

STAFF Policies and Precautions: COVID-19

I, _____, am aware of the following policies and procedures and will follow the required policies and procedures.

Staff Signature

Date

Staff Arrival / Entry to Building

- A staff person delegated by the director will record your temperature (no-touch thermometer) before you enter the building. The staff person may enter if the temperature is less than 100.4 degrees and the staff is not showing any signs of COVID-19, including a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell. Staff will wear masks when in the building except when eating/drinking.

Parent and Child Arrival / Entry to Building

- Parents shall remain outside of the building to limit the germs entering the building and exposure for everyone. They can communicate with Schoolhouse Learning Center staff through Tadpoles, phone or email. We will have teachers or administrators available to take children and their belongings to their classrooms.
- “Drop-off staff” will wear a face shield. If possible, the “drop-off” staff will wear long/short sleeve scrubs or will change clothes after accepting children and put their dirty clothes in the wash at the center or take them home in a zip top bag.
- They will use hand sanitizer between families. The staff will disinfect the thermometer after each use.

SELLERSVILLE AND TRUMBAUERSVILLE

- Parents /Guardians will need to wear a mask when dropping off and picking up their child. Parents shall call the center when they arrive in parking lot. Parents and children will stay in their cars while forming a line at the front door.
- “Drop-off staff” will stand by the first families’ vehicle and ask the parent if the child/household member has been in close contact with a person or child testing positive for COVID-19. The child(ren) will not be admitted to the center if contact was 10 days or less. They will also ask the parent if the child has a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell. If they answer, “yes”, the child(ren) may not attend the

center. The drop-off staff will take the child's temperature and the individuals in the car using a no-touch thermometer.

- We will exclude children with fever of 100.4° (38.0°C) or above and respiratory symptoms (cough, runny nose, sore throat, shortness of breath, fast breathing).
- If everyone passes the temperature and health check, the staff will take the child's lunch and the child(ren) will exit the vehicle.
- The "drop-off escort staff" will wash their hands after escorting the child to their classroom.
- The classroom staff will sign the child in for the day and they will also sign the child out when the child departs.

SOUTHAMPTON

- Parents /Guardians will need to wear a mask when dropping off and picking up their child. Parents will pull up to the front door with the **passenger side** facing the front entrance door. Parents shall call the center when they arrive in the parking lot.
- Parents will stay in the vehicle and the "drop of staff" will ask the parent if the child/household member has been in close contact with a person or child testing positive for COVID-19. The child(ren) will not be admitted to the center if contact was 10 days or less. They will also ask the parent if the child has a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell. If they answer, "yes", the child(ren) may not attend the center. The drop-off staff will take and record your child's temperature and the individuals in the car using a no-touch thermometer. If **everyone** passes the temperature and health check, the staff will take the child's lunch and be escorted into the building.
- We will exclude children with fever of 100.4° (38.0°C) or above and respiratory symptoms (cough, runny nose, sore throat, shortness of breath, fast breathing).
- The "drop-off escort staff" will wash their hands after escorting the child to their classroom.
- The classroom staff will sign the child in for the day and they will also sign the child out when the child departs.

WARMINSTER

- Parents /Guardians will need to wear a mask when dropping off and picking up their child. Parents will pull their vehicle in front of the building with their **driver side** facing the front door. Parents and children will stay in their cars while forming a line at the front door. Parents shall call the center when they arrive in the parking lot.
- The first vehicle will turn their car off, exit their vehicle and stand on the porch. The "drop of staff" will ask the parent if the child/household member has been in

close contact with a person or child testing positive for COVID-19. They will also ask the parent if the child has a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell. The drop-off staff will take your child's temperature and the individuals in the car using a no-touch thermometer. If everyone passes the health check, the staff will take the child's lunch and be escorted into the building.

- We will exclude children with fever of 100.4^o (38.0^oC) or above and respiratory symptoms (cough, runny nose, sore throat, shortness of breath, fast breathing).
- The "drop-off escort staff" will wash their hands after escorting the child to their classroom.
- The classroom staff will sign the child in for the day and they will also sign the child out when the child departs.

Departure of Children

- The "escort staff" will come to the child's classroom when their parent has arrived. The classroom staff will sign the child out on Tadpoles when the child leaves.

Disinfecting Classrooms

- All cleaning materials should be made daily AND kept secure and out of reach of children.
- For hard surfaces such as tables. first clean to remove dirt then DISINFECT to kill germs
- Cleaning products should 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.
- Clean and disinfect frequently touched surfaces throughout the day such as doorknobs, light switches, classroom sink handles, countertops, toilet training potties, toilets, desks, chairs and cubbies, etc.

Disinfecting Playground Structures

- After each classroom use, disinfect the outside play equipment using a disinfectant spray that you will bring outside with you. Keep the bottle out of reach. The solutions needs enough drying time in order for the next class to use the equipment.

Disinfecting Toys

- Limit the amount of toys that you have out during play time. Toys that cannot be cleaned and sanitized should not be used such as cloth toys, stuffed animals, wooden blocks, playdough, sand, foam dough and dress up. Please put them away for now.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should 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. You 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.

- At naptime, staff will daily disinfect the toys that were played with in the morning. This can be done in the dishwasher or by filling a bin/sink with a disinfectant solution and placing the toys in the solution. The directors have purchased a mesh netting to hold the toys before placing them in the dishwasher or disinfectant bin/sink. Disinfecting the toys will be done in the kitchen.
- The toys that have been played with in the afternoon are to be disinfected daily as described as above.
- 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.
- All rooms that were open that day should be disinfected.
- Since crayons and pencils cannot be disinfected using the method above, they will be placed in an individual bag that is labeled for each child.

Clean and Disinfect Bedding

- Use 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. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.
- Wash nap items at the center. Do not send them home. Have a schedule that states the day of the week that the classrooms will wash the bedding.
- Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Communication

- Please be vigilant for symptoms and stay in touch with management if or when you start to feel sick.

Diapering/Pull-Ups

- Adhere to STARS procedures and **use gloves** (wash your hands even though they were gloved)

Hand-Washing (Staff and Children)

- Wash hands with soap and water for at least 20 seconds.
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children

- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- Enforcing our handwashing policy for everyone entering the classrooms – teachers will stand next to each child as they wash hands to ensure use of soap and washing not in the water flow at least 20 seconds.
- Any baby with head control should have their hands washed at the sink. Caregivers/ teachers should provide assistance with handwashing at the sink for infants who can be safely cradled in one arm and for children who can stand, but not wash their hands independently.
- Teach children to cough or sneeze into an elbow or shoulder, and avoid any touching of your eyes, nose, mouth, or face.

Masks/Attire

- **Masks are to be worn by staff the entire day unless eating or drinking.**
- When you take your mask off, fold your mask in half so the inside is facing each other.
- Masks need to cover your mouth and nose.
- **Children will not wear masks unless requested by the parent** of a child that is 3-years-old or older. If the child is having difficulties wearing the mask, they do not need to wear it. It has been found that it is counterproductive for children to wear masks because they touch their face more when they are wearing a mask.
- The CDC states that cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.
- Staff are required to have a change of clothes at the facility. Scrub tops (long sleeve or short sleeve) are optional but encouraged. Wearing shorts is ok.
- Scrubs and masks will be washed at the center each night. Please speak to your director for the procedure.

Meals

- Food preparation should not be done by the same staff who diaper children.
- No family style meals for now, to prevent children from spreading germs to each other through foods and passing utensils

- Lunch should be brought in a zip top or plastic bag with the child's name. Place individual food in sandwich bags. Please do not send in food in containers. Plastic bags will not be sent home.
- Infant & Young Toddler (**Warminter and Tville-Toddler's, too**) children may bring in sippy cups. Schoolhouse Learning Center will provide throw away cups in the other classrooms.

Bottles

- **Tville:** Parents will bring in prepared bottles every day and the empty bottles will be returned each night.
- **Sville:** Parents will bring in empty bottles and formula/breast milk. Bottles will stay at the center and the center staff will make the bottles.
- **South and Warminster:** Parents will bring in empty bottle each morning and the staff will make the bottles at the center. The bottles will go home each night to be washed.

Nap

- If possible, at nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.
- If a parent requests that their child wears a mask, the child will NOT wear it during nap time.

Outdoor Play

- Outdoor play is still permitted and should be encouraged. May increase social distancing and is healthy!
- Open windows for fresh air.
- Staff will bring disinfectant spray outside with them. Staff will spray the equipment when their group leaves the playground.

Sick Children

Keep sick children and staff separate from well children and staff until they can be sent home. The staff staying with the sick child that is waiting for pick up should wear a shield mask and gloves. If possible, the sick child should wear a face mask (unless they are 2 years or under). CDC guidance on how to [disinfect your building or facility](#) if someone is sick will be implemented.

Sick Staff

- Stay home if you are ill with fever, cough, sore throat, shortness of breath OR if you have been in close contact with a person or child testing positive for COVID-19.

- As per the CDC: People with COVID-19 who have stayed home (home isolated) can leave home under the following conditions**:
- If you have not had a test to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
- If you have had a test to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - you received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.
- People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can leave home under the following conditions**:
 - If you have not had a test to determine if you are still contagious, you can leave home after these two things have happened:
 - At least 10 days have passed since the date of your first positive test
AND
 - you continue to have no symptoms (no cough or shortness of breath) since the test.
- If you have had a test to determine if you are still contagious, you can leave home after:
 - You received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.

Note: if you develop symptoms, follow guidance above for people with COVID19 symptoms.

**In all cases, follow the guidance of your doctor and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Some people, for example those with conditions that weaken their immune system, might continue to shed virus even after they recover.

Reporting of Suspected or Confirmed Cases:

- SHLC will adhere to the reporting of suspected or confirmed cases of enrolled children or staff with COVID-19 and complying with follow-up guidance pertaining to remediation, quarantine and directive for temporary closure to address additional cleaning and sanitation.
- If there is a positive case of COVID-19 in a child or adult who has been present in the child care center, we will inform the Office of Child Development and Early Learning (OCDEL) by contacting the appropriate Regional Office of Certification, and contact the Department of Health (DOH) at 1-877-724-3258 for further guidance. Call Department of Health 1-877-724-3258 if any staff, parent or child that attended the center tested positive for COVID-19

14 Day Quarantine

- If anyone visits the states that are mandated by PA to a 14 day quarantine, upon your return, you may not return to work for 14 days. This has been mandated by the state and we are certainly following the recommendations.
- Please let your director know what your vacation plans are so that the directors can plan for substitutes for two weeks if you are visiting the quarantine states.

Physical Distancing Strategies

- If possible, classes will include the same group each day and the same child care providers will remain with the same group each day.
- We will do our best to limit the mixing of children, such as staggering playground times and keeping groups separate.
- Group sizes will be limited
- Use social distancing (6 feet apart) within groups, if possible.
- Plan activities that do not require close physical contact between multiple children. Limit item sharing.

Teach Children

- Focus on the children's social and emotional needs. Children will need time to acclimate to their new schedule.
- Teach children to cough or sneeze into an elbow or shoulder, and avoid any touching of your eyes, nose, mouth, or face.
- Tell them why people are wearing masks

Tuition Payment

- Checks and cash can be given to a staff member at drop-off or pick-up.

- Please put the cash in an envelope with your child's name

Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.

- Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Child care providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.
- Child care providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.