

## **LPLC Daily Operations**

### **Standard Operating Procedure**

Operations Staff/Student Model:

Hours of Operation: 7:30 a.m. to 5:15 p.m.

Children are assigned to a classroom by age and will remain a part of the same group until further notice. The whole center will be considered one cohort, but to the extent possible, when different age groups are together, activities that require shared toys and close social contact will be eliminated to reduce opportunities for illness transmission. Teachers will work to make sure that any contacts outside of the cohort (i.e. parent interactions or essential visits by the state or maintenance) are socially distant or are under 10 minutes. All teachers are required to wear cloth face coverings when social distancing from children or each other is not possible.

Currently, all students are dropped off at the front entrance, and teachers will help them store their clothing and lunches in the appropriate places.

Masks for children are not required. However, if parents of children over 3 would like their child to wear a mask during any or all of the day, they may work with teachers to determine if that child is able to wear a mask effectively.

#### **Health Evaluation**

- Stay home if showing signs of illness
- Report/communicate illness/symptoms to director
- If a child has a known, chronic, non-contagious condition with illness-like symptoms such as allergies, parents will need to provide a doctor's note in order to receive regular care.

#### **Drop Off/Pick Up**

- *Winter/cold weather procedures are in development. Parents will be informed when these are finalized*
- Only parents or others with a direct affiliation to LPLC (not neighbors, grandparents, or friends) are recommended to pick-up / drop-off. All pick up drop off people must be in the system.
- Parents are asked to allow for additional time at pick up and drop off.
- Parents will approach the exterior door to alert the provider of arrival and then step back into one of the blue staging areas.
- Assigned provider will greet the parent and child outside at the entrance. Providers interacting with families before and during screening will wear cloth face covering. Parents are required to wear cloth face coverings during pick up and drop off.
- The provider will screen the child for entry (either at the car or at the door):
  - Parent/guardian will be asked to confirm that neither the child nor any members of the household have fever, shortness of breath or cough. If they do have

symptoms, do not admit and report to director (post questions at entrance as reminder)

- Temperature reading of the child will be taken. Ensure the child does not have a temperature of 100.4°F or more.
- Parents and children will go to the appropriate entrance to drop off/store stuff for the day
- Prior to screening, parents and families must stay 6ft away from other parents/families. Parents are expected to ensure that their kids follow this direction.
- Drop-off hour is 7:30 to 8:30 am. Pick-up hour is 4:15 to 5:15 pm. Parents are required to call or text if they need to come outside of this time slot. Parents and families may need to wait until a staff member is available if coming at a different time.
- For drop off and pick up, parents can ring the doorbell and wait in the staging area, or communicate with the Director (3602985392) or the designated teacher via text in the winter. Designated teacher's numbers will be posted clearly outside. If parents are in a hurry, they are encouraged to give staff a 10 minute heads up so that their children can have their belongings collected and be ready to go

### **Upon Entry to Facility**

- Parents will drop kids off at the door, but will not enter the facility at anytime
- Nursing parents may work with the Mini Ranger teacher to set up a space to nurse during the day. In this case, they are required to be checked in in the same way that staff and children are and must wash their hands upon entry to the facility.
- All persons shall wash hands with soap and water at the designated wash station for their assigned group
- Check in provider will help child place gear into the assigned space(s) and deliver the child(ren) and lunch to a classroom teacher at the door.

### **Water**

- The drinking fountain will be turned off to eliminate additional cleaning. All children will have access to a personal water bottle.

### **Meals/Snacks**

- Each classroom will dine within their own group for snacks and lunch
- Snacks and lunches will be set out and/or prepared with face mask and gloves
- Parents will pack lunches that are ready to serve directly from the lunch box, bento box style. Do not bring food that needs to be heated up or requires preparation.
- All meals will take place in designated meal areas, and surfaces will be cleaned with soap and water and sanitized with bleach after use.
- Standard sanitary precautions will be taken when preparing and serving snacks.

### **Naps**

- Nap mats will be placed as far apart as possible and, when 6 ft cannot be observed, mats will be placed head to toe
- Nap blankets will be laundered daily. Mats will be sanitized daily.
- Blankets are stored in individually assigned cubbies.
- Mats are assigned.

### **Bathroom Breaks**

- Kids will go to the bathroom accompanied by an adult.
- To the extent possible, groups will go to the bathroom as a whole class
- When kids need to use the bathroom individually, they will be accompanied by a teacher to ensure that proper handwashing is observed.
- The bathroom will be spot sanitized as needed throughout the day, at lunch and at the end of each day it will be cleaned and disinfected.
- In the event that groups are strictly cohorted, the bathroom will be sanitized after each group uses it.

### **Diapers**

- Disposable diapers only until further notice, unless otherwise discussed with teachers

### **Outdoor Play**

- Commonly touched surfaces on the play structures will be washed with soap and water at the end of each day
- Each classroom will have a set of toys which will be sanitized after each use (at lunch and at the end of the day if the playground is used both AM and PM)
- In the event that groups are cohorted more strictly, the back playground will be used exclusively by the Mini Rangers classroom and the larger playground will be used by the Park/Junior Ranger classrooms. If needed, playtimes will be staggered and the equipment will be cleaned with soap and water between uses.

### **Toys**

- Soft items that need to be laundered for sanitation will not be used, or will be used sparingly
- Any “soiled” toys that come into contact with mouths or are otherwise dirtied will immediately be placed in a bin to be sanitized
- Shared toys will be sanitized twice a day or before moving between classrooms
- Toys from home are not permitted at this time.

### **Cleaning and Disinfection**

- Childcare providers should engage in frequent and thorough cleaning, at least twice daily, of high-touch surfaces (e.g. doorknobs, light switches, toilet handles, sink handles, countertops), following best practices and all applicable regulations.

- Personal Protective Equipment (PPE) when cleaning and disinfecting are gloves and apron/outer covering to protect clothing.
- Carpets in use will be shampooed weekly, spot cleaned and sanitized daily with bleach, and as possible, covered with blankets that can be washed after use.

#### **Updated Illness Policy (everything below is new):**

- We are currently following the Montana Outbreak Response Protocols (which will be followed by the local school as well). You can find these here:  
<https://mrea-mt.org/covid-19-resources-and-information/>
- Please see the [link attached](#) for the most up to date protocol.
- Protocol as of September 2020 is as follows:
  - Definition of a “suspect case”: [Attached pdf](#)
    - One of:
      - Cough (new or unexplained)
      - Shortness of breath or difficulty breathing
      - New loss of taste or smell
    - Two of:
      - Temperature greater than or equal to 100.4 F or chills
      - Muscle or body aches
      - Headache
      - Sore throat
      - Nausea or vomiting
      - Diarrhea
      - Fatigue
      - Congestion or runny nose (new or unexplained)
  - Symptoms but not a suspect case: Defined as a child or staff member who is displaying symptoms of illness, but does not meet the criteria to be a suspect case (see above)
    - Symptomatic individual is isolated and sent home. Siblings and close contacts without symptoms may remain in care
    - If symptoms persist after 48 hours, symptomatic individual is recommended to seek medical advice and test if recommended by the local public health official or provider
    - Individual may return when they have been fever free for 24 hours and have returned to normal health (symptoms have subsided)
  - Suspect case: Defined as a child or staff member who is displaying symptoms indicated in attached pdf above
    - Symptomatic individual is isolated and sent home. Quarantine for close contacts, including siblings/household contacts, MAY be advised by public health (parents are asked to keep siblings out of care until this determination has been made)
    - Symptomatic individuals are to seek medical advice and get tested. Other individuals may be tested based on local public health recommendation

- Individual may return when they have:
  - Tested negative for COVID- 19, has been fever free for 24 hours and symptoms improved (back to usual health).
  - Tested positive for COVID- 19 and has since met CDC/LPH guidelines for ending isolation.
  - Not tested, 10 days since symptoms first began and fever free for 24 hours and symptoms improved (back to usual health).
- Confirmed case: Defined as a child or staff person who has a positive viral test
  - Individual will isolate at home per CDC/Public Health guidelines.
  - Close contacts are quarantined at home for 14 days since last exposure to staff/student that tested positive for COVID-19. Public health will work with LPLC to determine close daycare contacts.
    - A negative test may not change quarantine time, but this will be determined by local public health
  - Positive case needs no further testing
  - Close contacts in quarantine should be tested and should self-monitor for symptoms and seek medical advice as needed.
  - Individual may return when:
    - Individuals who test positive must meet the local public health requirements for ending quarantine

#### **Travel:**

- Travel restrictions and quarantine requirements will follow Montana and Wyoming state requirements for LPLC families or staff. However, we ask that families travelling and receiving visitors consider the [CDC recommendations for travel](#), and ask their visitors to do the same.