

## **Emergency Disaster Plan COVID-19 Amendment**

With the spread of COVID-19 (Coronavirus), employers are coping with the difficulty of crafting policies and response plans in a rapidly changing environment. This Disaster Plan Amendment attempts to put in place a response to the current COVID-19 situation based upon what is currently known. The information is changing as governments learn more about the virus since this is a new virus not dealt with before. This document is considered a living document and should be revisited as new information is released.

1. Sanitation and disinfecting of the building is to be an on-going endeavor. Sanitize in the morning, throughout the day to clean high-touch areas, and nightly. Sprays will only be used when students are absent from the building.
2. A washing schedule is to be put in place to be sure that all soft touch items are cleaned thoroughly.
3. Windows will be opened to promote cross-ventilation when weather permits.
4. Building is to be cleaned and trash thrown out daily.
5. Everyone entering the building will be tested for a temperature for students above 99.0 and adults 100.4 and above prior to entering building. Staff and students are the only ones to enter the building. Parents are to drop off and pick up students in the vestibule after being tested for temperature.
6. Everyone entering the building will sanitize hands prior to entering and wash hands using proper handwashing procedures once in the building. Staff and students will enforce repeated hand washing throughout the day. Hand sanitizers are to be put in high traffic areas and only used 4 times in a row.
7. Students will not be allowed to bring back books or other items from home unless necessary.
8. Any student or staff showing signs of illness will be immediately isolated. Staff will be sent home and parents of any student will be called to pick student up immediately and a required medical release form will be necessary to return. The contaminated room where the ill staff or student was will be emptied with students moving to another classroom and the room will be sanitized within 30 minutes using a contaminated room sanitation procedure. All students will wash hands. Contaminated Room sanitation procedure:
  - a. Remove all staff/student
  - b. Isolate those showing signs of illness/send home, call for pickup, or call emergency personnel
  - c. Remove all trash to dumpster
  - d. Clean and sanitize all surfaces
  - e. Wash/dry all learning materials that are fabric
  - f. Clean and sanitize all toys
  - g. Clean and sanitize all floors/carpets
  - h. Close room for 24 hours
9. If staff or student demonstrate serious onset of signs of illness, first responders will be called and staff or student isolated immediately.
10. Staff will be evaluated for high susceptibility to the COVID-19 virus and allowed to work from home if possible.
11. Plans will be in place to provide staffing if a staff member is out ill.
12. Teachers will plan activities that do not promote close interactions and that promote social distancing.
13. Email, text, and phone will be utilized to communicate with parents and staff in any emergency or to keep all informed. Signs on entry doors will also be utilized to communicate and building notification board.
14. If staff or students are tested positive for COVID-19, the center will close for 14 days and do a thorough sanitation before reopening. All staff and families will be notified.
15. Employees or families that travel to countries, states, or places identified as high risk by the CDC, will be asked to stay home for 14 days and cannot return without a required medical release form. Staff will not be paid for these days and families will be expected to pay weekly fees.