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## **Covid – 19 Safety Procedures**

In addition to the health and safety standards typically implemented by the Growing and Learning Center and the same steps our facility would take when there are other illnesses present, such as flu, we will be implementing the following procedures:

### **Overall Guidance**

- Wash hands frequently (e.g., before and after meals, after coming inside, after sneezing, blowing your nose, or coughing, classroom station transitions) with soap and water for at least 20 seconds.
- Avoid touching your face.
- Cover coughs and sneezes with a tissue and throw the tissue away immediately.
- Provide easy access to soap and warm water for handwashing for all children and staff.
- Except for diapering or when eating, preparing, or serving food, hand-sanitizing products with 60% alcohol may be used as an alternative method to handwashing. Hand sanitizer must be stored out of reach of children when not in use.
- To minimize contact during drop-off/pick-up, parents are to remain outside of the building for sign-in and -out of their children. A G&L employee will screen the child outside the facility and escort the child to their classroom. Parents will NOT be permitted to enter the facility.
- The Pennsylvania Department of Health is requiring us to have children two years and older wear masks when social distancing is not possible. The way the rooms will be set up will allow children to social distance. However, masks will need to be worn during any transition or walking throughout the room. Additionally, we will encourage children to wear face covering throughout the day.
- G&L Staff will be required to wear masks at all times in the classroom.
- Transporting guardian and children must wear a mask during drop off and pick up.
- Sick day policy will remain at 6 days during the school year (August – June). Unfortunately, because of the added measures we are taking to not combine kids to maximize ratios, we will not be able to offer free sick days when GM has a planned closing. We will reassess the situation closer to the holidays.

### **Consideration for Ratio, Group Size, and Capacity**

- Individual classrooms will be limited to the number of students for 1 teacher by age group outlined by the PA Department of Human Service. (e.g., infants 1:4, One's 1:5, Two's 1:6, Preschool 1:10, School age 1:12).
- Classrooms will not be combined throughout the day.
- The Growing and Learning Center will not use shared spaces. (e.g., No lunchroom, ballroom, nap room, or any other shared indoor spaces)
  - Individual classes will eat lunch and snack in their classroom.
  - Nap time or quiet time will be offered daily in all rooms except for School age children
- Parent must provide consistent pick up and drop off times upon enrollment.
  - Children may be dropped off later than their designated time and picked up earlier. However, to avoid drop off congestion late drop offs must occur after 9:00 AM

- Children may not be dropped off earlier or picked up later than their designated times.
- Hours of Operation will be 7:00AM – 5:30PM

### **Drop Off & Screening for Symptoms**

- Conduct daily health checks.
  - We will ask staff, children, and families:
    - If they have had close contact (defined by the CDC as being within 6 feet of someone for 10 minutes or more) with anyone diagnosed with COVID-19.
    - If anyone in their household has symptoms of respiratory illness (fever, cough, or shortness of breath).
      - If the answer to any question is “Yes” the child will not be permitted to enter the facility.
  - Evaluate temperature and check for the appearance of symptoms for anyone entering the building. Individuals with a fever 100.4 F and over will not be admitted into the center.
    - Temperature will be taken using a non-contact forehead thermometer.
      - If a child or staff member develops a cough, fever, or shortness of breath, they will be sent home. They should stay home until they are symptom free (no cough or fever and no fever controlling meds) for at least 72 hours.
      - While waiting for a sick child to be picked up, caregivers will stay with the child in a room isolated from others. If the child has symptoms of COVID-19 (fever, cough, or shortness of breath), the caregiver should remain as far away as safely possible from the child (preferably 6 feet) while maintaining supervision. The staff member will wear a cloth face covering. If the child is over 2, and can tolerate a face covering, the child will also wear a cloth face covering. If called to pick up your child, you must arrive at the center within an hour.
- Transporting guardian and children must wear a mask during drop off and pick up.
- If leaving your child’s car seat at the center please ensure it is labeled.

### **Pick Up Procedure:**

- Parents are not to enter the center.
- Upon arrival a G&L Staff member will bring your child and belongings outside to the parents.
- Both parents and children must wear a mask during drop off and pick up.
- Growing and Learning Center employees will not secure children in car seats.

### **Exclusion Policies**

- 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:
- Your household must remain out of the center if any member of your household has (or has been in close contact with anyone who has):
  - (a)Possible case of COVID-19 **or**
  - (b)Traveled:
    - internationally, or domestically,

- from any area which is the subject of travel restrictions under applicable state and local guidance.
  - 14 days after the last potential exposure, your household may return **provided these three things have happened:**
    - (a) At least 10 days have passed since any household member first experienced symptoms: **and**
    - (b) Symptoms have improved for any household member that experienced symptoms (for example, cough or shortness of breath has improved); **and**
    - (c) The household has been fever-free for at least 72 hours without the use of fever-reducing medicines.
- \*Please note, depending on the circumstances we may require you to obtain medical clearance before return to the center will be allowed. \****

**HOUSEHOLD MEMBERS:** include individuals who may not live in the household but may be staying there or are otherwise present in the household on a regular basis (e.g. nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the center.

**CLOSE CONTACT:** is defined by the CDC as (1) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time and can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or (2) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Considerations when assessing close contact include the duration of exposure and the clinical symptoms of the person with COVID-19.

## **Classroom Practices**

- Only staff necessary to maintain ratio compliance will be permitted inside of classrooms.
- Classrooms will not be combined at any time during the day.
- Outdoor activities will be incorporated when possible, with no more than one group of children in one outside area at a time.
  - Students will be spending a great deal of time outside during the day. Please ensure they are dressed appropriately. The children will be in wet grass, rain boots/muck boots would be a good idea.
- Ensure activities are small group or individual activities, rather than whole group, whenever possible.
- There will be no field trips, outings, or parent involved class parties or events during the pandemic.
- Water fountains will not be used.
 

Parents need to provide their child with a labeled Contigo water bottle. The water bottle is not to leave the Center. G&L will ensure all water bottles are washed daily.
- All students Infants – Preschool must bring a change of clothes to leave at the center.
- The Center will provide a non-contact sunscreen. Should a child require a different type of sunscreen the parent has two options:
  - Provide a non-contact sunscreen for the center to use on their child
  - Provide protective coverings
- Acceptable belongings from home: Napping/diapering supplies, change of clothes, Contigo water bottle (to remain at center), and disposable lunch.

- The center will not administer medications that require a staff member to break social distancing protocols for more than 10 minutes without proper PPE. (e.g., Nebulizer treatments)
- The Pennsylvania Department of Health is requiring us to have children two years and older wear masks when social distancing is not possible. The way the rooms will be set up will allow children to social distance. However, masks will need to be worn during any transition or walking throughout the room. Additionally, we will encourage children to wear a face covering throughout the day.

### **Food and Nutrition**

- Meals and snacks will be served in each classroom. We will stagger mealtime within each classroom.
  - Breakfast will be served from 7:00 AM until 7:45 AM
  - Each classroom will have a refrigerator and microwave.
    - Please label all refrigerated Items
  - Teachers will wear gloves when serving snacks and meals
  - Please provide bagged lunches (Everything must be disposable).

### **Cleaning Practices**

- We have removed all materials from the classroom that are harder to clean (e.g., soft toys).
- We will follow regular cleaning protocols and use an EPA-registered disinfectant that is active against coronaviruses.
- We will clean and disinfect frequently touched surfaces throughout the day and at night.
- We will clean and sanitize all toys at the end of the day.
- We will Keep a designated bin for separating toys that have been in children's mouths. When a child is done with a mouthed toy, we will place it in a bin that is inaccessible to other children and wash hands. Clean and sanitize the toy prior to returning to children's area.

### **COVID Reporting**

The following guidelines of reporting have been developed under the guidance of the Erie County Health Department, the Department of Human Services, and the Center for Disease Control. All testing results are based on COVID testing, not antibody testing. The information below outlines the steps we will take for the various levels of reporting:

**Possible Case** – A child/teacher are considered to have a possible case when having direct exposure with a person who tested positive for COVID and shows no symptoms.

- Person reports case to Erie County Department of Health, primary care physician and the Growing and Learning Center.
- Person quarantines until test results are returned.
  - Date of testing is shared with the Center.
  - Test results are shared with the Center
- Person may return to the center if test result is negative and free of any COVID/communicable disease symptoms.
  - Must quarantine for 14 days if symptoms arise since date of test. Subsequent test may be required.
- Center stays open.
- Staff and families are notified.

**Probable Case** – A child/teacher has had direct contact with a person who tested positive for COVID and shows symptoms.

- Person reports case to Erie County Department of Health, primary care physician and The Growing and Learning Center.
- Person quarantines until test results are returned.
  - Date of testing is shared with the Center.
  - Test results are shared with Center.
- Person quarantines for 10 days beginning with first day of lapse of symptoms OR 2 negative COVID tests taken a minimum of 24 hours apart.
- Center stays open.
- Staff and families are notified.

**Confirmed Case** – A child/teacher has tested positive with COVID with/without symptoms.

- Person reports case to Erie County Department of Health, primary care physician the Growing and Learning Center.
  - Growing and Learning reports results to Department of Human Services and Erie County Department of Health.
- Staff and families are notified.
- Person quarantines for 14 days.
- At end of 14 days, person is tested again.
  - Date of testing is shared with the Center.
  - Test results are shared with the Center.
- The Growing and Learning Center will close the individual classroom, and after seeking guidance from the Pennsylvania Department of Health, may close the entire center for up to 14 days.
  - Negative tests may be required before children and staff will be allowed to return to the center.
    - Disinfecting of area(s) will occur after space has been closed for 24 hours.