



Malone's Early Learning Centers Inc

112 S. Division
Carterville, IL
(618) 985-3366

THE BEST CARE ANYWHERE

108 Walnut St
Carterville, IL
(618) 985-5911

Covid-19 Action Plan

- **Proactive Measures**

- We will train staff on healthy hygiene practices so they can teach these to students.
- Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.
- Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops).
- Provide disposable wipes to teachers and staff so that commonly used surfaces can be wiped down before use.
- Ensure adequate supplies to support cleaning and disinfection practices.

- **Avoid Exposure**

- Establish procedures to ensure students and staff who become sick at center or arrive at the center sick are sent home as soon as possible.
- Keep sick students and staff, particularly those with symptoms of respiratory illness, separate from well students and staff until they can leave. Our plan would be to have areas where these individuals can be isolated from well students and staff until they can leave the center.

- Share resources with the centers families to help them understand when to keep children home.
- Ensure children's daily health checks are completed upon arrival. Strictly enforce policies about excluding children when they are ill.
- Eliminate events, including parent groups, until further notice.
- **Sanitize**
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, should be effective.
- For soft (porous) surfaces such as carpeted floor, rugs, clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
- **Plan for Schedule**
- Have a set Schedule to ensure the same staff are working in the same classroom every day and having the same children in that class.
- Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
- All staff will be working split shifts to ensure there is enough staff to cover a classroom if someone calls in for that classroom. There is 4 staff members scheduled each day for a classroom two in the morning two in the afternoon. All staff have been notified that if some one calls in for there class they may have to stay later or get called in earlier.
- **Communicate**
- provides information to all staff and parents by the way of hand-out, e-mails and social media on COVID-19 and protective measures.
- For parents that their primary language is not English we will utilize the CDC resources which are available in several languages.
- **Partner**
- If the center in considering closing due to a related reason of COVID-19 we will reach out to Bi-Country health department along with our DCFS licensing representative. To ensure the proper decision is being made.