

SAFETY PROCEDURES AND GUIDELINES DURING COVID-19

Updated November, 2020

Drop-Off & Pick-Up

- Parents or caregivers are required to wear a mask, remain outside the building, and maintain social distance from other families when dropping off or picking up. Parents will be allowed entry when there is concern for the health and safety of their child. They must follow requirements for all adults entering the facility.
- Children will wash hands upon entering the Center.
- Please check-in/out using your cell phone and the scannable QR code when possible. The check-in tablet will be sanitized frequently.



Daily Health Checks

- Parents or caregivers will answer required health questions for their child/children at drop-off.
- All children and staff entering the Center will have their temperature checked. If temperature is at 100.4 or above, the student or staff member will be excluded from the Center.
- Daily health check logs will be kept as required for childcare rules and possible contact tracing.

Face Coverings

- Staff and Elementary students must wear a face covering inside the building. An exception to this requirement is a disability or medical reason documented by a Physician. Preschool aged children may wear a mask if requested by parent, and if they are able to remove their mask without assistance.
- Face shields will be sanitized daily.
- Personal reusable face masks should be washed daily. Disposable masks should be worn only once.

Groups, Interactions, Daily Activities

- We will maintain “Stable Groups” which will use separate classrooms. Shared areas such as eating areas and restroom facilities will be sanitized between use of stable groups.
- Stable groups will alternate use of outdoor play area.
- Stable groups will use separate designated indoor play areas in inclement weather.
- Nap mats will be spaced at least 3 feet apart.
- Children will use their own supplies. Any classroom supplies will be sanitized between uses.
- Drinking fountain use is discontinued, except to fill water bottles.

Frequent Hand Washing with Soap & Water

Children and Staff will wash hands:

- Upon entering the Learning Center
- Before and after snacks and lunch
- After sneezing or blowing nose
- After using the restroom
- After using playground equipment

Cleaning and Sanitizing

- Restrooms and wash sinks will be sanitized frequently, and between stable groups.
- High-touch surfaces such as door knobs will be disinfected frequently.
- Toys, craft supplies, play equipment, etc. will be sanitized after use.

Exclusion of Symptomatic Children and Staff

- If a child or staff member develops a fever, cough, or shortness of breath, they will be isolated from others immediately and sent home (a child will be with a staff member in the office until they are picked up).
- The child or staff showing symptoms will be encouraged to seek a COVID-19 test. They must remain home for **at least 10 days and 24 hours after symptoms** have ceased.
- If a symptomatic child or staff member tests positive for COVID-19, **all students and staff in their Stable Group must quarantine for 14 days and be symptom free** before returning to the Learning Center.
- If a positive COVID-19 case occurs, all families in the Learning Center will be notified, as well as the local public health authority.
- If a COVID-19 test is negative, the child or staff member may return 24 hours after their symptoms are gone.
- A child or staff member can return upon the documented advice of a Physician if diagnosed with something else.

Exclusion of Children and Staff who have been exposed to COVID-19

- Children or staff exposed to someone with a presumptive case of COVID-19 **will not be permitted to attend**, and should quarantine **for 14 days from the date of exposure**.

Tuition Adjustments due to COVID-19

- If your child remains home with any illness including symptoms related to COVID-19, our usual sickness policy stated in our Parent handbook remains in place *“There are no discounts or refunds for vacation, sick days or weather closures”*.
- If there is a positive COVID-19 test within a Stable Group and that group must be quarantined, there will be a credit applied to the accounts of those children in that group for the scheduled days of attendance within the 14-day period.
- If OBLC is closed due to State requirements, tuition credits will be applied to all paid accounts for the duration of the closure.