



E+ Official Policy and Procedure of Emmanuel Lutheran School

COVID-19 Prevention Policy and Procedure at E+

Effective/Revision Date: 07/28/2020

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PURPOSE

The purpose of this policy is to establish procedures for the students, families, and staff members of the Emmanuel Lutheran School to help prevent the spread of the COVID-19 virus to individuals and groups on campus and surrounding facilities.

POLICY

In accordance with state and county laws and regulations, the School's facilities are available for use as after school and intersession childcare. Such use helps to supplement the Schools function and purpose. The policy for Emmanuel Lutheran concerning COVID-19 prevention will align with State/County Guidelines from the Department of Human Service (DHS), Centers for Disease Control (CDC), and Department of Health (DOH).

PROCEDURES

CLEANING AND SANITIZING

- Children and Staff will wash hands (at least 20 seconds) at multiple points throughout the day.
- Hand Sanitizer will also be used in between numerous activities.
- Staff will be cleaning our rooms/supplies/facility throughout the day following any major activity.
- Staff will teach and remind children how to correctly wash their hands and the proper length of time. (i.e Singing "Happy Birthday or the ABC's)
- Staff will teach and remind children how to cover their cough and keep fingers out of mouth and nose.
- All cleaning supplies will be stored out of the reach of children.

PHYSICAL DISTANCING

- Groups will be limited to 20 (20 Children to 1 staff member)
- E+ will rotate between DHS licensed locations (2 rooms and outside)
- E+ homework time will be set up for 6ft distance, as best as possible.
- Snack time will be set up so students can remain 6 feet apart
- We will be using 2 rooms during movie time. Children will be 6 feet apart, if possible given space limitations, and lay head to toe. If space allows, chair areas will be available if a child doesn't want to rest.
- Staff will be positioned near the bathroom entrances to ensure physical distancing safety.
- The number of children entering the restroom at one time will be limited

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HEALTH AND SAFETY

- Masks will be worn by staff members daily, as much as possible (as long as masks are required in public places)
- Masks are not mandatory for children during E+.
- Parents may require their own child to wear a mask
 - Child must be able to wear and handle their mask independently and appropriately
 - Masks will not be worn outside or during nap/rest time

PICK UP

- Parents will wear masks when coming on campus. .
- PICK UP ROUTINE. If we are inside, please wash your hands before coming in. Please wear your mask. Pick up your child and exit campus.

FACILITY SAFETY

- Groups will be limited to 20 children.
- At the close of each day, staff will thoroughly clean/disinfect rooms.
- Children will have individual water bottles. Water Fountains will not be used.
- If a child falls ill in the course of the day, we will isolate the child to the best of our ability while awaiting parents.
- After the child leaves, the room will be ventilated and disinfected.
- Designated substitutes will serve as a program leader if another staff member is absent.
- All staff will be fully trained on new safety measures.

PARENT AND CHILD EXPECTATIONS

- Parents will inform the school office if you have had any extensive travel or have had any exposure to COVID-19
- Parents will inform the school office of a child's absence to due illness
- Parents will teach and remind children how to correctly wash their hands and the proper length of time. (i.e Singing "Happy Birthday or the ABC's)
- Parents will teach and remind their child how to cover their cough and keep fingers out of mouth and nose.
- Parents will provide updated emergency contact lists if they cannot be reached to pick up child due to illness
- Parents will read, agree and sign our updated COVID-19 /Reopening and Campus Plan Policy and Procedures (revised July 20, 2020) policy at the time of school year registration.

EMPLOYEE SUPPORT

- All staff will be trained to follow listed procedures.
- Any questions that may come up from parents will be directed to the Program Director.
- Staff will communicate with each other when things are cleaned/disinfected during the day.
- If at any point during the school year the staff feels they aren't safe/comfortable working, they will communicate to the director. A plan will be determined together with the school principal.
- The Program Director works closely with Maui's Dept. of Human Services and has submitted all policy and procedures to the DHS for approval.

These guidelines were finalized and released May 26, 2020. They are subject to change.

The program director will make revisions/changes when applicable.