



COVID-19 SAFETY PLANNING PROTOCOL

This plan is designed to maintain health and safety standards in response to the Novel Coronavirus 2019 (COVID-19). The *Health and Safety Required Practices and Guidance for New Mexico Childcare Centers and Early Childhood Professionals*, located on <https://newmexicokids.org> was used as a guide for completing this safety plan.

1. Facility Information and Contact Numbers:

NAME OF FACILITY: Southwest Child Care Early Learning Centers

FACILITY ADDRESS:

11800 Lomas Blvd. NE, Albuquerque, NM 87112

2626 Texas Street NE, Albuquerque, NM 87110

4802 Wyoming Blvd. NE, Albuquerque, NM 87111

NUMBER	STREET	CITY	STATE	ZIP
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FACILITY PHONE NUMBER:	Lomas: (505) 294-2233
	Texas: (505) 293-2626
	Wyoming: (505) 296-3121

Department of Health Resources:	Health Hotline: 1-855-600-3453
	Non-health Hotline: 1-833-551-0518
	Albuquerque office: Midtown 2400 Wellesley Dr NE Albuquerque, NM 87107 505-841-4110 / 1-866-534-0051
Bernalillo County Emergency Manager	(505) 468-1301 https://www.bernco.gov/emergency-management/overview.aspx
Licensing Contact:	(505) 841-4825
Early Childhood Lead	acarbajal@nappr.org

I. Entry Plan

a. Arrival Procedures

- i. A designated staff member will meet families at the front door; parents and non-essential visitors are not allowed in the building.

- ii. Children, Therapists and Breastfeeding mothers will be provided access after following the screening protocols as outlined below.
- iii. Clocking children into the Procure system will be done by office employees.

Persons Responsible: Uptown: Maria Huizar, Alicia Herrera, Gaby Miramontes
Wyoming: Klarissa Apodaca, Lizbeth Ramirez
Lomas: Karen Castro, Erica Cox

b. Health Screenings

- i. Any person entering the building shall be screened for symptoms, including fever. Individuals with a temperature above 100.4 F (38 C) or with COVID 19-related symptoms, or who report someone in the household as having COVID 19 related symptoms or positive test for novel coronavirus will be excluded from the program.
- ii. The person screening children at drop-off will wear personal protective equipment and avoid cross contamination by using no-touch thermometers, washing hands, and sanitizing high-use surfaces.

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c. Daily Health Checks

- i. Every day, a trained staff member will conduct a health check of each child that includes their physical and social and emotional well-being.
- ii. In addition to the physical health check at time of entry, children will also be assessed for changes in appearance and/or social-emotional wellbeing.

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d. Departures

- i. When parents arrive at the center, they may either come to the front door or call to let us know they have arrived.
- ii. Parents wait outside for their child. Safety cones are set up 6 feet apart to promote physical distancing in cases where more than one parent has arrived at the same time.
- iii. Children are brought to the front door with their belongings and delivered to their parent.
- iv. Children's hands are washed before leaving the building.
- v. Clocking children out of the Procure system will be done by office employees.

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II. Preventative Plan

a. Handwashing

- i. We practice frequent hand washing and require handwashing upon arriving at the center, when entering the classroom, before meals or snacks, after outside time, before and after diapering, after going to the bathroom, and prior to leaving for home.
- ii. We teach proper handwashing techniques in accordance with the CDC which includes using soap and water and scrubbing hands for at least 20 seconds before rinsing. This also includes turning off the sink with a paper towel.
- iii. Each handwashing sink has a “proper handwashing steps” poster above it.
- iv. We help young children to ensure they are washing their hands effectively.
- v. Alcohol-based hand sanitizer with at least 60% alcohol is available for adult use only.

b. Face Coverings

- i. Children 3 years old and up are asked to provide their own face coverings. Each child has a paper bag labeled with their name which can be placed in their cubby when not in use (meals, naps, etc.) Masks must be sent home daily to be washed.
- ii. Teachers are helping children learn to wear a mask appropriately. Children do not wear masks during nap time or when eating.
- iii. Children between the ages of 3 and 5 are required to wear masks. Teachers use their professional judgment in deciding when to remove a mask if it is creating discomfort or resulting in a child touching their face frequently. If a child cannot remove the mask on their own, without assistance, even if they are over the age of 3, they will not be required to wear a mask.

c. Cleaning and sanitizing

- i. Cleaning and sanitizing toys and surfaces happens throughout the day with increased frequency and increased focus on high-touch areas.
- ii. Sanitizing of playground equipment happens at the end of each day at a minimum. It may occur more often throughout the day if necessary.
- iii. We have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for adults), tissues, and no-touch trash cans.
- iv. We use a solution of 1½ tsp. of bleach to a gallon of water.
- v. Shared equipment is wiped down between users. (phones, keyboards, desktops, etc.)

d. Personal Protective Equipment

- i. Cloth face masks of appropriate size are required for everyone in a childcare facility that is three years of age or older. Masks should fully cover the nose and mouth without gaps and stay in place without needing adjustments. Ear savers are available to help masks fit properly.
- ii. Employees provide their own face coverings and are instructed to wash their face coverings each evening. Disposable masks are available if necessary, and staff are only allowed to use them for one shift.
- iii. Children are expected to wear one mask and have one mask in their cubby for backup.
- iv. Employees wear uniform aprons/smocks which are washed each evening at the center. Because it is part of the uniform, they are worn all day. A stack of clean aprons is kept

ready so that, if an employee's apron is soiled with bodily fluids (mucous, saliva, etc.), the employee can immediately put on a clean apron.

- v. Gown, face mask and shield, and gloves are worn, and a no touch thermometer is used to take the temperature.

e. Education

- i. Our teachers educate children about germs and ways to protect themselves and others from illness. They teach proper hand washing, physical distancing, and mask wearing.
- ii. Children are taught to wash their hands with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing; before and after going to the bathroom; and before eating or preparing food. Staff work to get children into a handwashing habit.
- iii. Children are learning personal responsibility for keeping themselves safe and actions they can take to reduce the spread of germs.
- iv. Children are reminded to stay away from people who are coughing, sneezing or otherwise sick.
- v. Management will discuss any new actions that may be taken to help protect children and school staff (e.g., increased handwashing, cancellation of events or activities).
- vi. If soap and water are not available, children may be taught to use hand sanitizer. Young children will be supervised if they use hand sanitizer to prevent them from swallowing alcohol.
- vii. Parent letters, classroom newsletters and other modes of communication are used to inform parents of the latest information related to Covid-19 in the early childhood community.
- viii. Remain calm and reassuring
- ix. Make time to talk. Be sure children know they can come to you when they have questions.
- x. Avoid language that might blame others or lead to stigma.
- xi. *Pay attention to what children see or hear on television, radio, social media or online.*
- xii. *Provide information that is honest and accurate.* Give children information that is truthful and appropriate for their age and development.

III. Physical Distancing

- a. Families drop off at the front door, and if it happens that more than one family arrives at the same time, families wait in their cars or form a line with at least 6 feet between family groups. Six foot increments are marked with pedestrian cones.
- b. Families and non-essential visitors are not allowed inside the building, and we are not accepting volunteer help at this time. Essential visitors, such as repairmen, must be screened upon entry and wear a mask while on the premises.
- c. Our 5-star, national-accreditation group sizes and ratios are always maintained inside and outside. We will not exceed the current NM ECECD guidance regarding group sizes.
- d. Staffing is scheduled to minimize the number of staff assigned to each group. From drop-off to pick-up, children remain in the same group with the same staff each week. Every enrolled child is assigned to a group, including children that attend part-time and new enrollees. Children from different groups are not combined during low attendance.

- e. Children practice physical distancing (6 feet), where possible, and teachers plan lessons and activities that support more physical distancing.
- f. Infant and toddler caregivers avoid getting close to children's faces when holding them and changing their diapers.
- g. We currently do not have more than one group in a room. If that becomes necessary, we will ensure there is a physical barrier to keep groups physically separated and children in each group can maintain physical distancing.
- h. Children are placed six feet apart for naps, when possible. Children will sleep head-to-toe and toe-to-head alternately.
- i. Children in each group will have access to all interest areas (e.g. art, writing, manipulates, blocks, science, literacy, dramatic play) within their designated group space. Enough supplies and materials will be available to limit the sharing of materials between children.
- j. We are no longer serving 'family-style' meals in our dining room. Meals are now served in the classroom (e.g. group). Employees (not children) wear gloves to handle utensils and plate each child's meal. During meal time, children are spaced as far apart as possible at tables throughout the classroom. We place no more than four children at a table or a chair is placed between each child.
- k. Each child has an individually assigned cubby, and their belongings are kept separated from others' including their face masks which are kept in paper bags when not in use.
- l. Groups are scheduled for playground time to manage the number of children on the playground at any given time which aids in physical distancing.
- m. Cones are placed 6 ft apart at the building entrance to remind families to physically distance themselves.

IV. Suspected/Confirmed COVID-19 Cases

- a. Plan for when a staff member, child or visitor becomes sick
 - i. Staff and children who have symptoms at drop-off will not be admitted.
 - ii. Staff who become ill at work will immediately be excused.
 - iii. Children who become ill while at the center will be isolated and a parent will be called to pick up the child immediately.
 - iv. Any areas used by a sick person will be closed off and not used before cleaning and disinfection.
 - v. Appropriate PPE will be worn when cleaning the facility when there has been a sick staff person or child and the PPE will then be washed or disposed of.
 - vi. Staff are instructed to stay home if they are showing any symptoms or signs of sickness.
 - vii. Any child or staff member who is sick will be given the CDC COVID-19 handout.
 - viii. Children and staff members with COVID symptoms will be directed to get tested and/or quarantine at home until results are back; then follow instructions per NMDOH.
 - ix. Staff wear gloves, face mask and apron when they are cleaning.
- b. Upon notification of a positive case, Southwest Child Care will follow the Rapid Response plan provided by the NM ECECD. Additionally, the Operations Director and/or Curriculum Director and/or Owner will work together to:
 - i. Establish a main point of contact for Southwest Child Care
 - ii. Notify the proper people according to the Rapid Response protocol.
 - iii. Direct the site management to follow proper protocols for closing classrooms/buildings.
 - iv. Immediately close and air out the building for 24 hours.
 - v. Deeply clean and disinfect the building before reopening.

1. Mix bleach solutions equal to 1/3 cup of bleach to a gallon of water.
 2. Use tubs to soak all toys in bleach solution.
 3. Wipe down all surfaces including, but not limited to, doors, doorknobs, light switches, sinks, shelves, windowsills, window blinds, toys that cannot be soaked, etc.
 4. Sweep and mop all hard floors.
 5. Vacuum carpets.
 6. For soft (porous) surfaces such as carpets, drapes, etc., remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, if the items can be laundered, launder items using the warmest setting recommended for the items and then dry the items completely. Spray outdoor equipment with playground sanitizer. (MaxxClean)
 7. Kitchen staff are responsible for cleaning the kitchen and pantry in accordance with health regulations
- vi. Work with the Department of Health to determine who should be tested and/or quarantined.
 - vii. Work with the Department of Health and licensing contact to determine when and how we will reopen.
 - viii. Notify our licensing contact regarding changes to our business such as closures and hours of operation.

V. TRANSPORTATION

Southwest Child Care Early Learning Centers are not providing transportation of any kind at this time.

As Director/Owner of this facility, I have ensured that all staff and families have had the opportunity to read and receive this plan and will post this in my facility for future reference.

Sincerely,

Elcin Bahadirli

For more information on COVID-19, please visit:

- Centers for Disease Control (CDC): <https://www.cdc.gov>
- NM Department of Health (NMDOH): <https://cv.nmhealth.org/>
- Early Childhood Services: <https://newmexicokids.org>

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