1124 N Cedar Lake Rd. Round Lake Beach IL 60073 / 847.546.1160

40 S. Whitney St Grayslake IL 60030 / 847.223.0611

3/2/2020

**Coronavirus Protocol (developed for our management team-)**

Executive Director - Tiffany Beckett

Administrative Director - Karen O’Neill

Program Director - Jessica Medina /Grayslake Location

Assistant Director - Kaylee Peters

Program Director - Maria Rodriguez /Round Lake Beach Location

Assistant Director - Jessica Solano

* Ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible. (Fever 101 or higher)
* Keep sick students and staff separate from well students and staff until they can leave. (Sick Cot procedures should be followed)
* Remember that schools are not expected to screen students or staff to identify cases of COVID-19 however students should be screened for obvious signs of illness. The majority of respiratory illnesses are not COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps. If we are notified of a staff or child that attends our center being diagnosed with CCOVID-19 notify the Owners who will then contact the LAke County Health Department for further instructions.
* Share resources with the school community to help families understand when to keep children home. This guidance, not specific to COVID-19, from the American Academy of Pediatrics can be helpful for [families](https://www.healthychildren.org/English/family-life/work-play/Pages/When-to-Keep-Your-Child-Home-from-Child-Care.aspx) - (Add to news letters etc.)

Perform routine environmental cleaning.

* Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label. Closer can spray lysol or odoban when all children have gone for the day. Management should ensure all cleaning procedures are being followed from handwashing to toy sanitation.

Create communications plans for use with the school community.

* Include strategies for sharing information with staff, students, and their families. (Lifecubby app for school notification, emails and Facebook groups, reminders to wash hands, posters etc)
* Include information about steps being taken by the school or childcare facility to prepare, and how additional information will be shared. (Lifecubby, email and Facebook for communication).

If local health officials report that there are cases of COVID-19 in the community, we may need to take additional steps in response to prevent spread in the school. The first step for schools in this situation is to talk with local health officials. The guidance provided here is based on current knowledge of COVID-19. As additional information becomes available about the virus, how it spreads, and how severe it is, this guidance may be updated. Administrators (Karen and Tiffany) will work closely with local health officials to determine a course of action for our programs.

We will determine, in conjunction with the local health department, if, when, and for how long our programs may need to be dismissed.

(Temporarily dismissing childcare programs and K-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities.)

Administrators will work in close collaboration and coordination with local health officials to make dismissal and event cancellation decisions. Schools are not expected to make decisions about dismissal or canceling events on their own.We will seek specific guidance from local health officials to determine if, when, and for how long to take these steps. According to the CDC, large event cancellations or school dismissals\*\*\* may be recommended for 14 days, or possibly longer if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.

We will work with the local health department to communicate the possible COVID-19 exposure. This communication to the school community should align with the communication plan in the school’s emergency operations plan. In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

If a child or staff member has been identified with COVID-19, school and program administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

If schools are closed we should discourage staff and children gathering for events or social gatherings.

If we are closed-

1. Karen and Tiffany will designate staff to inform parents via email and lifecubby of closure. (Program Directors)
2. Cancel food and milk delivery.(Tiffany & Karen)
3. Grayslake Monday garbage pick up (designate someone to put out cones etc.) (Brian)
4. RL & GL designate someone to get mail and check the facility grounds for safety. (Brian)
5. Karen & TIffany form a team of staff to sanitize the facility while center is closed
6. Monitor parent communication and answer questions. (Jessica & Maria
7. Tiffany - Contact our insurance agent
8. Reassess daily.