

COVID-19 Procedures

This document outlines a plan to re-open Shady Lane School during the State of Pennsylvania's Yellow phase of the re-opening plan. Shady Lane will 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 accommodate a reduced staff based on reduced enrollment. **Shady Lane will operate Monday-Friday from 8:15am-4:30pm.**

Staff Regulations:

- Staff will be required to wear cloth face coverings or disposable face coverings throughout the day. (Shady Lane will provide one cloth mask for each staff member- staff should wash between uses – and some disposable masks will be on site in the case of an emergency. Staff is welcome to supply their own cloth masks as well.)
- Staff will be required to have their temperature taken upon arrival and halfway through their shift. Admin staff will be in charge of staff entry procedures into the building.
 - Staff will be sent home if they have a fever of 100 or higher at either time
 - In order to return, staff will be required to either pass a 14- day self-quarantine (return with no fever after 14 days) or 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 bring multiple changes of clothes. Changes of clothes can be kept in classroom closets. If staff needs to change clothes for any reason, the clothes that are being changed out of will be placed in a plastic bag that seals and kept in a separate area of the room's closet.
- Staff will be required to wash hands frequently and based on DHS/Keystone Staff regulations
- Staff will be required to inform their supervisor if contact/exposure to someone with COVID-19 has taken place.
- Staff will be required to arrive 15 minutes before opening (8:00am) to ensure proper screening and admission into the building.
- Staff will not be able to gather in the kitchen area or in the teacher lounge during this time as it is difficult to remain 6 feet apart in these areas. A designated break room will be set up to accommodate social distancing during break time for staff who would like to stay on site. Staff is permitted to leave and take their break elsewhere. (Staff food should be stored in the refrigerator on the third floor during this time.)

- Admin staff will log staff in so that the timeclock does not need to be used.
- Staff will be required to sign off on the fact that they were given and have read these procedures as listed in the re-opening plan.

Drop-Off Procedures for Families:

- Shady Lane will set up an entry system that starts at the playground entrance next to the main ramp.
- When children arrive with their caregiver, the caregiver (wearing a mask) will bring the child to an indicated spot to have the child's temperature taken and to have a visual inspection for signs of illness.
 - It is recommended that, to the extent possible, the same caregiver drop off and pick up the child each day to limit interactions with more individuals
 - If multiple families are dropping off at the same time, caregivers will need to stay 6 feet apart from each other in line on indicated spots that line the fence to the playground
- 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 or higher at drop-off or at any point throughout the day
 - In order to return, children will be required to either pass a 14- day self-quarantine (no fever after 14 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 is showing signs of illness, they will be sent home until they have a doctor's note stating that return to care is permissible
- After temperature is taken and a visual check is complete, children will have an opportunity to say goodbye to their caretaker and then a staff member (usually a teacher in the room) will take the child inside through the door to the playground.
- The child will wash his/her hands in the bathroom next to the playground door and then the staff member will take the child to his/her classroom to be greeted by the remaining teaching staff.
- Children 2 years and older are now **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. Effective Monday, July 13th, 2020 all 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.

- Children should bring multiple changes of clothes to school and replenish what was used each day. Clothes should be brought to school in disposable plastic bags.
- Children should not bring backpacks, toys or stuffed animals from home daily. If you have a comfort item for naptime that you would like to leave at school, please drop off in a plastic bag at the beginning of the week. We will return it to you at the end of the week for washing.
- Children's lunch should be packed in bags that are completely disposable for the time being. All items in lunch must be in bags that can be thrown away.

Pick Up Procedures for Families:

- Parents must be in the parking lot by 4:15 pm to ensure a 4:30 pick up time.
- Families will be given a sign to display on their dashboard when they arrive. Staff will be in the parking lot waiting to see parents pull up.
- Parking lot staff will send runners to get children as caregivers arrive.
- Caregivers will stay in their car while a Shady Lane staff person brings their child (ren) to them. Caregivers may then exit their car to buckle children into car seats.
- Caregivers will be given a written report of anything that they need to know about the child's day. Most of the time, teachers will bring children to the cars and parents may ask any questions about their child's day.

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 can be removed at circle time, for example when everyone is 6 feet apart.
- Where possible, social distancing can be applied for circle time, naptime, mealtime...
- Children will stay in the same classroom all day with the same educators. Floaters will be assigned to specific rooms to help when needed. Classrooms will not combine at any point during the day, including 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.

- It is important to comfort crying, sad or anxious children and they often need to be held or hugged. Teachers will be expected to continue to provide comfort to children. Teachers should wash their hands, neck and anywhere touched by a child's secretions
- 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
- Each classroom will be permitted to use the playground at their scheduled times. The times will be staggered so that all playground items will be cleaned by admin staff in between each use. Admin staff will use an electrostatic sprayer to clean the playground and building daily..
- At naptime, mats will be placed 6 feet apart 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 additional cleaning or disinfection procedures
- During this time, there will be no parties or events in which visitors come into 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 send weekly health updates to let families know about any illness in the school. This will include how many children were sent home each week.
- Shady Lane admin staff will also inform all caretakers of children in a classroom in which a child was sent home with any symptoms.

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 will be asked to wear an over-large button-down long-sleeved shirt and have hair up in a ponytail.

- 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 in a room previously used by a tenant.
- 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, he/she 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 his/her 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.

Procedures for Confirmed Case of COVID-19

- If someone at Shady Lane (staff or student) tests positive for COVID-19, the entire building will close for at least 7 days. (Timeframe will be determined based on level of potential exposure.)
- The classroom that is impacted will be closed for 14 days (Children and teachers who have been exposed will need to be off site for 14 days. We are doing our best to ensure that this only includes children and staff who are in the same classroom and possibly some admin staff.)
- Staff will wait 48 hours before cleaning the room. Once the room is cleaned, it will continue to be cleaned daily until it re-opens.
- 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	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 or to a hot spot for the COVID-19 virus at anytime while in care, I will need to self-isolate for 14 days or show two negative tests that are taken 48 hours apart for COVID-19.

_____ 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. Further, I will immediately notify Shady Lane School if anyone from my place of employment is presumed positive or tests positive for COVID-19 whether or not I have had direct contact with that person.

_____ I understand that while checking my child in I should line up 6 feet apart from other families waiting to check in and practice patience with all families and staff.

_____ I understand that I must wear a mask when on facility premises, even at drop off time.

_____ I understand that I must wait with my child until his/her temperature has been recorded and he/she is released to a Shady Lane staff member.

_____ I understand that during this COVID-19 Public Health Emergency, I will not be permitted to enter the facility beyond the designated drop-off area. I understand that this procedure change is for the safety of all persons present in the facility and to limit the risk of exposure.

_____ 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 if there is an emergency requiring me to enter the building, I MUST sanitize my hands before entering and I MUST wear a mask. While in the facility, I must practice social distancing and remain 6 ft from all other people, except for my own child(ren).

_____ 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	
Parent/Guardian Email Address	
Parent/Guardian Phone	

Child's Name	

Parent/Guardian Signature	
Date	