



July 2020

Covid-19 Related Health & Safety Policies

The following policies and procedures are in effect, and supersede any contrary previously-announced policies in our parents handbook and policy and procedure manual. Pennsylvania State and the CDC have provided additional guidance to follow in order to minimize the spread of infection. Until further notice all previously-announced policies not affected by the following remain in place.

Closed Environment

- A closed environment enables Green Trees ELC to adhere to CDC guidelines to limit exposure from outside sources.
- Our teachers are using best practices when it comes to young children who are often unable to have a 6 feet social distance. We encourage physical distancing and mask wearing were feasible and appropriate for the age group.
- No program tours will be given until further notice to reduce the number of visitors in the building.

Check-In and Pick-Up

- Families will be greeted at the front entrance by a staff member.
- **ALL KEY CODES FOR ENTERING THE BUILDING HAVE BEEN DISABLED. PARENTS AND OTHER FAMILY MEMBERS WILL NOT BE ALLOWED INSIDE THE CHILD CARE PROGRAM.**
- Parents will be asked the following questions at drop off:
 - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have a fever, cough and/or shortness of breath?
 - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
- A child with a temperature of > 100.0 or any visible signs of illness, including cough, congestion, shortness of breath, runny nose, eye drainage, or other signs of respiratory illness will not be admitted to the center.
- Children and staff will continue to be required to wash their hands immediately upon entering the building and regularly throughout the day. Upon arrival, they will be escorted into the nearest sink where their hands will be washed.
- We will maintain and encourage physical distancing, including a six foot distance between families while waiting in line to drop off or pick up a child.
- Staff and parents and guardians are required to wear masks during drop off or pick up.
- When picking up a child, a staff member will bring the child to you at the front entrance.

Healthy Environment

- As much as possible, children will be kept in smaller groups.
 - Classes will not be combined to help reduce the number of children in one area and to reduce the possibility of viral transmission.
- Staff will clean and disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games frequently throughout the day.
 - Staff will perform enhanced disinfecting of their environments with a EPA approved cleaning solution nightly after all children have left the building.

- Staff are required to wear masks when in close contact with children such as during bottle feeding and diapering.
- Staff will wash/scrub their hands and children's hands frequently throughout the day.

Meal Preparation & Service

- All surfaces will continue to be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will continue to wash hands before and after meal preparation and feeding.
- Each child's meal will be plated and served by staff.
- Infant bottles will remain in the building until the end of the week. They will be washed and sanitized daily.

Child Health

- Staff will receive education on how the virus affects children.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.0 while at child care, will be isolated from other children until they can be picked up, and parents will be notified immediately.
- All off-premises field trips are suspended until further notice.

Face Masks (updated 07/08/20 by the office of Child Development and Early Learning)

- Staff are required to wear cloth face coverings.
- Children 2 years old 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, unless you fit one of the exceptions below:
 1. If a child is outdoors and able to consistently maintain a social distance of at least 6 feet from individuals who are not a part of their household, they do not need to wear a mask.
 2. If a parent, guardian, or responsible person has been unable to place a face covering safely on the child's face, they should not do so.
 3. If a child 2 years old or older is unable to remove a face covering without assistance, the child is not required to wear one.
- Younger children must become comfortable wearing face coverings and keeping them on may create some difficulties. Under these circumstances, we 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.
- Each person should have at least 2 face coverings in the building and where possible, disposable face masks will be made available.

Readmission Guidelines

- a) Any person excluded from the group setting at GTELC for illness may return to GTELC with a doctor's note.

Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phones, other devices or meal or utensils with one another or children.
- Staff will check their temperatures at the beginning of each shift and notify their supervisors if >100.0.
 - Staff will self-monitor for signs and symptoms of COVID-19 and notify their supervisors if any Covid-19 symptoms develop.
 - Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

- Staff will wash their hands immediately upon entering GTELC and immediately before leaving.

Communication

- As the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify families as soon as possible.
- Information will be released through our Remind notification system.
- You may follow our social media page for late-breaking program updates.

Essential Outside Personnel

- Essential Outside Personnel examples include licensing inspectors, quality consultants and related shared service providers like a TSS and Head Start Teacher
- Personnel will don a mask during the duration of the time they are on the property.
- Personnel will check their temperatures upon arrival.
- Personnel will be asked the following questions upon arrival:
 - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have a fever, cough and/or shortness of breath?
 - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
- Personnel will wash their hands immediately upon entering GTELC and immediately before leaving.