



June 2, 2020

### **COVID-19 RE-OPENING PROCEDURES/GUIDELINES**

The following are health and safety procedures/guidelines that we are providing to you as a client of Discovery Child Care Center. The procedures/guidelines outlined below will go into effect June 15, 2020 and until further notice.

Please note that all information below is presented in accordance with the best practices outlined by the Department of Children and Families, but are subject to change and/or modification with the prior approval of DCF. Any changes that need to be made will be done so as quickly as possible to adhere to new information provided us.

Please be advised that these procedures/guidelines are the department's effort to reduce a center's risk of being exposed to COVID-19. Even with all of these measures in place, a center cannot guarantee exposure to COVID-19, or any other illness, will not occur.

- **All staff and students will go through a health screening prior to entering the facility. A staff member wearing appropriate personal protective equipment will administer this screening.**
  - Temperature Check – with the use of a non-contact thermometer, student/staff temperatures will be taken and recorded. Any person with a temperature of 100.4 or higher will not be permitted into the facility.
  - Questionnaire – parents will be asked to answer on behalf of their child. If the answer to ANY of the below questions is YES, the student/staff will not be admitted into the facility.
    - Has fever reducing medication been administered?
    - Are there any symptoms related to COVID-19 – fever, cough, shortness of breath?
    - Are any members of the household showing symptoms of COVID-19 – fever, cough, shortness of breath?
    - Have you come in close contact with anyone diagnosed with COVID-19 in the past 14 days?

- Please note that a record of this screening for all students/staff must be reported to the Office Of Licensing by 11:00am each morning.
- **All drop-off and pick-up will take place outside of the center.**
  - No guests (with the exception of emergency personnel, law enforcement or visitors from the Department Of Children & Families) or parents will be allowed into the center, while students are in attendance, unless prior approval is granted and the situation requires it.
    - Any outside guests (contractors, vendors, prospective clients, etc.) will not be permitted to enter while students are in attendance.
    - All outside guests will be required to go through a health screening (with the exception of emergency personnel/law enforcement) and wear a face mask once inside the building.
  - There will be designated entrances depending on class, to be determined and will be communicated to parents before their first day.
  - While waiting in line for health screening, please adhere to social distancing guidelines and remain 6 feet apart from other customers/staff members.
  - ***We strongly suggest leaving extra time in the morning as drop-off will take longer than usual under these new guidelines.***
    - ***We will depend on the cooperation of all parents to assist us in making this as smooth of a transition as possible.***
    - ***If your child is not cooperating during this process, we ask that you please step aside and let the next person go until your child is ready. This is going to be lengthy process and we want to be respectful of everybody's time as we get through screening all clients.***
  - All pick-up will take place from the "Drop Off Zone" by our main entrance.
  - We ask parents to call ahead so that we can get their child ready.
  - Upon arrival a staff member will come to your car to confirm and call to have your child brought out to you.
  - Please be patient as we implement this new system and keep in mind, changes may be made to improve this process.
- **Group sizes will be limited to 10 students and 1 instructor. In classrooms that require lower ratios, we will continue to operate under licensing guidelines (Toddlers 6:1 / Infants 4:1).**
  - To the best of our ability, groups will have limited to no interaction between one another and have their own designated tables for activities, meals, etc.
  - In classrooms with more than 1 group, there will be clear boundaries to promote separation of groups.
  - To the greatest extent possible, we will keep children in the same groups each day with the same staff assigned to their care.

- In common areas there will be clear markings to promote social distancing amongst students and close monitoring to help eliminate interactions between groups.
- **Continue to teach and promote healthy hygiene practices.**
  - We will continue to teach and reinforce hand washing with the use of soap and water for 20 seconds and covering of coughs and sneezes.
  - As always, students will be required to wash their hands upon arriving at the center, before meals/snacks, after outside/gym time, after going to the bathroom and prior to leaving for home.
  - Staff that is washing, feeding or holding infants will be asked to wear long sleeve smocks to cover themselves from bodily fluids. Any items contaminated with bodily fluids will be changed immediately.
  - If any staff comes in contact with bodily fluids, they must wash their hands, arms or any other parts of their body that was contacted before attending to other children.
  - Any soiled clothes will be put into a plastic bag and put inside the students company to be brought home and washed
    - Please provide multiple changes of clothes and replenish these items as needed.
  - All staff will be required to wear a mask unless they have a medical issue that prevents them from doing so.
  - All students over the age of 2 years of age are encouraged to wear masks, outside of meal and nap time, but are not required to do so.
    - Staff WILL/CAN NOT force a child to wear a mask or continuously put a mask back on a child who will not wear one as this touching of the face increases the spreading of germs.
    - Please be respectful to the fact that not all students have the tolerance to keep a mask on throughout the day.
- **Enhanced cleaning and sanitation procedures.**
  - We will increase the frequency of cleaning toys, equipment and surfaces.
  - There will be designated staff to regularly disinfect common areas after use – hallways, bathrooms, gym and outside play area.
  - Any toys/items not easily cleaned or disinfected will not be permitted for use in the center.
  - As always, any toys that children have placed in their mouths or are contaminated by any bodily fluids shall be set aside until they are cleaned/disinfected.
- **Response procedure for COVID-19 symptoms and/or exposure.**
  - Any student/staff exhibiting symptoms of COVID-19 (fever of 100.4 or higher, coughing, shortness of breath) will be separated from other students/staff until they can be removed from the facility.
  - If symptoms persist or worsen, they must contact a healthcare provider for guidance and be provided clearance before returning to school/work.

- If the student/staff is diagnosed with COVID-19 they must notify the center immediately.
  - The center must report all cases to the local health department and follow their guidance.
  - The center would remain open unless required by the local health department to cease operations.
  - All parents will be notified accordingly
  - All rooms and equipment used by the infected person should be cleaned and disinfected in accordance with CDC guidelines.
  - Students/Staff must adhere to Department Of Health guidelines to return as well as the recommendation of their healthcare provider.
    - Currently, the DOH requires 10-days of home isolation from the date of the positive test as well as another COVID-19 test before the student/staff can return to school/work.
  - As long as the center is cleared to remain open, it is always your decision as a parent/guardian to send your child or not, but please note that there will be no refunds, credits or discounts for time missed due to these absences.

Again, we ask all parents to be patient with us as many of these procedures/guidelines change on a regular basis. We will do our best to keep up and adhere to any and all changes. As this is a new experience for you, it is a new experience for all of us as well.