

Pigtails & Inkwells Day Care Center, Inc.

DBA

## **Once Upon A Time Early Learning Center**

### **COVID 19 Health and Safety Plan**

**Health and Safety COVID 19 Coordinator:** Joan Enz-Doerschner, RN

**Responsibilities:** Facilitating the planning process, monitoring implementation of Once Upon A Times Health and Safety Plan, monitoring of local health data to assess implications for child care operations and potential adjustments to this health and safety plan.

Use of cloth face coverings is required by all staff, children over 2 years of age, and visitors as appropriate. Staff may use their own cloth face coverings or cloth face coverings will be provided by the center. Families will provide their face coverings when dropping off or picking up their student(s). Outside visitors are not admitted during this time. The center has purchased cloth face coverings for children. Each child has been assigned 2 face coverings for use alternating days while one is being laundered. Names are printed inside each face covering. Children's face coverings are handed to them (and assistance given by the greeter, as needed) upon entering the facility. Children discard their face covering by placing it into a basket (for laundering) when they exit the school daily.

(As stated above, the Health and Safety COVID 19 Coordinator is responsible for monitoring implementation of this directive.)

### **Cleaning, Disinfecting, and Ventilation**

Head teachers (or their designee') are responsible for cleaning and disinfecting (All disinfecting is done using Clorox Wipes - remaining visibly wet on a surface for 4 minutes. For surfaces that may come into contact with food, rinse with potable water.) high touch surfaces in their rooms after use by their students. This includes (but is not limited to) tables, counters, shelves, chairs, handwashing sinks, door knobs, light switches, telephone(s) and water fountain(s). Restrooms will be cleaned and disinfected at naptime and at the end of the day. Toys are sanitized in

the kitchen dishwasher, if dishwasher safe, and/or disinfected using Lysol Spray (remaining visibly wet on a surface for 3 minutes and allowed to air dry).

The am and pm door greeters are responsible to clean and disinfect high touch areas including the hallway sink, all foyer glass (including infant windows looking out into the hallway), door knobs/handles, doorbell and the infrared thermometer.

Ventilation - Where possible and appropriate teachers may increase circulation of fresh air in their classrooms by opening windows and doors (unless fire doors) to prevent pockets of stagnant air in occupied spaces. Once Upon A Time will continue using our air conditioning and heating systems as normal. (All furnace filters on the HVAC system were replaced 6/24/2020.) Children will engage in activities and play outdoors as much as possible (weather permitting).

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### **Social Distancing and Other Safety Protocols**

Children and staff will remain in the same classroom daily, as much as possible. Napping children will be placed head to toe, as much as possible. Outdoor space will be used with one group of children at a time, as much as possible. Children playing out of doors will be reminded by the teacher to remain physically distant from their peers, as much as possible. The greeters will assist children in washing their hands for at least 20 seconds upon entering and exiting the building.

Families wait outside until the facility foyer is empty when dropping off or picking up students. Volunteers will follow the same protocol as staff (face coverings, hand washing, cleaning and disinfecting).

We ask that the same family member or designated person drop off and pick up the student 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. We ask that only one family member be in the foyer at a time for a student.

Special events (preschool graduation, family visits, speakers, vendors) are not being held.

Toys that cannot be safely cleaned are not in use.

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## **Hygiene Practices for Children in Care and Staff**

Washing hands and covering coughs and sneezes with elbows are good hygiene habits we encourage and practice with students and remind and encourage with staff members. All staff and children follow this procedure for washing their hands: Wetting their hands with clean, running water (warm or cold), and applying soap. Lathering hands by rubbing them together with the soap. Lathering the backs of their hands, between their fingers, and under fingernails. Scrubbing hands for at least 20 seconds, rinsing hands, drying hands with a paper towel and turning off the faucet with a dry paper towel. Discarding the paper towels.

We wash our hands upon entering (in the foyer) and exiting (in the classroom) the building as well as after using the rest room, eating or handling food, before and after treating a cut or wound, after changing diapers or cleaning up a child who has used the toilet, after blowing our noses, coughing, or sneezing, and after touching garbage.

Food preparation and meal/snack service is pre-plated. Food preparation is not done by the same person who is diapering children. We have separate sinks for hand washing and meal/snack preparation. Staff wear gloves when serving food, emptying trash, or using cleaning or disinfecting products.

Hand sanitizer is used by adults only.

We have discontinued brushing teeth as per CDC guidelines.

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## **Monitoring Children and Staff for Symptoms and History of Exposure**

Temperatures checks are done before staff and students enter the building. Greeters routinely ask families if children have had fever reducing medicine in the past 6 hours, complaints of shortness of breath, chills, dry cough, been in contact with someone with or under investigation of COVID-19.

Greeters also make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

We isolate children who become ill in an empty classroom until their family can pick them up (1 hour). Staff who become ill either drive independently or have a family member pick them up.

### **Returning Isolated or Quarantined Staff, Volunteers, or Children to the Facility**

Once Upon A Time follows the CDC guidelines

*Isolation* separates people who are infected with the virus from people who are not infected.

*Quarantine* keeps someone who might have been exposed to the virus away from others.

### **When you can be around others after you had or likely had COVID-19**

When you can be around others (end home isolation) depends on different factors for different situations.

### **CDC's Recommendations**

#### **I think or know I had COVID-19, and I had symptoms**

You can be with others after

- 3 days with no fever **and**
- Respiratory symptoms have improved **and**
- 10 days since symptoms first appeared

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can

be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

### **I tested positive for COVID-19 but had no symptoms**

If you continue to have no symptoms, you can be with others after:

- 10 days have passed since test

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

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### **Notifying Staff and Families of Suspected or Confirmed Cases of COVID-19**

Symptoms of COVID-19 include:

- **Fever.** Anyone with a temperature 100.4 degrees Fahrenheit or higher should not be at work.
- **Chills.** Including repeated shaking with chills.
- **Muscle pain or body aches.**
- **Headache or confusion.**
- **Difficulty staying awake or waking up.**
- **Cough.**
- **Shortness of breath or difficulty breathing.** May have bluish lips or face.
- **Congestion or runny nose.**
- **Sore throat.**
- **New loss of taste or smell.**
- **Nausea or vomiting.**
- **Diarrhea.**

Symptoms may appear 2-14 days after exposure to the virus. Not everyone who has COVID-19 will have bad symptoms. Some may only have mild symptoms or

show no signs of being sick. The virus spreads through the natural moisture (respiratory droplets) we breathe out when we talk, cough, or sneeze.

Anyone with COVID-19 symptoms should get appropriate medical care. If symptoms are:

- **Mild.** Stay home or go home immediately. Rest. Drink fluids. Take acetaminophen to reduce fever. If symptoms get worse, call your healthcare provider.
- **Severe.** For serious symptoms, including a fever above 100.4 degrees Fahrenheit, call your healthcare provider. If you need to find a healthcare provider, call 1-877-PA-HEALTH (1-877-724-3258).
- **If an emergency, call 911.** Get emergency medical help if you have trouble breathing, chest pain or pressure, confusion, inability to stay awake or wake up, or bluish lips or face.

If Once Upon A Time has exposure to a likely or confirmed case of COVID-19, we will take the following steps:

- **Keep others out of the areas used or visited by the sick person.**
- **Clean and disinfect.** Wait at least 24 hours (or for as long as practical) before cleaning and disinfecting the area visited or used by the sick person. Do the same for all shared areas and equipment used by the sick person.
- **Open windows and doors to let air in.** Use ventilation fans to help circulate air.
- **Identify and notify workers who were in close contact with the sick person.** Close contact means within six feet for 10 minutes or more up to 48 hours before the first symptoms appeared. Tell workers who have had close contact with someone with possible symptoms of COVID-19. If they develop symptoms, send them home.

Workers with suspected or confirmed cases of COVID-19 can return to work after meeting all three requirements set by the [CDC guidelines](#):

- **3 days with no fever**
- **Symptoms improved**
- **10 days since first symptoms**
- **Having a possible or confirmed case of COVID-19.**

- **Being at high risk.** Adults 65 years or older and anyone with serious medical conditions are at higher risk for getting severely sick from COVID-19.

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### **Protecting Children and Staff at Higher Risk for Severe Illness**

If you have a weakened immune system (immunocompromised) due to a health condition or medication, when can you be around others?

People with conditions that weaken their immune system might need to stay home longer than 10 days. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. You can be with others after you receive two negative test results in a row, at least 24 hours apart.

If testing is not available in our area, your doctor should work with an infectious disease expert at our local health department (Washington County Health Department 167 North Main Street, Washington, Pennsylvania, 15301 Phone 724-223-4540 Fax 210-207-8444 to determine if you are likely to spread COVID-19 to others and need to stay home longer.

### **For anyone who has been around a person with COVID-19**

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days **after exposure** based on the time it takes to develop illness.

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COVID-19 Health and Safety Professional Development

Staff is encouraged to watch the offered trainings for child care. The coordinator is responsible for monitoring and disseminating information as it becomes available as it is rapidly changing.

## Recorded Webinars for Child Care Providers

- Implementing The CDC Guidance: Considerations for Open or Re-Opening Child Care Programs (CDC Version 4.21.20), June 24, 2020
  - **Recording, June 24, 2020** (YouTube)
  - **Slide Deck** (PDF)
  - (YouTube)
  - **Slide Deck** (PDF)
- Child Care During COVID-19 and Reopening Child Care with Tracey Campanini and Tanya Vasquez
  - **Recording May 6, 2020** (YouTube)
  - **Slide Deck** (PDF)
- **School Age Care Reopening During COVID-19 Recording May 6, 2020** (YouTube)
- Group Child Care Centers That Remain Open from PA's Office of Child Development and Early Learning (OCDEL)
  - **Recording April 29, 2020** (YouTube)
  - **Slide Deck** (PDF)

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