



This resource reflects current best practices along with general guidance and ideas for consideration as schools prepare to resume activities (e.g. summer camps, summer academic enrichment, etc.) and contemplate the beginning of school year 2020-2021.

Each return-to-school plan will be unique, and a variety of plans may be required based on location, local requirements, and activity/program offerings.

STANDARD ACTIONS

- Implement social distancing strategies.
- Intensify cleaning and disinfection efforts.
- Modify drop off and pick up procedures.
- Implement screening procedures upon arrival.
- When feasible, staff members, older children, and college students should wear face coverings within the facility.
- Stagger breaks and lunch schedules.

EVERYDAY PREVENTIVE ACTIONS

- Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- Clean and disinfect frequently touched surfaces.
- Cover coughs and sneezes.
- Cover your mouth and nose with a cloth face covering when you have to go out in public.
- Cloth face coverings should **NOT** be put on babies and children under age two because of the danger of suffocation.

MONITORING EMPLOYEE HEALTH

- Ask employees about their health status before they return to work from a sick leave (even if they were out with a headache), require certification by a healthcare professional of ability to safely return to work.
- Conduct temperature or employee wellness checks at the start of each shift to ensure employee does not exhibit COVID-19 symptoms (fever $>99.9^{\circ}\text{F}$, cough, shortness of breath/difficulty breathing).
- Create a response plan for employees who report or demonstrate symptoms at work; have recently been at work and tested positive or have been in contact with confirmed COVID-19 case; or have not recently been at work but have tested positive or have been in contact with confirmed COVID-19 case.
- Develop plans to cover classes in the event of increased staff absences. Coordinate with other local child care programs and reach out to substitutes to determine their anticipated availability if regular staff members need to stay home if they or their family members are sick.



PERSONAL PROTECTION

- Schools should create training to review new safe-at-school requirements and guidelines for all employees, students and parents.
- If returning to work/school, training and orientations should be done on day one or prior to arrival on campus.
- Encourage employees, students, and guests to wear masks.
- Provide touch-free solutions (e.g. individual water bottles, desks, assigned devices, etc.)
- Provide visual markers on floors for six-foot distancing, per CDC guidance.

FACILITY/CAMPUS

- Hand hygiene stations should be set up at the entrance of the facility/each building, so staff, students, and guests can clean their hands before they enter.
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. If meals are typically served family-style, plate each student's meal to serve it so that multiple children are not using the same serving utensils.

SOCIAL DISTANCING STRATEGIES

- Ask parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.
- Consider staggering arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. Your plan for curb side drop-off and pick-up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- When possible, classes should include the same group each day, and the same staff/providers should remain with the same group each day.
- Stagger breaks and lunch schedules.
- Avoid non-essential assemblies and field trips.

