



COVID-19 Plan & Procedures

ADDENDUM to Risk Management Plan, Employee Manual and Parent Handbook

September 2020

SCREENING & HYGIENE PROCEDURES:

STAFF:

1. Staff must wear a mask or face shield at all times once in the building. They can only be removed during meals or outside.
2. Immediately upon arrival staff should go to the office to have their temperature checked. If above 100.4 degrees, you will be sent home. (If you have a fever, you will not be able to return until you have been fever-free for 24 hours without fever reducing medication and either have a doctor's note indicating an alternative diagnosis or a negative Covid-19 test. You will also be encouraged to get a COVID-19 test.)
3. If their temperature is acceptable, staff may then clock in. They must use hand sanitizer before clocking in or out. Staff will then again use hand sanitizer after using the time clock. Staff must immediately wash their hands when entering their classroom. Staff are to continue to follow handwashing procedures for themselves and the children in their classroom.
4. Staff are to only enter the classroom they are assigned to for the day. Do not visit other staff in hallways or other areas. If you need to communicate with someone outside your classroom, please call them.
5. Staff should maintain a 6-foot social distance whenever possible from other adults in and out of the classroom.
6. "Ways to Protect Yourself from Coronavirus" will be posted in the front office.
7. Staff having any of the following symptoms should NOT report to work or leave work immediately if they have any of these symptoms:

*Fever (100 degrees or more) * Dry Cough

*Shortness of Breath * Loss of Smell or Taste

*Body Aches * Headache

8. Additional staff is available for staff members who become or call in sick.

9. Staff must continue to wash hands before meals, upon entering after going outside and help in assisting children in the restroom and at other DCFS recommended times.

10. Staff cannot combine rooms inside or outside at any time.

11. Floating staff are permitted to change classrooms when needed, however they must change their apron and wash their hands before switching to the other room.

12. Staff will not be allowed to have other outside employment in a high-risk environment such as a medical facility or nursing home.

CLASSROOM:

1. All cribs and cots will be spaced out at least 6 feet apart, placing children head to toe to further reduce viral spread.

2. After nap all cot sheets, crib sheets, and blankets are to be immediately placed in the child's take-home bag.

3. All toys that cannot be cleaned and sanitized such as stuffed animals will be removed. Children's books, like other paper-based materials are not considered a high risk.

4. All toys that are put into a child's mouth (all age groups) are to be put in a tub to be disinfected daily.

5. Meals are to be plated – not served family style. Children are NOT TO help set up for meals/ snack. Even with low numbers of children, staff should use multiple tables for meals and snacks to implement social distancing whenever possible.

6. There are to be no large group times on the carpet. Circle time should be conducted in small groups with the children well spaced out.

7. Teachers may not visit other classrooms or teachers.

8. Frequently touched surfaces are to be disinfected 3 times throughout the day. Examples: walls, tables, shelves, sinks, toilets, trash cans, doorknobs, etc. Staff will do this mid-morning

and mid-day and afternoon. The night cleaning crew will disinfect after hours. Staff working during naptime should disinfect after all children are napping.

9. Children are to be monitored multiple times a day for fever and other signs of COVID-19. Disinfectant bottles are kept full. Staff should 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, runny nose or extreme fussiness. At arrival, before nap, after nap and any other time there is a concern.

10. If a child has COVID-19 symptoms, they are to be immediately taken out of the classroom and isolated in the designated isolation room. Parents are to be called and the Director will request that the child be kept home until they have been 24 hours symptom and fever free without fever reducing medication. To return, the child must have a doctor's note indicating an alternative diagnosis or a negative Covid-19 test. Staff are to disinfect all frequently touched items/areas in the classroom and areas touched in the isolation room when used. Staff should wear a mask while with an isolated child and wash their hands after the child is picked up. Staff shall also change their apron before returning to their assigned area.

11. Face shields will be made available to all staff. Face Shields should be labeled with the staff members name, sanitized at the end of your shift and left at the school for your next shift. Staff may wear a mask if they would prefer. Cloth masks should be taken home each night and washed before re-wearing to work.

12. Children over Two years old must wear their mask throughout the day. Families should provide a labeled baggie to place the mask in during meals and napping.

13. 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 apron or 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 apron or 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 will be sent home at the end of the day.

14. All staff shall follow the provided training on proper disinfecting and ways to protect themselves against Coronavirus and COVID-19 signs to watch out for in themselves and the children in their classroom.

CENTER:

1. There are to be NO outside non-essential visitors until further notice.
2. All family events, in -person parent/teacher conferences, field trips and swimming have been cancelled until further notice. All Parent Conferences/Meeting shall be conducted by phone or zoom.
3. No more than fifteen (15) children can be in a classroom at the same time (Eight for infants and 12 for Toddler/2's). The same teachers are to remain in the classroom throughout the day. No classrooms will combine during any part of the day.
4. All communal spaces are limited to one person at a time (lounge, bathroom, copier, etc). Please disinfect any area you need before use.
5. The Front Office and Directors office are also not to be "visited". If needed please call the front office or Director with any questions.
6. The playground is to be used by only one group at a time. Equipment shall be sanitized with bleach and water solution by the classroom at the end of their allotted time so it is ready for the next group or the appropriate time between groups is maintained.
7. Hand sanitizer will be brought during outside play when there is no access to a sink for handwashing.
8. No water fountains are to be used.
9. Due to the requirement for special PPE with the use of nebulizers, Penny Lane is unable to administer any medication using a nebulizer. Symptoms of asthma and COVID-19 may overlap, including cough and shortness of breath. Therefore, students experiencing acute asthma attacks should not be attending school without approval by a healthcare provider; if an asthma attack starts at school, a student may need a bronchodilator treatment before being sent home or before an ambulance arrives. The American Lung Association's Model Policy for School Districts: recommends using inhalers with disposable spacers/mouthpieces. During this COVID-19 pandemic, asthma treatments using inhalers with spacers (with or without face mask, according to each student's individualized treatment plan) are preferred over nebulizer treatments whenever possible.
10. There will be no parent tours conducted. Parents will be referred to our website to view the center and may schedule an appointment to complete registration.

Parent Arrival and Departure:

- Every individual 2 years old and up must be wearing a mask or face shield.
 - Families dropping off should stand on the social distancing marks provided outside the front door. If you are the first in line, please call the center to alert us of your presence.
- Families picking up should call the center when they arrive to drop off or pick up their child(ren) and then take a place in line outside the front door on the social distancing marks provided.
- One family member will be permitted in the building to drop off or pick up at a time. We will either call you in or bring your child out.
 - A hand hygiene station is to be set up at the entrance of the facility for parents to use that parents can clean their hands upon entrance. Parents are not to go past the front desk.
- o Staff will greet children/parents in the foyer as they arrive.
 - o A handheld forehead thermometer will be used to take both parent and child's temperature.
 - o Staff will sign all children in and out.
 - o Any questions for the center should be made by phone.
- Ideally, 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. Only one parent or guardian is permitted with their child(ren).
 - Parents are encouraged to spray shoes, backpacks and other items brought with disinfectant each night.
 - Parents should contact the center and report any absences and all symptoms of their child.

Screening of Children and Parents Upon Arrival:

- In order to protect staff while conducting temperature screenings, all screeners will wear a face shield or mask and use a handheld thermometer to reduce close contact. Screeners will disinfect door handles and other touched surfaces between arrivals and departures. Parents should be prepared to allow an extra 10 minutes for arrival and departure.

- Persons who have a fever of 100 or above or other signs of illness are not admitted to the facility. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. All children and parents are

screened for temperatures upon arrival. All children with a temperature of 100 or higher will not be allowed to stay. If the parent has a temperature of 100 or higher their child will not be allowed to stay. Staff will document all temperatures on a temperature log.

- 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.

- After screening, children are taken to the hall restroom to have their hands washed.

Parent Precautionary Protocols:

A child's household must remain out of the center if any member of the household has (or has been in close contact with anyone who has:

(a) A confirmed case of COVID-19; or

(b) Traveled: internationally; domestically, from an area which is experiencing Widespread community transmission of COVID-19 or from any area which is the subject of similar 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 7 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.

(c) Depending on the circumstance's administration may require the parent 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.

1. ALL children 2 and above must wear a mask except when eating or outside AND 6 feet apart. Most children do not remain 6 feet apart so this does mean that masks are required outdoors.

2. A doctor must indicate a child cannot medically tolerate a mask. Please see the attached guidelines for medical professionals.

3. If one household member is sent home with a symptom of Covid-19, all family members must be sent home until the following procedures are met.

4. Children and siblings of children with even ONE symptom (ex. Runny nose, cough, fever, diarrhea, shortness of breath, etc.) of suspected Covid-19 must be sent home. Medical evaluation and Covid-19 testing is strongly recommended. Students may return to the center:

a. With a doctor's note with an alternative diagnosis explaining the symptom AND have been symptom free for 24 hours.

OR

b. If they have been tested for Covid-19 and received a negative test result. If the Covid-19 results are positive, the family must isolate for 10 days and be symptom free 24 hours before returning to school.

OR

c. After completing 10 days of isolation from the date of the first symptom if they choose not to be tested and do not provide a doctor's note with an alternative diagnosis AND be symptom free for 24 hours.

OR

d. After completing 14 days of isolation if exposed to a confirmed case of Covid-19 AND symptom free.

5. Children with chronic health conditions (allergies, asthma, etc.) must still be evaluated by their health care provider as it is possible to have Covid-19 and other health conditions at the same time.

If families have any questions or concerns please visit the IDPH website at <https://www.dph.illinois.gov/> or speak to the front office.

Exclusion from the center is sometimes necessary to reduce the transmission of illness. For the child's comfort, and to reduce the risk of contagion, parents will be asked to pick up

their child within 1 hour of notification. Until then, the child will be kept comfortable in an isolated area and will continue to be observed for symptoms.

If a child or staff member is Identified with COVID-19 Symptoms

All previous screening & hygiene procedures will be continued.

If a sick child or staff member has been isolated due to displaying COVID19 symptoms, staff are to clean and disinfect surfaces in the isolation room and the child's classroom after the sick child has gone home. Other areas used by the sick staff such as offices, bathrooms and common areas should also be disinfected. All parents of children experiencing COVID19 symptoms (and staff) will be requested to contact their local health professional for further guidance.

Communication with local Health Department

Administration will communicate any COVID19 suspected cases with the Cook County Health Department and receive additional guidance and support. The Health Department will communicate further to parents through contact tracing if additional identification measures are needed. Depending upon children absences/staff able to work, classrooms may close, or hours may be affected.

CLOSURE (Active case in the center)

If there is an active case of COVID-19 at our facility, we may close for a length of time to be determined in partnership with our local health department.

DCFS, IDPH, NAEYC and parents affected will be notified.

COMMUNICATION METHODS:

Center/Staff - all staff will receive communication via phone call or email. Parents will receive communication via phone call or email.