



## **Child Care Facility COVID 19 Health and Safety Plan**

Each child care facility must create a COVID-19 Health and Safety Plan which will serve as the guidelines for the facility's COVID-19 child care activities. As with all emergency plans, the COVID-19 Health and Safety Plan developed for each child care facility should be tailored to the unique needs of each facility and should be created in consultation of guidance and policy issued by Office of Child Care and Department of Early Learning (OCDEL), Pennsylvania Department of Health (DOH), and comply with the Center for Disease Control and Prevention (CDC) guidelines. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a facility's COVID-19 Health and Safety Plan, with a focus on training and communications, to ensure all stakeholders are fully informed and prepared for aspects of phased-in reopening or continuing to operate with a waiver during COVID 19. OCDEL recognizes that many child care providers have developed and are currently implementing their plans, whereas others are in the beginning phases of developing their plan. Though plans do not need to take the form of this template, providers should ensure that all elements of this template are included in their plans and adjust accordingly. A child care facility's COVID-19 Health and Safety Plan should be shared with all families and staff and posted in a conspicuous area. Child care facilities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the COVID-19 Health and Safety Plan.

Each child care facility should continue to monitor its COVID-19 Health and Safety Plan throughout the year and update as needed. All revisions should be shared with all families and staff and posted in a conspicuous area. Child care providers are not required to use this specific plan, but the following elements must be addressed in any plan format selected by the provider:

1. Screening procedures,
2. Child drop-off and pick-up policies,
3. Sick policies,
4. Mask policy, and
5. Cleaning/sanitation procedures.

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## COVID-19 Health and Safety Plan

All decision-makers should be mindful that if there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a child care population. The goal is to keep transmission as low as possible to safely continue child care activities.

This planning tool is intended to guide those child care programs who are temporarily closed and planning how to reopen in the future. Programs already open and serving children and families can also use the tool to determine activities to improve or enhance health and safety protocol while operating under COVID-19.

Use the template to document your facility's plan to bring back children and staff, how you will communicate the type of reopening or operations with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for child care operations and potential adjustments throughout the year. Some key questions to consider while developing your COVID-19 Health and Safety Plan:

- How do you plan to bring children and staff back to facilities, particularly if you still need social distancing in place?
- How will you develop and communicate drop-off/arrival procedures?
- How will you implement screening procedures?
- How will you implement routine disinfecting/sanitization procedures?
- How will you communicate your plan to your staff and families?

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Office of Child Development and Early Learning (OCDEL) and/or the Pennsylvania Department of Health (DOH) impacting child care operations and causing them to cycle back and forth between less restrictive to more restrictive requirements which may occur as public health indicators improve or worsen. This means your facility should account for changing conditions in your COVID-19 Health and Safety Plan to ensure easy transition from more to less restrictive conditions in each of the phase requirements as needed.

- **This document is divided in two parts. Pages 4-12 are designed to guide plan responses, pages 13-16 are designed to be the consolidated Health and Safety Plan. Regardless of whether a facility chooses to use this template, the facility's Health and Safety Plan must be shared with staff and enrolled families. It is strongly suggested that the plan be posted in a location accessible to families and when possible posted on the facility website.**

## Health and Safety COVID-19 Coordinator

Each child care facility should identify a person or persons responsible for health and safety preparedness and response planning during child care operations during the COVID-19 pandemic. The Health and Safety Coordinator will be responsible for facilitating the planning process, monitoring implementation of your COVID-19 Health and Safety Plan, and continued monitoring of local health data to assess implications for child care operations and potential adjustments to the COVID-19 Health and Safety Plan.

## Key Strategies, Policies, and Procedures

Once your child care facility has determined to reopen and established a Health and Safety Coordinator, use the action plan templates on the following pages to create a thorough plan. Providers should utilize the direction discussed in the announcement, Interim Guidance for Certified Child Care Facilities operating during the Novel Coronavirus Pandemic (Announcement: C-20-06). For each section of the COVID-19 Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your child care facility will employ to satisfy each area of the plan. The summary will serve as the public-facing description of the efforts your child care facility will take to ensure health and safety of every stakeholder in your child care community. Thus, the summary should be focused on the key information that staff, children in care, and families will require to clearly understand your COVID-19 Health and Safety Plan. You can use the key questions to guide your summary.

For each requirement within each domain, document the following:

- **Action Steps:** Identify the specific adjustments the facility will make to the requirement during the time period the programs is open or reopening. List the discrete action steps for each requirement in sequential order.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Recommended:** In order to implement this requirement effectively, will staff, children, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory requirement of the plan. All other requirements are highly encouraged to the extent possible.

## Face Masks

### Key Questions

- How will you ensure staff have accessibility to cloth face masks?
- How will you implement staff wearing cloth face masks?
- What protocols will you put in place to ensure staff are wearing masks throughout the day?
- In circumstance where children have been identified to wear face masks, how will you implement? **Summary**

### of Responses to Key Questions:

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and Supports Needed	PD (Y/N)
* Use of face coverings (masks or face shields) by all staff and visitors	Anyone entering the building must be wearing a mask. Masks must be worn at all times when social distancing (6ft of space) is not possible. Masks may be taken off to eat/drink.	Angie Weida Asst. Director	Face masks and/or shields	N
* Use of face coverings (masks or face shields) by children 2 years of age and older (as appropriate)	All children over the age of 2 must be wearing a mask. Masks must be worn at all times when social distancing (6ft of space) is not possible. Masks may be taken off to eat/drink, naptime and outdoor play when 6 ft. of space can be maintained.	Angie Weida Asst. Director	Face masks and/or shields	N

## Cleaning, Sanitizing, Disinfecting and Ventilation

### Key Questions

- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain children's safety in care?
- What protocols will you put in place to clean and disinfect high-touch surfaces throughout an individual day?

- Which staff will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided?

**Summary of Responses to Key Questions:**

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and Supports Needed	PD (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating, surfaces, and any other areas used by children in care (i.e., restrooms, drinking fountains, toys, hallways, and transportation)</p>	<p>High touch points will be cleaned/sanitized frequently throughout the day. All food areas will be cleaned before/after use. Toys will be sanitized on a daily basis. Classrooms will be cleaned/sanitized at the start and end of each day. Staff will follow CDC and DHS guidelines for cleaning classrooms, toys, restrooms, etc. Children are encouraged to bring a water bottle/cup from home on a daily basis. Water fountains will not be used. ***In the event of a positive COVID 19 case, the facility will close for a period of 48 hours following the confirmed positive COVID 19 case of a child or staff member in attendance so that the facility can be cleaned and disinfected properly.</p>	<p>Angie Weida Asst. Director</p>	<p>Clorox wipes, Lysol spray, alcohol wipes, Ecolution Disinfectant, other sanitizing/cleaning solutions deemed appropriate</p>	<p>Y – staff should refer to CDC and DHS guidelines and cleaning charts/procedures in each classroom</p>
<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>*see above Facility will also be cleaned/sanitized after hours at least 2 days a week.</p>	<p>Angie Weida Asst. Director</p>	<p>*see above</p>	<p>*see above</p>

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**Social Distancing and Other Safety Protocols**

**Key Questions**

- How will child care spaces be organized to mitigate spread?
- How will you group children in care with staff to limit the number of individuals who come into contact with one another throughout the day?
- What policies and procedures will govern use of other communal spaces within the facility?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the day?
- How will you adjust transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:**

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and Supports or Supports Needed	PD Required (Y/N)
Child care space occupancy that allows for 6 feet of separation among children in care and staff throughout the day, to the maximum extent feasible or promotes social distancing through grouping	Staff will do their best at working to maintain space between children and utilize the space in their classroom to the best of their ability to allow for as much social distancing as possible.	Angie Weida Asst. Director	CDC/DHS Guidelines	N

<p><b>Restricting the use of common areas, and consider serving meals in alternate settings such as where the child care is being provided</b></p>	<p>Children will spend most of their day within in their own classroom, with the exception of going outside and/or using the bathroom. SA will use their classrooms and other designated areas in the building. They will use the social hall for meals depending on the number of children they have.</p>	<p>Angie Weida Asst. Director</p>	<p>CDC/DHS Guidelines</p>	<p>N</p>
<p><b>* Hygiene practices for children in care and staff including the manner and frequency of handwashing and other best practices</b></p>	<p>Hand sanitizer will be available at the check in/out table for staff and any visitors entering the building. Staff and children will wash hands upon entering their classrooms. Hands will be washed before any meals/meal prep, after blowing one's nose, coughing or sneezing, after using the restroom/diaper changes and at any other times deemed necessary throughout the day. Gloves will be worn by staff for all food prep/serving, diaper changes and at any other time deemed necessary.</p>	<p>Angie Weida Asst. Director</p>	<p>CDC/DHS Guidelines</p>	<p>Y- review CDC/DHS Guidelines</p>
<p><b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p>	<p>Signs will be posted in classrooms, bathrooms and other high traffic areas in regards to handwashing, cleaning and sanitizing, etc.</p>	<p>Angie Weida Asst. Director</p>	<p>CDC/DHS Guidelines</p>	<p>N</p>
<p><b>Identifying and restricting nonessential visitors and volunteers</b></p>	<p>Visitors will be limited and must wear a mask and have their temperature taken before being allowed to enter the building. Their time in the building will be limited as will the areas they can have access to during childcare hours.</p>	<p>Angie Weida Asst. Director</p>	<p>CDC/DHS Guidelines</p>	<p>N</p>
<p><b>Handling outdoor play consistent with the CDC Considerations</b></p>	<p>All classrooms will utilize the appropriate play areas/space outside. Toys/equipment used will be sanitized at the end of use and before it is used by another classroom/group.</p>	<p>Angie Weida Asst. Director</p>	<p>CDC/DHS Guidelines</p>	<p>Y- review CDC/DHS Guidelines</p>



Limiting the sharing of materials among children in care	Classrooms will not share toys and other frequently used materials. All toys/materials used will be cleaned/sanitized following use.	Angie Weida Asst. Director	CDC/DHS Guidelines	N
<b>Requirements</b>				
<b>Action Steps</b>				
<b>Materials, Resources, and or Supports Needed</b>				
Staggering the use of communal spaces and hallways	One classroom at a time should use the hallway whenever possible and/or stop and wait for another room to get to their destination before continuing on.	Angie Weida Asst. Director	N	N
Adjusting transportation schedules and practices to create social distance between children in care	Parents should be following our COVID drop off/pick up procedures in place. Utilize the car line and wait for your turn to get out of your car and come up to the building to check your child in or out.	Angie Weida Asst. Director	N	N
Limiting the number of individuals in facility rooms and other facility spaces, and interactions between groups of children in care	Staff should be following DHS regulations as usual when it comes to ratios and CDC guidelines with recommended group sizes. Refrain from combining with other classrooms unless absolutely necessary.	Angie Weida Asst. Director	DHS Regs and CDC Guidelines	Y- review regs and guidelines
Coordinating with local schools regarding transportation protocol changes and, when possible, revised hours of operation or modified school year calendars	We will be working with Brandywine and Fleetwood School Districts during the school year and will adjust our SA care to meet their school schedules to the best of our ability. The structure of our SA program will be modified as needed depending upon what the public-school schedules will look like at any given point in time.	Angie Weida Asst. Director	Refer to individual school plans	N
Other social distancing and safety practices	We will refer to DHS and CDC Guidelines as far as all social distancing and safety practices.	Angie Weida Asst. Director	DHS regs and CDC Guidelines	Y- review regs and guidelines as they change

## Monitoring Children and Staff Health

### Key Questions

- How will you screen children, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where will the screening take place?
- When and how frequently will you monitor the health of children, staff and others who interact with each other throughout the day to ensure that they continue to be healthy and do not exhibit new signs of illness?
- What is the policy for quarantine or isolation if a staff and/or child becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- What conditions will a staff or child confirmed to have COVID-19 need to meet to safely return to the facility?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or children?
- When and how will families be notified of confirmed staff or child illness or exposure and resulting changes to the COVID-19 Health and Safety Plan?
- Which person will be responsible for reporting suspected or confirmed cases of COVID-19 to the Department of Health and Child Care Certification?
- Which persons will be trained on protocols for monitoring children and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and Supports Needed	PD Required (Y/N)
* Monitoring children and staff for symptoms and history of exposure	All staff and children will need to fill out a daily health check paper and be screened at the check in table and have their temperature taken before they will be allowed to enter the building. Staff and children will be monitored throughout the day and have their temperature taken as necessary. All staff and children will also have their temperature taken upon departure for the day at the check out table.	Angie Weida Asst. Director	Daily Health Check Papers and Thermometers	Y- staff at the check in/out table will need to know protocol for screening

<p><b>* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Staff exhibiting symptoms will be sent home immediately and asked to see a doctor for further analysis and will need to be cleared with a doctor's note to return to work. Children exhibiting symptoms will be moved to an isolated location in the building and their parents will be notified that they need to be picked up immediately. They will need to see a doctor for further analysis and need to be cleared with a doctor's note to return to care.</p>	<p>Angie Weida Asst. Director</p>	<p>CDC Guidelines, DHS Regs and CCCC's policy</p>	<p>Y-stay up to date on CDC guidelines and DHS regs</p>	<p>staff and children</p>
<p><b>* Returning isolated or quarantined staff, children, or visitors to the facility</b></p>	<p>Any staff or children who have exhibited symptoms will have to be cleared by a doctor and need a note and/or a negative COVID 19 test in order to return. They will need to follow the guidance/recommendations of their physician as well as CDC guidelines and DHS regs in regards to the symptoms they have and their diagnosis. CCCC will evaluate each individual case to make sure that proper isolation/quarantining has taken place before they will be allowed to return.</p>	<p>Angie Weida Asst. Director</p>	<p>CDC Guidelines and DHS Regs</p>	<p>N</p>	
<p><b>* Notifying staff and families of suspected or confirmed cases of COVID-19</b></p>	<p>For confirmed COVID 19 cases or exposure the PA Department of Health/CDC will be contacted for further guidance. Staff and families exposed to confirmed cases will be notified while maintaining confidentiality.</p>	<p>Angie Weida Asst. Director</p>	<p>CDC Guidelines and DHS Regs</p>	<p>N</p>	
<p><b>* Reporting to DOH and Certification</b></p>	<p>CCCC will report any confirmed cases to the DOH as well as the DHS</p>	<p>Angie Weida Asst. Director</p>	<p>DHS Regs</p>	<p>N</p>	

<p><b>Other monitoring and screening practices</b></p>	<p>We will stay up to date on changes to CDC Guidelines and DHS Regs and follow them accordingly.</p>	<p>Angie Weida Asst. Director</p>	<p>CDC Guidelines and DHS Regs</p>	<p>Y- stay up to date on guidelines and regs</p>
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Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and Supports Needed	PD Required (Y/N)
Notifying staff and families of facility closures	In the event of a positive COVID 19 case, the facility will close for a period of 48 hours following the confirmed positive COVID 19 case of a child or staff member in attendance so that the facility can be cleaned and disinfected properly. Staff and families will be notified as soon as possible if a closure is necessary.	Angie Weida Asst. Director	CDC Guidelines and DHS Regs	N

**Other Considerations for Children and Staff**

**Key Questions**

- How will you determine which staff are willing/able to return? How will you accommodate staff who are unable or uncomfortable to return?
- How will you determine which children are willing/able to return? How will you accommodate children who are unable or uncomfortable to return?
- What special protocols will you implement to protect children and staff at higher risk for severe illness?
- How will you address staff who are ill, or who have family members who have become ill?
- How will you ensure enough substitute staff are prepared in the event of staff illness? Have you considered applying for a Provisional Hire Waiver?

**Summary of Responses to Key Questions:**

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and Supports Needed	PD Required (Y/N)
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* Protecting children and staff at higher risk for severe illness	All staff and children over two will be required to wear masks. We will encourage staff to stay home if they are sick and encourage parents to keep sick children home.	Angie Weida Asst. Director	N/A	N
Unique safety protocols for children with complex needs or other vulnerable individuals	All staff and children under the age of two will be required to wear masks. Children who can not wear a mask or face shield due to a medical condition or disability will need a doctor's note to be able to be excluded from wearing a mask/face shield. Extra disposable masks will be on hand in the event that one of our staff or a child forget their mask or need a new one. No person may enter the building without a mask.	Angie Weida Asst. Director	CDC Guidelines and DHS Regs	Y- stay up to date on guidelines and regs
<b>Requirements</b> <b>Action Steps</b> <b>Lead Individual and Position</b> <b>Materials, Resources, and or Supports Needed</b> <b>PD Required (Y/N)</b>				
Strategic deployment of staff	We will try to keep the same staff in our classrooms every day and limit sharing staff from room to room as much as possible while maintaining ratios. Extra staff will be used to help cover the check in/out table. If a staff person is unable to perform their regular duties then we will take a look at where we can place them within the center.	Angie Weida Asst. Director	Staff schedule, job duties and/or special needs of staff	N

### COVID-19 Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all staff, children (as age appropriate), and parents to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional development plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.

- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date

**COVID-19 Health and Safety Plan Communications**

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Facilities should be particularly mindful that frequent communications are accessible in primary languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, facilities should establish and maintain ongoing communication with their certification representative or regional office.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date



# COVID-19 Health and Safety Plan Summary:

## CHRIST CHURCH CHILDREN'S CENTER

Plan Date: JULY 2020

<b>Face Masks Requirement(s)</b>	<b>Strategies, Policies and Procedures</b>
<p>* Use of face coverings (masks or face shields) by all staff and visitors</p> <p>* Use of face coverings (masks or face shields) by older children (as appropriate)</p>	<p>Anyone entering the building must be wearing a mask. Masks must be worn at all times when social distancing (6ft of space) is not possible. Masks may be taken off to eat/drink.</p> <p>All children over the age of 2 must be wearing a mask. Masks must be worn at all times when social distancing (6ft of space) is not possible. Masks may be taken off to eat/drink, naptime and outdoor play when 6 ft. of space can be maintained.</p>

<b>Facilities Cleaning, Sanitizing, Disinfecting and Ventilation Requirement(s)</b>	<b>Strategies, Policies and Procedures</b>
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by children (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>High touch points will be cleaned/sanitized frequently throughout the day. All food areas will be cleaned before/after use. Toys will be sanitized on a daily basis. Classrooms will be cleaned/sanitized ant the start and end of each day. Staff will follow CDC and DHS guidelines for cleaning classrooms, toys, restrooms, etc.</p> <p>Children are encouraged to bring a water bottle/cup from home on a daily basis. Water fountains will not be used.</p> <p>***In the event of a positive COVID 19 case, the facility will close for a period of 48 hours following the confirmed positive</p>

COVID 19 case of a child or staff member in attendance so that the facility can be cleaned and disinfected properly.

**Social Distancing and Other Safety Protocols**

**Requirement(s)**

Child care space occupancy that allows for 6 feet of separation among children and staff throughout the day, to the maximum extent feasible or group management to limit cross-group interactions.

**Strategies, Policies and Procedures**

Staff will do their best at working to maintain space between children and utilize the space in their classroom to the best of their ability to allow for as much social distancing as possible.

**Requirement(s)**

**Strategies, Policies and Procedures**

**Restricting the use of common areas, and consider serving meals in alternate settings such as where the child care is being provided**

**\*Hygiene practices for children and staff including the manner and frequency of hand-washing and other best practices**

**Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**

**Identifying and restricting nonessential visitors and volunteers**

**Handling outdoor play consistent with the CDC Considerations.**

**Limiting the sharing of materials among children in care  
Staggering the use of communal spaces and hallways**

Children will spend most of their day within in their own classroom, with the exception of going outside and/or using the bathroom.

SA will use their classrooms and other designated areas in the building. They will use the social hall for meals depending on the number of children they have.

Hand sanitizer will be available at the check in/out table for staff and any visitors entering the building. Staff and children will wash hands upon entering their classrooms. Hands will be washed before any meals/meal prep, after blowing one's nose, coughing or sneezing, after using the restroom/diaper changes and at any other times deemed necessary throughout the day. Gloves will be worn by staff for all food prep/serving, diaper changes and at any other time deemed necessary.

Signs will be posted in classrooms, bathrooms and other high traffic areas in regards to handwashing, cleaning and sanitizing, etc.

Visitors will be limited and must wear a mask and have their temperature taken before being allowed to enter the building. Their time in the building will be limited as will the areas they can have access to during childcare hours.

All classrooms will utilize the appropriate play areas/space outside. Toys/equipment used will be sanitized at the end of use and before it is used by another classroom/group.

Classrooms will not share toys and other frequently used materials. All toys/materials used will be cleaned/sanitized following use.

**Limiting the number of individuals in facility rooms and other facility spaces, and interactions between groups of children**

One classroom at a time should use the hallway whenever possible and/or stop and wait for another room to get to their destination before continuing on.

Staff should be following DHS regulations as usual when it comes to ratios and CDC guidelines with recommended group sizes. Refrain from combining with other classrooms unless absolutely necessary.

Parents should be following our COVID drop off/pick up procedures in place. Utilize the car line and wait for your turn to get out of your car and come up to the building to check your child in or out.

**Adjusting transportation schedules and practices to create social distance between children**

**Coordinating with children regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars**

Staff should be following DHS regulations as usual when it comes to ratios and CDC guidelines with recommended group sizes. Refrain from combining with other classrooms unless absolutely necessary.

We will be working with Brandywine and Fleetwood School Districts during the school year and will adjust our SA care to meet their school schedules to the best of our ability. The structure of our SA program will be modified as needed depending upon what the public-school schedules will look like at any given point in time.

**Other social distancing and safety practices**

We will refer to DHS and CDC Guidelines as far as all social distancing and safety practices.

**Monitoring Children and Staff Health**

**Requirement(s)**

**Strategies, Policies and Procedures**

**\* Monitoring children in care and staff for symptoms and history of exposure**

All staff and children will need to fill out a daily health check paper and be screened at the check in table and have their temperature taken before they will be allowed to enter the building. Staff and children will be monitored throughout the day and have their temperature taken as necessary. All staff and children will also have their temperature taken upon departure for the day at the check-out table.

**\* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure**

Staff exhibiting symptoms will be sent home immediately and asked to see a doctor for further analysis and will need to be cleared with a doctor's note to return to work. Children exhibiting symptoms will be moved to an isolated location in the building and their parents will be notified that they need to be picked up immediately. They will need to see a doctor for further analysis and need to be cleared with a doctor's note to return to care.

**\* Returning isolated or quarantined staff, children, or visitors to school**

Any staff or children who have exhibited symptoms will have to be cleared by a doctor and need a note and/or a negative COVID 19 test in order to return. They will need to follow the guidance/recommendations of their physician as well as CDC guidelines and DHS regs in regards to the symptoms they have and their diagnosis. CCCC will evaluate each individual case to make sure that proper isolation/quarantining has taken place before they will be allowed to return.

**\*Reporting to DOH and Certification**

For confirmed COVID 19 cases or exposure the PA Department of Health/CDC will be contacted for further guidance. Staff and families exposed to confirmed cases will be notified while maintaining confidentiality.

**\*Notifying staff, families, and the public of facility closures**

In the event of a positive COVID 19 case, the facility will close for a period of 48 hours following the confirmed positive COVID 19 case of a child or staff member in attendance so that the facility can be cleaned and disinfected properly. Staff and families will be notified as soon as possible if a closure is necessary.

**Other Considerations for Children and Staff**

**Requirement(s)**

**Strategies, Policies and Procedures**

**\* Protecting children and staff at higher risk for severe illness**

All staff and children over two will be required to wear masks. We will encourage staff to stay home if they are sick and encourage parents to keep sick children home.

**Unique safety protocols for children with complex needs or other vulnerable individuals**

All staff and children under the age of two will be required to wear masks. Children who can not wear a mask or face shield due to a medical condition or disability will need a doctor's note to be able to be excluded from wearing a mask/face shield. Extra disposable masks will be on hand in the event that one of our staff or a child forget their mask or need a new one. No person may enter the building without a mask.

**Strategic deployment of staff**

We will try to keep the same staff in our classrooms every day and limit sharing staff from room to room as much as possible while maintaining ratios. Extra staff will be used to help cover the check in/out table. If a staff person is unable to perform their regular duties then we will take a look at where we can place them within the center.

# COVID-19 Health and Safety Plan Affirmation Statement

The Legal Entity or the Board of Directors/Trustees for **(Insert Name of Facility)** reviewed and approved the Phased Child Care Facility Reopening Health and Safety Plan on **(Insert Date as Month, Day, Year)**.

The plan was approved by a vote of:

6 Yes

0 No

Affirmed on: **(Insert Date as Month, Day, Year)** 8/4/2020

By:

Michael G. Arndt

*(Signature of Legal Entity or Legal Entity Representative)*

Michael G. Arndt, Christ Church Children's Center Director

*(Print Name of Legal Entity or Legal Entity Representative)*