/combined groupings of children and teachers (i.e.: early drop off, lunch bunch, extended day) will now be held separately in each classroom, with only that classroom's teachers and students.

Transitions:

Class schedules will be adjusted slightly so that there is only one group in shared hallways at one time.

Playground (Depending upon age groups, one of two options will be utilized):

- Our playground is large enough to divide in half, with each half easily accommodating planned group size, allowing for two groups to be on the playground at the same time in separate areas.
- We will adjust our playground schedules as needed so that only one class/group of children and their teacher will be on the playground at one time.

Drop-off and Pick-up:

- We are fortunate to have a drive through system already in place at CCCC that meets EEC's requirement. Each group will be assigned a designated time and drop-off/pick-up location along the driveway so that parents will not enter the building. Designated class times and locations for drop-off /pick-up will be consistent day-to-day. We will expand our drive through to include our early drop off, which in the past has been a "walk-in" program.
- If parents need to pick-up a child outside of the regular drive through times, the parent will contact the office/director and schedule a time to meet a designated staff member at the drive through or the front door.
- The front entrance will be locked and parents will not be able to access the building through the front door without being "buzzed" in by a staff member and directed immediately to the Meeting Room. The Meeting Room, a multipurpose room located off the immediate front door that is not used by the children/teachers, will serve as the designated space available to CCCC should a parent need to enter the school and meet with the director or a staff member.
- All parents and visitors are required to wear a mask or face covering if they enter the building or are unable to socially distance during drop-off and pick-up times.

- “Hand Sanitizing Stations” will be placed at both our primary and secondary entrances for staff and parents. Parents will be offered the opportunity to grant written permission for their children to use hand sanitizer at the discretion and in the supervision of their child’s teachers.

Describe how you will minimize prolonged close contact between individuals within a group, to the degree possible, through adjustments to activities, classroom configuration, or other ways of supporting classroom teachers to adjust their daily plans?

- By adjusting our playground configuration and schedules, each class will be able to increase their outdoor time on days with temperate weather. Additional playground materials will be purchased, if needed, to encourage safely distanced interactions (i.e.: additional buckets and shovels).
- Each of CCCC’s four classrooms’ will be limited to a maximum of 10 children per day. Each classroom has square footage that far exceeds EEC’s requirement of 45 square feet allowed which will allow for teachers and children plenty of space to spread out.
- Classroom furniture will be reconfigured so that children will be working in more individualized spaces that still encourage developmentally appropriate socializing, but at a safe distance (i.e.: two wall easels spaced six feet apart, two puzzle stations with each station at the far ends of a six-foot table).
- When planning whole group activities, teachers will utilize visual aids such as “Sit Spots” or carpet squares for children to use to ensure safe distances.
- Plexiglass dividers or additional furniture will be purchased and used as appropriate, if needed.
- Soft toys and fabric materials (i.e.: dress up clothes, stuffed animals) that cannot be effectively disinfected and sanitized between use will be removed from the classroom at this time.

What strategies will you use to ensure that materials and equipment used by children will minimize sharing and promote distancing?

- All children will have their own individual set of basic classroom items, including but not limited to: crayons, markers, glue sticks, paint brushes, and child scissors. Items will be stored in separate containers labelled with each child’s name and will be accessible to children throughout the day for them to use for classroom activities.
- Individual activity bins will be created that allow children to explore materials independently. For example, a large classroom container of lego bricks will be divided into a number smaller containers and rotated out to be sanitized and/or disinfected between use.

- Equipment and visual aids will be used to help children work successfully while keeping a safe distance from classmates (i.e.: using hula hoops laid flat on the floor to designate building spaces in the block area).

Staffing Plan

How will you ensure adequate staffing and supervision for the designated groups of children, including during breaks and meal times, while minimizing contact across groups?

CCCC has currently 8 teachers on staff, all either PS Teacher or Lead Teacher certified through EEC. By planning for only 40 children, we will have 2 teachers assigned to each classroom as primary “contact” teachers which will allow for ample staffing for breaks, meal times, etc.

How will you ensure that the staff is adequately supported in implementing protocols, including training and supplies?

In the two weeks prior to opening on September 14 (the earliest date we would be opening), CCCC teachers will be provided paid time to allow for classroom set-up, training, and preparation of supplies and curriculum.

Section 2: Parent Communication

How will you communicate with families in case of exposure or illness at your site and who will be designated to perform the communication?

In case of exposure or illness at CCCC, parents will be notified by the director verbally and/or in writing as appropriate given the circumstance (i.e.: a child becomes ill while in care would require a phone call to notify the parent of the ill child and written notice via email to the parents the other children in the group). Confidentiality will be maintained to the greatest extent.

PLAN # 2: CLEANING PLAN

How will you ensure that all areas, materials, furniture, and equipment used for childcare are safely and properly cleaned, sanitized, or disinfected, including a schedule for cleaning all areas of the building?

- Each teaching team assigned to a classroom will be responsible for properly cleaning, sanitizing, and/or disinfecting that classroom’s materials, furniture, equipment, and individual classroom bathrooms. Time will be built into each teacher’s schedule to ensure that cleaning/sanitizing/disinfecting can be done safely without risking exposure of any chemicals to the children in their care.
- The director and the office assistant will be responsible for cleaning/sanitizing/disinfecting all common areas such as entryways, hallways, offices, staff room, etc.
- Materials will be rotated out of children’s activity areas after each use and cleaned/disinfected/sanitized as required before being rotated back into the activity area for use by another child.
- The Playground: Surfaces and toys on the playground that are able to be cleaned and disinfected (railings on the climber, chains on swings, etc.) will be done after each use.

Where will items be stored and prepared away from children?

- CCCC will purchase only approved prepared cleaning, sanitizing, or disinfecting products. Teachers will store approved and prepared products in their classroom out of the reach of children in an upper cabinet while not in use.
- Products used by the director and office assistant will be stored in the office in an upper cabinet, out of the reach of children when not in use.

PLAN #3: MONITORING AND RESPONSE PLAN

Section 1: Screening

How will you establish a single point of entry for every grouping of individuals that enters the building, with a designated area for screening and the proper protection?

- Our single point of entry for teachers and staff will be through our back door. Upon entry, the teacher/staff member will proceed to the Meeting Room for screening and completion of the screening checklist before reporting to their classroom or their classroom's designated drop-off area.
- Our single point of entry for each individual groupings will be their own designated area along the drive through route (i.e.: back door, playground, etc.) which will act as that group's screening area. Screening will be done by each individual group's primary teacher and a written record will be maintained by the program
- Should a family need to enter the building through the front door for any reason, they will be granted access to enter by being "buzzed" in by a staff member and directed immediately to the Meeting Room. The Meeting Room, a multipurpose room located off the immediate front door that is not used by the children/teachers, and will serve as the designated screening space if needed.
- Parents will be required to complete the Daily Screening Checklist required by EEC either online via our website prior to drop off or on paper at drop off each day. Checklists will be stored and maintained by the program

Section 2: Isolation and Discharge

*When isolating sick or symptomatic individuals, what designated area will be used, separate from the childcare space?
How will you minimize exposure of others to the sick individual?*

If we need to isolate sick or symptomatic individuals, we will use "Room 116", small non-classroom space that is located directly across from the main office and within visual distance of the front door so that the child can be isolated from other children while awaiting their parent to pick-up, and escorted to the front door to meet their parent once they have arrived without passing through any areas where other children would be.

Emergency Back-Up Plan for Staff Coverage If Teacher Become Ill

CCCC has currently 8 EEC licensed teachers on staff. By planning for only 40 children, which requires only 4 teachers, we are able to plan for emergency back-up within our current staff. Each “primary teacher” teacher in a grouping will have an assigned “back-up teacher” to ensure limited contacts between groups.

Section 3: Local Board of Health Engagement

The director, Christy Harvey, will notify the local board of health in the event that a child or staff member is COVID-19 positive. The contact information for the local board of health in the town that CCCC is located is below:

Andover Board of Health
36 Bartlett St., Andover, MA 01810
health@andoverma.gov

Section 4: Program Closures and Absences

How will you communicate effectively with all relevant audiences regarding program closures and absences due to COVID-19, including to parents, staff, EEC, and the local board of health?

All communication with relevant audiences will be done by the program director, who will act as the single point of contact for the program. Depending upon the specific details of a particular situation that may occur as the result of an COVID-19 related exposure or illness, all inquiries and information about absences or potential need for closures will first be shared with the Andover Board of Health through a phone call and followed up in writing via email. Upon receiving guidance from the Andover Board of Health, CCCC will notify parents, teachers, and EEC of important information and any closures in the most efficient and effective way possible (verbal and/or written) while maintaining confidentiality