

Health and Safety Procedures in response to COVID 19

Pandemic Director: Huan Baum

Pandemic Coordinator: Lexus Anderson

Pandemic Team members: Chris Holland, Gene Burke, Peter Grim,

1 Introduction:

According to the OCDEL guidelines, each child care facility must create a COVID-19 Health and Safety Plan which will serve as the guidelines for the facility's COVID-19 child care activities. As with all emergency plans, the COVID-19 Health and Safety Plan developed for each child care facility should be tailored to the unique needs of each facility and should be created in consultation of guidance and policy issued by Office of Child Care and Department of Early Learning (OCDEL), Pennsylvania Department of Health (DOH), and comply with the Center for Disease Control and Prevention (CDC) guidelines.

In response to the COVID 19, pandemic TCP has taken the time to develop and implement health and safety policies and procedures that will ensure the safety of our program participants, staff, and families. These policies and procedures were developed by a pandemic team that has considered the programmatic and operations of the TCPS program. We are mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within the TCPS population. The goal is to keep transmission as low as possible to safely continue TCPS activities. Based on the best interests of TCPS programming, all activities will be informed by this document.

Communications regarding TCPS reopening procedures and processes for continuous monitoring of local health data to assess implications for programmatic operations and potential adjustments throughout the school year will be updated as necessary. We will account for changing conditions in our Health and Safety Plan to ensure fluid transitions based on recommendations by the Philadelphia School District, City of Philadelphia, and PA state Governor.

2. Pandemic Coordinator/Team

OCDEL suggests that each child care facility identify a person or persons responsible for health and safety preparedness and response planning during child care operations during the COVID-19 pandemic. The Health and Safety Coordinator will be responsible for facilitating the planning process, monitoring implementation of your COVID-19 Health and Safety Plan, and continued monitoring of local health data to assess implications for child care operations and potential adjustments to the COVID-19 Health and Safety Plan.

We have identified a pandemic coordinator and pandemic team who are responsible for the health and safety preparedness and response planning during the reopening of TCPS. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of the Health and Safety Plan, and continued monitoring of local health data to assess implications for TCPS programming operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the TCPS community, inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. There is an extra effort to engage representatives from every stakeholder group (i.e., administrators, support staff, and families).

3. Cleaning, Sanitizing, Disinfecting, and Ventilation

The Common Place is taking measures to follow guidelines and national standards for cleaning, sanitizing and disinfection of educational facilities for children. After consulting with PDE and CDC recommendations, we have touched base with our cleaning services to ensure the cleaning and sanitizing of the facility follows these national standards. We have made it a requirement that cleaning and sanitizing should be intensified, being conducted every 45 mins - 1 hour and in between groups. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, bathroom sink handles, countertops, tables, chairs etc.

This routine to clean, sanitize, and disinfect surfaces and objects that are frequently touched will be led by our facilities manager and his team, followed by administrative and programmatic staff acting as support. There has been a schedule developed for cleaning follow up and tracking sheets will be created and signed by cleaning staff after service is completed. These tracking sheets will measure the increase in cleaning throughout the day. All Precision Cleaning Staff will be trained on Cleaning, Sanitizing and Disinfecting as of 08/17/2020 during a Covid 19 Training Session.

Cleaning Supplies will be purchased through our regular cleaning supplier and all cleaning supplies are rated to kill 99.9% of all germs. All cleaning products will be used in accordance with the directions on the label. and the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection for all products will be followed. All cleaning materials will be kept secure and out of reach of children. Cleaning products will also not be used near children, and adequate ventilation will be available when using these products to prevent inhaling toxic fumes. In addition, EPA-registered disposable wipes will be given to staff members to assist in wiping down commonly used surfaces such as keyboards, tables, remote controls, etc.

TCP recognizes our facility is housed in an older building. We have taken measures to ensure ventilation systems operate properly and increase circulation of outdoor air by installing ventilation fans in lower level areas and regularly checking that these vents are working properly.

Steps have also been taken to prohibit the use of communal drinking fountains and a water cooler dispenser is provided as a safe alternative for providing water.

4. Social Distancing and Other Safety Protocols

According to the CDC guidelines, there are certain mandates for social distancing for learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible. This section will outline the requirements from the Pennsylvania Department of Education (PD), the CDC, and other various childcare guidelines for developing procedures for TCPS programming. We will continue using preparedness strategies and implement the following social distancing strategies:

TCP has a number of spaces that can be used to implement social distancing practices. Since we are mandated by the OCDEL 3270 childcare code regulations, during our re – certification process for the 2020 – 2021 school year, we will prepare several other rooms located within the building to become part of our certified space to meet the mandated 6 ft separation of staff and participants. These rooms will be prepared in advance of our program reopening and will be used until the mandate is lifted. Each room will be properly sanitized, as per our clean and sanitize section of this document. The following strategies will be used to reduce the spread of the virus:

1. Additional rooms will be added onto our certification to assist with the mandated 6ft separation of staff and participants. Each group of children will be in a separate room.
2. The number of people will be limited in each space based on the square footage and OCDEL mandated regulations for each room.
3. Required staff/child ratios will be maintained at all times, but these ratios will be decreased based on the number of staff available and to use social distancing within groups.
4. Groups will be maintained based on our established grade and age separation and these groups will be maintained from day to day. Each group will remain with the same staff member as well each day.
5. The mixing and interaction of participants will be limited in the learning spaces for all activities including for our specialist.
6. Our current method of distributing meals will continue to be implemented. Staff will be wearing protective gear (masks and gloves) to distribute individually wrapped meals. There will be no sharing of meals or any other materials until mandated from PA governor instructs us to do so.

7. The sharing of materials will be limited amongst participants. Each participant will have their own items to use during their time in the facility. Items will be stored in a ziplock bag with names.

- For the use of communal spaces such as bathrooms and hallways there will be a limited amount of participants allowed in the spaces at one time. Each group will be staggered using the facility and sanitation measures will be utilized to ensure disinfecting and cleanliness. Hallways will be marked for 6feet to ensure proper spacing.
- A variety of signs will be posted in highly visible locations promoting everyday protective measures to stop the spread of germs as well as providing instructions to our families of new procedures in progress.
- Outdoor time will be staggered for activities as well as the handling of sports equipment.
- Use of face coverings (masks or face shields) by all staff and visitors
- Use of face coverings (masks or face shields) by children 2 years of age and older (as appropriate)

Adjusting transportation schedules and practices to create social distance between students is a high priority to avoid the spread of the virus.

Participant Arrival:

- Although our arrival of participants are staggered between two groups, we will continue to stagger the arrival of our students by grade/ group.
- Upon arrival all staff and participants will have their temperatures checked and must immediately wash their hands.

Parent Drop-Off and Pick-Up:

- Parents will still be required to sign their participants out for the legal protection of the program. Parents are welcomed and encouraged to use their own pens to reduce contact with the virus.
- To reduce the mitigation of spread, parents, and visitors will not be admitted beyond the vestibule area. The director or coordinator of the program will be designated to bring participants outside for curbside pickup.

During our scheduled training period in August, prior to each school year, staff will be trained on the new procedures on social distancing and safety protocols. *Cancel or postpone special events such as festivals, holiday events, and special performances.*

5. Monitoring Student and Staff Health

The health and safety of our participants and staff is of the utmost concern for TCPS. We want to ensure that both populations are monitored in a way that limits exposure to other members of the population. Protocols are put in place to ensure the well-being of the overall program.

It is a recommended practice that monitoring participants and staff for symptoms and history of exposure be conducted for programs such as ours. The best way to prevent illness is to avoid being exposed to this virus. The virus is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. Health monitoring will take place for staff as they enter the facility and for participants prior to entering the building. The following procedures will be conducted to reduce the risk of exposure to TCPS programming:

- Health forms for both staff and participants will be obtained prior to any participant being accepted to the program and it should indicate whether a history of covid 19 was present, contact, exposed or treated.
- Upon arrival staff will wash hands, use an alcohol-based hand sanitizer that contains at least 60% alcohol, put on a face mask and a single pair of disposable gloves to be used during the day.
- A visual inspection for signs of illness and contactless temperature will be taken prior to participants entering the building. A fever for the purposes of this screening is $\geq 100.0^{\circ}\text{F}$. Persons who have a fever of 100.4° (38.0°C) or above or other signs of illness should not be admitted to the facility. Signs of illness 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.
- Participants will travel as a group to the bathroom to wash hands after arrival with soap and water for at least 20 seconds. This will be done several times throughout the day.
- Participants and staff will be encouraged to use strict respiratory etiquette. Cough or sneeze into a tissue and deposit into a waste receptacle, cough or sneeze into an elbow or shoulder, and avoid any touching of your eyes, nose, mouth, or face.

In accordance with the 3270 Childcare code, participants are not to be left alone within the facility. If a participant is found to have symptoms of COVID 19, they will immediately be isolated with the Program Director and their parents will be notified to collect the participant as soon as possible. The participant will then be asked to put on a mask and limit their contact with others.

If a staff member is found to have symptoms of COVID 19 they will be asked to immediately collect their things and return home to quarantine themselves. In both cases, a doctor's note will be required for re-entry to the program and **COVID 19 testing is strongly encouraged prior to return.**

- Staff or children with COVID-19 must be isolated for a minimum of 7 days after symptom onset and 72 hours after their fever resolves without

fever-reducing medicines. For example, if the fever and symptoms resolve on day 7, the staff can return on day 10. Staff with household contacts with adults or children with COVID-19 must be quarantined for 14 days after their last household exposure. For most, this will be 14 days after the household contact with COVID-19 is released from isolation.

Parents will be encouraged to keep their participant at home if they exhibit any of the symptoms associated with COVID 19. If there are found to be any cases amongst the staff or within the program, parents will be notified through our normal communication methods (Remind, email, letter) of any changes to our safety protocols.

- If there is a positive case of COVID-19 in a child or adult who has been present in the child care center, 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.
- The Board of Directors and Administrative team will be informed there was a positive case of COVID 19 within the programming. If more than one case is found at the program, the Administrative team will discuss the possibility of shutting down for a period of time to contain the virus.

6. Health and Safety Plan Professional Development

The success of this plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. We understand that the implementation of this plan requires professional development for our staff. Prior to reopening, during our regular professional development schedule, we will be including PD for our staff surrounding COVID 19 issues and safety. The agenda for this COVID 19 PD will be documented and is available upon request.

7. Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. In addition to this document being added as an addendum to our TCPS policies and parent handbook, it will be emailed to all of our families for review. We will continue to maintain our current methods of communication (remind APP, email, letter) with our families and will establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in our community.

Health and Safety Plan Parent Affirmation Statement

I _____ have reviewed and understand the
parent name

TCPS Response to COVID 19 Health and safety Plan for my child

child name

I will adhere to the recommendations, suggestions, and guidelines if my child contracts COVID 19 or is suspected of contracting COVID 19. I will provide as much truthful information related to my child's health background and will provide or update my child's health forms as necessary according to these guidelines.

I understand that if I refuse to follow these guidelines, my child may be dismissed from the program for failure to adhere to guidelines concerning the welfare of the overall program .

(Signature of Parent)

(Print Name of Parent) _____

(print name of child)

Resources:

PA Early News Special Announcement:

https://myemail.constantcontact.com/Guidance-for-Child-Care-Providers-Caring-for-Children-of-Essential-Personnel-During-COVID-19.html?soid=1112117859299&aid=M_80Hk7_Za8

PDE Health and Safety Plan Considerations:

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/K12/Pages/HealthSafetyConsiderations.aspx>

CDC Coronavirus Disease 2019 (COVID 19):

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

Child Care Facility COVID 19 Health and Safety Plan Template. (2020, July 12).

Retrieved July 14, 2020, from

<https://files.constantcontact.com/3e3d36fe201/bb183926-9d6d-43a7-9ed8-cf4b21318f90.pdf>