



Procedures

Access to the facility shall be limited. Ideally, the same parent or designated person shall drop-off and pick-up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions shall not drop-off or pick-up children, because they are more at risk for severe illness from COVID-19. We require that anyone dropping off and/or picking up wear a face mask/shield at all times. IF you cannot for medical reasons only, you must notify us in advance.

Parents/Children are required to answer these questions **DAILY** as soon as they arrive.

1. Has your child had fever, cough, sore throat, shortness of breath, vomiting, diarrhea, or a rash in the last 5 days, has your child been given any medications?
2. Has your child or has anyone in your household been exposed to someone with COVID-19?
3. Has your child or has anyone in your household traveled internationally in the past 14 days or have you or anyone in your household had contact with anyone who traveled internationally in the past 14 days?

If the parent/person answers no to all the above, the child will then have a temperature check. If the temperature check is under 100 degrees, the child will then be able to stay and attend the program. If the temperature is over 100 degrees, then the child will not be able to attend until 24 hours after fever has broken. If the parent answers yes to any of the above questions, then the child cannot return until they can answer no to them all.

We will have a staff member between the hours of 6:30 am - 9:15 am waiting for you when you arrive. The staff member will do the above and sign your child in for you. If you arrive after 9:15 am, please call (203) 924-0744 so we can have a staff member meet you. We encourage everyone to be here by 9:15 as it takes staff away from the kids. Please do not go beyond the foyer unless absolutely necessary and please adhere to the distancing stickers on the floor. Drop off needs to be quick and easy 😊

There will be a staff at designated times waiting for you when you pick up your child. The staff member will bring your child to you and sign them out for you as well. Please do not go beyond the foyer unless absolutely necessary and please adhere to the distancing stickers on the floor. Pick up needs to be quick and easy 😊

Children should **NOT** be dropped off earlier than his/her drop off time, they will not be allowed in until the time they are scheduled for. Children **MUST** be picked up by their scheduled pick-up time. Parents must be in the building ready to pick their child by their child's pick-up time or earlier. If not, you **WILL** be charged a late fee, this includes being in the parking lot pulling in. Please understand that we need to be strict about this due to staffing because of the State of Ct's updated staff/child ratio we must follow.

Group Size

Our ratio is 1 staff to 10 children. Our group size is limited to no more than 16/18 children.

SICK CHILD

All children will be observed upon arrival for obvious signs of sickness. Should a child become ill during the time they are in our care, these steps should be followed:

- The Counselor should direct her attention to the immediate care of the child in attempt to comfort, reassure, and aide the child.
- The Counselor should enlist the help of other staff members to supervise her/his group while she/he informs the Director bringing the child with her/him.
- The Counselor or Director will pull the child's file for specific instructions or precautions. The Counselor or Director will contact the parent who will be instructed to pick up the child at once.
- While awaiting the parent's arrival, the child will be kept calm, comfortable, and away from the other children but within visual contact of a staff member, whether it be on a cot in the corner of the classroom, office, or storage room. An isolation area can be set up directly outside of the classroom but within visual contact of the Counselor or if the Director is available to assist in direct care, in the isolation area within the office or storage room.
- **If the child cannot be picked up within reasonable time (1 hour latest) by the parent, other arrangements to remove the child must be made.**
- Children with a communicable illness such as covid, chicken pox, strept throat, pink eye, lice, bronchitis etc., absolutely cannot return without a doctor's note. If a child is diagnosed with Covid, then they must quarantine a minimum of 14 days. If the child has any siblings that attend the program, they will need to quarantine as well.
- Children cannot return to the program until 24 hours after a fever has broken or 24 hours after a child has last vomited. Therefore, if your child gets sent home with a fever of 100.00 degrees or higher or vomits at 4:00 PM, they cannot return the next day, unless diagnosed with a communicable illness.
- Severe coughing must be under control to attend our program. The child doesn't need to have a fever or any other symptoms. It is at our discretion to have the parent pick up the child and when the child can return.

Mask Policy

All children must wear a mask while attending our program. Students' masks should be clearly identified with their names or initials, to avoid confusion or swapping. All children must have a lanyard to hold the mask when taking it off for breaks, lunch, and going outside. This way the kids don't have to put it down and it won't get lost. Masks must go home EVERY day to be washed and cleaned! Backup masks should be brought in every day in the event a mask gets dirty. Children **MUST** have a mask in order to attend our program each day unless they are exempt with documentation.

We will be taking mask breaks throughout the day. Mask breaks indoors will maximize physical distance between children, maintaining at least 6 feet of distance wherever possible. Masks may be removed for outdoor play, lunch, and drinking. We will make this fun for the kids

The exceptions to the mask requirement in child care settings are as follows:

A child with a documented medical condition, special health care need, or developmental need (such as sensory integration) for whom wearing a mask or face covering would be contrary to their health or safety is not required to wear a mask.

A child with a documented disability or special education need for whom wearing a mask or face covering would be contrary to their needs may be permitted exceptions.

In addition, children and staff involved with certain special education and related services activities like speech and language therapy or where lip reading is required may remove a face-covering mask intermittently.

If you feel your child is exempt from this policy, please contact us so we know. We will need a doctors' note for your child's file.

Protocol for putting on and taking off masks

Putting on your mask

- ~ Wash your hands before putting on your mask
- ~ Put it over your nose and mouth and secure it under your chin
- ~ Try to fit it snugly against the sides of your face
- ~ Make sure you can breathe easily

Taking off your mask

- ~ Untie the strings behind your head or stretch the ear loops
- ~ Handle only by the ear loops or ties
- ~ Fold outside corners together
- ~ Place mask in your cubby
- ~ Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

We will encourage the kids wear masks by using simple words to explain why people are wearing masks. We will answer any questions they have. We will give support and help make it fun. One way is by introducing a sense of play. Kids can pretend to be a doctor or nurse while wearing their masks. They might want to use a doctor kit and "take care" of a stuffed animal or doll. We will also talk to the children about people in our community who often wear masks, like firefighters, nurses, doctors, or the always-adored superheroes. This will help increase their comfort level as they realize that friends and people they look up to are wearing masks as well. **We will always accept how they react!** We realize that it's normal for young kids to react with caution to things they don't expect, understand, or feel familiar with. We will let them take their time to warm up to wearing a mask by comforting them. We will be playful and show understanding. We will give positive feedback and praise them for wearing the masks.

All children who attend our program must follow the mask policy. Parents will be informed of this policy before signing up their child. Only children who are exempt with a doctor's note will be permitted to attend without a mask. If a parent refuses to have their child wear a mask, then the child will not be able to attend our program. If a parent forgets the child's mask, the child will not be able to attend our program.

Masks or Cloth Face Coverings Required by all staff

- ***Employees that cannot wear a mask due to a medical condition must provide documentation.***
- Each employee is required to wear a facemask or cloth face covering that covers his or her mouth and nose while in the workplace, except when eating, drinking or outside (as long as they are social distancing, which is being able to stay 6 feet away from another person).
- We will increase ventilation by opening the windows whenever possible.

Guidelines for essential employees

- Employees who are ill should stay home.
- Where possible, employees should take their temperature before they go to work. If they have a temperature above 100.4 degrees Fahrenheit, they should stay home. Staff temperatures will be taken upon arrival.
- Hand sanitizer will be available to employees who do not have ready access to soap and water.
- Posters will be placed that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Whether at work or at home, all employees are advised to follow the CDC guidelines for preventing transmission of COVID-19 including:
 - Washing hands frequently for at least 20 seconds, avoiding touching mouth and nose, avoiding close contact with others, cleaning and disinfecting surfaces, using cough and sneeze etiquette, and staying at home when sick.

Guidelines for employees who had close contact with a person with symptoms of or have been diagnosed with COVID-19:

- Do not go to work.
- Notify your supervisor
- Isolate yourself from the rest of the people in your home.
- Consult your healthcare provider.
- Practice home isolation as recommended by your health care provider.

Guidelines for workplace illness:

Guidelines if an employee is exposed to or diagnosed with COVID-19:

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor 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 their supervisor 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 (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
 - Ventilate areas visited by that individual.
 - Clean and disinfect all impacted spaces, especially commonly used rooms and shared equipment.
- 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.

If COVID-19 is confirmed in a child or staff member: If a child or staff member who has been present in the program is diagnosed with COVID-19, we will notify the families and staff of the child care program about the exposure.

- We will close off areas used by the person who is sick.
- We will open outside doors and windows to increase air circulation in the areas.
- We will wait up to 24 hours or as long as possible before we clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- We will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.

COVID-19 was added to the List of Reportable Diseases. Those required to report such diseases must report cases of COVID-19 infection immediately to the DPH Epidemiology and Emerging Infection Program (860-509-7994) and the local department of health in the town of residence of the case-patient by telephone on the day of recognition or strong suspicion of the disease. For weekend and after-hours reports to DPH, dial 860-509-8000. Contact your local health department of the CT Department of Public Health.

We will determine the date of symptom onset for the child/staff member. We will determine if the child/staff member attended/worked at the program while symptomatic or during the two days before symptoms began. We will identify what days the child/staff member attended/worked during that time. We will determine who had close contact with the child/staff member at the program during those days (staff and other children)

We will 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. We will conduct appropriate cleaning and disinfection by closing off areas used by the person who is sick, open outside doors and windows to increase air circulation in the areas. We will wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting. We will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas. If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. We will continue routine cleaning and disinfection. Depending on the size of the program and the number of people affected, closure of a particular room in the program (for larger centers) or the entire program might need to be considered. Specific situations and exposures can be discussed with the local health department or the Department of Public Health (860.509.7994)

Enhanced handwashing and health practices for staff & children

Hand washing with soap and water will be done for at least 20 seconds as follows:

- ~ Before coming in contact with any child
- ~ Before and after eating
- ~ After sneezing, coughing or nose blowing
- ~ After using the rest room
- ~ Before handling food
- ~ After touching or cleaning surfaces that may be contaminated
- ~ After using any shared equipment like toys, computer keyboards, mouse

The children will sing the abc's while washing their hands.

If soap and water are not available, an alcohol based sanitizer shall be used. Sanitizer is provided throughout our facility. The staff will always supervise the use of the alcohol-based sanitizers. All staff must cover coughs and sneezes with either a tissue or the corner of their elbow. All staff must also encourage children, when appropriate, to cover coughs and sneezes with tissues or the corner of the elbow. All soiled tissues must be disposed of immediately after use.

Cleaning

On top of our usual cleaning at the end of the day, the staff will throughout the day clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. The staff will also clean objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, cubbies, and playground structures. We will continue to use cleaners such as bleach and water, Lysol disinfectant spray, Virex Spray.

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfecting

- **Disinfect with a household disinfectant.**
Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Social Distancing Strategies

We will work with our local health officials to determine a set of strategies appropriate for your community's situation. Continue using preparedness strategies and consider the following social distancing strategies:

- If possible, child care classes should include the same group each day, and the same child care providers should remain with the same group each day. If your child care program remains open, consider creating a separate classroom or group for the children of healthcare workers and other first responders. If your program is unable to create a separate classroom, consider serving only the children of healthcare workers and first responders.
- Cancel or postpone special events such as festivals, holiday events, and special performances. We have until further notice, cancelled our special events such as mothers day tea, fathers day pizza, and our end of year family picnic. We at this time, feel we can have our holiday in class parties for our preschool classes.
- Where possible, our child care classes will include the same group each day, and the same child care providers will remain with the same group each day.
- We will when possible, keep each group of children in a separate room. If we need be we will disinfect prior to another group using the same room, if nessecary.
- We will limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, sandbox, water play, and exercising.

OUTDOOR RULES

- ~ You must wash your hands before and after going outside
- ~ You must bring your bucket of tissues and hand sanitizer out with you at all times
- ~ You must wear a mask/shield UNLESS, you can stay at least 6 feet from your children
 - ~ Only 1 child per water table at a time
 - ~ Clean/disinfect all toys/items used in between children/groups
 - ~ No co-mingling
 - ~ Masks must be worn until outside