



COVID Policies and Protocols as of August 1, 2020

Social Distancing Strategies

- All our child care classes will be in the same group each day
 - Each group of children will be kept in a separate room or space.
 - We will limit the mixing of children, by staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
 - Class sizes will be no more than 10 children per classroom
 - Our 15-passenger¹ van will only allow 8 children
- During nap time, we will ensure that children's naptime mats are spaced out as much as possible, ideally 6 feet apart. We will place children head to toe in order to further reduce the potential for viral spread.
- The same child care providers will remain with the same group each day.
- There will be no special events such as festivals, holiday events, and special performances.
- We will have curb side drop off and pick up to limit direct contact between parents and staff members and adhere to social distancing recommendations.
- Hand hygiene stations will be set up outside, so that children can clean their hands before they enter. If the sink with soap and water is not available, we will provide hand sanitizer with at least 60% alcohol.
- We will stagger arrival and drop off times and we will limit direct contact with parents as much as possible.
- We will assign a couple of our staff to greet children outside as they arrive. They will also help the parents sign-in, screen children with temperature and wellness checks, and walk them to their classrooms
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up or drop off children, because they are more at risk for severe illness from COVID-19.

Screen Children and Visitors

- All persons who have a fever of 100.4 or above or other signs of illness will not be admitted to the center.
- We encourage all parents to be on the alert for signs of illness in their children and to keep them home when they are sick.
- We will take every child's temperature upon arrival at the center or upon arrival on our vans. We will take temperature of the parent/guardian who are dropping their children off to our program as well.
- We will ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Staff will need to wear personal protective equipment (PPE) even if they can maintain a distance of 6 feet while conducting screening, wellness, and temperature checks of all families and visitors.
- While conducting the screening the staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity, fatigue, or extreme fussiness.
- Conduct temperature screening (follow steps below)
 - Perform hand hygiene

- Wash hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Put on disposable gloves.
- Check the child's temperature.
- If performing a temperature check on multiple individuals, the staff will ensure to use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
- If the staff uses disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, they will not need to change gloves before the next check.
- If staff use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each child, parent or visitor. You can reuse the same wipe if it remains wet.
- Upon arrival, staff will wash their hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Ask parent/guardian a series of questions:
 - Are you or your child experiencing any of the following symptoms: fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
 - In the previous 14 days, have you or your child had any contact with someone who: has a confirmed diagnosis of COVID-19; is currently waiting for COVID-19 test results, or is ill with a respiratory illness?
 - If yes, were you/ your child wearing the appropriate personal protective equipment?
 - In the previous 14 days, have you or your child traveled to a state or international country with widespread, sustained community transmission, or been on a cruise ship?
- Take the child's temperature.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol based hand sanitizer.

Check-in Process for families

- Voluntary Prekindergarten Education Program (VPK) Classes
 - Because the check-in process is longer than usual we recommend arriving 15 minutes before class starts so teachers can start class on time.
 - Drive up to the marked spots in the parking lot. There will be staff guiding you where to go.
 - If you arrive late, you will need to park your vehicle and come inside. Our building requires all adults to wear a face covering
 - Our staff will ask you a few questions:
 - Are you or your child experiencing any of the following symptoms: fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
 - In the previous 14 days, have you or your child had any contact with someone who: has a confirmed diagnosis of COVID-19; is currently waiting for COVID-19 test results, or is ill with a respiratory illness?
 - If yes, were you/ your child wearing the appropriate personal protective equipment?
 - In the previous 14 days, have you or your child traveled to a state or international country with widespread, sustained community transmission, or been on a cruise ship?

- Our staff will ask your child to exit the vehicle so that they can make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Our staff will do a temperature screening on both the parent/guardian and the child
- After the screening check we will have you sign a form confirming your child is well enough to enter our building and that a screening check was conducted. We will also write the child's temperature on the form.
- After that we will then walk your child to their VPK class
- If you need to come into the foyer, you must park your car and wear a face mask before entering. We are only allowing no more than 4 people at a time in our foyer.
- 3-year-old preschool classes (K3)
 - Because the check-in process is longer than usual we recommend arriving 15 minutes before class starts so teachers can start class on time.
 - Drive up to the marked spots in the parking lot. There will be staff guiding you where to go.
 - If you arrive late, you will need to park your vehicle and come inside. Our building requires all adults to wear a face covering
 - Our staff will ask you a few questions:
 - Are you or your child experiencing any of the following symptoms: fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
 - In the previous 14 days, have you or your child had any contact with someone who: has a confirmed diagnosis of COVID-19; is currently waiting for COVID-19 test results, or is ill with a respiratory illness?
 - If yes, were you/ your child wearing the appropriate personal protective equipment?
 - In the previous 14 days, have you or your child traveled to a state or international country with widespread, sustained community transmission, or been on a cruise ship?
 - Our staff will ask your child to exit the vehicle so that they can make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
 - Our staff will do a temperature screening on both the parent/guardian and the child
 - After the screening check we will have you sign a form confirming your child is well enough to enter our building and that a screening check was conducted. We will also write the child's temperature on the form.
 - After that we will then walk your child to their K3 class
 - If you need to come into the foyer, you must park your car and wear a face mask before entering. We are only allowing no more than 4 people at a time in our foyer.
- Homeschooled Children/Before Care Children
 - Park your vehicle and come inside with your child. We will require you and your child to wear a face covering. Only one parent/guardian may come enter our foyer with their child or children.
 - Our staff will ask you a few questions:
 - Are you or your child experiencing any of the following symptoms: fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
 - In the previous 14 days, have you or your child had any contact with someone who: has a confirmed diagnosis of COVID-19; is currently waiting for COVID-19 test results, or is ill with a respiratory illness?
 - If yes, were you/ your child wearing the appropriate personal protective equipment?

- In the previous 14 days, have you or your child traveled to a state or international country with widespread, sustained community transmission, or been on a cruise ship?
 - Our staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
 - Our staff will do a temperature screening on both the parent/guardian and the child
 - After the screening check we will have you sign a form confirming your child is well enough to enter the classroom and that a screening check was conducted. We will also write the child's temperature on the form.
 - After that we will then walk your child to their classroom
- Afterschool Children
 - We will be picking up your child from their school.
 - Our staff will stand outside our van to make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath before the child is allowed to enter the van.
 - Our staff will also take the temperature of each child that comes onto the van using a non-contact infrared digital thermometer.
 - If your child has a temperature of 100.4 or higher, your child will not be admitted onto our van. Your child will then be directed back into the school with the help of the school's teacher where the school will then contact you to pick up your child from their school.
 - We require all children to wear a mask while riding the van.
 - Once the van arrives to the center we will then walk your child to their classroom

Check-in Process for Visitors

- Come inside to our foyer. There will be no more than four people in our foyer at a time
- There will be a staff that will ask you a few questions:
 - Are you experiencing any of the following symptoms: fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
 - In the previous 14 days, have you had any contact with someone who: has a confirmed diagnosis of COVID-19; is currently waiting for COVID-19 test results, or is ill with a respiratory illness?
 - If yes, were you wearing the appropriate personal protective equipment?
 - In the previous 14 days, have you traveled to a state or international country with widespread, sustained community transmission, or been on a cruise ship?
- Our staff will take your temperature
- After the screening check we will have you sign a form confirming you are well enough to enter the building and that a screening check was conducted. We will also write your temperature on the form.
- You will then proceed to the window where you will sign in and receive a visitor pass for that day only. You **MUST** return the pass to the front office before you leave.

Check-out Process for Families

- For VPK and K3 (not including children who are in extended care)
 - Drive up to the marked spots in the parking lot. There will be staff guiding you where to go.
 - If you arrive late (15 minutes after preschool classes ended), you will need to park your vehicle and come inside. Our building requires all adults to wear a face covering
 - One of our staff will approach your car to confirm which child you are checking out. You will then sign your child out on your form and a staff will bring your child to your car

- If you are not on our approved pick-up list, please come inside and speak with our staff in the front office. You must wear a face covering before entering our building
- For After school program children, childcare for homeschoolers, and extended care children
 - You must park your vehicle and wear a face covering before coming inside.
 - Let the person in the front office know who are checking out. We will then bring your child out to you. You will not be allowed to go past the foyer

Check-out Process for Visitors

- Go to the foyer, sign-out, and return the visitor pass to the front office

Check-in and out Process for Volunteers on Non-Opening Days

- If you are volunteering on a day when our center is not open and none of our registered children are on the premises, there will not be a screening process.
- We do require face coverings if working inside and within 6 feet of someone.
- If the volunteer is working outside only, we do not require face coverings
- Please stay home if
 - temperature is higher than 100.4
 - you are experiencing any of the following symptoms:
 - fever
 - shortness of breath
 - muscle or body aches,
 - headache
 - new loss of taste or smell
 - sore throat
 - nausea or vomiting
 - diarrhea
- When the volunteer job is complete there is no need to sign out. You are free to leave

Check in and out Process for Staff

- Staff will screen each other as they come in.
- All staff must complete a screening process form before they clock-in
 - If a staff does not pass the screening process, they must leave immediately and one of the directors will find a substitute for the staff
- After clocking in, staff will make sure their classroom and/or work area is clean and ready for the children

Clean and Disinfect

- Caring for Our Children provides national standards for cleaning, sanitizing and disinfection of educational facilities for children. Toys that can be put in the mouth will be cleaned and sanitized. Other hard surfaces, countertops, tables, door knobs, and floors can be disinfected.
- A schedule for cleaning and disinfecting will be posted.
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This will also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, desks, chairs, cubbies, and playground structures. Use the cleaners that are used at our center.
- We will provide the selection of appropriate sanitizers or disinfectants for child care settings.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-

approved for use against the virus that causes COVID-19 is available on the CDC site. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- If possible, we will provide EPA-registered disposable wipes to child care providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use. If wipes are not available, we will provide an alternative
- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products will not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- We will only use toys that can be cleaned and sanitized.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. We may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys will be used by one individual at a time or will not be used at all. These toys will be laundered before being used by another child.
- We will not share toys with other groups of children, unless they are washed and sanitized before being moved from one group to the other.
- We will set aside toys that need to be cleaned. We will place the toys in a dish pan with soapy water or put in a separate container marked for "soiled toys." The dish pan and water will be kept out of reach from children. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Parents must bring in bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Mats will be labeled for each child. Bedding that touches a child's skin must be cleaned weekly. All parents are required to take home all bedding on Fridays to be washed and brought back on Mondays.

COVID-19 Plan Protocols During Operation:

- Classrooms will be kept at no more than 10 children per classroom
- Children will stay in their own classrooms for the entire day. No transferring of children to another classroom
- When children must transition, they will wear a face covering (Youth Village will provide children with a face covering if they did not bring one)
- Staff will be required to wear face covering the entire day except while they are on the playground during hot days where it is hard to breathe.
- Office staff are not required to wear face coverings if they are alone in their office
- Staff are not required to wear face coverings if they are alone in the break room
- Children are to wash hands before entering the classroom, before every meal, after using the restroom, after outside play, and after large group activities
- Staff are to wash hands before entering the classroom, before every meal, before delivering snacks to children, after using the restroom, after outside play, after large group activities, before using anything inside kitchen, touching their own face, giving first aide to a child, etc.
- Staff must use gloves when doing screening and when opening children's snack packages or helping opening containers for lunch

Confidentiality/Privacy Obligations

- All medical information of employees will be maintained in separate confidential medical files - separate from regular personnel files
- All medical information regarding parents/ students will be maintained in confidential files.

Rules for Illness

- Any child or staff member that displays ANY sign or symptom related to COVID-19 or any other illness, will be immediately removed from the classroom.
- No child or staff member should be permitted to return until they meet appropriate return criteria.
- Once a child displays any sign or symptom related to COVID-19 or any other illness, parents will be immediately contacted and will have 30 minutes to pick up child.
- Children will not be allowed to return to the center until it has been 10 days since the onset of symptoms and they have been symptom free for 48 hours.

Tips for Parents While Your Children are not at Program

- Practice social distancing (avoid play dates)
- Practice hand-washing, sneeze and cough protocol
- Children older than 2 should wear cloth face covering when not at home
- Encourage children to play outdoors
- Parents must be good role models!
- Watch your child for any signs of illness. If you are concerned your child may have COVID-19, stay at home and contact your healthcare provider.
- Parents should read Youth Village's COVID-19 Plan and Protocols

Participation Agreement, Waiver and Release

- Parent will affirm they have been furnished a copy of COVID-19 Plan
- By enrolling their child, they agree to comply with the protocols in the Plan
- Parent acknowledges the risks of illness or injury
- Parent expressly waives any claims, releases the owners/operators/employees of Youth Village from any cause of action arising as a result of participating in the program or activities

Exposure in the Workplace

- If employees have close contact (within six feet for 15 minutes or more) with anyone with a confirmed or suspected case of COVID-19, **THEY WILL NOT BE ALLOWED TO REPORT TO WORK.**
- We will report positive tests to local health authorities.
- We will NOT disclose name of positive individual to anyone other than health authorities unless that individual consents in writing.
- If we learn that an employee has tested positive, we will determine who may have had close contact with the confirmed positive employee in the time period commencing 48 hours before onset of symptoms.
- We will direct who had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee.
- We will notify parents who may have had close contact with the confirmed-positive employee.

Employees Exhibits COVID-19 Symptoms

- Employee must remain at home until symptom-free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants) AND at least ten (10) days have passed since onset of symptoms.

- We will not allow an employee who had symptoms to return to work without a doctor's note that confirms the employee does not have COVID-19 and releases the employee to return to work.

Employee Tests Positive for COVID-19

- An employee who tests positive for COVID-19 will be directed to self-quarantine away from work and consult their doctor.
- Employees that test positive and are symptom-free may return to work when at least ten (10) days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms. If they develop symptoms, then the return-to-work criteria for symptomatic employees applies.
- Employees who test positive and are directed to care for themselves at home may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least ten (10) days have passed since symptoms first appeared.
- Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers.
- Recommend employees who test positive not be permitted to return to work without a doctor's note that confirms the employee does not have COVID-19 and releases the employee to return to work in writing.
- We will NOT allow employees to return to work until either they meet the CDC criteria for ending isolation, or, if they had symptoms, a doctor confirms the cause of the symptoms is not COVID-19 and releases them to return to work in writing.

Employee Has Close Contact with an Individual Who Has Tested Positive

- If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, they will need to alert the Director of the close contact.
- Close contact is defined as six (6) feet for a prolonged period (about 15 minutes or longer). Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) should be directed to self-quarantine for fourteen (14) days from the last date of close contact with that individual.