



COVID-19 Policies & Procedures

With the advent of the COVID-19 pandemic, we want to be sure you understand the safety plans we have put in place at the Center. Our Administrative Team is available to support our families, staff and students to ensure compliance with the plan established below. Our Executive Director, Jaime Hyla will assist in the morning arrival procedures and Pamela Edmonds, our Program Director and Sienna Anderson, our Assistant Director will assist in afternoon procedures.

We continue to monitor Covid-19 data provide by state and local health authorities, along with guidance provided by the Department of Health, the CDC and the Office of Child and Family Services to ensure our practices are aligned with best recommendations. Our staff has been trained on all of the procedures outlined below and are working hard during these unprecedented times to keep your children and all of us safe.

Our program hours are currently from 7AM – 5:30PM.

Arrival Procedure for Staff

All staff entering buildings to report to work will be required to use hand sanitizer and take their temperature prior to entrance. Anyone with a temperature of 100 degrees or higher, a persistent cough or other flu-like symptoms (new cough, new loss of taste or smell, shortness of breath) within the last 10 days, will not be permitted to enter the building. Due to health privacy regulations, we are not permitted to keep records of employee health data (e.g. daily temperature data).

Once entering the building, staff much immediately wash their hands.

Staff will be provided with disposable face masks each day if they do not have a personal mask. Face masks may not be shared and must not be used for longer than 1 day. Masks must be worn in classrooms as well as in any public area (e.g. hallways, kitchen, staff lounge, administrative offices). Staff have been instructed on the proper protocol of wearing and removing PPE (personal protective equipment).

our staff will complete a daily screening log, located at our Front Desk for contact tracing purposes. The following questions are part of the COVID-19 Screening:

- 1) Have you had any COVID-19 symptoms within the past 14 days?*
- 2) Did you test positive for COVID-19 in the past 14 days?*
- 3) Have you been in close contact with anyone with a confirmed or suspected COVID-19 case in the past 14 days?*
- 4) Have you traveled to any of the states that are high-interest states within the past 14 days?*



Records of completed responses will be kept in the office. If they answer 'yes' to any of the above questions they will be instructed to go underdo a COVID-19 test and quarantine at home for at minimum 10 days.

The Intake Process for Children & Families

The intake screening will consist of a brief parent interview, COVID-19 Screening questions, along with a temperature check, observing for cough, and being attentive to the child's general appearance with regards to health. Any child with a temperature of 100 degrees or higher, a persistent cough or other flu-like symptoms (new cough, new loss of taste or smell, shortness of breath) within the last 10 days, will not be permitted to enter the building. If a parent or any family member has symptoms of the coronavirus, the child will not be allowed to attend the center. The child/family should quarantine 14 days and test negative for COVID-19.

When a child is cleared to enter, a staff member will bring them to their classroom.

Arrival Procedure for Children: Curbside Screening for Parents That Drive

Morning Check In will be available from 7AM- 9:30AM. Staff will be available for morning check-in until 930am. Parents arriving after such time will have to call the center and wait for a staff member to assist them. All parents must have a face covering during the check-in procedures.

Children are to remain in their vehicles with parents while a staff member comes to the car to complete screening. Staff members will ask parents the screening questions. If the child passes the screening, the staff member will have the parent remove the child/children from the vehicle and the staff member will escort them into the building. Parents are no longer allowed to enter the building for drop off and pick up procedures.

When parents arrive at the center, they are to call the school at 845-471-5301. A staff member will be able to receive that call and meet the family at their vehicle.



*When the child passes the screening, **the parent will remove their student from the vehicle and hand child off to a CFD staff member.** The child will then be led into the center by a staff member.*

Check In for Families that Walk to the Center

Morning Check In will be available from 7AM- 9:30AM. Check In Staff will only be available until 930am for curbside drop. Any child dropped off after 9:30, parents are required to call the center and a staff member will then assist with the drop off process.

*When parents arrive at the center, they are to call us at 845-471-5301. A staff member will meet the family at the designated drop off spots, **located outside of the lobby.** When the child passes the screening, the parent will say their goodbyes and exit on the sidewalk.*

Children may not bring toys from home to the Center unless absolutely necessary to aid in their ability to comfortably transition into the Center.

Pick-up Procedure for Curbside Pick-up for Parents that Drive

When arriving to CFD, parents will park in the designated 'Childcare Drop off' spots in our parking lot. Parents will remain in the vehicle while waiting for staff.

Parents will call 845-471-5301.

*The student(s) will then be brought out to the parent by a staff member. The parent can then assist in harnessing the child in their vehicle. Parents are **required to have a mask on during this interaction.***

Curbside pick-up will occur from 3-530pm. If earlier pick up is needed, call 845-471-5301.



Pick up Procedure for families that walk to CFD

When the parent arrives at the designated 'pick up' location on the sidewalk, Parents will call 845-471-5301.

*The student(s) will then be brought out to the parent by a staff member. **Parents are to remain at the designated pick up location until they are reunited with their child/children.***

Parents will adhere to the same guidelines of social-distance waiting placement as were described for arrival.

When Someone Becomes Symptomatic During the Day

Should a child or staff member develop a fever or other relevant symptoms during the school day, they will be excluded from program.

A child who falls potentially symptomatic will be accompanied by one staff member to the office, and a parent or guardian of the ill child will be contacted to pick them up. The child will remain in the office, which will serve as an isolation room until the parent/guardian is able to pick up the child. If a parent or guardian cannot be reached, an appropriate individual on the child's emergency release will be contacted. Parents/guardians must arrive within 30 minutes to pick up an ill child.

Ill staff members will be sent home. If unable to drive themselves, an appropriate individual on their staff emergency form will be contacted. Staff have been asked to ensure that their emergency contacts have been updated.

Any child or staff member sent home with symptoms, must be evaluated by their physician before they return to the program. If a child or staff member tests positive for COVID-19 they must remain home for 10 days, symptom free, and be 24 hours fever free without medication.

Meals

Meals will be prepared in the kitchen and delivered outside of each classroom, and teachers will bring them into the room for the children.

Teachers are prohibited from the kitchen. If they need items, they will call the kitchen staff or administrative team to arrange for the items to be delivered to the classroom.

Teachers will wear food prep gloves whenever they are serving food, snack food, or helping children open their lunch. They will also wear them when feeding a child (bottle or food) and when serving water or other liquids.

Family style meals will be temporarily suspended.



In the Classroom

We will temporarily suspend having children brush their teeth after meals in the Center.

Sanitizer will be made available in all classrooms. Classrooms will be cleaned and sanitized three times per day by our staff:

- *Before children arrive*
- *While the children are outside for recess*
- *At the end of the day*

Both classrooms and general-use spaces will be sanitized nightly by cleaning staff. Bleach water solution, used in the sanitization process, is filled every single day with refresh solution as per OCFS regulations. All cleaning products will be kept out of reach of children.

Disposable gloves will be worn by teachers whenever they may come into contact with any bodily fluids, such as when changing diapers, assisting children in the bathroom, tending to a wound, and when administering medication.

When children are napping they will be placed 'head-to-toe' and at least 6-feet apart whenever possible.

Visitors

During this time we are not permitting non-essential visitors to enter the Center, and never into any of the classrooms with children in them. Any visitor who does enter the building must comply with our pandemic protocols, including the wearing of face coverings and completing the same 3-question questionnaire related to their exposure to COVID-19 that staff and families must complete.

Additional Precautions

A log of every person, including employees, parents/guardians, children and any essential visitors who may have close or proximate contact with other individuals at the work site will be maintained on-site. Logs will be used to maintain affected individuals in the event that any employee, parent/guardian, child or visitor is diagnosed with COVID-19. This log will be available at our front entry desk area.

Use of sensory materials (e.g. Play-doh) will be minimized. .

Proper handwashing will be repeated throughout the day according to OCFS regulations, including:

- *Upon arrival in the classroom*
- *Before preparing, serving, or eating food*
- *After eating,*
- *After using the bathroom*
- *After changing a child's diaper or helping a child in the bathroom*
- *After wiping noses, mouths, sores, cuts, or bodily secretions*
- *After handling bodily fluids such as diarrhea, blood, mucus, or vomit*
- *After handling garbage*
- *After playing outdoors*
- *Any time hands look or smell dirty*
- *Before leaving the classroom*

Hard surfaced toys will be rotated into play areas, and will be sanitized after each play use.

Time spent outside will be increased, weather permitting.



Masks

*As per the CDC guidelines and with the recommendation from local members of the Department of Health, we are requiring students in our School Age program to wear masks during their time at CFD. Our Infant- PreK Program will not be required to have masks, however, if a parent would like their child to wear a mask, we strongly encourage mask usage. *(for children over the age of 3)*

Children of School Age Program:

Masks required for in-classroom

Outdoor play- mask free, while socially distanced

Preschool-PreK:

Not required, but recommended

Infant-Toddler:

*Not permitted while in program *choking hazard*

These policies and procedures are subject to change and update according to guidelines from the CDC, consultation with Office of Children and Family Services and local Department of Health Recommendations. Community Family Development observes the right to refuse services for children, families and staff if the above outlined policies and procedures are not adhered to.