

HALE EARLY EDUCATION CENTER

2021-2022 SAFETY PLAN FOR OPERATIONS

1. Mask Wearing
 - All staff will wear a face covering while inside regardless of vaccination status.
 - Children 3 years of age and older are required to wear masks inside. Masks will not be required outside, during eating, and during rest time. Additional mask breaks will occur throughout the school day.
2. Physical Distancing
 - Students will be spaced 3 feet apart during meal and snack times.
 - During nap/rest time, cots will be spaced out as much as possible, and children will be placed head to toe.
 - Any other time when masks are off inside the building, students will be spaced 3 feet apart (e.g., in small groups at a table or on the carpet).
3. Cohorting
 - Classes will remain as units. Students will be grouped for Before Care and After Care with students from their classroom.
 - Playground times will be staggered so that only one class at a time accesses the playground.
 - Travel in the common areas (hallways, lobby), will be scheduled as much as possible so that classes will not mix in these areas.
4. Drop-Off and Pick-Up
 - No family member will enter the building.
 - Sign in and sign out will occur outside of the building.
 - Staff will greet children outside as they arrive.
 - To expedite drop-off and pick-up, we encourage parents/guardians to maintain a consistent pattern of adults who will drop off and pick up.
 - Children will wash their hands immediately upon entering the classroom. They will either be supervised using hand sanitizer or sent directly to the sink to wash with soap and water.
 - Arrival and dismissal will be staggered – please adhere to the arrival and pick-up window established for your child’s classroom.
 - If a child needs to be dropped off or picked up outside of the scheduled time for his or her class, please call the center office (860-742-4550) to inform Liz Murphy of the change.
 - By dropping your child off at school daily, you are ensuring that your child is free of illness and has not been exposed to any person who tested positive for COVID-19 or has COVID-related symptoms.
5. Cleaning
 - Tables will be cleaned frequently throughout the school day.
 - Any toy that a child touches to their mouth or that is otherwise contaminated by bodily secretions or excretions will be immediately put in a separate bin and cleaned thoroughly by hand before being put back into use.
 - UV lighting will be used to clean each classroom nightly.
6. Meetings
 - Open House and Parent Conferences will occur virtually.
 - PPT and 504 meetings will be held virtually – case managers will discuss this with parents/guardians and determine if there are extenuating circumstances that require an in-person meeting.
7. Sick Child or Staff Member:
 - COVID-19 symptoms include: fever (temperature greater than 100 F) or chills, cough, shortness of breath, difficulty breathing, fatigue, muscle/body aches, headaches, sore throat, nausea, vomiting, diarrhea, or new loss of smell/taste.

- HEEC will stress the importance of parents/guardians actively monitoring symptoms of their children and all family members each day prior to sending children to school. Should anyone in the household develop symptoms, parents/guardians will keep their child home and contact HEEC. In addition, if anyone in the household has been exposed to someone with a known case of COVID-19, students should stay home from school and notify the HEEC administrator.
 - If a child or staff becomes ill while at school, temperatures will be taken by the administrator or a lead staff member. Staff or children who have a temperature greater than 100 degrees F will be sent home. Other symptoms will also be assessed and factored into decisions. An adult will remain with the ill child in a designated area until a parent/guardian or designated adult is able to pick the child up from the program.
 - If a child or staff member who has been present in the program is diagnosed with COVID-19, HEEC will notify families and staff of the program about the exposure. The superintendent of schools and nurse supervisor will also be contacted.
8. Hand Hygiene will be implemented as follows:
- Staff and children will be reminded daily that regular hand washing with soap and water for at least 20 seconds should be done: before coming in contact with any child; before and after eating; after sneezing, coughing or nose blowing; after using the rest room; before handling food; after touching or cleaning surfaces that may be contaminated.
 - Children and staff will wash hands before and after using the playground.
 - Hand sanitizer will be available outside if a child sneezes, blows their nose, etc.
 - A trash receptacle for disposal of soiled tissues, gloves, etc. will be placed in the playground area.