

COVID-19 HEALTH AND SAFETY PLAN

TABLE OF CONTENTS

Screening Procedures	Page 1
Child Drop-off and Pick-Up Policies and Procedures.....	Page 2
Sick policies	Page 2
Mask Policy	Page 4
Cleaning/Sanitation Procedures	Page 4

LEAD INDIVIDUALS AND POSITIONS

Health and Safety COVID-19 Coordinator:

Primary: Dinnelle Smith, *Operations Manager*
in coordination with

Secondary: Elizabeth Paronish, *Director*
under the direct guidance of

Mandi L. Paronish, MSN, RN, CPN, *Owner/CEO*

With approval from

Board of Directors:

Kathleen Toole, *President*

Stephanie Brown, *Vice President*

Board Members: *Elizabeth Paronish, Ashley Wetzel, Dr. Laura Lansing, Brenda Calhoun*

MATERIALS, RESOURCES AND/OR SUPPORTS NEEDED

- Hand hygiene supplies: sink with hot water access, hand soap
- Hand sanitizer containing at least 60% alcohol
- Disposable gloves
- Non-contact thermometer
- Sign-in sheet/clipboard and pen
- Alcohol wipes and/or disinfecting wipes
- Disinfecting spray
- Appropriate staff in center to receive child(ren) upon entry (Resource Staff + Care Staff)
- Antibacterial dish soap
- Bleach
- Disposable adult masks
- Disposable children masks
- Laundry sanitizer
- Contact information for reporting suspected or confirmed cases to Department of Health (DOH) and Department of Human Services (DHS)

PROFESSIONAL DEVELOPMENT RECOMMENDED:

Professional Development provided in conjunction with PA Keys available on papdregistry.org:

307457: Sanitation for Disease Prevention

305990: Infectious Disease Control: Kick Those Germs to the Curb!

312931: Infections Spread by Contact with Blood or Other Body Fluids

SCREENING PROCEDURES

All staff and children will be screened upon arrival. This will include having their temperature taken in addition to a visual inspection for signs of illness which could include **fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.** Staff or children with a temperature over 100.0° or above or other signs of illness will not be admitted to the facility.

ACTION STEPS *for staff*

Upon arrival of staff: No staff should report to the center if exhibiting any signs of illness described above.

1. Opening staff entering through office should check temperature with non-contact thermometer located in office to ensure temperature is below 100.0°F
2. All subsequent staff should arrive through main entry and have temperature taken by Resource Staff before entering the center then continue with Step 3 - 6
3. Remove shoes
4. Wash hands
5. Put on face mask
6. Use hand sanitizer

Upon receiving a call from a parent upon arrival, Resource Staff will:

1. Use hand sanitizer containing at least 60% alcohol
2. Put on fresh pair of disposable gloves
3. Gather items needed: sign-in/out clipboard, pen, non-contact thermometer
4. Record time family arrived under Time-In on sign-in sheet next to child's name
5. Exit center to bottom of the entrance ramp
6. Greet parents and child(ren)
7. Ask sickness/exposure question at top of sign-in sheet and record answer
8. Visually inspect child for illness described above
9. Direct non-contact thermometer 2"-3" from child's forehead, scan and record temperature under Temp 1
10. Have parent sign name under Parent Sig next to child's name

DO NOT ADMIT CHILD(REN) or STAFF if ANY of the following statements are TRUE:

- They answered YES to Step 7 above
- They are exhibiting any signs of illness described above (did not pass Step 8 above)
- They have a temperature with non-contact thermometer over 100.0°F
- They have recently had potential exposure with a person with COVID-19
- You are aware that they have traveled to a high-risk state within the last 14 days

11. Ensure child(ren) do not have any items with them except for a table/phone
12. Obtain tablets/phones and place in basket to disinfect upon entry of center
13. Take child to top of ramp to remove jacket and shoes and place in outdoor cubby
14. Have child use alcohol-based hand sanitizer (UNDER DIRECT SUPERVISION TO PREVENT SWALLOWING)
15. Assist child with putting on mask
16. Take child inside to staff member
17. Have child wash hands with soap and water before entering care space
18. Disinfect tablet/phone and pen with alcohol swab or disinfecting wipe according to directions and set to dry
19. Disinfect child(ren)'s shoes (on ramp) with disinfectant spray according to directions
20. Remove and dispose of gloves

Mid-Day Health Screening:

After lunch, while children are washing hands for rest, Resource Staff should complete Steps 1-2 and 7-8 above for all children and staff and record temperature under Temp 2 on clipboard Sign-in/out sheet.

CHILD DROP-OFF AND PICK-UP POLICIES AND PROCEDURES

Drop-off/Pick-Up and sign-in/out will now take place outside on our ramp. We ask that you call our center at 814-420-8362 upon arrival so a staff member can greet you and/or your child(ren) outside the entrance to our center, at the bottom of the ramp with the sign-in sheet (pens will be disinfected between each use). **If your child or anyone in your family is sick or exhibiting any symptoms of illness such as fever, cough, flushed cheeks, rapid breathing or difficulty breathing, please keep your child home for the health and wellness of our staff and children.**

ACTION STEPS *for parents*

Upon arrival to our center: Your child will not be admitted if showing any signs of illness described above or if found to have a temperature over 100.0°F.

1. Call our center at 814-420-8362 to let staff know you have arrived
2. On the call, please provide your child(ren)'s name(s)
3. Pull up to the Child Loading sign alongside the ramp
4. If another parent is at the designated drop-off/pick-up spot at the end of the ramp, pull behind them to create a line
5. Once parked in the loading spot, please meet the staff member at the end of the ramp (one only child/siblings should be outside of their vehicle at a time)
6. Upon drop-off, you must wait with your child while our staff conducts a visual health inspection and temperature check of your child.
7. The staff member will have the sign-in/out sheet outside for your signature. Staff disinfect pens between each use. There is hand sanitizer available at the bottom of the ramp for your use as you feel necessary.

SICK POLICY

ILLNESS

Children or staff must stay home and be symptom free for **24 hours** with any of the following symptoms:

- **Rash** – Any child presenting any type of rash besides common diaper rash will be send home and will require a doctor's clearance stating that the rash is not contagious before returning to our center while symptoms are still present.
- **Conjunctivitis** – Any child presenting irritation with discharge in their eye(s) will be sent home and will require a doctor's clearance before returning to our center while symptoms are still present.

Children or staff must stay home and be symptom free (unmedicated) for **48 hours** with any **SINGLE** sign of illness which could be COVID-19, including: **fever or chills, cough, shortness of breath or difficulty breathing , fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea**

During this time, if any additional symptoms above appear, your child will need to be seen by a doctor to ensure their ability to return to care (55 Pa. Code § 3270.137. Children with symptoms of disease). *An operator who observes an enrolled child with symptoms of a communicable disease or infection that can be transmitted directly or indirectly and which may threaten the health of children in care shall exclude the child from attendance until the operator receives notification from a physician or a Certified Registered Nurse Practitioner (CRNP) that the child is no longer considered a threat to the health of others.*

IF A CHILD OR STAFF MEMBER BECOMES SICK

Any child that becomes sick or begins showing any symptoms of illness (not limited to COVID-19) or develops a temperature over 100.0°F (either discovered independently or during our mid-day health screening) will be isolated in our prepared isolation room with one-on-one care. Parents will be contacted for immediate pick up. Please have a plan for timely pick-up if your child becomes sick while at our center. Any staff member that becomes sick or begins showing any symptoms of illness will be sent home immediately (a back-up staff is always present in the center).

IF COVID-19 IS CONFIRMED IN A CHILD OR STAFF MEMBER

ACTION STEPS

If COVID-19 is confirmed in a child or staff member, Small Town Hope staff will follow the steps below based on guidance from the Center of Disease Control (CDC) for Child Care Centers that Remain Open:

1. Immediately notify local health officials so they can determine a course of action for our center.
2. Dismiss all children and staff and prepare to close for 2-5 days (48 hour minimum). This 48-hour minimum will allow us the 24 hour minimum time to allow respiratory droplets to settle before cleaning and disinfecting and provide our staff with ample time to clean and disinfect our entire center following CDC guidelines for cleaning and disinfecting our facility.
3. Close off areas used by the person who is sick.
4. Open outside doors and windows to increase air circulation in the areas.
5. Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
6. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
7. Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

ANY STAFF MEMBER OR CHILD WITH CONFIRMED CASE OF COVID-19

May return to Small Town Hope, Inc. after **ALL 3** following conditions are met:

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

If you will be tested, you can return when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

ANY STAFF MEMBER OR CHILD WHO HAS HAD POTENTIAL EXPOSURE TO COVID-19

It is important to remember that anyone who has close contact with someone with COVID-19 **must home for 14 days after exposure** based on the time it takes to develop illness. A potential exposure means having close contact within 6 feet of an individual with a confirmed or suspected case of COVID-19 for at least 15 minutes.

TRAVEL TO A 'HIGH-RISK' STATE WHERE COVID-19 TRANSMISSION IS KNOWN TO BE STPREADING *(based on guidance from Department of Health at health.pa.gov)*

Any staff or family that has traveled, or plan to travel, to an area where there are high amounts of COVID-19 cases must stay at home for 14 days upon return to Pennsylvania before returning to our center. Any staff who has traveled to the following states, **must quarantine for 14 days** upon return: currently: Alabama, Arizona, Arkansas, California, Florida, Georgia, Idaho, Louisiana, Mississippi, Nevada, North Carolina, South Carolina, Tennessee, Texas, and Utah.

REPORTING OF SUSPECTED OR CONFIRMED CASE OF COVID-19

Parents of all enrolled children and staff will be informed via a direct electronic message or a letter will be sent home with the child if there is a suspected or confirmed case of COVID-19 at our center. All parents of enrolled children will be informed when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health as per 55 Pa. Code §3270.136(b).

Small Town Hope, Inc. will also report to our Certification Representative at the Office of Child Development and Early Learning at 814-254-0183 along with the PA Department of Health at 1-877-724-3258., as per 55 Pa. Code §3270.136(d): a facility person who knows of a communicable disease for which 28 Pa. Code Chapter 27 (relating to communicable and noncommunicable diseases) requires reporting, or who knows of a group expression of an illness which may be of public concern, whether or not it is known to be of a communicable nature, shall report it promptly to the appropriate division of the Department of Health.

MASK POLICY

On July 1, Governor Tom Wolf announced *Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings*, signed by Secretary of Health Dr. Levine, requiring masks to be worn whenever anyone leaves home. This order affects all persons over age 2 when outside of the home, including child care centers. On July 8, 2020, the Office of Child Development and Early Learning (OCDEL) released *Announcement C-20-06 REVISED Interim Guidance for Certified Child Care Facilities operating during the Novel Coronavirus Pandemic*.

Based on this newly released guidance from OCDEL, Announcement C-20-06, all child care providers are now mandated to require face coverings for all staff and children over 2 years of age:

Child care staff are required to wear cloth face coverings. Children 2 years old and older are required to wear a face covering as described in the Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings, unless you fit one of the exceptions included in Section 3 of the Order.

Please provide TWO (2) masks per child to be kept at our center. Cloth face masks that can be washed are preferred, but any mask that correctly fits your child and can increase his/her ability to keep the mask on will work. They will be washed/disinfected at our center daily.

All staff, volunteers or support persons are required to have a cloth mask on while in our center. Staff will provide their own masks. Extra disposable masks will be on hand at our facility for staff or children if needed.

CLEANING/SANITATION PROCEDURES

Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, including: toys, games, doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and outdoor play toys, using cleaning products according to the directions on the label. Any surfaces that are dirty, will be cleaned using a detergent or soap and water prior to disinfection. All cleaning materials will be kept secure and out of reach of children per regulations. Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

CLEANING AND SANITIZING TOYS:

- Toys that cannot be cleaned and sanitized will not be used, including soft or cloth toys
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be placed in a bin labeled "toys to be sanitized" until they are cleaned at end of day by a person wearing gloves. These will be washed with water and detergent, rinsed thoroughly, disinfected with the appropriate solution of bleach and water then air-dried over night before use.
- Toys shared with other groups of children will be washed and sanitized before being moved from one group to the other.
- No toys will be brought from home to reduce back and forth transportation between homes and the center and to ensure all toys are sanitized in accordance with our cleaning schedule

CLEANING AND SANITIZING BEDDING:

- Each nap mat will be disinfected after each rest time by staff according to directions on disinfectant.
- Bedding will only be used by one child and stored independently
- Bedding will be washed weekly at the facility to reduce the back and forth transportation between the child's home and the facility.
- Any bedding or other item brought from home will be washed before initial use or introduction into center and must be left at our center until further notice.

Staff will follow guidance based on **Caring for Our Children (CFOC) Chapter 3: Health Promotion and Protection, 3.3 Cleaning, Sanitizing, and Disinfecting**

COVID-19 HEALTH AND SAFETY PLAN AFFIRMATION STATEMENT

The Board of Directors for Small Town Hope, Inc. reviewed and approved the **Phased Child Care Facility Reopening Health and Safety Plan** for Hope's Villa Children's Center of Small Town Hope, Inc. on 7/15/2020.

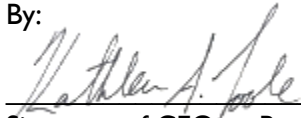
The plan was approved by a vote of:

[] Yes

[] No

Affirmed on: July 15, 2020

By:



Signature of CEO or Board President

Kathleen Toole

Printed Name of CEO or Board President