

# Leonard & Madlyn Abramson Early Childhood Education Community at TBI Guidance for Reopening During COVID-19

The reopening guidelines highlighted below are intended to ensure the health and safety of our Leonard & Madlyn Abramson ECEC family. We will continue to follow Centers for Disease Control and Prevention (CDC) and Pennsylvania Department of Health (PA DOH) and Pennsylvania Department of Human Services (PA DHS) guidelines on safety measures in order to protect our children, families, and staff from contracting the novel Coronavirus. As local, state, and federal guidelines change so too will our guidelines.

## Prevention of COVID-19

Everyday preventative health measures will take place to promote the prevention of COVID-19. The best way to prevent COVID-19 is to avoid being exposed to the virus. The following measures are in place to help prevent exposure to the novel coronavirus.

- Face Masks
  - All staff must wear a mask while on ECEC premises.
  - In compliance with the current state mandate as of (7/2/2020) it is recommended for children over the age of 2 to wear a mask: “While outdoors and unable to consistently maintain a distance of six feet from individuals who are not members of their household; in any indoor location where members of the public are generally permitted.” We will make every attempt to keep the children socially distanced. Children over 2 years old will be required to wear masks when inside and unable to socially distance. The Department of Health recognizes that getting younger children to be comfortable wearing face coverings and to keep them on may create some difficulties. Under these circumstances, parents, guardians, licensed child care providers in community-based and school settings or responsible persons may consider prioritizing the wearing of face coverings to times when it is difficult for the child to maintain a social distance of at least 6 feet from others who are not a part of their household (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper face covering size and fit and providing children with frequent reminders and education on the importance and proper wearing of cloth face coverings may help address these issues.
- Cleaning and Disinfection
  - Toys and common items will be disinfected after each child’s use as well as at the end of the day. Children will not share writing utensils and arts and crafts

- supplies. Each child will have designated writing utensils and arts and crafts supplies that will be kept separately and labelled for each individual.
- For children that are napping, bedding will be sent home daily for washing.
  - Indoor surfaces (tables, chairs, countertops, etc.) will be cleaned and disinfected after use during activities, and before and after snack and lunch.
  - Changing tables will be cleaned and disinfected after each use, within DHS guidelines. Staff members will wear smocks to protect from bodily fluids.
  - In-house maintenance staff and teaching staff will be cleaning highly touched areas throughout the day, such as door handles/knobs, sink handles, light switches and playgrounds.
  - At the end of the day, teachers will be thoroughly cleaning classrooms, followed by our maintenance staff to include floors and bathrooms.
  - As always, cleaning disinfectants and sanitizing products will be out of reach of the children.
- Encouraging Proper & Healthy Hygiene
    - Children and staff will be taught to cover their coughs and sneezes with their elbows and will wash their hands for 20 seconds immediately afterwards.
    - Children and staff will wash their hands after toileting, after touching their mask, and after changing diapers<sup>1</sup>.
    - Handwashing will be practiced throughout the day by children and staff alike.
      - Handwashing is required, but not limited to: upon entering the facility on arrival and after outdoor play, before and after snack time, before and after lunch time, after using the restroom, after coughing, sneezing or blowing noses.
    - Staff members will wear gloves while handling food, changing diapers and toileting, applying sunscreen, and tending to wounds. Staff members are required to change their gloves and wash hands every time they get up and work with another child or accidentally touch their mask.
  - Ratios and Groupings
    - The same staff will be with the same children each day.
    - Each class group will stay together the entire day and will not be mixed during activities.
    - Children will remain in their classrooms for lunch and will be seated at least 6 feet apart from other children. Children from the same household will be allowed to sit in groups.
  - Temperature Screenings
    - Children and staff will receive temperature checks prior to entering the building.
      - Children and staff will not be permitted to enter the building should they register a temperature.
      - In the event that a child or staff member registers a temperature above 100 degrees during the temperature screening that occurs prior to entering the building, the child or staff member will be allowed to return to

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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

school when at least 24 hours have passed since the last fever without the use of fever-reducing medications and a medical practitioner has evaluated and cleared staff or child to return to school.

- Temperature checks will be done approximately every one and a half hours throughout the day. Records of temperature readings will be kept in the office.
- Health Screenings
  - All staff and children will receive a daily health screening prior to entering the building. The health screening is in the form of a questionnaire that requests disclosure of symptoms, travel, or other potential exposure to COVID-19.
  - At the beginning of each week, each family will submit a COVID-19 Questionnaire (see Appendix A). Every day at drop off, a staff member will confirm that the answers to all questions remain the same.
  - Records of health screenings will be kept in the office.
- Building Access
  - Only those individuals required for the continued operation and maintenance of the ECEC will be allowed to enter.
  - Other than staff, individuals will not be allowed to enter a room occupied by children.
  - Whenever possible access to individuals other than staff will be scheduled outside of child occupancy.
  - Hand sanitizing, face masks, and social distancing will be maintained.
  - Upon entering the lobby, all individuals proceeding further will be required to pass a health and temperature screening.
- Various other procedures
  - Students will not be allowed to leave anything at school. Everything will be sent home each day and parents are responsible for cleaning items that are sent home prior to sending them back to school.
  - No outside toys will be permitted to be brought to school.
  - All food must be sent from home.
  - Weather permitting, as many activities as possible will take place outside.
  - Outside windows will be opened where possible to increase air circulation.
  - OT, PT or speech therapists be required to follow the same health and temperature screening procedures as our staff.
- The ECEC will continue to monitor local guidelines for gathering to ensure that our classroom sizes strictly adhere to requirements

## Policy for Sick Children and Staff

The below policy was created following CDC and PA DOH guidelines to ensure the health and safety of children and staff.

- It is imperative that if you remain vigilant for symptoms of COVID-19, and stay home if you are experiencing **any** of these symptoms<sup>2</sup>:

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<sup>2</sup> <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Symptoms-Testing.aspx>

- Fever of 100.4 or higher
  - Cough
  - Shortness of breath or difficulty breathing
  - Diarrhea
  - Chills
  - Muscle Pain
  - Headache
  - Sore Throat
  - New loss of smell or taste
- In a [July 2, 2020 press release](#), the Wolf administration announced a recommendation for domestic travelers returning from certain states with high numbers of COVID-19 cases to quarantine for 14 days upon return to Pennsylvania. A list of states to which the quarantine recommendation apply can be found on the [PA DOH Travelers Information website](#). The states listed as of 7/15/2020 are listed below. We will continue to monitor this list and make adjustments to these guidelines should they change.
    - Alabama
    - Arizona
    - Arkansas
    - California
    - Delaware
    - Florida
    - Georgia
    - Idaho
    - Iowa
    - Kansas
    - Louisiana
    - Mississippi
    - Nevada
    - North Carolina
    - Oklahoma
    - South Carolina
    - Tennessee
    - Texas
    - Utah
  - Staff or children who develop symptoms of COVID-19 or symptoms similar (fever, cough, shortness of breath, sore throat) will be immediately sent home. Should a child need to be picked up, they will be sent to a designated isolation room or will sit outside, depending on the weather, with supervision from a staff member equipped with the proper PPE (mask, face shield, disposable gown and gloves).
  - The staff will call the parent or guardian listed on the emergency contact sheet. Once the phone call is made, if a message is left and a call back is not received within 10 minutes, the next person on the emergency contact sheet will be contacted.
  - The child must be picked up within 30 minutes of the parent being notified.
  - The ECEC will be disinfected upon a staff member or child experiencing COVID-19 symptoms.
  - Staff and children may return to school when:
    - Initial COVID-19 test is negative; or,
    - At least 24 hours have passed since last fever without the use of fever-reducing medications and a medical practitioner has evaluated and cleared staff or child to return to school.

- If a staff member or child has tested positive for COVID-19, they may return to school under the following conditions
  - At least 10 days have passed since symptoms first appears; and,
  - At least 24 hours have passed since last fever without the use of fever-reducing medications; and,
  - Symptoms (e.g., cough, shortness of breath) have improved; or
  - Received a negative COVID-19 test result after the onset of symptoms.
- If a staff member, child, or household member of a staff member or child comes in contact with a person who has COVID-19 or suspected COVID-19:
  - Household should self-isolate for 14 days from the last day person was in contact with sick individual
  - Report the exposure to the school
  - Exposure to a suspected COVID-19 case includes, but is not limited to, the following scenarios:
    - Contact with a person who developed COVID-19 symptoms within 14 days of the date of contact
    - Contact with a person who is being tested for a possible case of COVID-19 within 14 days of the date of contact
- If a staff member, child, or household member of a staff member or child has any of the following, the child may NOT attend school:
  - Fever of 100 or above
  - Cough, runny nose, shortness of breath or other symptoms of respiratory infection, or diarrhea or other gastrointestinal distress.
- If someone in your household is diagnosed with COVID-19 you must notify the school immediately.
- If a child or staff member is diagnosed with COVID-19, all parents of children in the class will receive a phone call with information explaining the occurrence.
- The ECEC will report when a staff person, child, or household member is exposed to a positive COVID-19 case to the PA DOH by calling 1-877-PA-HEALTH or 1-877-724-3258 and to our Certification Representative or regional office.

## Drop Off and Pick Up Procedures

Drop off procedures:

- Parents will not be permitted to enter the building beyond the designated drop-off location (awning by the playground entrance). Masks for parents/caregivers must be worn while dropping off your children.
- Parents are responsible for unbuckling their child's car seat. Parents should park their car, unbuckle your child, and return to their car. Parents should remain in their car until a staff member is able to greet the family.
- Staff will be donning proper PPE as they welcome each child, including face masks and gloves.
- Children should be wearing masks, to the extent possible.

- All children will receive temperature and health screening prior to entering the building. The health screening is a series of questions regarding potential exposure to COVID-19 (see Appendix A). Each family is required to submit a new COVID-19 Questionnaire each week. The staff member will confirm that no answers have changed at drop off every day.
- Upon completion of the temperature and health screening, the child will be escorted to their classroom where they will then wash their hands as assisted by a staff member.

Pick up procedures:

- Parents/Caretakers should remain in their cars.
- Parents/Caretakers are required to wear a mask upon arrival for pick-up and form a carpool line following the traffic sign pattern (Please adhere the DO NOT ENTER sign!)
- Should a parent need to leave your car, they must maintain 6 feet distance from staff members and other families.
- Staff will be donning proper PPE as they welcome each child, including face masks and gloves.
- Children will be escorted from the classrooms to their car and parents are to exit the parking lot once children are safely in their seats. There will be no opportunities for families to congregate at the facility's playgrounds.
- Parents are responsible for buckling their child's seat belt.

## Classroom Set Up

Classrooms have been adjusted to allow for extra space and easy sanitizing. The following policies have been put in place regarding classroom set up.

- The same staff will be with the same children each day.
- Each class group will stay together the entire day and will not be mixed with other class groups during activities.
- Use of the facilities outside of the classroom will be staggered so that communal areas are only used by one class group per day.
- Children will remain in their classrooms for lunch and will be seated at least 6 feet apart from other children. Children from the same household will be allowed to sit in groups.
- For children that are napping, a cot will be designated to labeled for each child. Bedding will be sent home daily for washing.
- Children will continue to be consoled and loved by staff members to best ensure their emotional health.
- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff should change the child's clothes if secretions are on the child's clothes.
  - Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Children and staff should have multiple changes of clothes on hand in the child care center or home-based child care.

- Staff 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.

## Cleaning Policy

The ECEC will be following CDC guidelines for cleaning solutions, frequency of cleaning, and what should be cleaned. The primary cleaning product used on all hard surfaces, both indoors and outdoors, for cleaning is called Vital Oxide (EPA Registration Number 82972-1), which is designated as a disinfectant for use against COVID-19.<sup>3</sup>

### General policies

- For children that are napping, bedding will be sent home daily for washing.
- Indoor surfaces (tables, chairs, countertops, etc.) will be cleaned and disinfected after use during activities, and before and after snack and lunch.
- Changing tables will be cleaned and disinfected after each use, within DHS guidelines. Staff members will wear smocks to protect from bodily fluids.
- In-house maintenance staff and teaching staff will be cleaning highly touched areas throughout the day, such as door handles/knobs, sink handles, light switches and playgrounds.
- Toilet seats, faucet handles and any other items touched in the bathroom will be cleaned by a staff member after each use.
- At the end of the day, teachers will be thoroughly cleaning classrooms, followed by our maintenance staff to include floors and bathrooms.
- As always, cleaning disinfectants and sanitizing products will be out of reach of the children.
- All outdoor play areas will be cleaned and disinfected daily.
- The ECEC will be disinfected upon a staff member or child experiencing COVID-19 symptoms.

### Toys policies

- Toys and common items (crayons, arts & crafts, books, etc) will be disinfected after each child's use as well as at the end of the day.
- Toys that cannot be cleaned and sanitized should not be used.
- Staff will monitor the use of toys to ensure that 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.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Toys will not be shared between class unless they are washed and sanitized before being moved from one group to the other.
- Toys that need to be cleared will be set aside.

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<sup>3</sup> <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>



- 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.

#### Diapering policies

- When diapering, staff are required to wash their hands and the child's hands before they begin, and wear gloves. Staff are required to follow safe diaper changing procedures. Procedures are posted in all diaper changing areas. 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, staff will wash their hands (even if they were wearing gloves) and disinfect the diapering area.
- If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.

#### Food Preparation, Meal Service, and Other Essentials to Bring

- Sinks used for food preparation should not be used for any other purposes.
- Staff should ensure children wash hands prior to and immediately after eating.
- Staff should wash their hands before preparing food and after helping children to eat.
- All food must be sent from home.
- Children should bring all food, including snacks, in a clear zip lock bag that is clearly labeled for identification. Lunches will be refrigerated. No Tupperware should be used. All food packaging will be disposed of after meal times.
- Staff members will wear gloves while handling food. Staff members should change their gloves and wash their hands every time they assist a different child during meal time.
- Children will remain in their classrooms for snacks and lunch and will be seated at least 6 feet apart from other children. Children from the same household will be allowed to sit in groups.
- Students will not be allowed to leave anything at school. Everything will be sent home each day and parents are responsible for cleaning items that are sent home prior to sending them back to school.
  - Each day, students should bring a water bottle or bottles, enough food for the day, a change of clothes, and clean face masks.
  - Other items that may be brought into school include hats, coats, gloves, bathing suits and towels, bedding for napping, diapers, and diaper cream.



- Parents are responsible for emptying and cleaning the contents of their child's bag each day.
- Food will be refrigerated.
- No outside toys will be permitted to be brought to school.
- Students are not allowed to bring in food to share communally.

## Enrichment Policy

In order to comply with our classroom set up policy, enrichment programs have been suspended for the summer. We will continue to consider adding enrichments based on the local COVID-19 climate, the safety of the enrichments, and whether the enrichment organization's safety standards align with our policy.

## Childcare Closure

- If a confirmed case of COVID-19 has entered the school, the ECEC reserves the right to implement short-term closure procedures in line with CDC guidelines<sup>4</sup>. These procedures include the following:
  - The ECEC will immediately notify local health officials (PA DOH by calling 1-877-PA-HEALTH or 1-877-724-3258 and to our Certification Representative or regional office). These officials will help determine a course of action.
  - The ECEC will dismiss students for 2-5 days, depending on guidance from local health officials.
    - his initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the ECEC determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
  - The ECEC will communicate with all staff and parents regarding exposure and closure procedures recommended by local health officials.
  - The ECEC will clean and disinfect thoroughly using the following procedures:
    - Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
    - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
    - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
    - Additional information on cleaning and disinfection be found on CDC's website<sup>5</sup>.

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<sup>4</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

- The ECEC will impose extended closures upon the recommendation of local health officials.
- The ECEC will report when a staff person, child, or household member is exposed to a positive COVID-19 case to the PA DOH by calling 1-877-PA-HEALTH or 1-877-724-3258 and to our Certification Representative or regional office. Procedures related to community exposure will be determined based on coordination with these local health officials.
- The ECEC will monitor new case rates in Montgomery County, PA at the beginning and end of each week. If a notable increase in cases is being observed, together with local health officials, activities of the school will be assessed. A decision to close the ECEC and subsequent reopening will be made on a weekly basis based on guidance from local health officials.

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<sup>5</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

# Appendix A - COVID-19 Questionnaire

Child Name: \_\_\_\_\_ Date: \_\_\_\_\_

Question	Yes	No
1. Have you or a member of your household had any of the following symptoms in the last 21 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever, temperature at or greater than 100 degrees Fahrenheit, congestion or runny nose, nausea or vomiting, diarrhea?		
2. Have you or a member of your household been tested for COVID-19? <ul style="list-style-type: none"> <li>• If yes, when was the date of the test? _____</li> <li>• Results of the test? _____</li> <li>• Is the person currently in quarantine? _____</li> <li>○ What is the status of the person's symptoms? _____</li> </ul>		
3. Have you or a member of your household traveled outside the U.S. in the past 30 days? <ul style="list-style-type: none"> <li>• If yes, where and when? _____</li> </ul>		
4. Do you have any reason to believe you or a member of your household has been exposed to or acquired COVID-19? <ul style="list-style-type: none"> <li>• If yes, what is the believed source of the potential exposure? _____</li> <li>• What signs did that person exhibit? _____</li> </ul>		
5. To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19? <ul style="list-style-type: none"> <li>• If yes, when did the contact occur? _____</li> <li>• When was the diagnosis reported? _____</li> </ul>		

Parent/Caretaker Name: \_\_\_\_\_

Parent/Caretaker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

	Date	Has the answer to any of the above questions changed?	Temperature of Child at Drop Off	Parent/Guardian Signature
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				