

Will Smith



**Will Smith Zoo School
Families
Covid-19 Policy**

Index

Regulating Agencies **Page 3**

Preventative Measures ----- **Page 3**
 Groupings **Page 4**

Confirmed Cases **Page 4**

Families..... **Page 4**

Snacks **Page 5**

Transportation **Page 5**

Zoo Walks **Page 5**

Transportation **Page 6**

Drop Off/ Pick Up Procedures **Page 6**
 Morning Drop Off **Page 6**
 Afternoon Pick Up **Page 6**
 Extended Care Pick Up **Page 6**

Nap Time **Page 6**

Sanitizing **Page 7**
 Daily Sanitizing Checklist **Page 7**
 Weekly Sanitizing Checklist **Page 8**

REGULATING AGENCIES

This Pandemic Policy is in accordance with following recommended guidelines and policies from the following governing agencies of Will Smith Zoo School (WSZS); San Antonio Zoo, Texas Department of Health and Human Safety (TDHHS), Center for Disease Control (CDC) and National Association for Educating Young Children (NAEYC)

PREVENTATIVE MEASURES

- The following plans are designed around the following preventative measures:
 - Intensify cleaning and disinfection efforts
 - Modify drop off and pick up procedures
 - Implement screening procedures upon arrival
 - Implement social distancing strategies
 - The emergency rules require you to ensure all children and caregivers have multiple changes of clothing available in order to change any clothing with secretions on it. If clothing becomes soiled with bodily secretions, you must:
 - Place contaminated clothing in a sealed plastic bag to be sent home with the child or caregiver, or wash in a washing machine at the operation.
 - Wash the child's and caregiver's hands.
 - Not allow a child to wear another child's clothing

- Outside visitors, will be prohibited from entering the facility. The following individuals will have access to WSZS:

Operation staff, person with legal authority to enter, including law enforcement officers, licensing staff, and department of family and protective staff, professionals providing services to children, children enrolled at the operation, and parents who have children enrolled and present at the operation. Parents should only enter the childcare center when necessary.

- WSZS will cancel or reschedule any and all events during the time of the pandemic.

- Any staff or child will be sent home who has the following new or worsening signs of possible Covid 19:

Cough, shortness of breath or difficulty breathing child, repeated shaking with chills, muscle pain, headache, sore throat loss of taste or smell, diarrhea, feeling feverish greater or equal to 100 degrees, known close contact with a person who was lab confirmed to have Covid 19.

Staff or child will remain at home until cleared by a physician. If a student becomes ill and a sibling attends the school, BOTH students will be sent home, and BOTH will not be able to return until cleared by a physician.

Groupings:

When a class exceeds 10 students, children will be put into two groups and should be separated by one care giver in each group, to the best of the ability of our staff.

Childcare classes should include the same group each day, and the same childcare providers should remain with the same group each day.

Keep each group separate from another group when possible.

Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities.

CONFIRMED CASES

If a confirmed case has entered the building of WSZS:

- Once learning of a COVID-19 case in someone who has been in the school, WSZS is to notify TDHSS licensing and local health officials.
- Close off areas used by the person who is sick, open outside doors and windows to increase circulation in the areas. Wait up to 24 hours or more before cleaning to let repository droplets can settle before cleaning and disinfecting
- Clean and disinfect all areas used by the person such as office, bathrooms, classrooms common areas etc.
- Continue routine cleaning and disinfection.

FAMILIES

A plan has been given to families regarding the following:

- Requiring sick children to stay home
- The plan if someone is or becomes sick
- If a Covid 19 is confirmed in a child's home

- How the children are kept separate from other students
- The treatment room is used to isolate a sick child and that it is disinfected after a child leaves the room.
- A form will be sent home to families and with a sick child with listed criteria to discontinue home isolation and return to school.
- If a confirmed family member has been in close contact who is labeled with a lab confirmed case, they are not to return to school until the end of the 14 day self-quarantine.
- We encourage families traveling out of the state for vacations to 14 day self-quarantine upon returning.

SNACKS

Each child should be provided an individual snack. Staff should consider storing drinks for the day in their cubbies. No carts will be used during this time. When outside, separate the water bottles from each other.

TRANSPORTATION

WSZS should maximize the space between riders and keep windows open during transportation. Modified transportation schedules may be needed. The bus will be sprayed with disinfectant after each use.

ZOO WALKS

WSZS staff will follow in accordance to safety protocols and opening procedures of the San Antonio Zoo and with TXDHHS guidelines regarding permitting field trips.

Transportation

Both busses will be utilized to accommodate social distancing within one class of 16 students.

Safety seats are staggered with one safety seat per row for social distancing.

Sanitizing will be done in between each use of each class and include the following:

- Hard surfaces will be wiped down with disinfectant
- Soft surfaces, such as safety seats, will be sprayed with disinfectant
- Windows will be open in busses to allow for ventilation

DROP OFF/PICK UP PROCEDURES

Morning Drop-Off (8:00-9:15 AM)

1. Children will be dropped off curbside in front of the school. Staff will assist opening the door for children.
2. The temperature of every child & person entering must be taken at the gate. Those with a fever above 100.4° will not be permitted entry.
3. The teacher or teacher assistant will initial the sign-in clipboard with the time of drop-off and will walk the student to his/her classroom.
4. Staff will have each child use hand sanitizer upon arrival. They will also use hand sanitizer in between each child. Each child will wash their hands with soap and water upon arrival in classroom.

Afternoon Pick-Up (1:30-2:15 PM)

1. Students will sit socially distant by class on the porch. Staff will remain with the students and initial the sign-out clipboard with the time of pick-up. Admin will call for student when their family arrives in their car.
2. The assistant teacher will take extended care students to their classrooms and give the sign-out sheets to the extended care teachers.

Extended Care Pick-Up (4:00-5:30 PM)

1. If a parent arrives during extended care:
 - a. The parent will be greeted and will wait outside the gate.
 - b. A member of the admin team will radio to the classroom with the students' name.
 - c. A member of the extended care team will bring the child up to the lobby.
 - d. Extended care will initial the sign-out clipboard with the time of pick-up.

NAP TIME

If possible, staff will ensure that naptime mats are spaced out as much as possible, ideally six feet apart. The mats will be disinfected daily.

SANITIZING

WSZS will have two additional staff to do additional cleaning and sanitizing throughout the day. In addition, Zoo Quality staff will be on campus to clean during the day and our cleaning company will clean in the evening.

Below is additional sanitizing checklist.

Daily Sanitizing Checklist

- Doorknobs** to include push bars
 - Lobby
 - Staff work room
 - Bathroom in lobby
 - Treatment room
 - Classroom 1-10, both doors exterior and interior
 - Exterior doors in hallway, pond room and amphitheater
- Soap dispensers**
 - Staff work room
 - Bathroom in lobby
 - Treatment room
 - Classrooms 1-10
- Light Switches**
 - Lobby
 - Bathroom in lobby
 - Treatment room
 - Staff work room
 - Classrooms
 - Classroom work rooms
- Refrigerator doors**
 - Staff prep kitchen
 - Staff work room kitchen
 - Classroom 1-10
- Appliances**
 - Staff prep kitchen
 - Staff work room kitchen
- Restrooms**
 - Wall of stall doors
 - Handle on toilets
- Front Gate**
 - Button and push bar
- Metal Handrails**

- Front Steps
- Upper Yard

Weekly Sanitizing Checklist

- All bathrooms will be regularly cleaned and disinfected throughout the day, at a minimum of three times per day.
- WSZS library books will be sanitized and placed in library on Friday. Books will not be shared with another class until sanitized for two days.
- Scheduled events that require children to bring items from home, (e.g. show and tell items) will be avoided.
- WSZS Staff personal books are to be kept in classroom and not shared with other classrooms. They must be sanitized on Friday
- Toys and materials that cannot be cleaned and sanitized should not be used during a pandemic.
- Machine washable cloth materials should be used by one individual at a time or should not be used at all. These toys should be laundered in between used by children.
- Outdoor areas require normal routine cleaning but do not require disinfection. High touch services made of plastic or metal such as grab bars or railing, should be cleaned routinely.