

## COVID-19 Procedures

This document outlines a plan to continuing operating Shady Lane School as we live with COVID and are in Phase 2 of vaccination. Shady Lane will continue to follow CDC guidelines and regulations to provide the safest possible environment for employees, children, stakeholders and families.

In effort to best limit exposure of COVID-19, Shady Lane will operate with reduced hours of care. This change has been made to ensure consistency of care, reduction of exposure and to maintain proper staffing ratios while keeping kids separated by classroom. **Shady Lane will operate Monday-Friday from 8:05am-5:15pm.** (These hours will change to our normal hours, 7:30-6:00 once we are able to be fully staffed and once children are able to be vaccinated.)

### Staff Regulations:

- Staff will be required to wear cloth face coverings or disposable face coverings throughout the day.
- As of July 1, 2021 all staff are required to be vaccinated.
- Staff will be required to have their temperature taken upon arrival and halfway through their shift.
  - Staff will be sent home if they have a fever of 100.4 or higher at either time
  - In order to return, staff will be required to either produce a negative COVID-19 test result, or bring in a doctor's note stating return to work is permissible
- Staff will be required to wash hands frequently and based on DHS/Keystone Staff regulations
- Staff will be required to inform their supervisor if they test positive for COVID 19.
- Staff will be required to arrive 5 minutes before opening (8:00am) to ensure proper screening and admission into the building.
- Staff will be required to sign off on the fact that they were given and have read these procedures.

### Drop-Off Procedures for Families:

- Caregivers will bring children into the building and to their classroom(s).
- When children arrive with their caregiver, the caregiver (wearing a mask) will wait until the child's temperature is taken and a visual inspection for signs of illness is complete.
- Staff members will use non-contact temporal thermometers to do temperature checks
  - Thermometers will be cleaned with an alcohol wipe if contact is made
- Children will be sent home if they have a fever of 100.4 or higher at drop-off or at any point throughout the day

- In order to return, children will be required to either pass a 10- day self-quarantine (no fever after 10 days) or produce a negative COVID-19 test result, or bring in a doctor's note stating return to care is permissible
- Staff will also perform a visual inspection of each child that will check for signs of illness. This could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. (See the full list at the end of this document.)
- If a child has a fever or is showing more than one potential COVID symptom, they will be sent home until they have a doctor's note stating that return to care is permissible.
- The child will wash their hands as soon as they enter their classroom.
- Children 2 years and older are required to wear a face covering as described in the Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings. Children in the following classrooms will be required to wear a face mask while attending Shady Lane: Red, Orange, Violet, Green, Yellow, Pink and Blue. Exceptions are as follows:
  - Children who are under two years of age
  - If a child is outdoors and able to consistently maintain a social distance of at least 6 feet, they do not need to wear a mask
  - If a parent, guardian, or responsible person (meaning our teachers) has been unable to place a face covering safely on the child's face, they should not do so.
  - If a child 2 years or older is unable to remove a face covering without assistance, the child is not required to wear one.
  - Children who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, mental health condition or disability
  - Individuals who are communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication.

Note: Individuals are not required to show documentation that an exception applies. Please inform us in writing via email if an exception applies for your child and we will comply.

**Pick Up Procedures for Families:**

- Parents must come into the building and pick up their child(ren) by 5:15 pm
- Late fees as described in the parent handbook will apply if children are picked up after 5:15

**Normal Classroom Procedures:**

Shady Lane will follow normal classroom procedures as required by DHS and Keystone Stars (see handbook for details) in addition to the following new procedures:

- Teachers will wear cloth masks or disposable masks when interacting with the children and when they cannot social distance themselves from the children. Masks should be worn at all times during the day when indoors. Outdoor time does not require mask wearing for vaccinated adults. A mask break may be taken if a teacher is more than 6 feet from all children and not speaking.
- Where possible, social distancing can be applied for circle time, naptime, mealtime...

- Children will stay in the same classroom all day with the same group of children. Children will not be in combined groups- even on the playground.
- Children 2 and over will be required to wear masks unless there is an exception in writing from parents. They will not wear masks at meal times, outdoor times and nap time.
- Since teachers are required to be vaccinated, they may hold and comfort children as necessary.
- Children will not be able to access gym spaces during this time. On days that the weather does not permit, gross motor activities will occur in the classroom
- Admin staff will use an electrostatic sprayer to clean the building daily.
- At naptime, mats will be placed 6 feet apart when possible and children will be positioned to sleep head to toe.
- Mats will be placed in pillowcases and therefore will not touch each other during storage. Each child will still have his/her own consistent mat and sheet. Sheets will be cleaned once per week.
- Each classroom will have a bin for toys that need to be disinfected. Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretions or excretions should be placed in the bin. Admin staff will pick up bins throughout the day and clean according to recommended standards provided by the CDC. (Some toys that cannot be cleaned well may be eliminated from classrooms.)
  - Toys will be washed with clean water and detergent, rinsed, sanitized with an EPA-registered disinfectant, rinsed again and then air-dried.
  - We may also use our commercial quality dishwasher to sanitize toys.
  - Children's books, like other paper-based materials, are not considered high risk for transmission and do not need addition cleaning or disinfection procedures
- During this time, there will be no parties or events in which visitors come into the building to stay for any length of time (Vaccinated parent volunteers may gain permission to be in the building.)
- Children will still be able to receive services from outside providers
  - Outside providers will be temped when they come in (they will follow the same rules as staff) and will have to wear masks and follow social distancing guidelines in classrooms
- Shady Lane admin staff will inform all caretakers of potential exposure to COVID 19.

### **Caring for Infants and Toddlers:**

- Current diaper changing procedures are quite detailed and involve a number of steps that should continue to be followed. Steps include:
  - Hand washing for both caregiver and child before beginning
  - Prepare (putting on gloves)
  - Clean the child
  - Remove trash (soiled diaper and wipes)
  - Replace diaper
  - Wash child's hands
  - Clean up diapering station and disinfect
  - Wash hands
- It is important to comfort crying, sad or anxious infants and toddlers and they often need to be held.
  - Teachers should wash their hands, neck and anywhere touched by a child's secretions

- Teachers will wash their hands before and after handling infant bottles.

### **Sick Room (Q Room) Procedures:**

- A sick room called the Q room will be located on the third floor.
- The Q room will be a comfortable space for a child and include a mat, books, changing table and table and chairs.
- If a child develops a fever or symptoms during the day, they will be taken to the Q room with a staff member while caregivers are called.
- Staff and child if over the age of 2 will be asked to wear a mask during this time. Masks for the child will be provided in this case.
- The child's primary caregivers will be called to promptly pick up their child. Pick up must occur within an hour of the initial phone call. Additional calls will be made to emergency contacts if the primary caregiver cannot be reached.
- An ambulance may be called if child is not picked up within an hour of the initial call.
- After the child is picked up, administrative staff will sanitize the Q room and change their cloths and wash hands and any area that may have secretions.

### **Healthy Hand Hygiene Behavior:**

All staff and children will continue to follow hand hygiene guidelines 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 administering medication or medical ointment
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom
  - After coming into contact with bodily fluid
  - After handling animals or cleaning up animal waste
  - After playing outdoors or in sand
  - After handling garbage
- Staff and children 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 can be used if soap and water are not readily available.
  - Staff will supervise children 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 should also wash their hands.

### **Clean and Disinfect Procedures:**

Shady Lane will continue to employ Jan-Pro services for our daily cleaning needs. Jan-Pro follows current cleaning guidelines. In addition, Shady Lane will do the following:

- Shady Lane administrative staff will clean common areas frequently throughout the day including stairwells, elevator buttons, railings, bathrooms...

- Shady Lane administrative staff will check in frequently with teaching staff to identify any specific cleaning needs
- Shady Lane will use EPA registered and approved products for cleaning

#### **Procedures for Potential Exposure of COVID-19:**

- A potential exposure means having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 15 minutes.
- The timeframe for having contact with an individual includes the period-of-time within 48 hours before the individual became symptomatic.
- If Shady Lane experiences exposure the following procedure will be followed:
  - Admin staff will call the PA Department of Health at 1-877-724-3258 and inform the Office of Child Development at the Regional Office.
  - Admin staff will follow the recommendation from the PA Department of Health regarding closure and sanitation.
- Staff who are vaccinated will not have to quarantine.
- If children are exposed, they will need to follow quarantine guidelines since they are not vaccinated.

#### **Procedures for Confirmed Case of COVID-19**

- If someone at Shady Lane (staff or student) tests positive for COVID-19, the recommendations given by the Allegheny Health Department about the specific case will be followed.
- The classroom that is impacted may need to be closed for 7-10 days (Children who have been exposed will need to be off site for 7-10 days. )
- All families and staff will be notified immediately and we will assess their level of contact with the infected individual.

## Acknowledgement of Procedures

**During this Health Emergency, we need to work together in reducing the possible risk of exposure. We have documented procedures to reflect the DHS and CDC recommended guidelines specific to childcare operations.**

**Please read and initial each statement below to acknowledge that you understand the new procedures:**

\_\_\_\_\_ I understand that to enter the facility premises my child(ren) must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear, my child(ren) will be separated from the rest of the group in the center and taken to the "Q room". I will be contacted, and my child(ren) must be picked up from the facility within 1 hour of being notified.

### COVID-19 Symptoms Checklist

Fever of 100 or Higher or Fever of 99 for two consecutive days	Sore Throat
Dry Cough	Loss of Taste or Smell
Shortness of Breath	Muscle Aches
Chills	Rash
Dry Cracked Lips	Swollen Glands in the Neck
Swelling in feet or ankles	

\_\_\_\_\_ I understand that my child(ren) will be required to have his/her temperature taken at drop off. If temperature is normal and there are no symptoms present, I will be permitted to drop off my child(ren) for the day. If any child(ren) screened has a temperature of 100 degrees

Fahrenheit or higher or showing COVID-19 related symptoms, drop off will not be permitted for any members in your family.

While we understand that many of these symptoms can also be related to non-COVID-19 related issues, we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected, so please take them seriously.

\_\_\_\_\_ I understand that my child(ren)'s temperature will be taken through the day while on facility premises.

\_\_\_\_\_ I understand that if I travel out of state my child will need to produce a negative COVID test or quarantine for 10 days before returning to school.

\_\_\_\_\_ I will immediately notify Shady Lane School if I have COVID-19 or exhibit any of the above symptoms or if I am or become aware of any person with whom I have had contact exhibits any of the symptoms listed above or are advised to self-isolate, quarantine, or had tested positive or is presumed positive for COVID-19.

\_\_\_\_\_ I understand that I must wear a mask when on facility premises.

\_\_\_\_\_ I understand that I must wait with my child until their temperature has been recorded.

\_\_\_\_\_ I understand that it is my responsibility to inform any Emergency Contact person of the information contained in this document.

\_\_\_\_\_ I understand that my child(ren) will be required to wash their hands using CDC recommended hand washing procedures throughout the day using running water and rubbing with soap for at least 20 seconds.

\_\_\_\_\_ I understand that while I am in the building I must wear a mask.

\_\_\_\_\_ I understand that while present in the facility each day, my child(ren) will be in contact with other children and employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19. I understand that I play a critical role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlines herein.

\_\_\_\_\_ I certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by Shady Lane School could result in a termination of services. I acknowledge that care for my child(ren) may be terminated if it is determined that my actions or lack of action unnecessarily exposes an employee, child, or family to COVID-19.

Parent/Guardian Name	
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Parent/Guardian Email Address	
Parent/Guardian Phone	

Child's Name	
Child's Name	
Child's Name	
Child's Name	

Parent/Guardian Signature	
Date	