



## ***COVID-19 Procedure Handbook***

The purpose of this handbook is to provide guidance to families in the event of a COVID-19 outbreak. This handbook is subject to change and may be adjusted based on the current regulations of the CDC and emergency needs of the center. Li'l Tykes Childcare and Learning Center will adjust this handbook as needed in order to comply with changes to State and Federal guidelines. We will follow all rules, regulations, requirements as well as recommendations of the local, State, and Federal Government for the health and safety of students, families, and staff.

**\*\* Please remember: The policies within this handbook are subject to change and may be adjusted based on the actual pandemic and emergency needs of the center. In the event that a policy needs to be changed or adjusted, Parents and Staff will be notified immediately.**

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### **Drop-off and Pick-up of Students**

Parents will not be allowed to enter the classroom for drop-off or pick-up.

Parents will drop off their child(ren) using the entrance located in the middle of the Church, located on the left side of the playground.

1. Parents & children over 2 years of age **must** wear a mask.
2. Please remain 6 ft away from other parents.
3. We will let you know if it is okay to come downstairs to prevent crowding.
4. When you arrive at the in- take table, please use hand sanitizer on your hands as well as your child(ren)s hands.
5. A staff member will perform a health screening including a temperature check.
6. A second staff member will bring your child into their classroom and wash their hands.
7. If possible, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.
8. If you arrive after 9am please call the center or message us on Brightwheel and a staff member will meet you at our Li'l Tykes front entrance to check your child(ren) in.

### **Communication**

Communication with staff should be done via Brightwheel, email or phone to allow social distancing. Our teachers will be available to keep all families updated and to answer/address all the needs of the students in our care.

### **Hours of Operation**

For the time being, Li'l Tykes hours of operations will be from 7:30 am to 5:30 pm. We are asking all children to eat breakfast at home until further notice.

Although Li'l Tykes normal hours are from 7am to 6:00 pm, we will be following the recommendation of The Department of Human Services, stating that children should not be in childcare for longer than 10 hours.

### **Temperature Screenings/Daily Health Checks**

The health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission to our vulnerable community, we are taking the following precautionary measures applying to staff, children, and their household members:

- **ALL STAFF, FAMILIES, CHILDREN AND THEIR HOUSEHOLD MEMBERS MUST CONDUCT A DAILY HEALTH CHECK BEFORE COMING TO THE CENTER.**

- **We will conduct mandatory temperature screenings of staff and children upon entry/drop-off every day. Anyone with a fever of 100.4 degrees or ANY signs of illness seen during the daily health check will not be allowed in the building. If symptoms present throughout the day, the child or staff member will be sent home immediately. Parents should be on the alert for signs of illness in their children and keep them home when they are sick.**
- The staff conducting the daily health screening will wear appropriate PPE such as a mask and face shield. If at any time contact is required between staff and the child, staff will sanitize their hands.
- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rash, rapid breathing, or difficulty breathing, fatigue, or extreme fussiness.
- Parents & staff will fill out a daily health questionnaire related to Covid-19.
- Students will have their temperature checked throughout the day, including before and after naptime. If your child presents a fever, please refer to the illness policy below.

**Updated Illness policy:**

Per the CDC and DHS, children and staff with ANY illness must stay home until they are fever or symptom free for at least 72 hours without the use of fever reducing medications, symptoms have improved and have a physician's note. Symptoms include:

- Chills or Fever of 100.4 F or higher
  - Cough
  - Sore Throat
  - Muscle or body Aches
  - Shortness of Breath or Difficulty Breathing
  - Fatigue
  - Nausea or vomiting
  - Diarrhea
  - New loss of taste or smell
  - Rash
- If ANY member of your household is ill, children and staff should stay home until cleared by a doctor to attend childcare. Most primary care physicians will conduct virtual visits to determine if additional testing is necessary.
  - If a member of your household tests positive for COVID-19, the household will be required to remain out of the center for 14 days unless medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-19 illness. *The physician's note must not be from a family member.*
  - Any person with a fever of 100.4 degrees or higher or with any other signs of illness will not be allowed into the building.

### **If someone is or becomes sick while at Li'l Tykes:**

- Li'l Tykes will isolate sick children waiting to be picked up. A cot and minimal toys will be available for children to use in this area. A parent or guardian needs to pick up a sick child within 1 hour of being notified.
- If old enough, the sick child will wear a mask to reduce transmission.
- We will not administer fever reducing medications for any reason.
- If COVID-19 has been confirmed by a positive test or presumed positive by a healthcare professional (for either a child or staff), Li'l Tykes will do the following:
  - Notify families and staff of the exposure while respecting the individual's right to privacy.
  - Report the confirmed case to the Chester/Delaware County Department of Public Health and follow their specific guidelines.
  - Exclude the children and staff members who are determined to have had close contact with the affected child/staff member for 14 days after the last day they had contact with the affected child/staff member.
  - Li'l Tykes may initially be closed for 2-5 days for children and some staff. This individual short-term closure allows time for local health officials to gain a better understanding of the situation. Li'l Tykes will follow the recommendation of the CDC and the Department of Health regarding the length of the closure.

### **Travel Policy**

Any staff member, child, or family member that travels to any country, state, county, or city that is considered to be a "hot spot" for COVID-19 infections they will be excluded from the program for 14 days upon return.

We will be following Pennsylvania's Travel advisory with a list of states found here:

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

### **Student Supplies**

Students should arrive in clean clothing. Students should bring any items needed in a disposable bag including their lunches, bottles, and cups. **No car seats will be allowed.** Please provide a fitted sheet and small blanket for nap time. We will not be using sleeping bags or nap rolls at this time. **All items will be sent home at the end of the week for proper washing.**

### **Handwashing**

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

All children, staff, and volunteers should engage in handwashing at the following times:

- Upon arrival to the facility and after breaks.
- Before and after preparing food or drinks.

- Before and after eating or handling food.
- Before and after feeding children.
- Before and after diapering.
- After using the toilet or helping a child use the bathroom.
- After coming in contact with bodily fluid.
- After playing outdoors or in sand.
- Before switching activities.
- After handling garbage.
- Assist children with handwashing, including infants who cannot wash hands alone.
- After assisting children with handwashing, staff will also wash their hands.

### **Toys**

- **Absolutely no toys from home will be allowed to be brought to the center.**
- The toys the children will be allowed to play with will be limited to toys that can be cleaned and disinfected when they are done.
- Each child will receive their own bag of art supplies.
- Toys from the morning will be collected, cleaned, and replaced with different toys for use in the afternoon.
- No soft toys allowed.
- Infants will have assigned seats, swings, and bouncers. These items will not be shared.

### **Physical Distancing**

- As much as possible, classes will include the same group of children each day, and the same staff will remain with the same group of children each day.
- Learning centers will be broken into smaller groups.
- Staff will do their best to social distance within school.
- We have altered some daily group activities.
  - Groups will be kept in separate rooms and will not be mixed for gross motor, opening, and closing times.
  - At nap time, we will ensure that children's cots are spaced out as much as possible, ideally 6 feet or more. We will place children head to toe to further reduce the potential for viral spread.

### **Masks, Shoes, Clothing**

- All staff members are required to wear a face covering during working hours.
- Children two years and older are required to wear a cloth face covering
- Please send child(ren) to school wearing a face covering daily. Please provide one extra face covering to be kept in your child's cubby. If your child's face covering becomes wet or soiled throughout the day, it will be changed. All face coverings must be labeled with

your child's name. Face coverings will not be worn during lunch, snack, nap or outside play. Face coverings need to be taken home and washed at the end of each day.

- Li'l Tykes Staff and administrators will incorporate wearing masks in lesson plans, general discussion as well as play with your child to help them best adapt to wearing face coverings. We ask that you also practice with your children at home.
- Remember that wearing a face covering can help prevent the spread of the disease, but only in addition to other measures that we will be taking in the workplace and you should be doing at home, such as frequent hand washing, cleaning and sanitizing frequently-touched surfaces, and practicing social distancing.
- All staff members are required to have an extra set of clothes in case of contamination.

### **Teacher /Child Interactions**

- Each teacher will be responsible for an appointed care group. All feeding, changing, and interaction for each care group will be the responsibility of one caregiver.
- Circle time will be done at tables.
- Learning centers will be broken into smaller groups.
- All children will go outside during their scheduled time. No more than one classroom will be on the playground at one time.
- At this time, we will not be using Boggs Hall for the time being.

### **Washing, Feeding, or Holding a Child**

It is important to comfort crying, sad, and/or anxious children, and they often need to be held. Caregivers will protect themselves to the best possible extent, when washing, feeding, or holding very young children.

- All children as well as well as caregivers should have multiple changes of clothes on hand in the childcare center.
- Caregivers will wash their hands before and after handling infant bottles prepared at home or prepared in the facility.
- Contaminated clothes will be placed in a plastic bag and sent home.

### **Meals**

- At this time, parents are responsible for providing all of their child(ren)'s meals.
- All food must be brought in, in a throwaway bag.
- As much as possible, children will be spaced out during meals and will not sit directly across from one another.
- Children's hands must be washed before and after meals.
- All bottles should be pre-made at home to reduce possible contamination. Bottles from home should be pre-measured for each feeding – ready to “heat and eat” without any pouring or mixing by staff. Bottles will be wiped down by staff before being put into the fridge.

### **Cleaning Procedures**

Li'l Tykes Childcare will intensify cleaning & disinfection efforts by taking the following measures:

- Follow a schedule for cleaning and disinfecting. This will include our routine cleaning schedule as well as additional deep cleaning.
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This will also include cleaning objects & surfaces such as doorknobs, light switches, sink handles, countertops, cots and cribs, toilet training potties, desks, and chairs.
- Use all cleaning products according to the directions on the label. We always use EPA-registered disinfectants. If surfaces are dirty, they will be cleaned using soap and water prior to disinfection. We will follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- All cleaning materials will be kept secure and out of reach of children.

### **Cleaning and Disinfection of Bedding**

- Only fitted sheets and small blankets will be used.
- We will keep each child's bedding separate and stored in individually labeled bags and cubbies.
- Cots and cribs are labeled for each child and will not be shared.
- Cots and cribs will be sanitized daily.
- Bedding will be sent home to be cleaned weekly.

### **Cleaning and Sanitation of Toys**

- Toys that cannot be cleaned and sanitized will not be used.
- 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.
- We will not share toys among different groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.

### **Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility**

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards), used by the ill persons, focusing especially on frequently touched surfaces.
- Once the area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person with confirmed or suspected COVID-19 can return to work immediately after disinfection is completed.