

Physical Environment Guidelines

To ensure the continued health and safety of all employees, families and children please note the markings on the ground to maintain a safe distance of six feet from others when picking up and dropping off children. Children who are unable to walk can be brought to employees, but families must wear face covering.

- All employees, families and children should practice social by keeping six feet of distance between themselves and other, whenever possible.
- Signs are posted at the entrance and throughout the center reminding employees, families, and children that mask are required at all times.
- Parents that need to enter the building must call the center before entering to ensure social distancing can be practiced.
- Individuals waiting to enter must be a minimum of 6 feet apart. Use of tape/markers are placed on floor or sidewalk for proper spacing. Staff monitor and discourage congregating at arrival and drop off.

Classroom tables should be cleaned and disinfected before and after every use.

Hard surfaces should be cleaned and disinfected **three** times per day. Special attention should be paid to doorknobs, light switches, counters, and rest rooms.

Infant & Toddlers: Launder AM Soft toys in the afternoon, launder PM soft toys at the end of the day.

Toys that can be sanitized should be rotated during naptime and at the end of the day. Toys rotated out must be sanitized by emersion or full spray method immediately to be ready for next rotation.

Materials in “mouthed toy” buckets must be disinfected frequently. Minimum twice a day.

Deep cleaning schedule to focus on a different classroom or common area each day. Fogging Done Monday, Wednesday, Friday. Cleaning checklist must be followed.

Cleaning and fogging will be tracked on cleaning check lists.

Clean and sanitize individual sensory experiences immediately materials after each use.

If cribs do not have a solid barrier, they should be placed a minimum of 3 feet apart. Position children head to foot instead of head-to-head.

If space allows, position mats/cots 6ft apart. If space does not allow for 6ft, mats/cots should be a minimum of 3ft apart. Position children head to foot instead of head-to-head. If space does not allow for 3ft, a solid nap divider, or piece of furniture must separate mats. Sanitize divider after children wake.

Keyboards, classroom tablets and electronics should be cleaned and disinfected twice daily.

Water to be provided to classrooms in coolers with disposable cups. Water fountains will not be used.

Increase circulation of outdoor air as much as possible by opening windows. Do not open windows if they are a safety risk to children or others.

Remove all “loose” outdoor play equipment and materials” except riding toys. Create Classroom outdoor materials bags or bins with their own specific balls, and play materials that go with the children outside, and return with them to the room. Sanitize these items daily.

Spray all outdoor equipment and riding toys with a bleach sanitizing solution at noon, and at the end of each day. Store sanitizing solution in locked laundry room, or locked storage room.

Health and Safety Guidelines

Children will be received at the door, a health screening conducted, and escorted to their room by a team member or member of management.

Staff temperatures will be taken and logged by the individual designated for validating children’s/employee’s temperatures.

All employees and children are required to self-screen for COVID-19 symptoms and take their body temperature each day **before** reporting to the center as a precautionary measure to reduce the spread of COVID-19.

Staff ,Children and Visitors: Daily Health Screening before entry for COVID-19 symptoms to include:

- ✓ Temperature checked, verified not over 100.4 and no medication has been given.
- ✓ Temperature is logged.
- ✓ Parent survey to check for symptoms displayed by child or others in the household.
 - Fever of 100.4 degrees F or higher
 - Dry Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Loss of taste or smell
 - Sore throat
 - Muscle Aches
 - Vomiting/diarrhea
- ✓ Visual inspection for signs of infection, flushed cheeks, fatigue, or extreme fussiness.
- ✓ if temp is above normal, or restricted symptoms observed or reported, care denied for the day. Can return if symptom free with no medication, for 72 hours.
- ✓ Children’s hands washed immediately upon entrance to the classroom.
- ✓ Health screenings conducted periodically throughout the day by teachers for new symptoms.
- ✓ Temperatures checked for all children and teachers at lunch, and snack time.

Children and staff will need to wash hands frequently (including when entering the program, before/after each activity, before/after meals and before exiting the classroom). Hand Sanitizer are available provided and encouraged to use regularly throughout the day. Cleaning crew and admin team will ensure hand soap and hand sanitizer are fully stock daily. Hand sanitizer will be available in all common areas and classrooms.

COVID19 Emergency Response Plan

<p>Implement social distancing strategies. Ensure the same children remain in the same group/pod each day. Keep group/pod together throughout the day and do not combine groups in the mornings or afternoon.</p>
<p>Remind children/employees to not touch their faces and to wash their hands after using items that they have shared with another child.</p>
<p>The use of gloves while taking temperatures is required. If using a touch free thermometer, gloves do not need to be changed in between each use of the thermometer. Sanitize thermometer when finished and before handing off to another person.</p> <p>If a touch free thermometer is not available, gloves must be worn, and changed after taking each temperature. Thermometer must be sanitized after each temperature is taken.</p> <p>Oral thermometers are prohibited to prevent the spread of germs.</p>
<p>The person taking temperatures must wear a mask.</p>
<p>Cooks may not enter the classrooms. Food delivered at the door; dishes/bowls picked up at the door.</p>
<p>Management will not enter the classrooms unless there is a safety emergency or incident. All issues or questions will be addressed at the door.</p>
<p>Cease family style meal service. Teachers or cook will plate meals for children.</p>
<p>Food delivery carts and laundry baskets must be sanitized after each use.</p>
<p>Use disposable places, cups and utensils. Infant plates, sippy cups and spoons may be used IF the ability to sanitize in a dishwasher is available. Children may not wash their own plates or cups.</p>
<p>All employees and visitors are required to wear mask at all times.</p> <p>Wear a mask correctly and consistently for the best protection. Covers your nose and mouth and secure it under your chin.</p> <ul style="list-style-type: none">• Fits snugly against the sides of your face• Be sure to wash your hands before putting on mask• Do NOT touch mask when wearing <p>If an employee or visitor does not have a face covering, the center will provide a clean mask.</p>
<p>Children’s bedding should be kept separate and stored in individually labeled bins, cubbies or bags. Storage inside folded mats is fine, provide no mats are shared. Cots must be disinfected after every use.</p> <ul style="list-style-type: none">• Bedding and personal belongings must be sent home weekly to be launder.

Communication Guidelines
Conduct daily wellness checks on staff to monitor physiological, psychological and emotional health.
Stay in regular communication with all parents regarding any updates and policy changes in respect to the “ever-changing” world.
Educate staff and families about signs/symptoms of COVID-19 and importance of hand hygiene.
Conduct frequent staff meetings and information sessions to ensure all policies and procedures are followed properly.
Maintain transparency with families/employees so that they remain informed of the evolving situation.
<p>In the event that a child, family member of a child, or an employee has a positive test for COVID 19, please contact an administrator immediately for further instructions. We will follow local health department guidelines.</p> <ul style="list-style-type: none">• Employees/Child who present symptoms of COVID-19 and/or have tested positive for Covid-19 must isolate and may not report to the center for ten days, or until medical provider releases employee/child to return to the center. (Medical provider note will be required).• Employee/child who have been in close contact with come in the last 14 days who has a (laboratory-confirmed) Covid-19 diagnosis must self-quarantine for 14 days from the date of exposure.• Children who are experience symptoms will be separated from the group until a family member can pick them up within 1 hour.
Enrollment Guidelines
If a family inquiries about care, interview them over the phone. A virtual or after center hours tour can be provided until such time as all visitors are allowed in the building.
All families and staff are required to receive this policy upon hire and enrollment acknowledging they understand and will comply with center policy.
Tadpoles will be used to track who is in daily contact with each group of children throughout the day
PODS for children and employees to prevent center COVID outbreak



Please sign and return this sheet to the Center Director.

I have read, understand and accept all the terms in the COVID19 Emergency Response Plan implemented by The Learning Grove Academy.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Child's Name