

DCDC Pandemic Policy for Families v.4

COVID-19

MAY 2020

SEPTEMBER 2, 2020

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Introduction

The policies have been put in place to address the current COVID-19 Pandemic, however they may be used and adapted for any future pandemics or public health threats. The policies and procedures may change as relevant to COVID-19 as circumstances and CDC guidance are updated. DCDC employees and families will be notified with relevant updates.

The COVID-19 virus is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet) for a period of time greater than 15 minutes.
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.

- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Knowing these facts, DCDC has implemented many new safety measures for families, children and teachers to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

DCDC Employees and Families will be asked to sign a Waiver, COVID-19 PUBLIC HEALTH EMERGENCY SPECIAL CONDITION ACKNOWLEDGMENT AND DISCLOSURE, upon return to work/care.

DCDC may have to limit hours of operation to adequately staff for the anticipated number of children needing care, as well as to best follow CDC recommendations for social distancing and child care groupings. This policy will be implemented and remain in effect per guidance from the Commonwealth of PA, Montour County or the Departments of Human Services and/or Health.

Social Distancing Strategies

DCDC staff and families will follow CDC recommendations to determine a set of strategies appropriate for DCDC. We will use preparedness strategies and consider the following social distancing strategies that may be implemented at some point of time during COVID-19

- If possible, child care classes will include the same group of children, and the same child care providers should remain with the same group each day. If Montour County experiences a surge in cases, where the county is deemed at "Significant Risk" and If DCDC remains open, we will consider creating a separate classroom or group for the children of healthcare workers and other first responders. If DCDC is unable to create a separate classroom, we may serve only the children of healthcare workers and first responders.
- Consider whether to alter or halt daily group activities that may promote transmission.
 - As to the extent DCDC can control staffing, we will strive to not combine children at any part of the day, however due to increased enrollment, hours of operations, and staff time off, this may occur
 - Limit the mixing of children, such as staggering playground times and keeping groups separate.
- DCDC may have to consider staggering drop off times and will have families enter the lobby one at a time. In order to adhere to social distancing recommendations, families will have to wait until it is their turn to bring their child/children into the lobby.
- Limit the number of children in each program space.
- Increase the distance between children during table work.
- Plan activities that do not require close physical contact between multiple children.
- Limit item sharing, and if items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Minimize time standing in lines.
- Limit corridor use/traffic.
- Incorporate additional outside time and open windows frequently.
- Allow for more fresh air to enter the program space.
- Avoid gathering in larger groups for any reason.
- Outside time should be taken with group (no large gatherings or combining groups.)
- Cancel or postpone special events such as family/child gatherings, graduation, carnivals and holiday events.
- If possible, arrange for administrative staff to telework from their homes until Montour County reaches the Green Stage, currently defined by the state.
- DCDC may require self-quarantine for families and staff who travel outside of their community. Details will be provided should this be enacted.
- DCDC will limit accessibility to the Centers by not allowing guests or visitors. Tours will be conducted virtually. Child therapies will be not be conducted within the child care space. Use of TSS will be reviewed on a case by case basis.

Guidelines for Onset of Illness at DCDC

For brevity, we are only including child guidelines for families. The full guidelines for staff are available upon request.

Child

- If a child becomes sick during the day, their teacher will remove child to the upstairs gross motor room and keep child comfortable until the family arrives.
- The child's family will be called with an immediate request pick up.

Guidelines for Onset of Illness While at Home

Child

- If a child becomes sick at home with any of the following symptoms:
 - Cough or sore throat
 - Fever and/or chills
 - Muscle pains, body aches, and/or fatigue
 - Nausea, vomiting and diarrhea
 - Congestion or runny nose
 - Headache
 - Loss of taste or smell
 - Shortness of breath or trouble breathing
 - Persistent pain or pressure in chest
 - New confusion or inability to arouse

we ask that you notify us and keep your child at home. Follow our current COVID Illness Policy to understand the return to school policy. If symptoms are consistent with COVID-19, please phone your child's pediatrician and ask for guidance. Please self-quarantine for 14 days. Please phone us and share that guidance so DCDC will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

Family Member

- If caring for a sick household member (other than COVID-19), follow recommended precautions and monitor your own health
- Have the person stay in one room, away from other people, including yourself, as much as possible.
 - If possible, have them use a separate bathroom.
 - Avoid sharing personal household items, like dishes, towels, and bedding
 - Have them wear a cloth face covering (that covers their nose and mouth) when they are around people, including you.
 - If the sick person can't wear a cloth face covering, you should wear one while in the same room with them.
 - If the sick person needs to be around others (within the home, in a vehicle, or doctor's office), they should wear a cloth face covering that covers their mouth and nose.
- Wash your hands often with soap and water for at least 20 seconds, especially after interacting with the sick person. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth.
- Every day, clean and disinfect all surfaces that are touched often, like counters, tabletops, and doorknobs
 - Use household cleaning sprays or wipes according to the label instructions.
- Wash laundry thoroughly.
 - If laundry is soiled, wear disposable gloves and keep the soiled items away from your body while laundering. Wash your hands immediately after removing gloves.
- Avoid sharing personal items

- Avoid having any unnecessary visitors.
- Monitor for emergency signs, prevent the spread of germs, treat symptoms, and carefully consider when to end home isolation.
- For any additional questions about their care, contact their healthcare provider or state or local health department.

Children Who Have Had Close Contact with a Person with Symptoms or Diagnosed with COVID-19

- Children who have symptoms should stay self-quarantine for 14 days.

If DCDC has a Case of COVID-19 (presumed or confirmed)

- DCDC will notify families and staff of the exposure
- DCDC will report the confirmed case to the local health department and follow their specific guidelines and the regional office of the Office of Child Development and Early Learning (OCDEL)
- DCDC will report the confirmed case to the state Department of Public Health
- Determine the date of symptom onset for the child/staff member
- Determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began
- Identify what days the child/staff member attended/worked during that time
- Determine who had close contact with the child/staff member at the program during those days
- Close off areas used by the individuals with COVID-19 if presumed
- DCDC will close for 48 hours following the confirmed positive COVID-19 case per OCDEL guidance
- Exclude the children and staff members who are determined to have had close contact with the affected/child/staff member for 14 days after the last day they had contact with the affected/child/staff member
- 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. If 24 hours is not feasible, wait as long as possible
 - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
 - If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary. –
 - Continue routine cleaning and disinfection
 - When cleaning•
 - Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
 - Wash your hands often with soap and water for 20 seconds.-Always wash immediately after removing gloves and after contact with a sick person.

Arrival of Children (Health Screening) & Children Departures

All children are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100.4 degrees. DCDC employees will follow similar protocols and are available upon request.

Arrival of Children

- Lobby drop off and pick up will occur to limit direct contact between parents and staff members and adhere to social distancing recommendation.
- We ask that parents limit what children bring from home into the center. (With the exception of their nap items at the beginning of each week after they've been sent home for laundering)
- Parents are asked to adhere to their scheduled days and drop off and pick up times.
- The same parent or designated person should drop off and pick up the child every day, if possible and is highly recommended.
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#).
- Arrival and drop off times may be staggered. This is not in affect presently but may happen with notice to families.
- Parents should use the hand hygiene station set up at the entrance of the lobby, so that children can clean their hands before they enter.
- Staff will wear a mask while checking child's temperature
- Each child's temperature shall be checked upon arrival. Staff will follow the above precautions for Healthy Checks. Currently, a fever is considered 100.4 degrees. Families also need to complete a daily summary of child's exposure to COVID-19, and if child has any of the identified symptoms set by the CDC guidance, the child will not be permitted to attend.
- Staff will clock child in.
- Staff will take child's lunch from family and give to dietary staff (if applicable)
- State the temperature to the parent, and write in the correct column the child's temperature.
- Staff should sign off on Student/Staff Arrival Questionnaire.
- Staff will escort child to classroom.
- Children will wash their hands.

Departure of Children

- Parents, upon arrival into the parking area, will phone the front desk to announce their arrival
- Staff will gather the child's things
- Staff will take child and belongings to their family who will complete the pickup in the lobby
- Teachers will bag up children's bedding/napping items and given to parents to wash weekly at home.

During the Day- Prevention of COVID-19: Guidance on Interactions, Routines and Cleaning

DCDC staff will be using additional safety precautions and cleaning routines throughout the day to limit the spread of COVID-19 between each other and the children. This will also effect classroom programming. The full list of precautions/changes is available upon request.

Face Masks

Per DHS Announcement: C-20-06 Revised, effective July 8, 2020:

- Child care 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 included in Section 3 of the Order.
- 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.
- 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.
- 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.

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.

Meals and Snacks

- [Child and Adult Care Food Program \(CACFP\) guidelines](#) should continue to be followed for preparing and serving meals and snacks.
- Food preparation safety procedures should be followed.
- Children will be served meals in their classrooms
- Family style serving will be discontinued for the time being. Staff will prepare each child's plate using gloves.
- All tables will be sanitized before and after meals.
- Cleaning of floors
- Teachers and children must wash their hands before and after meals.
- Children will be spaced apart during meals.
- Staff will 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.
- Toothbrushing after meals will be discontinued during this time.

Outdoor Play

Outdoor play will be done in staggered shifts. If multiple groups are outside at the same time, they should have a minimum of six feet of open space between outdoor play areas. Always wash hands immediately after outdoor play time. Disinfect all equipment on the playground at the end of the day.

Staff will apply sunscreen to children before going outdoors, using a new pair of gloves for each child.

Group Size

Group size during the COVID-19 Pandemic may be limited no more than 10 persons in one classroom, including teaching staff. Based upon programmatic needs, the limit might be increased slightly, as long as we can ensure child and staff health.

Hand Washing

All children, and staff volunteers should engage in hand hygiene 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
- After diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before coming in contact with any child
- After touching or cleaning surfaces that may be contaminated

- After using shared equipment like toys, computer keyboards, mouse, scissors, pens. etc
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds
 - Turn water on and wet hands, remove from water
 - Add soap to hands and create friction to make bubbles
 - Scrub for 20 seconds, sing Happy Birthday or ABC's
 - Staff member should use a scrub brush under nails
 - Rinse hands under running water
 - Dry hands with single use paper towels
 - Turn off faucet with paper towels

Alcohol Based Sanitizers

Use of an alcohol based hand sanitizer should only be practiced when soap and water method is not available. If a child needs to use alcohol based sanitizer, an adult/staff member must be physically present to observe and guide child in proper use.

Respiratory Hygiene

- All staff should cover coughs and sneezes with tissues or the corner of the elbow
- Encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow
- Dispose of soiled tissues immediately after use

Eliminating Transmission Points

- DCDC Staff will:
 - Reduce common touch points by opening internal doors where possible.
 - Remove lids that require contact to open for non-hazardous waste containers unless doing so creates an unsanitary environment.
 - Frequently clean of all touch points. (door knobs, phones, stair rails, light switches, etc)
 - Eliminate traditional use of water fountains and will have cups
 - Secure all secondary doors and access points to minimize incidental contact.
 - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
 - Not share phones, desks, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.
 - Encourage employees to clean their personal workspace at the beginning and the end of every shift.

Center Family/Staff Communication Plan

- Communication is important for all center staff and families. Regular communication will continue through email, phone and the parent communication app.

Operations if Absenteeism Spikes amongst Staff

DCDC will strive to provide continuity of care to reduce the spread of illness. However, it is understandable that absenteeism may increase in employees, (those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from other childcare programs and K-12 schools). Therefore:

- DCDC will plan to monitor and respond to absenteeism at the workplace to provide consistency for families and children
- DCDC may have to further reduce operational hours

Tuition Policies during a Pandemic

In the event that DCDC will be required to close for a period of time due to directives by the Commonwealth or any of its offices, the County, or should DCDC determine it be in the best interests of the safety of its employees and families to contain the spread of the virus, tuition will still be charged per the Enrollment Contracts under Emergency Closures.

Considerations will be made by the Board of Directors for the collection of tuition for periods of time longer than 10 operating days.