

## **COVID-19 Health Policies and Procedures**

*Updated June 4, 2020*

The following policies and procedures will be implemented until further notice, and are subject to change as more information becomes available. We will continue to follow and implement the policies listed in our [Family Handbook](#), however, the policies listed in this document and any attachments supersede the policies listed in the Family Handbook.

### **1. General - *Social Distancing will be maintained as much as possible.***

- Cleaning, sanitizing, disinfecting, and social distancing will be made a priority as much as possible.
- Visitors, volunteers, and meetings will be severely limited and if they do occur everyone will go through the entry point procedure.
- Should a COVID-19 case be founded within our program, we have set procedures in place to inform those affected in our [Emergency Preparedness Plan](#). Procedures are subject to change based on CDC recommendations.

### **2. Center-Wide Cleaning – *The center has been deep cleaned and disinfected prior to re-opening and will continue to be cleaned and sanitized daily.***

- All classrooms, restrooms, hallways, and offices have been deep cleaned and disinfected using soap and water, Sanabet (sanitizer) and Oxivir (disinfectant).
- Prior to re-opening all staff will be trained on cleaning, sanitizing and disinfecting procedures and expectations.
- The building will be cleaned, sanitized and disinfected at the end of each day.

### **3. Entry Point - *Each employee, child, parent, delivery person, etc. who enters the building will undergo a health screen that will include a temperature check and a series of questions to ensure that anyone entering our building has not experienced symptoms of COVID-19, been exposed via close contact, or traveled to an area where there has been a significant outbreak of COVID-19, in the last 14 days.***

- Temperatures will be taken with an infrared thermometer and we will ask “has a fever-altering medication been given?”
- We will ask you to complete our [Health Screening](#) form each day.
- We will maintain social distancing at the entry point with a minimum of six feet. You will see X marks on the sidewalk or outside our vestibule.
- Staff will greet each child and take them to their classroom. In the evening the office staff will call the classroom to have the child brought to you. This may or may not be your child’s regular classroom teacher. We will limit pick up and drop off to one adult per family.

### **4. Personal Protection Equipment (PPE) – *PPE and supplies will be in use as necessary.***

- Facial masks will be required for all staff and for children over age two (to the extent practicable). Children under two and those with lung issues will not be allowed to wear masks due to possible suffocation.
- Gloves, tissue, alcohol wipes, hand sanitizer, paper towels, bleach, sanitizer, disinfectant, will be available for staff use throughout the day.

**5. Social Distancing – *Children and staff will remain in the same classroom and with the same group of children throughout the day.***

- Class sizes will be no more than 10, except in certain circumstances where square footage allows for social distancing to still be maintained.
- Children will start in their home room with the same teaching team and end in the same homeroom with the same teaching team. Classrooms will not mix and children and staff will not move from room to room.
- Children will play outdoors in the morning and the afternoon. We will stagger playground times so there is not more than one classroom in a play space at one time.
- Hand washing, and sneezing and coughing into a tissue will be made a priority throughout the day to help eliminate the transmission of germs.

**6. Classroom Protocol – *Classroom staff will follow additional health and safety protocols.***

- **Cleaning, Sanitizing and Disinfecting**
  - We will follow a classroom cleaning, sanitizing and disinfecting protocol, using a [Cleaning Checklist](#) to mark off and initial completion.
  - All children and staff will wash hands for 20 seconds and rinse for 10 seconds throughout the day – following our [Handwashing](#) procedures.
  - Classroom windows will be opened in the morning and afternoon for ventilation.
- **Daily Health Checks**
  - A [Daily Health Check](#) will be completed on each child every morning. If any symptoms are noted, parents will be notified.
  - In keeping with center policies, children will be sent home with a fever, diarrhea, vomiting, coughing, difficulty breathing, flushed, rash, itchy skin or scalp, red and/or draining eyes, not eating as typically does, and complaints of not feeling well.
- **Health & Safety**
  - We will not brush teeth (if applicable).
  - Pacifiers will only be used when the infant is being held or in the crib.
  - Cots and cribs will be spaced 6 feet apart if possible and positioned head-to-toe.
  - Teachers will design daily lessons around [preventing the spread of germs](#), including hand washing, coughing into your elbow/tissue, sneezing into a tissue, wiping your nose, and proper tissue disposal.
- **Meal Time**
  - We will no longer participate in family style serving – the teacher will serve the children.
  - When at all possible, we will provide distance at meal time. For example, having children sit in every other chair.
  - No food will be allowed to be brought from home, no exceptions.
  - No food will be made in the room.
- **Activities**
  - Some classroom activities will be eliminated due to the possible transmission of germs.
  - We will not use shared materials such as sand, water, or play dough.
  - We will remove stuffed animals, dress up clothes, hats, wigs, pillows—anything that cannot be easily sanitized.
  - We will not offer show and tell. In fact no additional toys are to be brought to school.
  - All field trips, inter-group events, parent events and extracurricular activities are canceled.