

Health and Safety Policy-COVID 19

Updated September 16, 2020

Ensure that the facility has a sufficient number of employees to perform all measures listed here effectively and in a manner that ensures the safety of the public and employees.

For employees who have traveled internationally in a region where COVID-19 is active, or have returned from a cruise, it is recommended to stay home and self-monitor for fourteen days, subsequent to returning.

- Parents will pick up and drop off at the front door.
- All staff and children are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. Screening includes assessing health by taking temperature. Thermometer will be sanitized after each use.
- Any child that has a temperature of 100 degrees Fahrenheit or higher, or other symptoms of COVID-19, will be moved to a classroom where there are no other children until the parents arrive to pickup.
- Any child or staff with a temperature of 100 degrees Fahrenheit or higher, or other symptoms of COVID-19, will be excluded from the center for 48 hours and can return when fever and symptom free or can return with a doctors note.
- All staff and children will participate in regular hand washing with soap and water for at least 20 seconds and should be done:
 1. Before coming in contact with any child;
 2. Before and after eating;
 3. After sneezing, coughing or nose blowing;
 4. After using the rest room;
 5. Before handling food;
 6. After touching or cleaning surfaces that may be contaminated.
 7. After using any shared equipment like toys, computer keyboards, mouse.
 8. Upon entry into the building.
- All staff: cover coughs and sneezes with tissues or the corner of the elbow;

- Encourage children, when appropriate to cover coughs and sneezes with tissues or the corner of the elbow; and
 - Dispose of soiled tissues immediately after use
- Limit group size to no more than 16 children for preschool, and no more than 8 children for toddlers, pretoddlers and infants. Obtain required permission from OEC to serve more than 40 children.

Cleaning/Sanitizing

- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys.
- Cleaning objects/surfaces not ordinarily cleaned daily such as: doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use the bleach/water solution.
- If a sick employee or child is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

Masks or Cloth Face Coverings Required

- Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose while in the workplace, except to the extent an employee is using break time to eat or drink. Masks or cloth face coverings are available at the center for all employees. Exceptions to those that need to wear a mask or face covering:
 1. anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
- Each child in the preschool classroom shall be required to wear a mask or other cloth material that covers his or her mouth and nose while in the center. Starting September 21, 2020 we will begin to implement this policy required by OEC along with recommendations and guidance from CDC.
 - Children must come into the center wearing a mask or face covering and parents must provide an extra for their cubby in case of contamination. PLEASE BE SURE THEY ARE LABELED ON THE OUTSIDE WITH THEIR NAME. If parents/guardians

refuse to have their child wear a mask, the child will not be permitted to the center until they are in compliance.

- When children remove their masks, they will be placed in a Ziploc bagged labeled with their name.
- Upon removal and prior to putting on of the masks, children will wash their hands with soap and water or use hand sanitizer with adult supervision.
- Children will be given gentle reminders throughout the day why it is important and safe to keep their mask on while in school.

Exceptions to those children that need to wear a mask or face covering:

1. A child with a documented medical condition, special health care need, or developmental need (such as sensory integration) for whom wearing a mask or face covering would be contrary to their health or safety is not required to wear a mask.
2. A child with a documented disability or special education need for whom wearing a mask or face covering would be contrary to their needs may be permitted exceptions. In addition, children and staff involved with certain special education and related services activities like speech and language therapy or where lip reading is required may remove a face-covering mask intermittently.
3. Children are not required to wear a mask while eating, sleeping or resting. Distance between children must be maximized, maintaining at least 6 feet of distance wherever possible when masks are removed.
4. Children who are newly enrolled within the past two months and are working toward mask wearing are permitted to remove their mask or face covering.
5. 'Mask breaks' may be planned and scheduled throughout the day. Mask breaks indoors must maximize physical distance between individuals, maintaining at least 6 feet of distance wherever possible.
6. Masks may be removed for outdoor activities.

Guidelines if an Employee is Exposed to or Diagnosed with COVID-19

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.

- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- If an employee is confirmed to have COVID-19 infection, employers should:
 1. Inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
 2. Ventilate areas visited by that individual.
 3. Clean and disinfect all impacted spaces, especially commonly used rooms and shared equipment.
- Employees should not return to work until the criteria to end home isolation is met as instructed in consultation with healthcare providers and state and local health departments.

Guidelines for employees who had close contact with a person with symptoms of or have been diagnosed with COVID-19

- Do not go to work.
- Notify your supervisor.
- Isolate yourself from the rest of the people in your home.
- Consult your healthcare provider.
- Practice home isolation as recommended by your health care provider.