

Policies and Procedures for Safe Operations During COVID-19



Early Literacy Academy

CHILD CARE CENTER



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Dear ELA Family,

Given the COVID-19 (Coronavirus) crisis that is spreading through our country, I want to assure you that we are monitoring the situation closely. Based on information we have at this time, we will continue to operate Early Literacy Academy to minimize disruption to you and your family. If the situation should change, we will notify you immediately via Brightwheel.

For the foreseeable future, we will be taking extra precautions to ward off Coronavirus. We are taking these extra steps in accordance with federal, state and local guidelines to support the health and safety of your children, your family and our staff.

Please take note of the following changes to our policies and procedures. This document is not exhaustive of the methods we are taking and changes being implemented. We sincerely appreciate your patience, flexibility and understanding while we navigate these uncharted waters together. Know that we will make it through this in the safest way possible.

Sincerely,

Lajoya Monroe

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Check-In and Pick-Up

- Operating hours – Until further notice, ELA will continue to operate from 7am – 6pm to ensure we can remain fully staffed.
- Families will be greeted at the door where a staff member will greet the child(ren). Parents and other family members will not be allowed inside the building. Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren) and ask parents the following questions:
 - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have a fever, cough and/or shortness of breath?
 - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
- Children and staff will be required to wash their hands immediately upon entering the building and hourly throughout the day. When children are received for drop-off, they will be escorted into the nearest bathroom where their hands will be washed prior to being brought to their classroom/child care area.
- Upon your arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing.
- Masks – Adults are required to wear masks during pick drop off and pick up. We may briefly ask that you remove it to confirm your identity if necessary.
- Please do not linger after your child has been brought to you. We will make sure to keep Brightwheel updated to ensure you are kept up to date on your little one's daily activities.

Healthy Environment

- We will separate children into smaller groups that fall within state or local guidelines.
- We will not share equipment and will clean equipment between uses.
- Sanitizing – We will continue our enhanced cleaning and sanitizing procedures for all toys, commonly touched and hard services. We will be unable to store strollers and car seats until further notice. Ongoing weekend deep cleans are still in effect.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.

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- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least once daily.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands a minimum of hourly (noted by the CDC as the most effective preventive measure).
 - Entry to the facility at handwashing stations or using hand sanitizer and after breaks.
 - Before and after eating or assisting children with meals and bottles.
 - Before and after preparing food, bottles, and drinks.
 - Before and after medication administration.
 - Before and after diapering.
 - After using the toilet or helping a child use the bathroom.
 - After coughing, sneezing, or blowing their nose.
 - After playing outdoors.
 - After coming in contact with bodily fluids.
 - After handling garbage.
- Program tours will be limited to one Saturday per month until further notice to reduce the number of visitors in the building.

Meal Preparation & Service

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation and feeding.
- Each child's meal will be plated and served by staff, instead of served family-style.
- Please be flexible with our menu. Some of our items are unavailable and/or limited in supply. We will make sure all meals are balanced and familiar, but they may be served out of order.

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Child Health

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at child care, will be isolated from other children until they can be picked up.
- Until further notice, all program field trips will be suspended.

Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

Tuition

- As long as we are open and your child is in attendance, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week.
- If you choose to keep your children at home, you will be required to pay all of your normal weekly tuition to retain your spot.
- If you choose to withdraw your child and not pay, there is no guaranteed spot upon a request to return.
- At this time, if the state forces a closure for an extended period of time, please consult the Emergency Closure portion of our Family Handbook for direction.

Communication

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify families on Brightwheel.

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Illness or Suspected Illness Procedures

If a child or staff member in a classroom has a COVID-like illness, they can return to school if:

- Initial COVID-19 testing is negative and individual meets the center's normal criteria for return after an illness OR a clinician has evaluated the child and documented an alternative diagnosis OR
- For children who were not tested for COVID: All of the following are true:
 - 1) at least 10 days since the onset of symptoms AND
 - 2) until fever free off anti-fever medications for 3 days AND
 - 3) symptoms are improving.

If a child or staff member has a confirmed diagnosis of COVID-19:

- All children and staff in the same classroom or who have come in close contact with (defined as greater than 10 minutes of interaction less than 6 feet away) quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.
- In accordance with Philadelphia Department of Public Health guidance, the COVID positive individual should remain home until all of the following are true:
 - 1) at least 10 days since the onset of symptoms AND
 - 2) until fever free off anti-fever medications for 3 days AND
 - 3) symptoms are improving.

Cleaning/Disinfecting after a COVID or COVID-like illness:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Clean and disinfect all areas used by the person who is sick, such as classroom, offices, bathrooms, and common areas.
- Clean and disinfect surfaces in your isolation room or area and in the classroom the sick child or staff members was in after the sick child or staff member has gone home.

Thank you for your understanding and patience as we implement these new procedures.

Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well.