



Updated: September 29, 2021

Safety Plans During the COVID-19 Pandemic

Northern Lights School is a small nature-based and Waldorf-inspired school located in Saranac Lake, NY. We serve families and their children from birth to age 6. This document serves to provide guidelines and communication to safely reopen our school/childcare facility for our teachers, staff, families, and children in response to the current public health emergency. These procedures have been developed with the assistance of the Board of Trustees, some of whom are parents of enrolled children and based on the most up to date recommendations from the following organizations:

Center for Disease Control

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

New York State Department of Health

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Child_Care_Daycamps_Detailed_Guidelines.pdf

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf

https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf

https://coronavirus.health.ny.gov/covid-19-travel-advisory?gclid=EAIaIQobChMI2s7427Lp6gIVkI3ICh2F8wZQEAAAYASAAEgKNnfD_BwE

<https://community-matters.org>

New York State Office of Children and Family Services

- Follows NY DOH guidance.



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Social-Emotional Health of Teachers, Parents, and Children of Northern Lights School

Northern Lights School recognizes that staff, parents, and children have all endured various levels of trauma, anxiety, stress, and fear in recent months. Though the social and emotional health of our student and parent body has always been at the forefront of Northern Light's School's mission, we are preparing to carry out this mission through systematic change in a new school, social, and cultural climate.

We dedicate our educational approach to creating a relationship-centered, student-centered, corrective, and restorative social and emotional environment with a focus on supporting the mental health of our student and parent body as well as focusing on changing social standards through continuing education in matters of culture, race, and diversity with the support of educated coordinators and teachers from around the country and our region.

Teachers will strive to create strong connections and trusting relationships with students and parents with an ever-present focus on the emotional health of the child and family as a whole. Through ongoing communication, check-ins, and support through parent workshops, articles, and training our teachers can become a steady guide for parents and children alike. Likewise, our teachers will support each other and enlighten themselves through participation in continuing education and workshops that will cover the subjects of personal social-emotional health, cultural consciousness, diversity and race awareness, and creating a safe, respectful space for students, teachers, and parents in our school community.

As is our normal practice of fostering close relationships with parents, teachers will pay special attention to any emerging behaviors presented by a child that might warrant further consultation with a professional child mental health specialist. Parent and teacher will work together to provide each child the support needed to transition back into a social group and steady routine of being at school and away from home.

Procedures for In-person Programming

The procedures for in-person instruction and safety of each child in our care and each other is of utmost importance to the teachers and staff at Northern Lights School. While we are eagerly looking forward to the return of our children and families that we serve, our procedures for receiving your children have been modified according to all of the recommended agencies that guide and license our



facility. As an overall response to reduce the spread of COVID-19, we plan for our classes to spend more time outside as much as possible, recognizing that the weather may keep us indoors more as the fall progresses into winter.

Site Safety Monitor

Summary:

- Site Safety Monitor will maintain records of health screenings, complete a random check of classrooms and facility to ensure accordance with safety procedures, and initiate cleaning and disinfecting procedures if a positive case is reported.

A designated site safety monitor and a backup person will be identified. The duties of this person are to help teachers and staff to abide by all aspects of the Northern Lights School reopening plan. This includes completing a Site Safety Monitor checklist one day a week on a random basis (See Appendix A). The Site Safety Monitor will also organize and store daily health screening records for employees, children, and visitors. Finally, the Site Safety Monitor will receive notifications of suspected positive cases and initiate cleaning and disinfection procedures.

Signage

Summary:

- Reminder of behavior expectations and information signs posted in conspicuous and appropriate places

Signage reminding teachers, children, and visitors of the proper protocols for hand washing near sinks, personal hygiene (covering coughs and sneezes), personal protective equipment, social distancing, and recommendations for when to stay home based on symptoms of illness.

Drop off and Pick up of your Child, Extra Clothing

Summary:

- Same adult bringing and picking up the child as much as possible
- Health screening, temperature check
- Thorough hand washing by adult or assistant teacher
- Borrowing or sharing of clothes only allowed in an emergency; multiple extras of each clothing item required

Drop off will occur outside in the play yard at the entrance gate. Please try to wait in your car until there is plenty of space between you and other families when



dropping of your child. An acknowledgement form for parents to complete signifying their agreement to check their child for symptoms of COVID-19 should be signed and returned to the school. Otherwise, the parent or other adult that brings the child to school will complete a health screening questionnaire on site and be checked for a temperature. The child will not be allowed at school on any given day if they register a temperature above 100 degrees Fahrenheit, or answer yes to any of the health screening questions. These procedures are an effort to limit the number of people that enter the building and support our effort to move as much programming as possible outdoors.

When there is inclement weather, the admittance procedure will be moved just inside the school doors. The child will be walked to their respective classroom after being assisted in hand washing by the assistant teacher.

We plan to as much as possible have the children outside for pick up at the end of the morning program at 12:30 pm and afternoon care either at 4 pm or 5pm. All belongings will be brought to the gate outside for pickup. Parents will meet their child at the gate to gather their child and belongings. In the case of severe cold weather or if the parent arrives early, the parent will contact the administrator or aftercare teacher to make arrangements for the child to be brought to the front of the school.

Health Screening: Employees, Children, Visitors

Summary:

- Combination of Social Distancing and PPE method for conducting the onsite health screening
- On site Health Questionnaire and Temperature Check for all employees, children, and visitors

All employees, children, and visitors must complete a health screening upon arrival. (See Appendix B and C). This screening includes a temperature check. If an individual presents with a fever of 100.0 degrees Fahrenheit or more or exhibits other signs of illness, they will not be allowed to remain on the premises and will be advised to consult a health care provider for either a COVID test or a note from the doctor allowing the child to return to a social setting. Symptoms of the COVID-19 virus include: cough, shortness of breath or problem breathing, chills, sore throat, loss of taste or smell, muscle pain. You should also stay home if you experience other symptoms such as: runny nose, vomiting, diarrhea, feeling tired, headache, poor appetite, and unexplained rash.



Visitors (not a parent dropping or picking up a child) completing the health screening, will also be asked to leave your name and phone number for contact tracing purposes. This information will not be connected to the individual's health questionnaire.

If a person or child answers yes to any of the health questions, the person or child will **not** be allowed to attend school that day or enter the school grounds for the safety of everyone involved. Responses will be recorded and filed by the Site Safety Monitor or a designee, but remain anonymous.

Parents will be asked to pre-screen their children at home using the child health screening tool (See Appendix C.) before arriving to school to avoid unnecessary travel to school in the event that answers to any question on the health screening are "yes". This school year we will institute a single acknowledgement form for home screening that each family is to complete and return (See Appendix D.).

Face Coverings, Aprons, Inside Shoes, and Children's Extra Clothing

Summary:

- All adults and children 2 and over are required to wear face masks inside and outside. Masks should be changed daily.
- All employees are required to wear aprons that are changed daily.
- All employees and children are required to wear inside shoes inside.
- Families are required to provide all extra clothing for their child.

Teachers and staff are required to wear a face covering of their choice throughout the school day, indoors and outdoors. Any costs incurred for face coverings will be reimbursed by the school. In addition, all adult visitors to the school will be required to wear a face covering; masks will be made available. Employees will change their face covering daily and in the event that the covering is soiled during their shift. Training will be provided to employees on how to safely use, remove, and launder face coverings. Face coverings may not be shared.

Teachers and staff will also wear aprons or other suitable covering of their choice, provided by the school, which can be changed in the event it is soiled with any child secretions or otherwise dirtied. Aprons will be changed daily. Any area of skin exposed to a child's secretions will be washed with soap and water.

When laundering aprons and masks, wash in the warmest temperature possible and dry items completely. If the dirty laundry was exposed to someone that was sick, wear gloves when handling the laundry and do not shake the clothing items.



Unfortunately, there will be no extra clothing for a child to borrow from school. Please bring several pieces of extra clothing (underwear, socks, pants, shirts, fleece, gloves, snow pants, hats, etc). We will also not be able to share from other children if something becomes soiled or wet. In the event this happens and there are no extra clothes, a call home will be made for the parent to bring in the extra items needed. Soiled laundry will be placed in a plastic bag and sent home for laundering.

Social Distancing

Summary:

- Consider social distancing in the design of activities
- Outdoor physical barrier for specific cohorts

All employees and visitors are required to social distance as much as possible. It is recognized however, that social distancing is not realistically possible with the young age group that Northern Lights School serves. In order to have consider social distancing however, classes will be held outside as much as possible. Circles will not require children to hold hands. Seating at snacks, crafts, and story will be separated as much as is feasible.

Children will be separated by a distance of 6 feet when resting and not face each other. Rest blankets will be kept separated for each child and washed weekly or more often if soiled.

Outdoors, the play area will be divided into two sections separated by a fence and gate to prohibit the mixing of children between the two cohorts. Cohorts will not exit or enter the building at the same time so as not to pass each other in the hall or ramp on the way inside or outside.

Festivals and other events that request large groups of people to gather together, such as a back to school night will be postponed or conducted virtually until it is safe to gather again.

Space and Cohorts

At this time, there are no limitations to the size of each class related to the pandemic. We will try to social distance as best we can.

Personal Hygiene, Hand Washing, Diapering

- Employees, children, and visitors wash hands for 30 seconds or use hand sanitizer frequently during the program day



- Gloves will be worn by employees when assisting a child in the bathroom, diapering a child, or serving food

All employees, children, and visitors are asked to wash their hands with soap for 30 seconds and rinse upon arrival to the premises, even if you are not entering the building. In addition, teachers, staff, and children will wash hands when coming into the building, before and after eating, before going back outside, after touching their mouths, rubbing their eyes, coughing into their hands, or touching/blowing their nose, and again upon departure of the facility. Teachers and staff will assist children with handwashing, including infants who cannot wash hands alone. Proper methods on how to contain coughs, sneezes, and blowing noses will be reviewed with employees and reinforced with the children.

Employees will wear gloves when assisting a child in the bathroom or diapering a child. The bathroom fixtures, toilet, sink and door handles will be disinfected between uses of each cohort of children. Gloves do not need to be worn if an employee is only assisting the child with hand washing; however, the employee will need to wash their hands after assisting the child. Hand sanitizer will be made available in each classroom as well and may be used if hands are not visibly soiled.

When diapering a child, hands will be washed before beginning and gloves will be worn. Non-absorbent paper should be laid under the child before cleaning the child. Remove the soiled diaper and wipes. If cloth diapers are used, place in a plastic bag without emptying or rinsing. This bag should be placed out of reach of children in a covered receptacle until it can be given to the parent at pickup. Replace the diaper with a new one and wash the child's hands. Clean with soap and water if the surface is dirty and disinfect (with bleach solution or Force of Nature) the diapering station, discarding the paper underlayment. Remove gloves and wash hands.

Snack Preparation and Snack Time

Summary:

- Hands washed for 30 seconds before and after snack preparations, snacks, and lunch
- Children will not share food or beverage, cutting boards, chopping utensils
- Teacher will serve each student their bowl, spoon, and cup.

Child care providers should wash their hands before and after handling infant bottles. Bottle feeding equipment and materials should be cleaned thoroughly after each use. Before preparing and before and after eating snacks/lunch,



teachers and children will wash their hands. As much as possible, one teacher will serve each child limiting the amount of time different sets of hands touch bowls, cups, and serving utensils. Children can be assigned their own cutting board and chopping utensil to serve themselves and no one else, which will be cleaned and sanitized daily in a mechanical dishwasher. Children will be spaced apart as much as possible during snack and meals.

Cleaning and Disinfecting Rooms

Summary:

- Maintain daily cleaning log of classrooms, bathrooms, office area, pantry, playground
- Clean (soap and water or Force of Nature) and disinfect (bleach solution prepared daily or Force of Nature) highly touched surfaces multiple times daily
- Change bedding and rest blankets weekly, keeping each child's items separate
- Paper based items do not need cleaning/disinfecting
- Vacuum and disinfect soft surfaces at the end of each program

Northern Lights School takes seriously the need to clean and disinfect our classrooms, bathrooms, and toys-indoors and out at a minimum daily, but also multiple times a day for some commonly touched surfaces, including but not limited to door knobs, light switches, computer equipment, writing utensils, chairs, clip boards, and refrigerator handles. Bathrooms will be cleaned and disinfected after each cohort use and any visitor use. Staff bathroom will be cleaned and disinfected at the end of the day, as it is not often used. We will use both soap and water to clean, followed by a disinfecting procedure using a bleach solution 4 tsp bleach to 1 quart of water that is prepared daily or a product approved by the EPA called Force of Nature. The bleach disinfectant will remain on the hard surfaces for a minimum of 1 minute before wiping and Force of Nature will remain on the surface for 10 minutes.

For cleaning and disinfecting carpets and other soft surfaces that are not able to be laundered, the procedure is to vacuum the used area and disinfect with Force of Nature. Paper based items do not require cleaning/disinfecting.

Daily cleaning and disinfecting the playground equipment can be done using Force of Nature.

All cleaning activities will be logged on a cleaning chart sheet which will be reviewed by the Site Safety Monitor. See Appendices E-I.



Please note that closing the school earlier than 5 pm may be necessary due to added cleaning and disinfecting protocols.

Cleaning and Disinfecting Toys

Toys that cannot be cleaned and sanitized will not be used. Machine washable toys should be used by one child at a time, with washing occurring before being used by another child. Play with toys that can be put in mouths should be closely monitored to prevent sharing of such toys. A labeled “soiled” bin can be established for toys that require washing and sanitizing at the end of each day as a means to prevent accidental use by the children.

Other hard surfaced toys will be cleaned as needed and disinfected each day.

Process for Sickness or COVID-19 Infection

Sick Policy for Employees and Children

The health of everyone at Northern Lights School is our first priority. As such, we ask of everyone to please communicate if you are not feeling well and stay home until you or your child is symptom free without the use of medicine for 24 hours. You will be asked that your child to see a doctor for permission to re-enter school presenting symptoms. Each employee and family is encouraged to conduct a pre-health screening of themselves and their children before coming to work or school to ensure that they are well enough to participate in school activities with other people. If an individual does not pass the self-health screening, they should seek medical advice and arrange for COVID-19 test. Please let the school know of this result so that we can initiate precautionary measures as directed by the Department of Health. Although we will to our best to retain substitutes for classes, there may be times where it is not possible and we will have to cancel a class for a day or some period of time. Families will be notified as soon as possible in this event via email and/or phone call.

Procedures if an Employee, Child, or Visitor Develops COVID-19 Symptoms While at School

In the event that an employee or child develops symptoms of COVID-19 during their time at school, the employee will either arrange pickup or leave to go home for further evaluation or to a health care provider to be tested for the virus, depending on the severity of the symptoms and if they are experiencing COVID-19 symptoms. If the employee is waiting for pickup, they will wait in a socially



distanced space identified in the school that can be observed by a staff member. Likewise, a similar protocol will be followed if a child is symptomatic of any illness, but most importantly any COVID-19 symptom. The Site Safety Monitor or designee will contact the Department of Health for further instructions regarding quarantine and if a school closure is warranted.

Procedures if an Employee or Child Tests Positive for COVID-19

Employees, families, and visitors are required to report to us if the result of a COVID-19 test is positive. Likewise, the school is required to report the case to the state and local health department and will follow the health department guidance. Identity of the individual will be kept confidential by the school and contact tracing procedures will initiate with the individual in an attempt to determine who else might also have been exposed to the virus. The individual will immediately enter isolation or quarantine and may not return to work or school unless there is written documentation from a health care professional indicating that it is safe to do so. This might also mean that a large group of children or an entire class of children will have to quarantine for a 10 day period. Notification of a closure will be done via phone or email, not on social media.

If a notification happens while school is in session, children and employees that occupied the space of the infected individual will be moved outdoors. All windows, if not already opened will be opened, and the space will be allowed to ventilate for at least 24 hours before cleaning and disinfecting procedures will begin. This means that class will not be allowed to return until after the area is thoroughly cleaned and disinfected. Families will be notified via email or phone when it is safe to return.

Causes for School Closure due to COVID-19

Our school may have to close for short (a couple of days) or long periods (1 week or more) of time depending on the level of risk of COVID-19 transmission in our community and the availability of teachers and staff to safely conduct classes, sometimes without much warning. We may or may not close based on what our local school district decides as we also provide essential services to our families for child care. The decision to close will be made by the Board of Trustees following the guidance of the local health departments. Some of the triggers will include:

- Closure will occur if the 7-day rolling average of the regional infection rate is above 9%.
- We are notified by the NYS Department of Health to close.
- If faculty/staff absentee rates impact our ability to operate safely.



Families will be contacted via email primarily, but also by phone and social media.

During times of closure, our teachers are dedicated to providing as much support to our families as possible, including but not limited to: connecting virtually through Zoom, Facebook, or YouTube, craft packages, and other means of support and activities for our children and families.

Closing Remarks

Thank you for your time, attention, and adherence to the procedures detailed in this document. It feels overwhelming and there is much to adapt to, but we are confident that in time we will all be more comfortable with the routine. The procedures, though inconvenient, are in place for the health and safety of everyone. If at any time you have questions, concerns, or suggestions please share them with the administrator. We look forward to building a supportive school community this year and creating safe, nurturing and joyful experiences for your children.

Appendix A. Site Safety Monitor Checklist

Random Weekly Site Safety Checklist

Safety Monitor Signature_____ Date_____

The Safety Monitor will ensure:	Mon	Tues	Wed	Thu	Fri
All adults and children 2 years old and older should wear a mask indoors.					
Each classroom has minimal contact with other classrooms or utilize common spaces at the same time, when feasible.					
Cleaning Charts are completed each day					
Staff knows how to put on, take off, clean (as applicable) and discard PPE.					
Each classroom has appropriate PPE supplies.					
Staff wears gloves and washes hands after diapering.					
Staff wears gloves when preparing or serving food.					



Appendix B. Health Screening Form for Adults: Employees and Visitors

Daily Health Check: Adults

Week of: _____

1. Do you have a fever (above 100 degrees Fahrenheit) or have you experienced a fever in the past 10 days?
2. Have you experienced a recent onset of respiratory problems, such as a cough or difficulty in breathing within the past 10 days?
3. Have you within the past 10 days travelled outside of the country or to any of the states on the NY quarantine list? Did you get a COVID-19 test?
4. Have you come into contact with a person with confirmed COVID-19 within the past 10 days?

Person	Temp above 100 degrees F	Q1 Y/N	Q2 Y/N	Q3 Y/N	Q4 Y/N		
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Appendix C. Health Screening Form for Children

Daily Health Check: Children

Date: _____

1. Does the child have a fever (above 100 degrees Fahrenheit) or experienced a fever in the past 10 days?
2. Has the child displayed any signs of illness? Cough, runny nose, loss of smell or taste, chills, sore throat, muscle pain, headache, poor appetite, or unexplained rash?
3. Has the child been behaving *abnormally*, or *not* eating/drinking or sleeping?
4. Has the child within the past 10 days travelled outside of the country or to any states on the NY quarantine list?
5. Has the child knowingly been in close contact lasting 15 minutes or more with a person with confirmed COVID-19 within the past 10 days?
6. Has the child tested positive for COVID-19 within past 10 days?

Child	Temp above 100 degrees F	Q1 Y/N	Q2 Y/N	Q3 Y/N	Q4 Y/N	Q5 Y/N	Q6 Y/N
1							
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Appendix D. Daily Child Health Screening Acknowledgement Form

This forms serves as a yearly acknowledgement that the parent or guardian of:

(Child's Name) _____

who is enrolled in the (Circle the class your child is enrolled in)

Nestling Nursery

Morning Garden

Preschool

class for the 2021-2022 contract year affirming that you will screen your child each morning for symptoms related to COVID-19. You also agree to keep your child home if you answer "yes" to any of the bullets below:

- a temperature 100 degrees or greater
- feels feverish or seems to have chills
- cough
- shortness of breath/difficulty breathing
- tiredness
- sore throat
- nausea, vomiting, diarrhea
- stomach ache/abdominal pain
- muscle pain
- headache
- nasal congestion/runny nose
- traveled internationally
- been designated a contact person who tested positive for COVID-19
- within a 10 day period been tested for COVID-19 and received a positive test result OR is still waiting for the test results

Parent/Guardian Printed Name: _____

Parent/Guardian Signature and Date: _____



Appendix E. Cleaning Chart for Continuity of Care Room

Cleaning Chart for Continuity of Care Rooms

Initial the box and circle the time of cleaning

Clean (with soap and water) and Disinfect each day (italicized, two times or more each day) with bleach solution made fresh each day or Force of Nature spray.

Week of:					
Task	Mon	Tues	Wed	Thurs	Fri
Tables (Clean & Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Chairs (Clean & Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Toys used in AM/PM (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Door handles (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Cribs (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
<i>Light Switches</i> (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Floors and Rug (Clean and Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Climbing Structure (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Loft (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Play Table and Chairs (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Shelves (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Soft Surface Chair (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Rocking Horse	AM PM	AM PM	AM PM	AM PM	AM PM
Stroller	AM PM	AM PM	AM PM	AM PM	AM PM
Diaper Pail (Disinfect)	PM	PM	PM	PM	PM

Safety Monitor Signature _____



Appendix F. Cleaning Chart for Preschool Room

Cleaning Chart for Preschool Room

Initial the box and circle the time of cleaning

Clean (with soap and water or Force of Nature) and disinfect each day with bleach solution made each morning or Force of Nature

Week of:					
Task	Mon	Tues	Wed	Thurs	Fri
Tables & Chairs (Clean & Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Toys used in AM/PM (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Door handles (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Light Switch (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Cradle (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Loft (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Play Kitchen (Clean and Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Play Table and Chairs (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Play Stands (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Shelves (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Rest Blankets (Changed or Laundered Weekly)	AM PM	AM PM	AM PM	AM PM	AM PM
Soft Surface Mat (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Soft Surface Chair (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Floors and Rug (Clean and Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM



Appendix G. Cleaning Chart for Hallway and Pantry

Cleaning Chart for Hallway and Pantry

Initial the box and circle the time of cleaning

Clean (with soap and water or Force of Nature) and disinfect each day with bleach solution made each morning or Force of Nature

Week of:					
Task	Mon	Tues	Wed	Thurs	Fri
<i>Door handles (Disinfect)</i>	AM PM	AM PM	AM PM	AM PM	AM PM
<i>Light Switch (Disinfect)</i>	AM PM	AM PM	AM PM	AM PM	AM PM
Cubbies (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Floors and Rug (Clean and Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Outside of Dishwasher (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Utility Sink and Faucets (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Food Storage Lids and Handles (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Pantry Floor (Clean and Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Vacuum Hall	AM PM	AM PM	AM PM	AM PM	AM PM

Safety Monitor Signature _____

Notes:



Appendix H. Cleaning Chart for First Bathroom, Office, and Entry Hallway

Cleaning Chart for First Bathroom, Office, and Entry Hallway

Initial the box and circle the time of cleaning

Clean (with soap and water or Force of Nature) and disinfect each day with bleach solution made each morning or Force of Nature

Week of:					
Task	Mon	Tues	Wed	Thurs	Fri
Desktop (Clean & Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Chair (Clean & Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Keyboard and Mouse (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Door handles (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Phone (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Light Switches (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
File Cabinets (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Cubbies (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Floors and Rug (Clean and Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Shelves (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Bathroom Sink and Faucets (Clean and Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Toilet (Clean and Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Bathroom Floor (Clean and Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Changing Table (Clean and Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Handles of Vacuum Cleaner and Refrigerator (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM

Safety Monitor Signature _____



Appendix I. Cleaning Chart for Play Yard

Cleaning Chart for Play Yard

Initial the box and circle the time of cleaning

Clean (with soap and water or Force of Nature) and disinfect each day with bleach solution made each morning or Force of Nature

Week of:					
Task	Mon	Tues	Wed	Thurs	Fri
Picnic Tables (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Entrance Gate Handle (Clean and Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Pots and Pans (Clean and Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Gate to COC Area (Clean and Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Outside Door Handle (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Ramp Railings (Clean and Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM
Garden Tools (Disinfect)	AM PM	AM PM	AM PM	AM PM	AM PM

Safety Monitor Signature _____