



## **Policies and Procedures – Reopening 2020**

### **Social Distancing Strategies**

We will continue to work with our local health officials to determine a set of strategies appropriate for our community's situation as well as the Governor's recommendations. If possible, child care classes will be the same group each day, and the same child care providers will remain with the same group each day.

- We will keep each group of children in separate rooms.
- We will limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as exercising.
- At nap time, we will ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Children will be placed head to toe in order to further reduce the potential for viral spread.
- Child care providers will come into the entry lobby to pick up the children as they arrive. Clarifications below:

### **Parent Drop-Off and Pick-Up**

- Staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.
  - Families will remain in their vehicles until given the notice to enter the front lobby. Child care providers will notify each family *when* they can enter the lobby.
  - Parent/Guardian will escort child to entry lobby when notified by childcare provider.
  - Infants could be transported in their car seats. Car seats will be stored out of children's reach.
- Hand hygiene stations will be set up at the entrance of the facility, so that children can clean their hands before they enter. Hand sanitizer with at least 60% alcohol will be provided. Hand sanitizer will be kept out of children's reach and use will be supervised.

### **Screen Children Upon Arrival**

Persons who have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above or other signs of illness will not be admitted to the facility. Parents will be encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.

- Upon arrival, child care providers will wash their hands and put on a facemask, and a single pair of disposable gloves.
- 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.

- Take the child's temperature. (2 touchless thermometers have been purchased)
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- Child Care staff will escort child to their own classroom.
- Primary teacher will "sign" child in upon arrival.

### **Pick up**

- Families/guardians will contact center management when they arrive.
- Center management/ primary teachers (dependent upon availability and ratios) will sign child out of classroom and escort child to front lobby.
- Families/guardians will then be notified to pick child up.

### **Clean and Disinfect**

Toys that can be put in the mouth will be cleaned and sanitized (see below). Other hard surfaces, including diaper changing stations, door knobs, and floors will be disinfected.

Intensify cleaning and disinfection efforts:

- Child Care staff will follow and document completion of facility Environmental Checklist. (Attached)
- Surfaces and objects that are frequently touched, especially toys and games will be routinely sanitized. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, cots, desks, chairs, cubbies, and playground structures.
- 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.
- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products will not be used near children.

### **Clean and Sanitize 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 by hand by a person wearing gloves. They will be cleaned with water and detergent, rinsed, and sanitized in center's sanitizer, and finally air-dried.
- Cloth toys will not be used.
- Toys will not be shared with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Toys will be set aside that need to be cleaned. They will be placed in a dish pan with soapy water or put in a separate container marked for "soiled toys."

## **Clean and Disinfect Bedding**

- Each child's bedding will be kept separate, and stored in their individually labeled bins, cubbies, or bags. Cots and mats are labeled for each child. All bedding will be sent home daily to be laundered.

## **Caring for Infants and Toddlers**

### **Diapering**

When diapering a child, Child Care staff will wash their hands and wash the child's hands before they begin, and wear gloves. Procedures will be posted in all diaper changing areas. (See attached poster) Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, Child Care staff will wash their hands (even though they were wearing gloves) and disinfect the diapering area.

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

- Child care providers will wear long hair up off the collar in a ponytail or other updo.
- Child care providers will wash their hands, neck, and anywhere touched by a child's secretions.
- Child care providers will change the child's clothes if secretions are on the child's clothes. Providers will change their clothes, if there are secretions on it, and wash their hands again.
- Contaminated clothes will be placed in a plastic bag and sent home to be laundered.
- Infants, toddlers, and their providers will have multiple changes of clothes on hand in the child care center.
- Child care providers will wash their hands before and after handling infant bottles. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding will be thoroughly cleaned after each use by washing in a dishwasher/sanitizer or by washing with a bottlebrush, soap, and water.

## **Healthy Hand Hygiene Behavior**

- All children and staff will engage in hand hygiene at the following times:
  - 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 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
  - After handling garbage
- Children and staff will 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 will be used if soap and water are not readily available.
- Children will be supervised when they use hand sanitizer to prevent ingestion.
- Staff will assist children with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff will also wash their hands.
- Posters are hung by all sinks in facility demonstrating proper handwashing.

## **Food Preparation and Meal Service**

- All meals will be served in classrooms. Plates will be made for each child so that multiple children are not using the same serving utensils.
- Disposal paper products will be used.
- Sinks used for food preparation will be cleaned, disinfected and sanitized in between different uses.
- Caregivers will ensure children wash hands prior to and immediately after eating.
- Caregivers will wash their hands before preparing food and after helping children to eat.

## **Signs of Illness:**

- If a child develops a temperature or signs of illness while at the center, they will be taken to the office to be isolated, to ensure the safety of all of the children and staff
- Parent/Guardian will be contacted and will need to pick up their child within 1 hour.

## **After Hour Cleaning**

- Daily after 6pm, an outside cleaning company will come into center to conduct thorough cleaning.

**\*Face Coverings- (Updated 7/10/2020)**

- **All Children 2 years and up will wear a face covering upon entering the facility. Times will be prioritized when the face coverings will be worn. These times will be when it is difficult to maintain at least 6 feet from each other (ie. Drop off / pick up) No child will be forced to wear a mask and no mask will be worn during rest time when children are adequately placed 6 feet apart.**

**\*Policies and Procedures are subject to change due to updates from the CDC.**

**I have read and will follow the Policies and Procedures listed above:**

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)