**The Learning Tree**

**COVID-19 Enhanced Risk Management Plan**

The purpose of this document is to establish policy which minimizes the risk of COVID-19 transmission to students, families, and staff to the greatest extent possible. These policies are temporarily adopted during the COVID-19 pandemic and supersede previously adopted policies.

**Programming**

1. The Learning Tree will educate families on the signs of illness (fever, chills, shortness of breath or cough, sore throat, vomiting, diarrhea, or new loss of taste or smell), encourage families to be on alert for these signs in children, and require children to be kept home if they these signs are present.
2. Extended day will be offered on Tuesday and Thursday. Lunch Enrichment program will be offered on Wednesdays.

**Grouping, Ratios, and Staffing**

1. According to DCFS guidelines, a staff to child ratio no less than 1:10 will be maintained at all times.
2. The Learning Tree will maintain a list of qualified substitutes in the event staff are out sick.

**Screening and Monitoring**

1. The Learning Tree Staff will conduct and record health checks of ALL persons entering the Learning Tree area (to include staff, children, and visitors).
   1. Temperatures will be screened before entry and at snack time. All persons who have a fever of 100.4 or above or other signs of illness will not be admitted to the facility.
      * + 1. Staff members taking temperatures will wear PPE (Personal Protective Equipment), to include a mask, gloves, and face shield.
          2. No-touch infrared thermometers will be used.
   2. Each entrant will be asked if they are experiencing:
      1. Fever
      2. Chills
      3. Shortness of breath or cough
      4. Sore throat
      5. Vomiting
      6. Diarrhea
      7. New loss of taste or smell
   3. Staff will make visual inspections for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness.

**Isolation and Discharge of Sick Children and Staff**

1. Any person suspected of having COVID-19 or diagnosed with COVID-19 shall be excluded from the facility.
2. Symptoms of COVID-19 are fever (temperature greater than 100.4F/37C), chills, sore throat, cough, shortness of breath, muscle aches, headache, vomiting, diarrhea, and new loss of taste or smell. If a child or staff member is diagnosed with COVID-19, he/she is not to return to the facility until ALL three of the following are met:
   1. Individual is free from fever without the use of fever-reducing medications for at least 72 hours;
   2. Individual’s symptoms, including cough, have improved; and
   3. It has been at least 10 days since the onset of the individual’s illness.
3. If a person has symptoms of COVID-19 and it is subsequently determined by a medical provider that the individual likely does not have a COVID-19 infection, the person can return to school if the following is met:
   1. No fever for 72 hours without the use of fever reducing medications (fever is temperature greater than 100.4F/37C)
   2. Negative test for COVID-19;
   3. A note from a medical provider documenting no clinical suspicion of COVID-19 infection; or
   4. 10 days have passed since onset of symptoms.
4. Any child or staff with close contact (within 6 feet for greater than 15 minutes) to a person suspected or diagnosed with COVID-19 shall be excluded from the facility for 14 days and monitored for symptoms. If symptoms develop, they are encouraged to be evaluated and tested for COVID-19, and numbers 2 and 3 above apply.
5. In the event a staff member, student, or family member tests positive for COVID-19 or comes in close contact (within 6 feet for greater than 15 minutes) with a positive case:
   1. The Learning Tree director must be notified immediately by phone call at 618-589-9040 and via email at thelearningtreedirector@offumc.org.
   2. The Learning Tree will notify parents, guardians, and staff in writing via email at the email address on file with the school. Confidentiality of the affected person’s identity will be maintained.
   3. The Learning Tree will notify the local DCFS office and IDPH immediately.
   4. The Learning Tree will follow the CDC guidelines to assess risk and minimize spread. Possible courses of action include, but are not limited to: building closure, cleaning, disinfecting, contact tracing, and coordination with local health officials.
6. If a staff member begins to exhibit symptoms while at school, he/she will cease duties immediately and isolate until they are able to leave the building.
7. If a student begins to exhibit symptoms while at school, he/she will be immediately isolated from other children and his/her parent/guardian will be called to pick him/her up. The child will be supervised by one staff member wearing PPE, and the space in which he/she is isolated will be sanitized afterward.

**Personal Protective Equipment**

1. Staff: Learning Tree Staff will wear a face covering at all times.
2. Children: The Learning Tree requires the wearing of face coverings for children age 2 and older who can safely and appropriately wear, remove, and tolerate masks.
   1. Face coverings will not be worn during snack or lunch (Wednesdays), but strict and consistent physical distancing will be practiced during this time.
   2. Face coverings will not be worn during outdoor play.
   3. If wearing the face covering causes a child to touch their face more frequently, the child’s lead teacher will use her judgement in determining whether or not a face covering is appropriate for the child.
3. Exceptions to the Use of Face Coverings
   1. Children under 2 years old;
   2. Children who cannot safely and appropriately wear, remove, and tolerate face coverings;
   3. Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance;
   4. Children with severe cognitive or respiratory impairments that have a hard time tolerating a face covering;
   5. Children for whom the only option for a face covering presents a potential choking or strangulation hazard;
   6. Children who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely; and
   7. Individuals who need to communicate with people who rely upon lip-reading.
   8. Individuals who have medical conditions or disabilities that prevent use of a face covering.

**Health and Hygiene Practices**

1. Hand Hygiene will be practiced:
   1. All children and staff will engage in hand hygiene at the following times:
      1. Arrival to the facility.
      2. Before and after preparing food or drinks.
      3. Before and after eating or handling food or feeding children.
      4. After using the toilet or helping a child use the bathroom.
      5. After coming in contact with bodily fluid.
      6. After playing outdoors.
      7. After handling garbage.
   2. Hands will be washed with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol may be used if soap and water are not readily available.
   3. Children will be supervised when they use hand sanitizer to prevent ingestion.
   4. Children will be supervised during handwashing and assisted if necessary.
   5. After assisting children with handwashing, staff will also wash their hands.
   6. Developmentally appropriate handwashing posters will be placed by sinks.
2. Intensified Cleaning and Disinfecting Efforts
   1. The Learning Tree staff will clean and sanitize regularly throughout the day.
   2. All high touch surfaces including, but not limited to, doorknobs, toilet flush handles and sink handles will be cleaned every two hours, and computer components and telephones will be wiped down before each use.
   3. All rooms will be cleaned and sanitized between use by different groups
   4. No soft or plush toys will be permitted.
   5. Only EPA-approved disinfectants will be used.
   6. All cleaning materials will be kept secure and out of reach of children.
3. Cleaning and Sanitizing Toys
   1. Toys that cannot be cleaned and sanitized will not be used.
   2. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves.
   3. Toys will not be shared with other groups unless they are washed and sanitized before being moved from one group to the other.
   4. Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
4. Lunch
   1. Lunch will be held in the Fellowship Hall where students can be seated 6 feet apart while not wearing face coverings.
   2. Parents are encouraged to only send food in packaging that the student can open for him/herself.
   3. Surfaces will be sanitized between uses.

**Considerations for Future Changes**

1. The Learning Tree will follow District 90 decisions regarding future school closures. If District 90 closes, The Learning Tree will close as well. Closures will be announced on The Learning Tree Facebook page at www.facebook.com/offumcpreschool.
2. In case of COVID-19 exposure at O’Fallon First United Methodist Church, it may become necessary for The Learning Tree to close independently from District 90.
3. If the Learning Tree closes due to COVID-19, make-up days and/or tuition payments will be evaluated.
4. For extended closures, The Learning Tree may offer curriculum for families to use at home to continue learning outside of the classroom.