



Heart Prints' COVID-19 General Preparedness Plan

June 16, 2020

Dear Families,

Thank you for registering your child at Heart Prints'. Following the Center for Disease Controls recommendations, we have implemented some additional precautions to minimize the spread of germs, including the COVID virus.

Current Health Practices:

- All employees and students will wash hands upon entry to the classrooms
- Frequent handwashing of adults and children throughout the day encouraged over hand sanitizer
- All classrooms contain hand sanitizer for students and staff to use
- Sick children will be sent home and must remain home until they are symptom free for at least 24 hours.
- Using disinfectant cleaners on all surfaces throughout the day

Additional Measures being Implemented:

1. Drop Off Procedures

- Staggered drop off times. You should arrive at the time listed below for drop off. If you arrive early, please wait outside or in your car. Avoid standing around in the lobby or common areas.
 - Last Name A-H 8:55 arrival
 - Last Name I-P 9:00 arrival
 - Last Name Q-Z 9:05 arrival
- Parents should wear a face mask when entering the school
- Children's temperature will be checked by a teacher upon entering the room
- Parents, students, and siblings should wash hands for 20 seconds under warm water before touching anything in the room
- Please make drop off as quick as possible to reduce the number of adults in the room at any given time

2. Personal Items

**Please make sure all items are clearly labeled with the child's name*

- Lunches should be sent in a paper bag (no plastic bags or lunch boxes)
- A spill proof water bottle should be sent and left in your child's cubbie

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- A change of clothes and water shoes (such as rainboots or crocks) should be left in your child's cubbie
 - All other personal items such as toys and stuffed animals should be left at home
3. Modified Classroom Procedures
- Children will remain with the same group of children and adults for the entire week and will not visit other rooms
 - Children will be spaced throughout the classroom to avoid over crowding
 - Teachers will individually serve snack using disposable products
 - Frequently touched surfaces will be sanitized no less than two times per day using a CDC approved EPA cleaner
 - Toys and classroom materials will be sanitized frequently using a CDC approved EPA cleaner
 - Staff will wear protective face masks while indoors
4. Pick Up Procedures
- Staggered pick up times. You should arrive at the time listed below for drop off. If you arrive early, please wait outside or in your car. Avoid standing around in the lobby or common areas.
 - Last Name A-H 12:55 arrival
 - Last Name I-P 1:00 arrival
 - Last Name Q-Z 1:05 arrival
 - Children will be seated at the tables with all their take-home items
 - Adults should enter the room wearing a mask or face covering and pick up their child
 - Adults should refrain from touching anything in the room unless they first wash their hands
 - Please make pick up as quick as possible to reduce the number of adults in the room at any given time
5. The Regional Learning Alliance has agreed to disinfect common spaces, and frequently touched objects such as doorknobs, frequently throughout the day
6. Monitor family travel plans

Things Parents Should Do:

1. Keep children home who appear sick
2. Take children to a doctor if you suspect illness

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- a. The CDC recommends calling your doctor before reporting to the doctor's office
3. Children may not return to school until at least 24-hour fever and symptom free.
4. Any child who presents COVID-19 symptoms should be cleared by a doctor before return to HeartPrints. A doctor's letter must be presented to the school.
5. Teach children safe practice:
 - a. Sneeze or cough into elbow or tissue
 - b. Wash hands with warm soapy water for 20 seconds (sing *Happy Birthday* twice)
 - c. Practice using a tissue properly and throwing it away

We ask that you are extra cautious in sending your child to school at this time. If a family member or your child is presenting any symptoms characteristic of the COVID-19 Virus including fever, cough, or shortness of breath, please do not send them to school until symptoms have passed and you have consulted a doctor. While the virus does appear to be mild for most children, we do have students and staff with asthma who are at a higher risk and want to prevent any spread to grandparents or community members with preexisting conditions.

Travel Recommendations:

We encourage anyone traveling to take the ACHD's recommendation of checking the CDC's Traveler's Health Notices for the latest guidance and recommendations before planning your travel. This information can be accessed here: [CDC's Traveler's Health Notices \(https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html\)](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html)

- In an abundance of caution, we ask that any families returning from countries in Asia or Europe stay home for 14 days after travel before returning to school.
- We request that families use best judgements to ensure that their child is healthy before returning to school if they have traveled within the US or other countries outside of Asia or Europe.
- *Please email all travel plans to Heart Prints* so that we are aware.

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