



Revised June 15, 2020

Reopening Timeline

Once Public Health confirms a date childcare centers may reopen, employees will be notified to report to work if they do not have any symptoms of fever, cough, etc. or have been exposed to someone in the same household experiencing those symptoms or has been tested positive for COVID-19, MERS, or SARS. They may report to work if they have not traveled in the last 14 days or have been exposed to someone in the same household who has.

PRIOR TO DAY ONE

- Schedule pest control services
- Stock up on masks, face shields, gloves (size SM & L)
- Stock up on alcohol, hand sanitizer, alcohol pads
- Stock up on disinfectant cleaners (EPA approved)
- Stock up on replacement filters for air filters
- Order liquid hand soap, paper towels and toilet tissue
- Ensure supply of batteries for thermometers
- Ensure first aid kits are fully stocked
- Remind employees with expiring health certificates to renew once government agencies open

DAY ONE

- Restock/refill alcohol pumps/sprays, hand sanitizers, hand soap, paper towels, toilet tissue
- Re-plug all appliances (refrigerators, air purifiers, water machine, charge tablets, charge Scentsys)
- Replace sponges, children's toothbrushes
- Remove all soft toys and dramatic play costumes to be machine washed and stored
- Remove wooden and foam toys and any other toys that cannot be easily sanitized
- Remove all high chair, swings, rockers, walker liners to be rewashed
- Disinfect all non-porous surfaces with EPA approved disinfectant
- Vacuum/Sweep
- Clean and dust air purifiers, AC vent grills, electric fan grills
- Shampoo carpets/area rugs
- Steam clean couch, fabric chairs, cots, play pens
- Remove all displayed classwork of students and pack for distribution.
- Take inventory of supplies and submit to director for procurement

- Set up sanitation station and prep supplies for parking lot temperature checks (thermometer, checklist, gloves, face shield, mask)

DAY TWO

Employees will meet to discuss new policies, procedures, guidelines and expectations.

- Issue PPEs (Personal Protective Equipment)
- Review and demonstrate temperature check procedures and proper use of thermometers
- Review and demonstrate shoe disinfecting mat
- Review revised sick policy
- Review 14 Day Quarantine required after travel
- Review 5 Day quarantine requirement for employees and students showing symptoms
- Review enhanced cleaning/sanitation procedures
- Review new curbside drop off and pick up procedures
- Demonstrate proper use of fogger/misting machine
- Discuss feasibility and practicality of new procedures and revise as needed with staff input

DAY THREE

Pressure wash playground equipment, chairs, benches, tables

- Pressure wash artificial grass
- Pressure wash outside front sidewalk
- Pressure wash windows
- Replace all high chair, swings, rockers, walker liners to be rewashed
- Install Video Doorbell at front door

DAY FOUR- OPENING DAY

- Set up disinfecting shoe mat
- Set up sanitation center outside front door
- Prepare parking lot temperature check supplies and equipment

STAFFING PATTERN @ 100% Capacity

Changes to staffing pattern other than the usual schedule for regular classroom teachers. The following are only the additional staff that will be scheduled to support our new policies and procedures

OPENING

- 1 COVID Support Staff (6:30 AM-12:30PM)
 1. Temperature checks- parking lot checks
 2. Sanitation control- continuously disinfecting high traffic surfaces/areas/equipment, activity areas, changing tables, toilets, etc. throughout center and whenever requested by teachers
 3. Hygiene Management- supporting 8x daily handwashing and hand sanitizing goal, wiping noses
 4. Supply Monitoring- monitoring and restocking hand soap, paper towels, hand sanitizer, alcohol, gloves, etc.
 5. Assist students with shoe baths when re-entering center from outdoor play
- 1 Staff to assist with drop-ins (will go back to classroom floater at 8:30AM)
 1. Assist students from the car after temperature is cleared
 2. Assist students with their shoe bath
 3. Removing student's shoes upon entering center (carry into classroom)
 4. Sanitize student's hands upon entering
 5. Walk student into the class and hand off to teacher

MID DAY

- 1 COVID Support Staff (12:30PM-6:30PM or until last student leaves)
 1. 2nd Temperature checks (after 5 hours from student's arrival time).
 2. Inform director of any changes to temperature
 3. Sanitation control- continuously disinfecting high traffic surfaces/areas/equipment, activity areas, changing tables, toilets, etc. throughout center and whenever requested by teachers
 4. Hygiene Management- supporting 8x daily handwashing and hand sanitizing goal, wiping noses
 5. Supply Monitoring- monitoring and restocking hand soap, paper towels, hand sanitizer, alcohol, gloves, etc.
 6. Assist students with shoe baths when re-entering center from outdoor play
 7. Prepare student's things for departure (water bottles, lunch pails, baby bottles, lunch containers, etc.)
 8. Assist student for departure when parent calls. Walk student out to car. Sanitize hands before leaving center.

CLOSING

- 1 Closing Staff (additional staff to support additional daily sanitation and cleaning procedures)

Admission

Proactive & Preventive Measures to help stop the spread of the Corona virus and other communicable diseases.

The Center for Disease Control and Prevention (CDC) advises anyone who thinks they have been exposed to COVID-19 and develop a fever and symptoms, such as cough, shortness of breath or difficulty breathing, to call your healthcare provider for medical advice.

Travel Restrictions

All students and employees arriving back into Guam must go through the 14-day government quarantine or self-quarantine in case government quarantine services end. A copy of your boarding pass will be required to verify arrival date. This 14-day quarantine period applies to anyone that lives in the same household as your child or comes in close contact with.

Belongings

We ask parents to send your child to school with as little things as possible. Things that should stay at the center are extra clothes, blankets, diapers, wipes, and formula/milk. Things that you can bring every day are sippy cups/water bottles, baby bottles, snacks, lunch. No outside toys. We want to limit the number of things brought inside the center.

Temperature Checks & Visual Inspections

All students and employees will have their temperature checked and recorded in the parking lot prior to entering the center and then again after 5 hours (the average time for fever suppressing medication to wear off). A visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness will be conducted. Anyone with a temp of 99.9F (or more) or shows any symptoms of illness even without a fever will be denied entrance to WOW and cannot return until after **120 hours (5 days) of being symptom free** and with a medical clearance or sooner if tested for COVID-19 with a negative result. After 8:30AM, please call 637-0969 for a staff member to come out and do a temperature check.

Employee conducting the temperature check and visual inspection must wear proper PPEs (Personal Protective Equipment) such as face shield, face mask, gloves (new pair with each child). Thermometers that require skin contact must be thoroughly cleaned in between each check by using an alcohol wipe or alcohol on a cotton ball. You can use the same wipe as long as it remains wet. After each screening, remove and dispose of gloves (unless children are in the same household). New gloves to be worn when screening the next student.

Screening Questions

1. Has your child or anyone in your household travelled from off- island in the last 14 days?
2. Has your child been exposed to anyone with COVID 19?
3. What medications has your child taken in the last 5 days?
4. What time did your child sleep last night?

5. Does your child have a cough or any flu-like symptoms? How about anybody at your house?

Drop offs & Pick ups

To help flatten the curve, students will be received at your vehicle during drop off and will be brought to your car during pick up. Parents, please call our center and wait in your car until a teacher can come outside to take your child's temperature and to take them inside. The same goes for pick up time. For now, our front door will be locked during business hours to control the entry of visitors. Please call us to let us know you are here. Please remove your child from their carrier or car seat when the OK is given. Teachers are not allowed to strap in your child to their car seat or carrier during pick up. Teachers will sign in and out students on Brightwheel.

Disinfecting Shoe Wash

Upon entry into the center, every person must walk through our disinfecting shoe mat located at our front and back entrance. This process shall be repeated every time a person enters the center coming outdoors including outdoor play.

No Shoe Zone

To help keep our floors sanitary, the NO SHOE ZONE extends to the whole center with the exception to our foyer and the front area of our back door. Outdoor shoes are to be removed and hand carried inside after going through our shoe wash. Children are not allowed to be bare-footed in the foyer or kitchen area. Teachers shall wipe clean with alcohol on any bare feet that steps into that area.

Sanitation Center/Supplies

Our sanitation center located in our foyer is equipped with hand sanitizer, an alcohol pump, alcohol spray, a plant-based sanitizing spray, wipes and facial tissue. There might be instances where you will need to conduct businesses inside the center. If so, please sanitize your hands, along with your child's, prior to entering the classrooms. During morning drop of time, the sanitation center will be relocated outside so staff can sanitize hands prior to entering.

While sanitation and cleanliness has always been paramount at our center, please know that we have implemented additional procedures or have increased the frequency of our existing procedures.

Visitors

Parents and visitors may not be allowed inside the center unless business conducted needs face to face assistance. Otherwise, an appointment should be made with the director. Vendors are to call our office upon arrival and a staff member can receive deliveries outside. Tours will only be conducted after business hours or on weekends when there are no children present. Government officials conducting inspections may enter the center but must be wearing a mask and shoe covers (provided) or shoes may be removed. As usual, any maintenance or repairs will done after business hours.

Closure

If any student or family member in the same household tests positive for the Coronavirus, SARS or MERS, the center will have to close for a minimum of 14 days or until all employees and students can be tested. It is imperative that if your child is sick, they should stay home.

Students

Hygiene/Hand washing

Hygiene has always been part of our curriculum. We will continue to hand wash before and after every meal, during & after outdoor play, after every bathroom visit, and after every sneeze or cough into the hand. To create excitement for handwashing, the older students will receive a stamp on their hand. The goal is to wash your hands for as many times as it takes to wash off the stamp. Students who have successfully “washed” away their stamp will receive a prize from our Treasure Chest.

Masks

Masks will not be worn on children less than 2 years of age. Unless the guidelines for public health does not change, children over 2 years of age shall wear a mask. If supplies are available, WOW may provide disposable children’s masks if a child forgets his or hers. This policy is subject to change should public health advises us of something different.

Curriculum

Incorporating cleanliness, hygiene, and the nature of illnesses into the daily curriculum will help students to understand the reasons for the measures we take and the procedures we do.

- Teachers are to read a Germ/Illness/Hygiene related book every day to their class
- At least one germ/bacteria/illness/hygiene related science project/observation will be done every week
- Child must practice washing their hands while singing the handwashing song once a day. Children who cannot do this unassisted will receive help from their teacher.
- Handwashing before and after morning snack, lunch, afternoon snack, after outdoor play (at least 8x a day)
- Hand wash/sanitation chart to be set up in each classroom to track 8x daily goal. Weekly prizes for reaching goal every 5 days.

Social Distancing & Reducing the risk of Cross Contamination

While separating or distancing students will be difficult, the following are the steps that we can take to accomplish social distancing:

- Leave empty seats between students on the toddler tables. All other children may sit in high chairs that are adequately spaced between each other.
- Teachers will refrain from making unnecessary bodily contact with the children such as hugs, high-fives, fist bumps and will stop students from giving it to each other.
- Each student will have their own set of school supplies (provided by WOW) to be labeled with their name and for that student's use only. (crayons, scissors, paint brush, glue, etc)
- Baby gear to be used by only one student for the whole day unless the equipment has been steamed and sanitized for the next user. Use masking tape with child's name to identify the user.
- Cots and playpens will be placed 6 feet apart and at head to foot. Linen will be stored in each student's cubby in a bag.
- Our playground has many new exciting things to play with. Teachers will try to direct students so that only one person may play with a piece of equipment at a time.

Employees

Employees are required to wear masks while at the center at all times. The travel restriction and sick policy is also applicable to employees. If employees exhibit some flu-like symptoms, with or without a fever, they will be restricted from working with the kids. In the event that these restrictions will cause our classrooms to be out of ratio, we may be forced to temporarily adjust our hours of operation to ensure proper coverage at all times. Please bear with us should this happen.

Employee Procedures

Before Entry: Temperature check, physical screening for symptoms, sanitize hands, and walk through shoe wash.

Upon Entry: Sanitize hands (again) with hand sanitizer or alcohol prior to timing in. Remove sanitized shoes and carry it inside. Immediately wash hands with soap and water before handling any student or entering the classroom. Spray personal belongings with the alcohol spray. Immediately place personal items in the locker.

Lockers: Clean out lockers daily and sanitize inside and outside.

Janitorial/Housekeeping/Cleaning Guidance

At World of Wonder the safety of our employees and students is paramount. In an effort to prevent illness and to ensure a safe and healthy work environment, below is our new housekeeping guidelines that we are to implement upon opening. Note that we are increasing our housekeeping/cleaning on surfaces that multiple people come in contact with or equipment that multiple people use. These surfaces should be cleaned every two hours, after every change of hands, or after every use if more practical. Some examples include:

- Door knobs/handles/push bars, door lock keypads, and doorbell buttons
- Keyboards, mice, touch screens
- Telephones
- Faucet & sink handles
- Toilet flush handles

- Countertops & table surfaces
- Refrigerator, Microwave, Keurig handles and buttons
- Gates, hand rails
- Chair arms that are of a non-porous material
- ON/OFF Switches of electric fans, light switches, air purifiers
- Storage Cabinet handles
- Changing pads, mats after every use
- Toilet seats, potty training seats
- Echo dots

Given that we are practicing an increase of hand washing, restroom supply checks (soap, paper towels) should be done twice a day and restocked immediately. Inform the Closing Supervisor once stock levels reach 50% to manage reordering.

In an effort to prevent cross contamination and to enhance situational awareness, the following activities and procedures will be implemented.

Toys

- Toys that are put in the mouth, sneezed on or coughed on are quarantined and taken out of rotation. Set up a plastic bin with a cover in the Zoo’s restroom shower and label it “Quarantine Toys”.
- Toys will be divided into 4 sets. One set per day. At the end of the day, the whole set will be collected to be soaked for one day, dried on the second day and back on rotation on the third day after initial play.

DAY 1: PLAY	DAY 2: SOAK	DAY 3: DRY	DAY 4: PLAY
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- Wooden toys, stuffed toys, foam toys, cloth toys and any other toys that cannot be sanitized easily will be removed from rotation and stored.
- Puzzles and books will be rotated weekly.
- Dress up clothes/costumes will be stored.
- Playground equipment/toys will be sanitized using a fogging machine in between uses.

Additional Cleaning

- Steam couch daily as opposed to once weekly
- Steam clean non-wipeable parts of baby gear at the end of the day or before the next user. Wipe with disinfectant for the wipeable parts.
- Disinfect submergible toys based on the 4-day rotation schedule
- Any tables used for eating is to be washed with hot soapy water at the end of the day. Clean with biodegradable cleaner or alcohol spray in between every change of activity or change of child.
- High chair trays to be washed with hot soapy water daily. Clean with biodegradable cleaner or alcohol spray in between use.
- Plastic parts of walkers to be cleaned with biodegradable cleaner or alcohol spray in between use.
- Chairs in Aquarium and Stadium classrooms to be marked with one student’s name for their

use only. Disinfect chairs daily. Remove name label at the end of the day.

- During closing, the fogging machine can be used to sanitize the bathroom toilet, sink, and ground (please cover student's toothbrushes and toilet tissue).
- Fogging machine can be used on foam mats, door mats, and on area rugs after they have been vacuumed.

Mitigating Efforts to Prevent Cross Contamination

- Wash hands prior to handling clean utensils
- Wash hands in between preparing meals of different students.
- Wear gloves if handling the food, i.e. cutting up meat or vegetables with scissors.
- Sanitize hands before handling different children, i.e., lifting a child out of a rocker or high chair, helping a child hold a crayon correctly, helping a child hold a spoon.

To illustrate the importance of constant sanitation, below is the life span of other known types of Corona viruses on different surfaces. We can assume the COVID 19 Corona Virus may act similarly if not worse:

- Plastic (Detection up to 3-7 days): light switches, toys, computer keyboard, mouse, remote controls, water bottles
- Stainless steel & Copper (Up to 3-7 days): door handles, refrigerators, gates, handrails, keys, cutlery, pots & pans, equipment, coins, jewelry, electrical wires
- Glass (Detection up to 4 days): Windows, mirrors, drinkware, screens (TV, computer, cell phone)
- Cardboard (Detection up to 24 hours)
- Wood (Detection up to 2 days): Furniture, Shelving
- Paper (Detection up to 3 hours except for money at 4 days): Money, letters & stationary, magazine & newspapers, tissue, paper towels, toilet paper)
- Cloth (Detected after 2 days)

When Sickness Occurs

- Isolation Room: Located in the director's office.
- Sick Student- Temperature check, wash their hands, send to isolation, contact parents, pack belongings, sanitize classroom (table, cots, play pen, gear used), remove toys played with and place in quarantine
- Sick Employee- Temperature check, send home, disinfect work area, ask for medical clearance before return
- First Aid/Bleeding- to be administered using new gloves. Change clothing of child if clothing is stained from blood or any other bodily fluids.

- Diarrhea- handle with gloves, change clothing of child if clothing is contaminated with fecal matter or any other bodily fluids. Clean mess with disinfectant by ensuring the surface remains wet for at least 2 minutes then wipe dry. If on carpet, wipe up solid pieces, saturate with alcohol and wipe again. Carpet to be steam cleaned with steamer then shampooed at the end of the day. Cover contaminated area with a cone to prevent stepping over.
- Vomiting- handle with gloves, change clothing of child if clothing is contaminated with vomit or any other bodily fluids. Clean mess with disinfectant by ensuring the surface remains wet for at least 2 minutes then wipe dry. If on carpet, wipe up solid pieces, saturate with alcohol and wipe again. Carpet to be steam cleaned with steamer then shampooed at the end of the day. Cover contaminated area with a cone to prevent stepping over.



The above policies and procedures will be submitted to Department of Public Health and Social Services (DPHSS) for their approval. The policies and procedures may be changed at any time, with or without notice, however, we will do our best to inform you in advance. While our policies and procedures may seem stringent and surpasses the minimum requirements of DPHSS, this will not guarantee that your child(ren) will not catch COVID-19 or any other communicable disease at our center. Therefore, by accepting our policies and procedures, you are essentially allowing your child to attend World of Wonder at your own risk. You agree to not hold WOW, its teachers, or owners responsible for any illness your child may contract while in attendance. You also agree to our sickness policies and will answer our screening questions truthfully and honestly. Deliberate falsification or misinformation in order to be granted admission into the center may lead to the termination of care of your child(ren). You also agree to not medicate your child for the sole purpose of masking his or her symptoms or body temperature. We will ask you to sign a liability waiver prior to accepting your child back into WOW.