

COVID-19 POLICIES AND PROCEDURES

Drop-off and Pick-up

For the health and safety of our parents, family member and authorized persons will not be permitted inside the school until further notice.

Families will place a sign with their child's name clearly visible in the front window of their vehicle. Parents will remain in their vehicle and will be greeted by a staff member.

If someone other than the parent is picking up the child, please send an email that day from the parent with the name of the pick-up person with a description of the vehicle and license plate number.

Prior to parents leaving, a trained staff member will take the temperature of their child(ren) with an infrared thermometer that does not require physical contact with the child's skin.

We will also ask parents the following questions each day before they drop off their child(ren). These questions are to keep your family, other families, and our teachers safe and healthy. If a parent answers **yes** to any of these health questions, your child

Healthy Environment

Children will remain in their own classroom to reduce the number of children in one area and to reduce the possibility of viral transmission.

Children will not share playground equipment with other classrooms at the same time. Playground equipment and outside play materials will be sanitized between uses.

High touch surfaces, such as door handles, light switches, faucets and play materials that children and staff come in contact with will be sanitized throughout the day. There will be an enhanced

Child Health and Wellness

Staff will receive information and training on COVID-19 symptoms as well as preventive measures. If a child shows symptoms common with COVID-19, we will distance the child from other children as much as we can and notify the child's parents.

Children who start to experience symptoms of respiratory illness, including a fever of greater than 100 degrees while in our care, will be isolated from other children in a separate room until they can be picked up. Children showing symptoms of illness will need to be picked up immediately, with no longer than one-hour lapse time from the time of receiving the call to pick-up. If you are unable to pick up your child within the designated time allowed, you will need to make other arrangements for someone to pick up your child within the hour. For the safety of your child, the school will need to be notified who will be picking up your child.

If your child is sent home with a fever, they must remain at home for 72 hours fever free without the use of fever-reducing medication.

If sent home with vomiting or diarrhea, your child must be symptom free for 24 hours before returning to school.

If a child or parent tests positive for COVID-19, we will contact our licensing representative and the local health department for current guidance. We might close the classroom for a few days and deep clean. The family would follow isolation guidance.

Anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.

Staff Health and Wellness

Staff will have their temperature checked at the beginning of each shift and must call to notify the Director if they develop a fever of greater than 100 degrees, as well as self-monitor for signs and symptoms of COVID-19.

Staff are required to wear a face mask and/or face shield during the day.

Staff will not be allowed to work if they are feeling ill, develop a fever or start experiencing respiratory symptoms.

Sick staff members will not return to work until they have met the criteria to discontinue home isolation per the CDC guidelines.

Staff will wash their hands immediately upon entering the school, throughout the day and upon leaving the school in accordance with DCFS and CDC requirements.

If a teacher or staff tests positive for COVID-19, we will contact our licensing representative and the local health department for current guidance. We might close the classroom for a few days and deep clean. The staff member would follow isolation guidance.

Anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.

Isolation and Discharge of Sick Children and Staff

If a child or staff member is diagnosed with COVID-19, he or she may not return to the Child Care Center until **ALL** three of the following are met:

- Individual is free from fever without the use of fever-reducing medications for at least 72 hours.
- Individual is no longer showing symptoms, including cough.
- It has been at least 10 days since the onset of the individual's illness.

If the child or staff member has symptoms consistent with COVID-19 and subsequently is determined by a medical provider to not likely have COVID-19, the child or staff member may return to the Child Care Center if the following is met:

- No fever for 72 hours without the use of fever reducing medications (fever is defined as temperature greater than 100 degrees).
- Negative test for COVID-19 or;
- A note from a medical provider documenting no clinical suspicion of COVID-19 infection.

Alternatively, a child or staff member diagnosed with COVID-19 may return if they have no fever,

