



*Continuous working document, changes can occur as guidance is sent to our attention.

This document was prepared after reviewing the guidance of the following:

- The PA Office of Child Development and Early Learning (Announcement: C-20-06-REVISED, July 8, 2020)
- Centers for Disease Control and Prevention (10/21/2020 guidance)

Hours of Operation

- Children/Parents/Guardians will arrive between **7:30 and 9 a.m.** for health screenings. See child-arrival protocol below. **NO ADMITTANCE AFTER 9 a.m.** unless prior arrangements have been made. For example, a child has a dentist appointment and will be arriving after the appointment.
- Children will be picked up by **5 p.m.**, so staff have time to disinfect materials for the next day.

Child-Arrival Protocol

- Arrival will be limited to **7:30-9 a.m.**
- There will be a check-in station in the lobby. 6 feet of social distancing will be maintained. Only one family will be allowed in the lobby at a time wearing a mask.
- Staff member who is screening children will wear a cloth face mask or face shield and oversized button-down long sleeve shirt or scrub jacket.
- The Procure check in station will be located in the lobby area for all sign in/out of children. Continue to bring ID.
- The child's **temperature will be taken.**
- These questions will be asked for each child:
 - Has the child any contact with a person who has tested positive for COVID-19 or is awaiting test results?
 - Does your child have any symptoms?
 - Staff member will make a visual inspection of the child for signs of illness, using the most recent list of CDC symptoms.
 - Has your child vomited or had diarrhea in the last 24 hours?
 - What medicine has your child taken in the last 24 hours?
 - Who will be picking up the child? At about what time?
 - Are there any changes in the emergency pick-up people for today?

Families will not be allowed through the secure swipe door. Children will be escorted from the lobby to their classroom by a staff.

Departure Procedure

When a parent/guardian arrives for pick up, a staff member will go to the classrooms and escort the child to the lobby.

Illness Policy

- Please see the separate illness policy along with exclusion criteria.
- The center may close with short notice due to government order, child or staff illness, or another emergency or mandate.

Face Masks (As of July 17, 2020)

Child care staff are required to wear cloth face coverings, i.e., masks.

Children two (2) years old and older are required to wear a face covering as described in the Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings (mask or face shield), unless the child fits one of the exceptions included in Section 3 of the Order. If an exception is needed, a parent or guardian must sign a waiver to be kept in **the child's file. Waivers will be provided at the front desk.**

If a child is outdoors and able to consistently maintain a social distance of at least 6 feet from individuals who are not a part of their household, they do not need to wear a mask. If children are not 6 feet apart, they will be required to wear a mask or face shield during any activity outside.

If a parent, guardian, or responsible person has been unable to place a face covering safely on the child's face, they should not do so. A waiver will be required.

If a child two (2) years old or older is unable to remove a face covering without assistance, the child is not required to wear one. A waiver will be required.

The Department of Health recognizes that getting younger children to be comfortable wearing face coverings and to keep them on may create some difficulties. Under these circumstances, parents, guardians, licensed child care providers in community-based and school settings, or responsible persons may consider prioritizing the wearing of face coverings to times when it is difficult for the child to maintain a social distance of at least 6 feet from others who are not a part of their household (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper

face covering size and fit and providing children with frequent reminders and education on the importance and proper wearing of cloth face coverings may help address these issues.

What Children Should or Should Not Bring

- Allowed (**label all items with child's name**)
 - Two cloth/breathable masks or face shields – family is responsible for daily laundering
 - Nap blanket (left at Center for duration of modified operations – we will launder weekly)
 - One small stuffed animal that can be laundered weekly
 - 2-3 changes of clothing – seasonal appropriate
 - Appropriate clothing for outdoor play (especially sneakers for outdoor play)
 - Extra socks
 - Water bottle to remain at the center (it will be cleaned)

- Not Allowed:
 - No food or toys
 - Large oversized blankets or sleeping bags
 - Backpacks

Daily Schedule

- Each class will stay in their own room throughout the day, except when using play yard or going for a walk.
- Staff should maintain 6 feet of physical space between themselves as much as possible.
- The children will not be brushing teeth.

Meals

- Children will be spread a distance of 6 feet as much as possible.
- Staff will serve children their food on plates. There will be no family-style eating.
- Children will use paper plates and disposable cups and utensils.

Free play

- Every effort will be made to maintain 6 feet of physical distance during play.
- Play materials will not be shared between classrooms. In the preschool rooms, when a child is done playing with toys and materials, the items will be washed with soapy water and disinfected before another child plays with them. In the toddler rooms, the toys and materials will be washed with soapy water and disinfected at the end of the day. Any toys that are mouthed will be removed immediately and not be available until after washing with soapy water and disinfecting.

Naptime

Children's cots will be spaced 6 feet apart. Children will be placed head to toe to reduce the potential for viral spread.

- Nap items will be stored in individual marked bags.
- Cots will be cleaned with soap and water/disinfectant daily.
- All nap items like blankets and stuffed animals will be laundered weekly by the center.

Outdoor Play

- Each group will have a scheduled outdoor playtime daily.
- Only one group can be in the designated play space at a time.
- Outdoor toys will be washed between groups.

*Published: July 13, 2020
Updated: October 28, 2020*