

2020

# Pandemic Policy

COVID-19

## *Child care/Preschool/Summer Camp is a critical part of the public health emergency response team*

### Introduction

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- 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, OECC/SSC has implemented many new safety measures for families, children and staff to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

### Social Distancing Strategies

OECC/SSC staff and families will work with the local health officials to determine a set of strategies appropriate for OECC/SSC. We will use preparedness strategies and consider the following social distancing strategies that may/may not be implemented at some point of time during Covid-19

- If possible, classes/groups should include the same group each day, and the same child care providers should remain with the same group each day.
- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
  - Keep each group of children in a separate room.
  - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities.
- Consider staggering arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. Your plan for curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.

### Health Screening Of Children/Staff

All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees

#### Child

- Perform hand hygiene
- Check each child's temperature upon arrival. Currently, as of 4/14/20, a fever is considered 100 degrees
- Check basic illness questions
- Show the temperature to the parent, and have staff write in the correct column the child's temperature

## Staff member

- Staff should expect to arrive at least 5-10 minutes early than their scheduled shift
- Staff should use OECC/SSC thermometer
- Staff should answers basic illness questions
- Return thermometer to staff assigned area

## During the day- prevention of Covid-19

### Arrival of children

- Stagger arrival and drop off times and/or have staff come outside the facility to pick up the children as they arrive.
  - Anyone dropping off for 8:30am may arrive between 8:15-8:45 to avoid congestion
  - Anyone picking up at 4pm may arrive between 3:45-4:15 to avoid congestion
- Parents and other family members will not be permitted through gate or into classrooms.
- Plan for curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendation.
- The same parent or designated person should drop off and pick up the child every day
- 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](#)

If you have travelled by public transportation, plane, train or ship domestically or internationally, children will be excluded from our care for 14 day period.

- Parents should use the Hand hygiene station set up at the entrance of the facility, so that children can clean their hands before they enter.
- Hand sanitizer (at least 60% alcohol content) will be used as a method of disinfecting when soap and water are not accessible. Young children will be supervised when using hand sanitizer to prevent swallowing of alcohol
- Check each child's temperature upon arrival. Currently, as of 4/14/20, a fever is considered 100 degrees. .
  - There are several methods that staff can use to protect themselves while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

### Arrival of Staff

- Bring in to the center as little as you possibly will need for the day.
- Place your items down and wash hands
- Have temperature taken by director or designee witness
- Staff will receive additional training on infection control and workplace disinfection
- Staff will be updated on the basic principles of emergency first aid, blood borne pathogens, handwashing practices, personal protective equipment and COVID 19 signs and symptoms
- Staff will be updated on the New Jersey COVID 19 Youth Camp Standards

## Face Coverings

- Staff and children shall, at a minimum, wear face coverings when social distancing of 6 feet between individuals and/or assigned groups cannot be maintained, except where doing so would inhibit that individual's health. Additionally, staff and children are encouraged to wear face coverings unless 1) doing so would inhibit the individual's health, 2) the individual is in extreme heat outdoors, or 3) the individual is in water.

## Meals

- All food, snacks and drink must be provided from home. We ask that snacks and lunches are packed in disposable packaging as much as possible. Water bottles should be brought home at the end of each day to be sanitized.

## Classrooms

- Keep classroom size as small as possible. Current OEC/Covid-19 recommendations as of 4/14/20 is no more than 10 children in inside classrooms and 20 children in outside groups.
- At nap time, ensure that children's cots are spaced out as much as possible, ideally 6 feet apart. Continue to practice head to toe in order to further reduce the potential for viral spread.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures. We do encourage a light spray down of disinfectant throughout the day

## Midday cleaning

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- Recommend use of [EPA-registered household disinfectant](#)[external icon](#). Follow the instructions on the label to ensure safe and effective use of the product.
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

## Soft surface Cleaning

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or
- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.

## Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.

- Children will not be permitted to bring any toys or stuffed animals from home during this time.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher.
- Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys are not to be used during Covid-19 or must be laundered as soon as a child finishes playing with it
- Do not share toys with other groups
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

### Hand washing

All children, staff, and 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 using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- 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
  - o Turn water on and wet hands, remove from water
  - o Add soap to hands and create friction to make bubbles
  - o Scrub for 20 seconds, sing Happy Birthday or ABC's
  - o Rinse hands under running water
  - o Dry hands with single use paper towels
  - o 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 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

- One class at a time will be permitted on the playground except before care/after care; and staff will be responsible for disinfecting all porous surfaces.
- Reduce common touch points by opening internal doors where possible.
- Install all no-touch disposal receptacle or remove lids that require contact to open for non-hazardous waste containers unless doing so creates an unsanitary environment.
- Frequent cleaning of all touch points.
- Secure all secondary doors and access points to minimize incidental contact.
- Recommended to provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Staff should not share phones, desks, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.
- Employees should clean their personal workspace at the beginning and the end of every shift.
- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

### Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19

- Children who have symptoms should stay home
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify the director and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify the director and follow CDC recommended precautions.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act. Fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
- Employees should not return to work until the criteria to end home isolation is met as instructed in consultation with healthcare providers and state and local health departments.

### Children/Staff with COVID-19 who have home isolated can stop isolation with these conditions

- If a test will not be administered to determine if you are still contagious, children and staff can return to OECC/SSC after these three things have happened:
  - No fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
  - AND

- o other symptoms have improved (for example, when cough or shortness of breath have improved)  
AND
- o at least 7 days have passed since symptoms first appeared
- If a test is required to determine if person is still contagious, children or staff can return to OECC/SSC after these three things have happened:
  - o No fever (without the use medicine that reduces fevers)  
AND
  - o other symptoms have improved (for example, when cough or shortness of breath have improved)  
AND
  - o Received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines
- Time-since-illness-onset and time-since-recovery strategy (non-test-based strategy) April 4 guidance
  - Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other people are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.

## If OECC/SSC has a case of Covid-19

- OECC/SSC will notify families and staff of the exposure
- OECC/SSC will report the confirmed case to the local health department and follow their specific guidelines
- OECC/SSC 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. Refer back to Child/Staff Movements form
- Close off areas used by the individuals with COVID-19
- 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.
  - o Open outside doors and windows to increase air circulation in the area.
  - o If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait as long as possible
  - o 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.
  - o If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary. –
  - o 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.

## Dismiss students and most staff for 2-5 days

This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events).
- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

## Departure of children

- Currently there is staggered pick up, if enrollment increases and staggered pick up cannot be practiced, OECC/SSC will practice the Call practice
  - o Upon arrival into the driveway and parking area, the family will phone the center of their arrival
  - o The staff member will gather the child's things
  - o The staff member will have child wash his/her hands
  - o Staff member will take child, belongings to the parking lot

## Departure of Staff

Once all children have departed and center is cleaned

- Use a glove to remove any more garbage to the dumpster
- Wash hands
- Take all belongings home

## Essential functions and reliance that the community may need us for our services

- OECC/SSC is prepared to change our business practice to maintain critical operations this may include enrolling on a temporary basis children of various ages of essential personal
- OECC/SSC will identify alternate supply chains for critical goods and services. Some good and services may be in higher demand or unavailable. If for some reason there is not adequate PPE for a child care center, cleaning supplies, paper supplies, the director or her designee will close the center until proper materials have arrived
  - o Currently, the best defense to Covid-19 is hand washing therefore, using gloves all day everyday could become the false security therefore gloved hands will be reserve for the following times
    - Universal Precautions
    - Nose blowing

- Garbage removal
- The Director or her designee will communicate often with companies including fire and safety that enter the building about the importance of sick employees staying home.
  - OECC/SSC procedure for these persons to enter the building
    - Director or her designee will take visitors temperature
    - Visitors shall not be permitted to enter the center during operating hours, with the exception of emergency or law enforcement personnel in their official capacity, Department of Children and Families personnel for child protection or child care licensing purposes, and persons providing emergency repair services within the center that cannot be reasonably delayed until the center is closed. All others, including persons providing non-emergency maintenance or repair services, prospective customers, prospective employees, entertainers or speakers, and thirdparty therapists or service providers shall be required to visit the facility after operating hours.
    - Visitors conducting business must wear a mask
    - To the greatest extent feasible, unless the purpose of the authorized outside visitor is to observe the care provided to children (e.g. a DCF licensing inspector), all 7 reasonable efforts should be made to minimize visitor contact with children and staff. Visitors shall be required to wear cloth masks while visiting the center unless doing so would inhibit the individual's health. If a visitor refuses to wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the individual by the business at the point of entry, the center must decline to allow them to enter.

## Center Family/Staff Communication Plan

- Communication is important for all center staff and families. Regular communication will continue through notices by the director.

## Guideline for onset of illness at OECC/SSC

### Child

- If a child becomes sick during the day. The staff will remove the child to the back room and keep the child comfortable until the family can arrive.
- The second staff will immediately call the child's family and request an immediate pick up.
- Any child showing concerning signs of respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, ect will be sent home and may not return for 7 days plus 3 additional healthy days (10 days total) and must be cleared by a medical professional.
- Children with cough and fever will be required to be seen by a medical professional within 24 hours. The child must remain out of center for 7 days, plus an additional 3 healthy days. Parents are required to contact the center within 24 hours to inform the center what the illness may be.\*

\*State guidelines still do not allow for us to care for a child with other signs of being sick such as diarrhea and vomiting or other illnesses stated in your parent handbook

## Employee

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

## Guidelines for onset of illness while at home

### Child

- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. Follow our current 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 phone us and share that guidance so that WH will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

### Employee

- Stay home: Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Stay in touch with your doctor
- Stay away from others: As much as possible, you stay away from others. You should stay in a specific "sick room" if possible, and away from other people and pets in your home. Use a separate bathroom, if available.
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include\*:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face

### Family member

- If caring for a sick household member, 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 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 having any unnecessary visitors.
- For any additional questions about their care, contact their healthcare provider or state or local health department.

#### Keep surfaces disinfected

- Avoid sharing personal items
- Monitor for emergency signs, prevent the spread of germs, treat symptoms, and carefully consider when to end home isolation.

Acceptance of new procedures for children/families/staff

OCEAN EARLY CHILDHOOD CENTER & SHORE SUMMER CAMP

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_ have read, agree and will follow the policy and procedures for COVID 19 in order to be participating in OECC/SSC programs.

As of June 15, 2020, I acknowledge and agree to the policies set forth and understand that OECC/SSC shall be held harmless should a child or family member contract COVID 19 or any other communicable disease.

I also understand that this document can be changed at any time with or without notice by the director or her designee.

I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence.

\_\_\_\_\_  
Family Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date