

LE3 Procedures for Extended Day Services During COVID-19



Before School Procedure - Sign In/Out:

- 1) All students will be temperature checked and asked the COVID-19 Questionnaire prior to entering the building. Our staff will be outside the main entrance to the building for the duration of the before school program.
 - a. Any child who does not pass the check-in process will be turned away from the program and LE3 will notify the school of the child's symptoms.
- 2) Once allowed into the building, students will come in, wash their hands, hang their belongings on the designated spread out hooks, and join their group.
 - a. Siblings may stay together in a group for the morning program.
 - b. Other students will break down into groups based on their grades.
- 3) Breakfast will be offered: cereal and milk (prepackaged bowl and milk carton) or a Nutrigrain Bar. No outside food will be allowed into the program.
- 4) LE3 Staff will walk students to their classrooms to ensure they do not linger in the hallways. We will travel as a socially distant group to each room until all students arrive at their room.

After School Procedure - Sign In/Out:

- 1) All students will be temperature checked while they are being signed into the program. If a temperature is present, the student will be secluded from the rest of the children and the parent/guardian will be called to immediately pick up their child.
- 2) Once students are signed into the program, they will move into smaller groups of 15.
 - a. We will try to maintain the cohorts the students were in during the school day during after school.
 - b. If groups need to be combined, we will first match siblings together and then age appropriate groups.
- 3) Group sizes will NEVER exceed 15 students per group. There will always be 2 teachers with each group of 15 and 1 teacher with each group of 10.
- 4) The Program Manager will never be assigned to a group as they will have to be available to check students out.
- 5) Parent Pick Up Procedure: when parents arrive at the building they should call/text the site phone. They will not be permitted into the building. If they would like to get out of their car they must remain at the door of the building.
 - a. The Program Manager will sign the child(ren) out, gather all their belongings, and bring them to their parent/guardian's car.
- 6) Students will not be allowed back into the program once signed out for the day.
 - a. If a School Teacher signs a child out of our program for a music lesson, tutoring, etc., the student will NOT be allowed back to LE3.



Student Supplies and Programming:

1. **Before School:** all manipulatives, toys, and games will be of a material that can be disinfected and cleaned daily.
 - a. A bin of markers, crayons, glue, and scissors will be designated specifically for the before school program and be cleaned each day.
 - b. Students will enjoy free time in the morning at socially distant centers or complete their independent reading/homework.
2. **After School:** all manipulatives, toys, and games will be of a material that can be disinfected and cleaned daily.
 - a. A bin of markets, crayons, glue, scissors, and pencils will be in individual cohort bins to ensure that each cohort uses the same supplies each day.
 - b. All sports equipment will be cleaned in between each group use. Students will not combine cohorts for gym time or playground time. Each cohort will spend 2 rotations outside, weather pending.
 - c. If use of the gym is permitted, we will ensure that each cohort is playing games that allow them to be socially distant of 12 feet.
 - d. Students will arrive at the program and follow a rotating schedule in their cohort:
 - i. Snack will be provided by LE3. No outside snack will be permitted.
 - ii. All students will complete their homework and/or academic games to begin the day.
 - iii. Cohorts will work through an art, science, and 2 outdoor activities together until 6:00pm.
 - e. In between each rotation, if a cohort leaves their designated space, that space will be sanitized.
 - f. At the end of the day, LE3 staff will ensure that:
 - i. All spaces used by LE3 are disinfected.
 - ii. All cohort bins of supplies are disinfected and dry before storing.
 - iii. All toys and manipulatives have been disinfected.

LE3 Staff PPE Policies:

1. All LE3 staff will wear a LE3 nametag, sneakers, and blue, yellow, or white shirt.
2. A mask will always be required.
3. LE3 aprons and smocks will be available to wear during program hours.
4. The Program Manager will take staff temperatures prior to clocking in for their shift and asked the COVID-19 Questionnaire daily.
 - a. Any staff member who fails the check in procedure will be sent home.
5. Each staff will be assigned to the same cohort each week. This will allow for minimal cross contamination.



Extra Hygiene Measures and Procedures:

1. Handwashing: As soon as students arrive to the LE3, they will wash their hands properly. Hands will also be washed throughout the program and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Each staff member will have disinfectant wipes and hand sanitizer in their medical bag that they wear for the duration of the program.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the program, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process immediately. All surfaces and toys will be sprayed prior to leaving the room throughout the program. All sensory bins, soft toys, pillows, dress-up clothes will be put away during COVID-19.
3. Mask wearing: If students are required to wear masks during the school day, they will be required to wear them at LE3 as well. If this regulation is lifted, we will **STILL** require students to wear masks when transitioning from room to room and if they become sick or ill while in the program.
 - a. All staff will wear masks throughout the day unless they are able to be six feet apart from children or other staff.
 - b. If a child becomes sick/ill during the program masks will be required on everyone above the age of three. Students will be moved to an outdoor open-air space until pick up.
4. Social distancing: Each cohort is considered a "family." Each "family" will socially distance themselves from other "families" to assure safety. Children will not need to wear a mask when they are on the playground or during their designated time for nap (if applicable).

LE3 Cleaning Products:

All products below are provided by LE3 to use during program hours. If the school requires LE3 to clean with a product that is different than the listed below, the school **must** provide those cleaners to LE3.

1. Lysol Disinfecting Wipes and Spray
2. Lysol Aerosol Foaming Bathroom Cleaner
3. Mr. Clean Floor Cleaner
4. A water and bleach combination



Admission/Exclusion Due to Symptoms of Illness:

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our program. If you have any doubts about your child's health, please call us at 716-430-9322 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

LE3 staff can refuse a child to the program if they feel they have any of the above and/or other COVID-19 related symptoms.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform the CDC, Department of Health, and Office of Child and Family Services and our parents.

Contact Information Regarding LE3 COVID-19 Policies and Procedures:

Elizabeth (Ellie) Poleon
CEO of LE3 INC.
716-430-9322
Epoleon@le3-inc.org
www.le3-inc.org