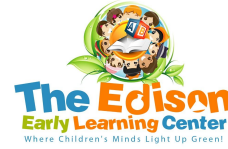


The Edison Early Learning Center

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Covid-19

Health & Safety Plan

Created: 07/10/2020

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What is Covid-19?

The Covid-19 virus is an illness which is believed to be transmitted person to person by respiratory droplets released when individuals cough, sneeze, or talk. Surfaces contaminated with the virus are also believed to be a way of transmission once a person touches the surface and then touches one's mouth, nose, or eyes. Our center must therefore plan preventative practices such as health screenings and effective cleaning and disinfection procedures in order to keep our staff and students healthy during this world wide pandemic.

Screening Procedures

Monitoring Symptoms

- Students, staff and visitors showing the following symptoms will be omitted from our facility for a period of 14 days and/or provide a note with a negative test for COVID-19.
 - Cough
 - Shortness of Breath or Difficulty Breathing
 - Fever (over 100.4°F)
 - Chills
 - Muscle or Body Aches
 - Headache
 - Congestion or runny nose
 - Nausea or Vomiting
 - Sore throat
 - New loss of taste or smell
- *Symptoms of Multisystem Inflammatory Syndrome or Kawasaki Disease will also be screened for, as this syndrome has been linked to COVID-19. These symptoms include: Rash, fever, swelling of hands and feet, irritation & redness of eyes, swollen lymph glands in neck, irritation or inflammation of mouth, lips, and throat.*
- All staff and visitors will be tempted and screened at arrival each day. The director, assistant director, or designated staff will screen staff upon arrival.
- All students will be tempted (**3x/day**) at drop-off, nap time, and at dismissal. A log will be kept stating if a fever was detected and will be kept on file. Health screenings will be performed, at drop off, by the director, assistant director, or designated staff member.
- Parents & staff will be asked exposure questions at drop-off. These questions will include:
Does your child have any symptoms of illness? Has your child tested positive for Covid-19? Has your child been exposed to someone who tested positive or is waiting on results from a Covid-19 test? Has your child traveled to any of the states listed on the mandatory 14 day state quarantine list?
- Screenings will be performed outside of the center. If weather does not permit, screenings will be performed in the breezeway of the front entrance of the building.
- Students, staff, and visitors with symptoms and/or fever will be turned away at the health screening area.
- Parents will remain outside of center until further notice is given for inside drop-off.
- Students & staff with preexisting conditions, which may make them vulnerable will be excluded from care, unless a doctor notes is provided and on file in the main office.

Suspected or Positive Case

- Staff will closely monitor children during the day and report any of the above symptoms to the director or assistant director. Parent(s) will be notified immediately if their child shows illness symptoms and the child will be removed from the classroom. The director, assistant director or staff member will remain with the child in the isolation area (hallway or assistant directors office). The staff member is to keep 6 feet of distance from the child, while keeping the child in view. The child and staff member will keep a mask on during this time. This area will be cleaned and disinfected once the child is picked up by a parent or guardian. The parent will pick up their ill child within 15 minutes of notification from the center.
- Any staff member, visitor, or student who has tested positive or showing the above mentioned symptoms of Covid-19 will not be allowed to enter the building. A test-based strategy will be required for readmittance to the center.
- **Once a person tests positive for Covid-19, they must be symptoms free and have negative Covid-19 results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens) in order to return to the center.**
- Any staff member, visitor, or student who is waiting on test results for a possible Covid-19 case will not be allowed in the center until the test results are confirmed.
- Any staff member, visitor, or student who has recently had exposure to a person with Covid-19 will not be allowed to enter the building. This person will not be allowed back into the center until a self-quarantine for 14 days is observed. A *potential exposure* means being in a household or having close contact within 6 feet of an individual with a confirmed OR suspected Covid-19 case for at least 15 minutes during the case's infectious period. Persons with Covid-19 are considered infectious from 2 days before onset of symptoms until the end of isolation. People testing positive but do not have symptoms are considered infectious 2 days after exposure (if known) or starting 2 days before test date (if exposure is unknown).
- The director or assistant director will log all cases of illness in the center. Child's name, date, symptoms, return date, and doctor's note received will all be documented in order to track illness within the center. This will be done for all "call-offs" or if a child is sent home with illness symptoms.
- If a student, staff member, or visitor who has had access in the center tests positive for Covid-19, parents and staff members will be notified as soon as possible via Remind App. Confidentiality will be maintained in regards to name. The center will state if the case was a staff or student, classroom assigned to, and days per week they are at the center.
- If a positive case is reported by a the staff, parent, or visitor, the center will notify the PA Department of Health and the Pennsylvania Department of Human Services Certification Representative and/or the Early Learning Resource Center Region 12 as per 55 Pa, Code 3270, 3280.136, and 3290(s). The authorities will give more guidance on how to move forward.
Department of Health - 1-877-PA-HEALTH Region 12 Early Learning Resource Center- 570-468-8144
- A center wide closure for 2-5 days for cleaning and prevention purposes may be observed.

Social Distancing In The Center

Drop-Off & Pick-Up Procedures

- Business hours will be limited until further notice. This will allow students to remain in one classroom each day and one teacher to remain with the same group. Unnecessary visitors will be excluded. If it is necessary for visitors to come into the building, they will remain in the director's office during the visit and must undergo health screening and temperature readings. A log will be kept of all visitors in case exposure did occur.
- **Families should try their best to designate one** parent/guardian to drop off/pick up. This person should not be considered high risk or have underlying medical conditions.
- At drop-off parents/guardians will park in the main lot and bring the child to the designated health screening area. This area will be labeled and most likely be located at the front entrance to the building.
- All parents/guardians and students over the age of 2 (who are able to wear a mask) must have a mask on during the daily health screening.

- **Infant/Toddler Drop Off Procedures:**

Drop-Off will be between 7:30 am - 8:30 am

After a student successfully passes through the health screening area, parents will bring the child to his/her assigned classroom door. Please knock and the teacher will open the door. The person performing the health screening will radio to the teacher to let them know your child has arrived.

Pick-Up will be between 2:30 pm-4:00 pm

Parents will pick up their child at his/her assigned classroom door. Knock on your child's classroom door or call center's phone number if a staff does not answer. A staff member will bring your child to you as soon as possible. Please be patient with us.

Infant students will enter and exit through the early preschool classroom located at the front right side of the building.

Outside classroom doors will be labeled with the teacher's name for easy identification.

- **Pre-K ³/₄, Jr, Kindergarten, Kindergarten, and Summer Camp Students**

Drop-off will be between 7:30 am-8:30 am

After a student successfully passes through the health screening area, a staff member will take the child through the main entrance to his/her classroom.

Car Line Pick Up Times: (half- day) 12:30 pm dismissal, (program hours) 2:30 pm dismissal

Please remain in your car and a staff member will bring your child to the stairway, once you see your child please walk to the bottom of the stairs for pick up. This will be done one by one so social distancing can be maintained.

Pick up after 2:30pm will be done on an individual basis. If you do not see your child waiting at main entrance, call the center upon arrival and remain in your car. A staff member will bring your child to the main entrance. Please walk to the bottom of the stairs to retrieve your child.

- Masks must be worn during pick-up time and please maintain 6 feet of distance between other parents and/or staff and students.
- School aged children will be dismissed out the side back door once a parent arrives.

Daily Classroom Procedures

- The mixing of students or classes will not be allowed. Students will remain in his/her designated classroom daily.
- Playground times will be staggered to keep students from mixing groups.
- Students, who are able to wear mask, will be encouraged to when coming in close contact with other students (i.e. circle time or lining up) *see mask section for more details.
- Cots and cribs will be arranged 6 ft. apart at nap time and head to toe arrangement will be performed.
- If possible, students will be spread out during eating times, group activities, and play time.
- Staff will be limited to head teacher and “break” staff in each classroom in order to limit staff to student exposure.

Face Masks

Mask Wearing & Exemptions

The Office Of Child Development and Early Learning (OCDEL) Bureau Of Certification has officially announced, as of July 8, 2020 face masks are now required at all DHS certified child care centers. This is according to the Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings. Please use link to access the order:

<https://www.governor.pa.gov/wp-content/uploads/2020/07/20200701-SOH-Universal-Face-Coverings-Order.pdf>

- All staff, parents, and visitors are required to wear cloth face coverings at all times while in the center or outside when 6 feet of social distancing can not be observed.
- Staff members will be written up for noncompliance. If the director or assistant director documents the face covering policy is not being followed by the employee on a routine basis, the normal discipline procedures will be followed.
- All children 2 years of age and older are required to wear a face covering while in the center or outside when 6 feet of social distancing can not be observed.

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- Staff members will encourage students, over the age of 2 and able, to wear face covering while in the classroom as much as possible and within reason.

Who is Exempt? Under Section 3 of the order....

- Individuals who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, mental health condition, or disability.
- **Individuals who would be unable to remove a mask without assistance**
- Individuals under two years of age
- Individuals who are communicating or seeking to communicate with someone who is hearing impaired or has another disability, where the ability to see the mouth is essential for communication
- Individuals are **NOT** required to show documentation that an exception applies.

When will Masks Be Worn

Edison has considered many facts with this order, such as the number of times face masks will need to be removed during the day for normal activities such as eating and sleeping, therefore the following policies and procedures will be followed while your child is in our care.

- Face masks **will not be** worn during **eating**. Children will be spaced out as much as possible during these eating times.
- Face masks **will not be worn** during **excessive exercise**, such as recess or gross motor activities.
- Face masks **will not be worn** during **nap time**. Children's cots and cribs will be spaced out as much as possible and students will be arranged in a head to toe arrangement.
- Face masks **will not be worn** by any student who is **under the age of two years old**.
- Face masks **will not be worn** by any student who is **unable to put on or remove a mask without assistance**. [There is much contamination during this time, therefore if your child CAN NOT perform this task independently, we do not recommend a mask be worn into school.](#)
- Face masks **will not be worn** by any student having a **medical condition or disability** which would harm the child.

- Masks must be provided by parents daily. Please send them in with a ziplock bag labeled with their name and date.
- Masks will be kept in students' cubbies when not in use.
- Masks will be sent home at the end of the night to be cleaned and sanitized. Amazon has disposable ones or washable ones.
- If a child is in need of a facemask, one will be provided by the center at the parent's request.

Cleaning/Sanitation Procedures

Hand Washing

Staff and students' hands will be washed.....

- Upon entering classroom
- Before & After eating
- After diapering/toileting
- After a staff helps a child in restroom
- Any time touch face, nose, mouth or coming into contact with bodily fluid
- Anytime a person touches another person's face, nose, & mouth
- After handling garbage
- After playing outdoors
- Hand sanitizer may be used (70% alcohol) if water is not readily available.
- Hand sanitizer will be kept out of reach of children.
- Staff will assist children with hand washing/sanitizer to ensure proper use.
- Staff will also wash hands after assisting a child with handwashing
- Staff hand's will be washed before meal prep and wear gloves during heating/distribution of food

Cleaning and Use of Toys

- Toys that cannot be cleaned and sanitized will not be used
- Limit amount of toys per classroom for easy cleaning or rotate toys
- No toys from home! No exceptions!
- Toys that have been in a child's mouth or contaminated by body secretions will be set aside until they are cleaned by hand with a person using gloves.
- EPA recommended bleach solution will be used for sanitizing & disinfecting.
- Toys will not be shared between rooms
- Children's books are not considered a high risk for transmission and therefore do not need to be omitted
- Staff will wash their hands, necks, and anywhere touched by a child's secretions
- Staff will have extra clothes or button-down coverall shirts to prevent soiling of clothing and cross contamination
- Contaminated clothes will be washed in a washing machine

Staff Intensified Cleaning/Disinfection Efforts & Eating Times

- Opening staff will make bleach solutions for assigned classrooms daily. Each classroom will have a spray bottle, utensil container, and toy container.
- Infant, Toddler, and Early Preschool classrooms- Staff will have a set of eating utensils, plates, and cups labeled for each student. Students will not share these items. Disposable items will be used when possible.
- Pre-Kindergarten, Kindergarten, and School-Aged classrooms- Staff will use disposable forks, spoons, bowls, and plates whenever possible during eating time.
- Staff will disinfect all tables and high chairs before and after student use
- Staff will disinfect all chairs after student use and pay special attention to areas student touch
- Staff must follow daily cleaning schedules, which are posted in classrooms
- Staff will pay special attention to disinfecting high touch surfaces such as; doorknobs, light switches, sink handles, countertops, nap cots/cribs, toilets, desks, chairs, cubbies, and changing pads. These surfaces **will be cleaned at nap time and at the end of the day at a minimum** or whenever they have been in high use by students or staff.
- Restrooms will be disinfected after each use. This includes the toilet and sink area. Spray with bleach solution and let sit for two minutes. **Restrooms will be deeply cleaned at nap time and at the end of the day.**
- Cots and cribs will be disinfected after use with Lysol or other disinfecting solution.
- Strollers and bikes will be disinfected after each class use.
- The director/assistant director or designated staff will clean and disinfect staff restroom, common area, Keypad, thermometers, sign in pens, and front door at nap time and at close each day.
- All cleaning materials will be kept secure and out of child's reach as per regulations.
- Cleaning products should not be used around children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- Aerosols, such as lysol spray, will not be used until students are dismissed from the classroom for the day.

Items From Home

- Parents will send all food items in a labeled brown paper bag. Milk & water are provided
- Parents will send in all food is disposable containers or plastic bags

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- Parents will send in bedding, as usual, and it will be sent home weekly to be laundered. Bedding will be kept in individual labeled cubbies and only be used by that child whom they are labeled for.
 - Parents will send in a clean mask each day for their child along with a labeled zip-lock bag for when the mask is not in use.
 - Items coming to and from school each day will be limited or eliminated based on the age of classroom, this includes toys and pacifiers. Pacifiers will only be used at nap time.
 - Infants are the only age group in which bags or bottles are allowed to go back and forth from home to school.
 - Infant teachers will wipe down all items from home upon child arrival each day and wear gloves to do so.

Traveling To “Hot Spots”

- Staff, students, visitors, and immediate family traveling to places deemed “hot spots” will be required to quarantine for 14 days. Please visit www.health.pa.gov when planning a trip to check for updated state list.
- I understand that this policy aids in ensuring unnecessary exposure to COVID-19 is avoided thus protecting the health of myself, children, and families who attend The Edison Early Learning Center. I understand that quarantine will be required if I or my immediate family travel to a place deemed a “hot spot”. A “hot spot” is any place the CDC has deemed a Warning Level 3 where the federal government is mandating a 14-day period self quarantine. I am aware that the destination I am traveling to could be deemed a “hot spot” at any point during my travel and if this happens quarantine is required. I will disclose if any family member becomes ill, during, after, or upon our return home. I understand that if I am required to quarantine, or my child is, that the 14 day quarantine starts from the moment I/we return home. I understand that until the quarantine is over, my child/I will not be allowed to be on The Edison Early Learning Center’s premises and that I must stay home and refrain from interaction with the public.
- I also understand that I am required to pay my child’s tuition throughout this period whether or not he/she attends The Edison Early Learning Center, as it was my choice to travel to a questionable destination/hot spot.
- I understand that if I fail to disclose pertinent information regarding travel, exposure to COVID-19, or do not follow the requirements of this policy and quarantine that my child will be dismissed from The Edison Early Learning Center and I will be required to pay for two weeks tuition, which is required prior to children leaving the center.
- Staff are aware that if he/she fails to disclose pertinent information regarding travel, exposure to COVID-19, or do not follow the requirements of this policy and quarantine he/she will be subject to dismissal and forfeit any acquired vacation or PTO.

Parental Support

- Talk to your child now about these procedures & how school will be a little different
- Talk to them about COVID-19 & how to stay healthy. Stay positive!! Pay attention to what children see or hear on television, radio, or online
- Monitor your child each day for illness
- Keep them home if ill or just not themselves
- Keep them home if someone in your family has been exposed to COVID-19
- Practice social distancing, handwashing, mask coverage at home to keep your family healthy

For tips and resources on talking to your children about Covid-19, visit www.cdc.gov

For questions regarding Covid-19, isolation, and quarantine, please contact DOH at 1-877-PA-Health or www.health.pa.gov

The Covid-19 Health and Safety Plan has been developed and approved by Dawn Toolan, the Legal Entity of The Edison Early Learning Center as of July 13, 2020. This plan has been based on recommendations from the Pennsylvania Department of Health and the Office of Child Development and Early Learning Bureau of Certification. The Covid-19 Health & Safety Plan will be emailed to all parents and staff as of July 15 2020 and will be included in all new family registration packets and new employee training documents. All new staff will be trained on the policies in this handbook. This handbook will also be available for reference on our website www.edisonearlylearning.org and our center's Facebook Page.

Parents and Edison staff will be notified of any addendums or suspensions of the policies and procedures in this manual within five business days of changes as deemed necessary by the center's legal entity.

I understand that by either being employed by or enrolling my child into a program at The Edison Early Learning Center I must abide by the policies and procedures set forth in the Covid-19 Health & Safety Plan. I will do my best to keep the staff, students, and visitors of The Edison Early Learning Center healthy and safe during the current pandemic.

Student Name

Parent/Guardian/Staff Name

Parent/Guardian/Staff Signature

Date

