



Now that we know child care is permitted to reopen on May 31, where do you start? Here are some ideas to consider:

## Operations

- Determine if it is financially possible for you to reopen. This will be based on a combination of the income you expect to receive and the expenses you will have. With lower ratios, you will need to think about lower income and higher costs of staffing classrooms.
- Consider the financial possibilities in the reopen
  - Can you afford to operate with lower ratios? Forecast of income & expenses, including payroll & taxes.
  - Will you have staff or will you be starting over to hire/train?
  - Is there a network to help you explore questions and solutions?
  - Explore/apply for grant monies as opportunities rise.
- If you determine you are temporarily not able to reopen, look for guidance from the state on what to do
- If you determine you are not able to reopen permanently
  - Contact 4C—who will assist with referrals for families and share staff contact information for programs in need of staff
  - Contact JFS specialist to share decision
  - Update OCLQS
- Determine how many families will return and when they will start back (Consider having staff help)
- Inventory and place orders (Consider having staff help)
  - food, paper, cleaning and PPE supplies, thermometers, aprons or separation materials to protect infants, toddlers and caregivers from cross-contamination
  - learning supplies
- List new operating requirements and determine changes to your program procedures –Update handbook with an addendum to reflect new changes in procedures and have parents sign off.
- Update [4C for Children on vacancies](#) to get referrals to fill your seats
- Understand requirements for reporting illnesses; make a plan to cover ratios if staff are sick or at home due to a quarantine
- Create a plan for when a child/teacher gets sick. What is posted? Where? Identify how long you would close or close a classroom. Draft a letter to families, understand privacy laws of not naming someone who is sick. Is there another space you could use for the short-term?
- Plan a re-opening celebration. Use this time to inform parents of new policies/procedures and share information regarding proper mask usage for adults/children and other health/safety requirements



- What will you do about cleaning and disinfecting shared spaces with an outside-the-program organization, e.g. church or other community group?

*Consider which program policies & procedures will need to be updated*

- Communicable Disease Policies
- Drop off/pick up procedures
- Screening for wellness/temperature checks
- Limited or shortened hours of operation
- Face coverings and who is responsible to wear/provide/clean/replace
- Recordkeeping – will you record temperatures and/or take them more than once per day?
- Staffing – do your policies need to change?
- Child grouping & physical distancing
- Need for intensified disinfecting, sanitization and cleaning procedures; safe storage of chemicals
- Modified food service. Can you use disposables or single-serve items? Discontinue family style serving. How will you eat in small groups?
- Will you require shoe coverings? If face masks are not mandatory, who will you require to wear them? *Never mask a child under the age of two years!*
- Is there a change to your regular cleaning schedule? - Will you post new cleaning schedule? How will you clean if someone becomes ill?

## Staff

- If needed, utilize some/all staff to help with operational tasks
- Once you have decided if you will open and when, modify level of staffing to match enrollments & safety procedures
- Communicate with staff about your plans
- Make an offer of work
  - Ensure protection of at-risk staff
  - Gather documented staff commitments to return
  - Report staff who [refuse to return to work](#)
- Make a plan and engage staff in tasks for pre-opening, such as
  - Cleaning and disinfecting the program, furniture, toys, cots, and play areas
  - Classroom set-up for lower ratios
  - Discarding expired food products, cleaning out refrigeration
- Train staff on new policies & procedures, social and emotional supports, responsive planning for children who have experienced the trauma of COVID-19
- Consider emotional needs of staff and identify resources for self-care, stress management



## Families

- If operating as a pandemic program, how will you manage current and returning families?
- Reach out to assess families returning
- Communicate with families about new pickup/drop off/operational procedures
- Share resources to help children and families understand safe practices
- Communicate repeatedly in different ways – teachers send letters, videos on FB,
- Consider emotional needs and social needs of children & families returning and those not returning. You may need modified transition procedures. Consider how to finish well with families not returning.
- Advertisement & local marketing to enroll new families – flyers, banners, yard signs, community partners, referral bonus to currently enrolled families
- Market your new procedures – let people know how ready you are
- What do you want parents to know about your program – is there a change to your usual enrollment processes? Can you do a video tour, orientation for families and FAQs to lessen exposure within the program and then perhaps post video on YouTube?
- Identify and provide family resources for self-care, stress management
- Provide resources (food assistance, community resources, employment, mental health supports)
- Consider new procedures to get daily contact information from parents; new procedures to communicate with parents about their child's day.