



## COVID-19 Child Care Policy

Our center will follow the state's licensing department and governor's guidance on operations. As the center remains open, the center will follow the state's licensing guidelines and the CDC's recommended guidelines to prevent the spread of illnesses. To prevent the spread of COVID-19, the following policies have been implemented in addition to our existing policies and are in effect until further notice.

- All families and visitors will only have access to the front door of the facility or entry area.
- Only children and staff who are required for daily operations and ratio will be allowed inside the building and classrooms.
- All sign-in/sign-out procedures will be modified. Staff will sign children in and out of the facility using a one-time use pen to prevent contact, parents can also sign in using the myprocare.com App.
- Daily temperature checks and health screenings will be performed on all staff and children upon arrival and throughout the day.
- Anyone including all visitors, staff, and children that has a fever above 100.4 degrees Fahrenheit or exhibits respiratory symptoms, including cough or shortness of breath will not be allowed to enter and/or stay.
- No fever reducing medication (Tylenol, Ibuprofen, Motrin, etc.) shall be given 8 hours prior to care or while at the center.
- Children or staff sent home with excessive coughing, nausea, vomiting, or diarrhea will be restricted from returning until 24 hours after symptoms have subsided. Children can only return when feeling completely well; able to play, sleep, eat, and drink as normal.
- Children and staff with a fever above 100.4 will be allowed to return 24 hours after the fever has subsided without the use of fever reducing medication and no other symptoms. A doctor's note may be required based on the discretion of administration.
- Staff conducting daily health screenings will use appropriate PPE, including a mask and gloves.
- All staff will wear masks.
- Parents with children ages 3 years and up are required to bring a mask in a Ziploc bag labeled with their child's name on it. The mask will be kept in their cubby when not in use. The children will be asked to put on their masks during circle time, center time, and any other time they are in close contact with one another. This will get them comfortable and help develop a routine of wearing a mask when in close contact with others. The children will not be forced to wear a mask but rather encouraged. All children under the age of 3 years should **not** wear a mask.
- All unnecessary child transportation will be halted, including field trips.
- All parent tours will only be made when there is an opening to fill and by appointment only after hours. All touring parents will be required to wash their hands and wear a mask.
- Only 2 parents at time will be allowed in the entry way when dropping off and picking up. All other parents need to wait outside the center or in their cars until someone has left.

- Staff will walk children to their classroom and walk them back to their parents or cars at the end of the day.
- There will be no outside toys and stuffed animals allowed. Parents should only bring necessary items from home such as extra clothes, diapers, pull-ups, prepared bottles, and a blanket for nap.
- Hand hygiene stations will be set up at the entrance of the facility, so that staff and children can clean their hands before they enter.
- All adults and children will follow proper hand hygiene guidance, washing hands frequently with soap and water for at least 20 seconds. Hand washing will be performed as follows:
  - upon arrival in the morning
  - when changing classrooms
  - before and after eating meals and snacks
  - after blowing noses, coughing, or sneezing or when in contact with body fluids
  - after toileting or changing diapers
  - after returning from outside play
- All efforts will be made to reduce the number of children in each classroom and playground.
- All efforts will be made to keep the same groups of children together for the entire day and not mix the children.
- All surfaces and objects that are frequently touched such as tables, doorknobs, counters, desks, phones, keyboards, faucets, toilets, sinks, light switches, will be routinely cleaned, sanitized, and disinfected.
- All toys and surfaces will be cleaned and sanitized at the end of the day.
- Children who develop signs/symptoms of COVID-19 or any other contagious illness while at the center will be separated from others and parents will be called immediately to come pick up.
- **Please do not enter the facility if you or your child is waiting for test results or has any of the following symptoms:**
  - Fever above 100.4
  - Cough
  - Shortness of breath
  - Difficulty breathing
  - Respiratory symptoms
  - Chills
  - Repeated Shaking with Chills
  - Muscle Pain
  - Headache
  - Sore Throat
- Any parent, child, or staff member who has tested positive for COVID-19 or has been in contact with someone who has tested positive for COVID-19 will be required to notify the center immediately. The family and/or staff member that tested positive and/or exposed to someone who has tested positive will not be allowed at the center for 10-14 days. The length can be extended by the administration if necessary.
- Any family or staff member who knowingly has COVID-19 symptoms and hides or masks the information will be subject to disciplinary action up to and including termination of employment or services.
- In the event of a positive case of COVID-19, all staff and parents will be notified immediately. The affected room will close for a minimum of 24 hours and up to 2 weeks for cleaning and

disinfecting. All children and/or staff exposed will not be allowed to return for 10-14 days. Payment of half tuition will be required to hold all spots while the center is closed, or your child is absent.

Remember to use extra precautions. Attending large gatherings and traveling increases the risks of contracting and/or spreading the disease. Please know that our center's number one priority is the safety of our children, staff, and parents. We have the right to ask anyone we choose to stay home for 14 days if we feel it is necessary.

Although we will take all the necessary precautions to keep everyone healthy and safe, there is always a chance that any child, staff, or family member could contract COVID-19 or any other illness. This is a chance we are all taking by leaving our homes. Please know that although we greatly care in totality for every child, staff member, and family, we cannot be held responsible, if you or your child become ill.

Sign and date acknowledging receipt and acceptance of this policy.

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Parent/Guardian's Signature

Date \_\_\_\_\_