

Covid-19 Policies and Protocols

As of 6/10/2021

Social Distancing Strategies

- 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.
- We will stagger arrival and drop off times and we will limit direct contact with parents as much as possible.

Screen Children and Visitors

- All persons who have a fever of 100.4 or above and also show 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 by staff's discretion.
- 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).
- 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.

Check-in Process for Families

- Voluntary Prekindergarten Education Program (VPK) Classes
 - No parents will be allowed past the lobby. One of our staff will walk your child to their classroom.
 - A staff will do a temperature check and health check if your child appears ill.
- Afterschool Children
 - We will be picking up your child from their school.
 - Our staff will do a visual health check of your child and if your child appears ill, they will get a temperature check.
 - 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-out Process for Families

- We will bring your child to you from the classroom. You may not go past the lobby.

Check-in Process for Visitors

- Come inside to our foyer.
- A staff member will give a visual health check and give a temperature check based on staff's discretion.

Check-out Process for Visitors

- Go to the foyer, sign-out

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

- Face masks are highly recommended at our facility.
- 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.

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.
- 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

- Children are encouraged to wear face masks, but it is no longer mandatory unless they are riding on the van.
- 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 we receive a doctor's note or letter from the health department saying that your child can come back.

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.

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.
- We will not allow the employee to return to work until they have a note from the doctor or letter from the health department saying that it is okay to return to work.

Employee Has Close Contact with Covid-19 Positive Individual

- 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.
- Determination of what to do next will be based on CDC recommendations.