

## **Easton Community Center ECC DL Program Guide for Covid-19 preparedness for participants**

It is with the highest possible level of excitement and caution that we prepare for the start of the school year. We are happy to offer care for children on their off days of school now that Easton has adopted a hybrid reopening of school.

We worked with the local health department and top health professionals, and have followed the OEC guidelines to create our guidelines. Our plan includes screening, additional activity equipment, PPE, increased cleaning and sanitizing of equipment, and signage throughout the building. We have trained our staff to implement new policies and procedures to keep everyone safe.

We are ready, but we can't open safely without your help and support! We need every single staff member, student, and their families to take an active part for our plan to work. Please read through this guide carefully, make sure your family discusses the importance of following these new precautionary measures with your children, ask us questions, and give feedback. We are excited about everyone learning and having fun at the Easton Community Center again.

**\*\*\* Please note that all safety measures are subject to change based on guidance from the state, Office of Early Childcare, and the local health department. While we recognize that all risk cannot be completely eliminated, following these protocols will greatly minimize potential risk.\*\*\***

### **Covid-19 Health and Safety Information**

In response to the Covid-19 pandemic, The Easton Community Center has implemented new protocols to protect the health and safety of our participants and staff members. These actions have been developed with guidance from the state and feedback from the local health department.

These guidelines are intended for all staff, participants, and guests. Opening the ECC will require all of us to practice social distancing and incorporate the safety measures outlined in this document. This plan will focus on health screening, personal hygiene, cleaning, and disinfecting of common areas.

### **To reduce risk and create a safe space for participants the ECC will implement the following protocols:**

1. Families are required to conduct at-home screenings that include a temperature check and visible inspection for signs of illnesses. Do **NOT** send your child to the ECC if they are sick or if they have a temperature above 99.9 degrees.
2. ECC staff will conduct a Visual Health Screening for observable illness upon arrival to the ECC (e.g. cough or respiratory distress).
3. We will group students into static cohorts with the same students, counselors, and teachers.
4. Cohorts will maintain social distancing throughout the day.
5. Increased hygiene protocols including: increased hand washing and hygiene practices and additional sanitizing stations around the facility containing alcohol-based sanitizer.
6. Reduced capacity and cohort size of no more than 14 participants.
7. Thorough and frequent cleaning of shared spaces, activity areas, and equipment.
8. Designated equipment and areas for specific cohorts to utilize.
9. Signage about Covid-19 protocols throughout the ECC.
10. Communicate about illnesses and diagnosis with participants and staff.

These protocols have been reviewed and approved by the local Health Department and have been developed following the guidance from the OEC. Together, we can make the Easton Community Center's Playtots Preschool a safe place for everyone to enjoy!

### **SCREENING & TEMPERATURE CHECKS**

You must screen your child(ren) daily before dropping them off at the ECC. If your child has a temperature above 99.9, they are not permitted to attend the program. Please see below for additional guidance.

We will follow the State and Health Department guidelines as to when the participant can return to the program.

## **HEALTH SCREENING**

- You must screen and temperature check your children prior to sending them to an ECC program.
- A signed waiver is required to acknowledge that you will screen your child and that you understand our policies regarding Covid-19. Upon arrival to the ECC, all staff and children will be screened for any observable illness, including cough or respiratory distress.
- Some screening questions will include, but are not limited to the following:
  - Have you or anyone in your household had a positive Covid-19 test?
  - Have you / child recently had a fever?
  - Have you / child recently had a cough?
  - Have you / child recently had a nausea/diarrhea reduced smell or taste.
  - Have you / child recently had a shortness of breath?
  - Have you / child recently had a fatigue?
  - In the past 2 weeks have you / child been exposed to anyone who has Covid-19?
- ECC staff may take children's temperature during the school day as a preventive measure.

### **Policy: when a child has symptoms prior to/at drop off**

- If a participant has a fever above 99.9 degrees, they cannot attend the program.
- The ECC requires that the child be fever free for at least 24 hours **AND** have a doctor's letter clearing the child to return to the program.
- If your child tests positive for Covid-19, you must keep your child home **AND** contact the ECC immediately so we can take appropriate action. The child will be allowed to return to the program until the child has:
  - had at least 3 days with no fever **AND**
  - had no symptoms **AND**
  - had at least 10 days since the beginning of symptoms **AND**
  - a doctor's letter clearing the child to return to the program
- If your child is showing respiratory or other symptoms, but does not have fever, they cannot attend the program.
- The ECC will not issue refunds for lost childcare time due to these precautionary measures; no exceptions.

### **Policy: when a child shows Covid-19 symptoms during school day**

- The ECC will isolate the child in a "sick room" away from other staff and children.
- Parents will be contacted for **immediate** pick up; parents must have back-up care and an emergency pick-up option in place to be enrolled.
- Child needs to be diagnosed by a doctor and/or tested for Covid-19; results must be reported to ECC as soon as possible. The doctor's diagnoses will determine when the child can return.
- All suspected Covid-19 cases will be reported to the local health department.
- All staff and families in the cohort with the child/staff will be notified of the suspected case.
- If there is a confirmed Covid-19 case at the center, the ECC will notify **ALL** participants, staff, the local health department, and the CDC.
- The ECC will exclude the children and staff members who have had close contact with the affected child/staff member. Children and staff will be allowed to return to the ECC when there has been:
  - at least 3 days with no fever **AND**
  - no symptoms **AND**
  - at least 10 days since the beginning of symptoms **AND**
  - a doctor's letter clearing the child to return to the program
- Conduct appropriate cleaning and disinfection of space and equipment.
- Distance learning will be implemented in place of classroom instruction during this time.
- The ECC will not issue refunds for lost childcare time due to these precautionary measures; no exceptions.

### **Policy: when someone at the child's home is sick or has Covid-19 symptoms**

- If a person at the participant's home has a fever above 99.9 degrees, the child cannot attend the program.
- The ECC requires that the child stay home until the person in the home is fever free for at least 24 hours.

- If the person in the home tests positive for Covid-19, you must keep your child home **AND** contact the ECC immediately so we can take appropriate action. The child will be allowed to return to the program when:
  - everyone in the home has been 3 days with no fever **AND**
  - symptoms have gone away **AND**
  - there have been at least 10 days since the beginning of symptoms for all members of the home **AND**
  - a doctor's letter clearing the child to return to the program
- If your child is showing respiratory or other symptoms, but does not have fever, they cannot attend the program.
- The ECC will not issue refunds for lost childcare time due to these precautionary measures; no exceptions.

## **SOCIAL DISTANCING**

- The Easton Community Center will adhere to state, OEC, and CDC guidelines for social distancing. The state, OEC, and CDC guidelines define social distancing as maintaining at least 6ft distance from other people.
- Children and activities will be in cohorts of no more than 14 participants.
- A 6ft distance will be maintained when possible within the cohorts.
- All cohorts will be socially distanced from other cohorts throughout the day.

## **FACE MASKS AND PPE**

- The ECC will follow all state and health guidelines as it applies to face masks and PPE use.
- Face masks/screens will be used by all ECC directors and staff when interacting with participants including teachers, aides, office staff, and custodians.
- School-aged children are expected to wear a mask during the day. Their will be mask breaks throughout the day.
- All parents and visitors are required to wear masks when dropping off, picking up, and/or when entering the facility. Access to the facility will be limited and is by appointment only for parents and visitors.

## **CAPACITY & COHORTS SIZES**

The ECC will have small cohorts of no more than fourteen participants and will have consistent staff, counselors, and/or teachers with the same cohort throughout the week.

## **SIGNAGE**

Posters and signage from the state, the OEC, and the CDC will be placed around the facility, reminding directors, staff, and participants about social distancing, handwashing, face-coverings, cough etiquette, and general reminders about stopping the spread of Covid-19. Floor markers and signs that designate areas and equipment for specific groups will be implemented.

## **HAND SANITIZING STATIONS**

- The ECC will have hand sanitizer stations strategically placed around program areas.
- Frequent hand washing with soap and water will be incorporated in the daily schedule. If soap and water are not readily available, we will use an alcohol-based hand sanitizer / spray with at least 60% alcohol.

Increased hand washing - all staff and children must adhere to regular hand washing with soap and water for at least 20 seconds as follows:

- Upon arrival to program
- Before coming in contact with any child
- Before and after eating
- After sneezing, coughing, and/or nose blowing
- After using the restroom
- Before handling food
- After touching or cleaning surfaces that may be contaminated
- After using any shared equipment like toys, computer keyboards, mouse.

## **CLEANING**

Disinfecting and cleaning of our spaces and equipment is paramount to our success. We will have increased cleaning/disinfecting during program operation for high-touch and/or high-traffic areas, such as door knobs, railings, public bathrooms, activity areas, and equipment.

## **ACTIVITY AREAS AND EQUIPMENT**

- The groups will have designated equipment to be used by only that group only to avoid transmission.
- We will have space allocated for each group to utilize.
- All activity areas and equipment are sanitized at end of day for the next day.
- Any sports equipment used by staff and/or children, such as basketballs and soccer balls, will be sanitized by staff before and after each use.

## **SNACKS AND EATING AREAS**

- Participants are required to bring their own peanut free lunch, snacks, and water bottle to reduce contact points. We can offer limited hot items for purchase if there is a demand.
- Students will eat at their work station or outside weather permitting.

## **DROP-OFF/PICK-UP**

At drop-off, parents are required to provide a verbal confirmation that they have completed a health screening at home. The screening must include taking the child's temperature to confirm that it is not above 99.9. Parents will also have to confirm that the child is not experiencing shortness of breath, coughing, nausea, and/or other symptoms.

- Children will arrive and be dismissed through a designated area within the ECC.
- Parents must wear a face covering when dropping-off or picking-up their child.
- Parents must wear a face covering when entering the ECC building. The ECC reserves the right to limit access to the facility and is by appointment only.
- Only 1 parent will be allowed in the designated drop-off/pick-up area at a time.
- Families are required to have an emergency pick-up plan with an emergency contact available for immediate pick-up to provide back-up childcare in the event that their child shows any Covid-19 symptoms. The ECC reserves the right to deny access to the facility if a child is showing symptoms of being sick.
- The ECC will not issue refunds for lost childcare time due to these precautionary measures; no exceptions.

## **MISCELLANEOUS**

- Students must provide their own laptop / Ipad to distance learn. Only school supplies needed should be brought into the ECC.
- Students must follow code of conduct while attending programs at the ECC.

**We at the Easton Community Center are taking extra care in meeting and exceeding the state, the OEC, and the CDC guidelines. These protocols are to make our programs and facility a fun and safe experience for everyone to enjoy!**