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Prioritizing the safety and health of all staff, children and families by:

**Social and Physical Distancing:**
- Teachers will model and reinforce social and physical distancing and movement
  - There will be intentional physical space between children
- The same children will be with the same teachers
- Teachers will bring the class outside, weather permitting

**Group Size:**
- Due to State and Local regulations, only extended day childcare programs will be offered until further notice
- Sites will be limited to lower numbers of children so staff can adequately social distance

**Talking to Young Children About Social Distancing**
- Teachers will model social distancing when interacting with children
- Teachers will role-play what social distancing looks like by demonstrating the recommended distance
- Teachers will give frequent verbal reminders will be given to children

**Healthy Hygiene**
- Teachers will wear mask
- Daily Screening procedures for all staff and children
  - Temperatures will be taken before entering the classroom (no touch thermometer)
    - Temperatures of 100.4° or higher will be excluded from the facility
  - Teachers will ask questions daily about symptoms (primarily fever, cough, difficulty breathing or other signs of illness within the last 24 hours) that the children or someone in their homes might have
  - Teachers will ask questions daily if the child has had any exposure to another individual with suspected or confirmed COVID-19 cases
Children must wear masks indoors, stay 6 feet apart, and wash hands regularly
  - When possible, windows will be open to ventilate before and after children arrive
  - Teachers will explain to children healthy habits
    - Not sharing drinks, food, etc.
    - Teachers will practice frequent handwashing using a song (20 seconds)
  - Children do not wear masks outdoors, unless they are less then 6 feet away from another person.

**During Drop Off and Pick Up**
- All visits will be as brief as possible (outside)
- Staggered drop-off and pick up times have been assigned by the site supervisor
- All families have been notified about COVID-19 policies prior to start of in-person learning
- All parents/caregivers are asked not to enter the classroom
- Parents/Caregivers are asked to wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up and when they get home
- Sites will provide clean pens for families when signing children in and out
- Sites will keep hand sanitizers out of reach of children, near entry doors and other high traffic areas
- One central entry point has been designated for universal entry screening
- All emergency contact information for all participants has been updated
- No toys may be brought from home

**The Preschool Environment:**
- Teachers will stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area
- Signs are posted throughout site to promote handwashing, cough/sneeze etiquette, and social distancing for staff and children
- Sinks are well stocked with soap and paper towels for handwashing
- Sanitizing will be on-going throughout the day
Meal Times:

PCOE’s first priority in the classrooms is the health and safety of each of the children.

- During this time of COVID most State Preschool sites will participate in their school districts free meal program for both breakfast and lunch. **P.M. snacks** will be provided by all sites, and will be in accordance with the Child and Adult Care Food Program.

- Meals will not be served family style, and will be pre-plated for each child; meal time seating will be socially distanced.

- Teachers will model and reinforce social and physical distancing and movement
  - Teachers will explain to children healthy habits
  - Not sharing drinks, food
  - Teachers will practice frequent handwashing using a song (20 seconds)

Nondiscrimination Statement/USDA Programs

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250
2. Fax: 202.690.7442 or
3. E-mail: program.intake@usda.gov

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**Bathroom:**
- The sink and toilet handles will be sanitized before and after each child’s use
- Children will be taught to use a tissue when using the handle to flush the toilet
- Children will wash hands for 20 seconds and use paper towels to dry hands thoroughly

**Napping:**
- Cots will be spaced 6 feet from each other

**COVID-19 Symptoms**
- Children’s authorized representative will be immediately notified if symptoms develop or COVID-19 exposure occurs
- If a positive case occurs within a family home, the child will stay home until tested and receives a negative result
- If a child has a positive result, the preschool will close for 14 days and all families will be notified
- In the event that a child has to quarantine, their space will be saved at the preschool