

Union Church Child Care Center's COVID-19 Health & Safety Plan

This is Union Church Child Care Center's COVID-19 Health and Safety Plan which will serve as the guidelines for our facility's COVID-19 child care activities. This policy was created and developed in consultation of guidance and policy issued by Office of Child Care and Department of Early Learning (OCDEL), Pennsylvania Department of Health (DOH), and comply with the Center for Disease Control and Prevention (CDC) guidelines.

(*) Denotes a **mandatory requirement** from our licensing agency that **MUST** be followed in our plan.

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and/or Supports Needed	Professional Development (Y/N)
*Use of face coverings (masks or face shields) by all staff and visitors	Staff and visitors are required to wear masks while at the center.	Kelsey Liwosz and Taylor von Sternberg will ensure there are enough masks at the center should an employee or visitor arrive without one.	Disposable face masks, reusable face masks, and face shield when applicable.	N
*Use of face coverings (masks or face shields) by children two years of age and older (as appropriate)	Children (2+) are required to wear masks while at the center. Please note: 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 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.	Kelsey Liwosz and Taylor von Sternberg will ensure there are enough masks at the center should a child arrive without one.	Child sized disposable face masks, child sized reusable face masks, and face shield when applicable.	N

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	<p>If a child 2 years old or older is unable to remove a face covering without assistance, the child is not required to wear one.</p> <p>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.</p>			
<p>*Cleaning, sanitizing, disinfecting, and ventilating surfaces, and any other areas used by children in care (i.e., restrooms,</p>	<p>One staff member's sole responsibility for the day is cleaning, sanitizing, and disinfecting.</p> <ul style="list-style-type: none"> - Doorknobs are disinfected throughout the day. - Restrooms are cleaned and disinfected between use. - The playground is cleaned and disinfected between use. 	<p>Kelsey Liwosz and Taylor von Sternberg will assign one staff member to clean for the day. One staff member is responsible for any and all</p>	<p>Disinfectant wipes, disinfectant spray, sanitizer, soap for soapy water, professional cordless electrostatic sprayer, hand sanitizer, antibacterial soap, access to running</p>	<p>Y – Child care staff will review CDC guidelines for cleaning requirements to ensure they are able to properly clean, sanitize,</p>

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drinking fountains, toys, hallways, and transportation)	<ul style="list-style-type: none"> - Water fountains are not used for anything other than filling up cups. Students/staff cannot drink directly from the fountain. 	cleaning requirements throughout the day.	water, mop, broom, Swiffer and required cleaning solutions.	disinfect, and ventilate.
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> - Toys that cannot be cleaned and disinfected are NOT used. Half the amount of toys are available to play with in the classroom so we can ensure every toy is cleaned throughout the day. - Machine washable cloth toys are not used at all except for in the infant room. These toys should be laundered before being used by another child. - A germy toy bin is used to put any mouthed toys into immediately. The cleaner of the day cleans, sanitizes, and disinfects these toys and then allows the toys to air dry prior to putting them back into the classroom. 	Kelsey Liwosz and Taylor von Sternberg will assign one staff member to clean for the day. One staff member is responsible for any and all cleaning requirements throughout the day.	Disinfectant wipes, disinfectant spray, sanitizer, soap for soapy water, professional cordless electrostatic sprayer, hand sanitizer, antibacterial soap, access to running water, mop, broom, Swiffer and required cleaning solutions.	Y – Child care staff will review CDC guidelines for cleaning requirements to ensure they are able to properly clean, sanitize, disinfect, and ventilate.
Child care space occupancy that allows for 6 feet of separation among children in care and staff throughout the	<p>Child care groups are socially distanced 6 feet as often as possible.</p> <p><i>**This will be done to the best of our ability. Unforeseen circumstances can change these plans (i.e. staff call off, staff running late, emergency, etc.)</i></p>	Teachers will be responsible for ensuring they do not enter the hallway while another group is in the hallway.	N/A	N

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<p>day, to the maximum extent feasible or promotes social distancing through grouping</p>	<ul style="list-style-type: none"> We will have the same teachers and children in the same groups. These groups will remain 6 ft. apart and will not have mixed outdoor times. <p>Outside times will be changed to ensure each group has their own outside time.</p> <ul style="list-style-type: none"> YT: 930-10 AM and 3-330 PM OT: 10-10:30 AM and 330-4 PM YPS: 1030-11 AM and 4-430 PM OPS: 11-1130 AM and 430-5 PM PK will have access to the outdoor area outside of their classroom any time. SA will have access to the grassy area outside at any time. 	<p>Should they see another group in the hallway, they will wait until they are able to walk alone in the hallway without coming into contact with other groups.</p>		
<p>Restricting the use of common areas, and consider serving meals in alternate settings such as where the child care is being provided</p>	<p>N/A – we do not have common areas for children. Staff will enjoy lunch breaks staggered to ensure they can maintain 6 ft. distance while on break.</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p>* Hygiene practices for children in care and staff including the manner and</p>	<p>Students and staff are REQUIRED to wash hands upon arrival to the facility.</p> <p>Staff have access to hand sanitizer 24/7 and this hand sanitizer is in a locked cabinet out of reach of children.</p>	<p>Kelsey Liwosz, Taylor von Sternberg, and all teaching staff will be responsible for ensuring these</p>	<p>Antibacterial soap, hand sanitizer for staff, locks for cabinets, access to running water.</p>	<p>N</p>

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frequency of hand-washing and other best practices	Children will be escorted to a sink to wash hands if he/she sneezes, puts hands in mouth, touches face, etc. Hands are washed prior to and after eating, after using the restroom, after outside time. Staff must wear gloves while preparing food and switch gloves if touching a different child's food. They must continue following diaper changing procedure, and wash hands before and after changes.	hygiene practices are followed by staff and children.		
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs are posted above every sink in the building that outlines the proper way to wash hands. Signs are posted throughout the building outlining how to reduce the risks of spreading germs.	Kelsey Liwosz and Taylor von Sternberg will ensure these signs are posted and updated as needed.	Handwashing signs and signs from CDC.	N
Identifying and restricting non-essential visitors and volunteers	Parents are encouraged not to enter the building for drop off/pick up but will not be refused entry. If a parent or guardian wishes to enter the building, they must pass our screening process, have a temperature below 100, and wear a mask upon entry. Once in the building, parents are required to wash or sanitize their hands immediately. No outside organization is allowed entry into the building until further notice.	Kelsey Liwosz and Taylor von Sternberg will ensure all visitors and parents are aware of these requirements.	Masks for visitors and a thermometer/screening supplies prior to allowing entry.	N

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	Prospective parents, maintenance, custodians, and any repair service may only enter the building after hours when children are gone. They must pass the screening process and wear a mask while in the building. The building must be disinfected after they leave.			
Handling outdoor play consistent with the CDC Considerations	<p>Outside times will be changed to ensure each group has their own outside time.</p> <ul style="list-style-type: none"> - YT: 930-10 AM and 3-330 PM - OT: 10-10:30 AM and 330-4 PM - YPS: 1030-11 AM and 4-430 PM - OPS: 11-1130 AM and 430-5 PM - PK will have access to the outdoor area outside of their classroom any time. - SA will have access to the grassy area outside at any time. <p>The playground is cleaned, sanitized, and disinfected between use.</p>	<p>Kelsey Liwosz, Taylor von Sternberg, and all teaching staff will be responsible for ensuring these outside times are followed and no groups pass each other in the hallway or outside.</p> <p>The cleaner of the day will properly clean the playground between use.</p>	<p>Disinfectant wipes, disinfectant spray, sanitizer, soap for soapy water, professional cordless electrostatic sprayer, for cleaning the playground.</p> <p>New outdoor schedules posted in classrooms.</p>	Y – Child care staff will review CDC guidelines for cleaning requirements to ensure they are able to properly clean, sanitize, disinfect, and ventilate.
* Monitoring children and staff for symptoms and history of exposure	<p>Staff and children are NOT PERMITTED to enter the child care facility if:</p> <ul style="list-style-type: none"> • They have recently had potential exposure with a person with COVID-19. 	<p>Kelsey Liwosz and Taylor von Sternberg and applicable teaching staff will deny entry into</p>	<p>New sick policy created to reflect the COVID-19 sick policy and information.</p>	N

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	<ul style="list-style-type: none"> • A potential exposure means being in a household or having close contact within 6 feet of an individual with a confirmed or suspected COVID-19 case for at least 15 minutes during the case's infectious period. • Persons with COVID-19 are considered infectious from 2 days before onset of symptom until the end of isolation (discussed below in "Discontinuing at home isolation"). • Continue to monitor staff and child health throughout the day. • Immediately isolate a child or staff member that develops fever, chills, shortness of breath, new cough, or new loss of taste or smell and send them and any family members home as soon as possible. • While waiting for a sick child to be picked up, a staff member will stay with the child in a place isolated from others. If the child has symptoms of COVID-19, we should remain as far away as safely possible from the child (preferably 6 feet) while maintaining supervision. Staff MUST wear a cloth face covering. If the child is over the age of 2 and can tolerate a face covering, the child should also wear a cloth face covering. <ul style="list-style-type: none"> - Persons who have a fever of 100.4 degrees Fahrenheit or above, or other signs of illness should not be 	<p>the building if any child or staff meets any of the following criteria.</p> <p>Kelsey Liwosz, Taylor von Sternberg and applicable staff will monitor children throughout the day.</p> <p>Kelsey Liwosz, Taylor von Sternberg will monitor staff throughout the day.</p>		
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	admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.			
* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure	<p>If a child becomes sick, they are immediately quarantined in the child care office away from all children. They will sit with Kelsey Liwosz or Taylor von Sternberg until a parent or guardian is able to pick them up.</p> <p>If a staff member becomes sick, they will be sent home immediately.</p> <p>Exposure is defined as being within 6 feet of the individual who tests positive for COVID-19 for a period of 15 minutes or more. It also means coming into direct contact with droplets from a COVID-19 positive individual. Persons who test positive are considered infectious 48 hours before the onset of symptoms.</p> <p>Persons testing positive but do not have symptoms are considered infectious 2 days after exposure (if known) or starting 2 days before test date (if exposure is unknown).</p> <p>If a staff person, household member, or a child is exposed to an individual who tests positive for COVID-19: If potentially exposed, staff or children MUST self-quarantine for a period of 14</p>	Kelsey Liwosz, Taylor von Sternberg and applicable staff and families will ensure this requirement is followed.	n/a	N

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	<p>days based on the CDC guidance. Additionally, tests may be required depending on the circumstances.</p> <ul style="list-style-type: none"> • If a child becomes ill at the facility, we will notify the child's parent as soon as possible. • We shall inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health as per 55 Pa. Code §3270.136(b), §3280.136(b), and §3290.136(b). • We will report when a staff person, child, or household member is exposed to a positive COVID-19 case to the DHS and DOH. 			
<p>* Returning isolated or quarantined staff, children, or visitors to the facility</p>	<p>Discontinuing at home isolation: There are different strategies for discontinuing home isolation. Options include a symptom based (i.e., time-since-illness-onset and time-since-recovery strategy) or test based strategy. Families and staff are able to choose the strategy for discontinuing at home isolation that best suits their needs.</p> <p>1). Symptom-Based Strategy Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:</p>	<p>Kelsey Liwosz, Taylor von Sternberg and applicable staff and families will ensure this requirement is followed.</p>	<p>n/a</p>	<p>N</p>

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- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*.

2). Test-Based Strategy

Individuals who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
- Negative COVID-19 test results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).

For Persons Who Tested Positive but have NOT had COVID-19 Symptoms in Home Isolation:

1). Time-Based Strategy

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at

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	<p>home may discontinue isolation under the following conditions:</p> <ul style="list-style-type: none">• At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. <p>If they develop symptoms, then the symptom-based or test-based strategy should be used.</p> <p>2). Test-Based Strategy</p> <p>Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:</p> <ul style="list-style-type: none">• Negative COVID-19 results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens). <p>The symptom-based, time-based, and test-based strategies may result in different timeframes for discontinuation of isolation post-recovery. Any individual who becomes ill should contact their medical provider for advice or testing. For any individual who has been exposed to COVID-19 as described above, or who tests positive for COVID-19, follow the information outlined above.</p>			
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<p>* Notifying staff and families of suspected or confirmed cases of COVID-19</p>	<ul style="list-style-type: none"> • The facility will email and text all child care staff to alert them of positive case. • The facility will email and send a brightwheel ALERT to alert families of any positive case. 	<p>Kelsey Liwosz will be responsible for reporting any and all cases to staff and families.</p>	<p>n/a</p>	<p>N</p>
<p>*Reporting to DOH and Certification</p>	<p>REPORTING: In all instances when reporting to DHS, the following must be provided:</p> <ul style="list-style-type: none"> • The name of the facility • The address of the facility including the county • The number of cases • Identify if the positive case is a staff person, household member (of a GCCH or FCCH), child, or family member <p>This information will be immediately reported to our Certification Representative, Molly Davies. To report confirmed positive cases of COVID-19, we will contact DOH at 1-877-PA-HEALTH or 1-877-724-3258.</p>	<p>Kelsey Liwosz will be responsible for reporting any and all cases to DHS (Certification) and DOH.</p>	<p>n/a</p>	<p>N</p>
<p>Other monitoring and screening practices</p>	<p>SCREENING PROCEDURE PRIOR TO ENTERING THE BUILDING: DROP OFF: To ensure the health and safety of our staff and children, we will have a check in station prior to children entering the building. This check in station will be outside on the playground. We will ask the parent/guardian a few questions and then proceed to take the child's temperature</p>	<p>Kelsey Liwosz and Taylor von Sternberg will be responsible for helping with and assigning a screener for the morning and two staff members to</p>	<p>Thermometer, screening document with appropriate questions, temperature log for recording temperatures, masks, hand sanitizer, access to running water and antibacterial soap.</p>	<p>N</p>

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<p>with a no touch thermometer. Should it be under 100, your child will be permitted to enter the building. Infants can enter on the upper level where an infant teacher will go through the screening process prior to entry.</p> <ul style="list-style-type: none"> - <i>We are requesting that parents NOT enter the building. This is to limit the amount of people in the building. Once a child passes the screening procedure, staff will walk the students into the building and parents will return to their car.</i> <p>Example screening process for YT-SA:</p> <ul style="list-style-type: none"> - Upon their arrival, meet the parent/child at the playground gate; stand at least 6 feet away from the parent/guardian and child. - Ask the parent/guardian to confirm that the child and anyone in the same house does not have fever, shortness of breath or cough. - Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. - Double check by taking temperature (no-touch thermometer) and allow the child to enter the building. 	<p>take children to cars for pick up.</p>		
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***Staff will walk students into the building*

Example screening process for Infant Room:

- Upon their arrival, meet the parent/child at the upper entrance (outside).
- Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Once the child is in your care, double check by taking temperature (no-touch thermometer)
- The teacher will carry the infant into the building. **car seats are permitted so feel free to transfer infants in car seat or without, completely up to you!*

PICK UP: All children will be walked out to you upon arrival for pickup. Please call the center and let us know you arrived for pickup. If your call goes straight to voicemail, that means another parent is already on the line. If that is the case, hang

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	<p>up and call again until you speak with a teacher.</p> <p>Please allow a few extra minutes to allow teachers to get your child ready to leave for the day. Staff will walk your child(ren) to you outside of your car and then return to the building once the child(ren) are in your care.</p>			
Notifying staff and families of facility closures	<ul style="list-style-type: none"> • The facility will email and text all child care staff to alert them of closures • The facility will email and send a brightwheel ALERT to alert families of any closures. 	Kelsey Liwosz will be responsible for reporting any potential closure or closure to staff and families.	n/a	N
Handling Positive Cases	<p>We should close for a period of 48 hours following the confirmed positive COVID-19 case of child or staff member in attendance so that the facility can be cleaned and disinfected properly.</p> <ul style="list-style-type: none"> • We shall inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health as per 55 Pa. Code §3270.136(b), §3280.136(b), and §3290.136(b). <p>*An outbreak is defined as a single positive COVID-19 case.</p>	<p>Kelsey Liwosz will be responsible for reporting any positive cases to all family and staff.</p> <p>Kelsey Liwosz, Taylor von Sternberg, and applicable staff will clean and disinfect the facility along with our janitorial team during the 48 hour closure.</p>	Disinfectant wipes, disinfectant spray, sanitizer, soap for soapy water, professional cordless electrostatic sprayer, hand sanitizer, antibacterial soap, access to running water, mop, broom, Swiffer and required cleaning solutions.	Y – CDC guidelines for cleaning, sanitizing, disinfecting, and ventilating must be read and understood in order to properly clean the facility.

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	<ul style="list-style-type: none"> • The facility must report positive COVID-19 cases to the Department of Health (DOH) as per 55 Pa. Code §3270.136(d), §3280.136(d), and §3290.136(d). The facility must also report positive COVID-19 cases to the Pennsylvania Department of Human Services (DHS). • The facility email and text all child care staff to alert them of positive case. • The facility will email and send a brightwheel ALERT to alert families of any positive case. 			
Travel Policy	<p>Beginning July 6, 2020, any staff member that travels to a state listed below will be required to get a COVID test 48 hours after return OR quarantine for 14 days.</p> <p>Families are RECOMMENDED to follow this travel policy as well.</p> <p>Alabama, Arizona, Arkansas, California, Florida, Georgia, Idaho, Louisiana, Mississippi, Nevada, North Carolina, South Carolina, Tennessee, Texas, Utah.</p>	Kelsey Liwosz and Taylor von Sternberg will ensure staff are scheduled off for 2 weeks following a trip to any of the states listed OR proof of a negative test must be displayed.	n/a	N
Vulnerable/High Risk Groups	<p>Vulnerable/High Risk Groups</p> <p>Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's</p>	n/a	n/a	N

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important that everyone practices [healthy hygiene behaviors](#).

- Staff members or teachers age 65 or older, or with serious underlying health conditions should talk to their healthcare provider to assess their risk and to determine if they should stay home.

Information about [COVID-19 in children](#) is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If you have children with underlying health conditions, parents should consult their doctor prior to sending child to the center.