

# preschool PROMISE

The following are tips from programs that operated as pandemic centers during the last weeks. Thank you to all of our presenters and to everyone who shared ideas and tuned in!

## Staff considerations

- Offer your staff a premium rate or returning bonus if you can afford it.
- If you've been operating as a pandemic center and plan to fully re-open, give your staff who have been working a break – allow them to accrue comp time.
- Consider job sharing to allow your staff time off and to accommodate workers who need to work part-time.
- Consider modifying shifts to meet ratios.

## Health and sanitizing

- Greet every child enthusiastically. Drop-off dictates a child's day. Have a plan for helping children ease into returning and reassuring them at drop-off.
- Put your TAP machine in a Ziploc bag for easy sanitizing and have families TAP in at the door.
- Order thermometers now so you'll be able to take the temperature of children and staff and anyone who enters your program.
- Ask parents to take their child's temperature 30 minutes before coming to child care. Consider creating a temperature log for this record-keeping by using or modifying children's reading logs. Give the child a book when the family turns in the log. (*Each child's temperature still will have to be taken on-site, before he/she enters your center.*)
- If staff or children are using masks, change/wash them frequently. Ditto for gloves.
- Do not let children use masks on the playground or at nap time.
- Consider discontinuing transportation until it is clearer how to provide this service safely.
- Click here to see [ODJFS guidance](#) regarding dividers.
- Hang thick plastic from the ceiling to create inexpensive dividers. The plastic can be purchased at JOANN Fabric.
- Consult with your fire department to be certain any new physical arrangements in classrooms meet code for evacuation.
- Take children outside as often as possible.
- Open windows to ensure air circulation and ventilation.
- Use a HEPA air cleaner.
- Dishwashers are useful for sanitizing toys.
- Don't overuse bleach, especially on toys that children put in their mouths.
- Consider limiting the number of available toys and the number of children allowed to be in any center at one time.
- Assign a "puppy pad" to use when changing each child's diapers.
- Invite school-age children to help clean.
- Clean door knobs and light switches.

## **Finances**

- Here is a sample [survey](#) you can customize and send to families as you consider re-opening.
- It may take time for families to return – so be prepared to take a loss initially.
- [Kim Jarvis](#) will share a contact at WesBanco who has assisted with processing a PPP loan.
- Consult your insurance broker to see if you are covered by business interruption coverage. Even if the answer is no now, insist on submitting a claim if you had to close (or if you have to close in the future because of exposure to COVID-19).
- If you've been closed, ask your commercial liability broker to temporarily lower the number of children you serve, which may result in a credit.
- Ask families to bring in/donate tissues, paper towels, wipes — the things children would bring in at the start of the year.

## **Family engagement**

- If you haven't been able to stay in contact with families, now is the time to re-engage.
- Send children post cards and suggested activities.
- Share milestones about children learning to walk, getting their first tooth, etc.
- Schedule Zoom meetings with classes; allow the children to greet and talk to each other.

## **Resources**

- Consult your lawyer – this is not legal advice – but here is a [sample liability release](#).
- Consider joining [OACCP](#) for access to useful resources.