

Downey Cooperative Preschool & Kindergarten

Opening Plan for 2020-2021

Downey Cooperative's Goals Relative to COVID-19:

- *Reduce risk of transmission by limiting people in the building.*
- *Reduce risk of transmission through enhanced cleaning protocols.*
- *Reduce risk of transmission through increased air flow by opening doors and windows when possible and using fans to circulate air.*
- *Reduce risk of transmission through alternate classroom settings (e.g. avoid multiple classes in the same spaces at the same time, increase outdoor time and forest days, etc.).*
- *Reduce risk of transmission through additional toy/manipulative rotations relative to high-touch items.*
- *Follow the agreed upon health protocol to deal with possible cases of Covid infection and/or transmission.*
- *Allow students to continue in-person classes when possible with regard to local, state & national guidelines or mandates.*
- *If school has to be in an altered format, meet the needs of our students while still staying true to our goals and the cooperative, play-based model at Downey.*

General Operation of Classes

All prior Downey policies and procedures will still be in effect, but with a mindful eye to the unusual circumstances surrounding COVID-19, during the 2020-2021 school year Downey will be implementing the following new protocols. Downey Cooperative Preschool & Kindergarten will work with the Downey Avenue Christian Church (DACC) Coronavirus Response Team to negotiate changes to the preschool's operating plan if DACC moves to other stages in its COVID Phased Reopening Plan. All teachers and member families will sign a [Assumption of the Risk, Waiver of Liability, Release and Indemnity Agreement](#) and agree to utilizing the [COVID-19 Parent Screening Checklist](#) before attending classes. Members will be required to attend a virtual "mini-orientation" with their classroom teacher and/or the co-presidents to receive instruction on classroom cleaning, handwashing and daily coming and going procedures before resuming indoor classes.

Normal building usage is as follows:

- Classrooms and the outdoor playground areas for conducting classes.
- Hallway and Century Hall storage to access class supplies.
- Hallway restrooms for adult use and changing tables.

- Century Hall for gross motor play with weather does not allow for outdoor play.
 - Downey Cooperative Preschool & Kindergarten will work with the ICAN Food Pantry and DACC's Coronavirus Response Team to establish [usage guidelines and protocols for Century Hall](#). ***(An official meeting will be held to formulate a written addendum to this plan once entry to the building has been granted.)***
- All students, teachers, and participating parents will enter from an outside door and only students, teachers, and participating parents will be allowed inside of the building during classes.

Specifics of this plan include:

- Opening the classrooms and the outdoor playground areas to normal function on November 9, 2020.
 - The preschool shall make DACC aware of all plans to enter the building outside of the normal class times. Access points for these events would be through the playground with similar building restrictions and safety guidelines being followed.
- Monitoring [local positivity rates](#) and following applicable guidelines set forth by the Marion County Public Health Department.
 - If the 7-day average of positive cases is greater than 8%, Downey Cooperative and DACC would enter into conversations to determine if any changes to daily operations are necessary based on updated guidance from MCPHD.
- Staggered start & alternate entrances:
 - Polliwogs (Tuesday & Thursday) and Frogs (Monday, Wednesday & Friday) will arrive at 9:00 AM and will enter through the playground gates. Polliwogs will leave at 11:30 AM. Frogs will leave at 1:00 PM on Mondays and 11:30 AM on Wednesday & Friday). Teachers and/or participating parent(s) will meet the children at the gate and facilitate drop-off and pick-up.
 - Tadpoles (Wednesday & Friday) will arrive at 9:15 AM and enter their outdoor classroom door via the playground. Tadpoles will leave at 11:15 AM and will exit through the outdoor classroom door. Teachers and/or parents will meet the children at the door and facilitate drop-off and pick-up.
 - Leapfrogs Kindergarten will arrive at 9:30 AM and leave at 2:30 PM. Leapfrogs will enter and exit through the playground and will be met at the

gate by the teacher or participating parent. Students will enter the building through the Chalice Room exterior door and will walk to their classroom.

- Participating parents will be responsible for all classroom cleaning procedures. To facilitate adequate cleaning protocols, a thorough [end-of-class cleaning checklist](#) and [monthly deep cleaning procedures](#), following CDC recommendations, will be posted in all classrooms.
 - Cleaning products will meet the [EPA's criteria](#) for use against SARS-CoV-2, the virus that causes COVID-19 as recommended by the CDC.
 - Adult restrooms in the hallway shall be included in the protocols as adults and children must use separate restrooms.
 - A professional disinfecting service has been secured should it be required by the MCPHD or deemed necessary by the preschool or church.

- Additional handwashing time following [CDC guidelines](#) will be implemented.
 - Teachers, participating parents, and students will utilize hand washing immediately upon arrival indoors with soap and water or hand sanitizer if water is not available (e.g. arrival on the playground).
 - Teachers, participating parents, and students will also utilize hand washing (or hand sanitizer if water is not available) before eating or preparing food, after using the restroom, after blowing their nose, coughing, or sneezing, etc.
 - Additional emphasis will be given to correct and thorough washing. CDC posters with reminders will be posted in each classroom. Students will learn songs/rhymes to encourage the proper length of time for handwashing.

- Individual lunch/snacks & water bottles will be required each day.
 - Individually packaged “treats” may be shared with the class for birthdays or other special occasions if both the teacher and parents agree.
 - Snacks will still need to fall within school or class guidelines for allergies, etc.
 - A supply of acceptable snacks, paper cups, and bottled water will be kept in the classrooms in the event that a student forgets to bring a snack and/or water bottle.
 - Drinking fountains in the hallways and Century Hall will not be available for use.
 - Lunches and snacks will be consumed in the classrooms.

- When possible, teachers will use individually labeled sets for items such as crayons, playdough, scissors, etc. OR use an approved disinfecting cleaner daily to sanitize these items.
- When possible, teachers will consider rotating and/or limiting high-touch items daily in order to facilitate more thorough cleaning. (e.g Legos, blocks, manipulatives, dolls, etc.)
- Teachers and participating parents will closely monitor for any items that have been put in the mouth, coughed on, sneezed on, etc. and will place these in a designated place to be sanitized during normal daily cleaning procedures.
- If held, field trips will be outdoors ONLY. (Museums, library trips, etc. will be discontinued for this school year.)

Interruption of Classes

Downey Cooperative Preschool and Kindergarten may utilize one of the following formats in response to a positive COVID-19 case inside the building (school, church, etc.), recommendation from the local, state, or federal government, rising cases and/or updated mandates that would require students to wear facial coverings. Downey Cooperative Preschool & Kindergarten will work with the DACC Coronavirus Response Team to determine if adjustments to the preschool's operating plan are warranted by COVID trends and MCPHD guidelines.

Specifics of these alternate plans include:

- Co-presidents will monitor the COVID-19 case count, [positive COVID-19 case percentages rates](#), overall virus trends in Marion County, and in-person class guidelines provided by MCPHD. The Church Liaison will then communicate with the church on a bi-weekly basis regarding changes in these metrics and the preschool's operating plan.
 - If the 7-day average of positive cases is greater than 8%, Downey Cooperative and DACC would enter into conversations to determine if any changes to daily operations are necessary based on updated guidance from MCPHD.
 - A 7-day average of positive cases greater than 13% would cause an interruption to indoor and/or in-person classes.

- **Hybrid Classes:**
 - At least 1 in-person class day per week.
 - These classes will be held outdoors and likely off-site (similar to Forest Kindergarten). Teachers will choose location(s) and activities appropriate for each specific class/age group. An extra participating parent may be requested for these class sessions.
 - Teachers will utilize online meeting or video platforms to make up the remainder of their classroom times.
 - Teachers will create lessons/themes, storytimes, class chats, play scenarios, etc. to guide these online times. A formal calendar will be established by the teacher for each class so that expectations are clear for parents and students alike.
 - All previously mentioned class procedures will still apply for in-person sessions. (handwashing, snacks, etc.).

- **Virtual Classes**
 - Teachers will utilize online meeting or video platforms to account for their classroom times.
 - Teachers will create lessons/themes, storytimes, class chats, play scenarios, etc. to guide these online times. A formal calendar will be established by the teacher for each class so that expectations are clear for parents and students alike.

- If alternate class formats are utilized for more than one month, tuition changes may be voted upon by the membership.

Health and Wellness

Caregivers and teachers are responsible for consulting the following health screening before leaving home for school each day:

[COVID-19 Parent Screening Tool](#)

- All positive or suspected positive cases of COVID-19 should be reported to president@downeycoop.com and will then be reported to the Marion County Public Health Departments, which will provide guidance for closure, cleaning and parental notification. Downey Avenue Christian Church shall also be notified and updated by the Church Liaison.

Facial Covering Guidelines

- Downey Cooperative Preschool & Kindergarten will take into account the most recent local health orders when recommending guidelines for facial coverings.
- Facial coverings include: cloth masks, disposable "non-medical" masks, plastic face shields, etc.
- Public Health Order 23-2020 Pursuant to Indiana Code § 16-20-1-24 and Chapter 7, Article 5 of the Code of the Health and Hospital Corporation of Marion County states that students below grade 3 are NOT required to wear a facial covering.
 - While not required, it is recommended that families encourage their children to understand the importance of wearing a mask when possible throughout the day. If a family opts to have their child wear a facial covering during classes, teachers and participating parents will do their best to ensure the child remains masked, but Downey Cooperative cannot make any guarantees in that regard.
- Public Health Order 23-2020 Pursuant to Indiana Code § 16-20-1-24 and Chapter 7, Article 5 of the Code of the Health and Hospital Corporation of Marion County states that all staff must wear a facial covering. Therefore, teachers and participating parents will be required to wear a facial covering during normal indoor or outdoor school activities.
 - If we are outdoors and able to socially distance ourselves from one another, facial coverings may be removed.
 - Teachers and participating parents will be responsible for appropriately using facial coverings for themselves when they are unable to distance at least 6 feet.
 - All adults should use facial coverings during drop-off and pick-up, following the same guidelines mentioned above.

Additional Considerations

- Downey Cooperative Preschool & Kindergarten will continue to carry all necessary [insurance](#) and maintain inspections with the MCPHD to be a licensed facility.
- Above plans, as well as policies and procedures, may change as needed depending on local, state, or federal mandates or suggested best practices and as always, members are encouraged to participate in all meetings and planning sessions regarding these matters.