

Union Christian Academy's COVID-19 Health & Safety Plan

This is Union Christian Academy'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	The use of masks is optional for staff, visitors, and students.	Kelsey Liwosz and Taylor von Sternberg will ensure there are enough masks at the center should an employee or visitor wish to wear one.	Disposable face masks, reusable face masks, and face shield when applicable.	N
Cleaning, sanitizing, disinfecting, and ventilating surfaces, and any other areas used by children in care (i.e., restrooms, drinking fountains, toys, hallways, and transportation)	A thorough cleaning will take place at the end of every day.	N/A	Disinfectant wipes, disinfectant spray, sanitizer, soap for soapy water, professional cordless electrostatic sprayer, hand sanitizer, antibacterial soap, access to running water, mop, broom,	Y – Child care staff will review CDC guidelines for cleaning guidelines to ensure they are able to properly clean, sanitize, disinfect, and ventilate.

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			Swiffer and required cleaning solutions.	
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> - A germey toy bin is used to put any mouthed toys into immediately. These toys will be cleaned and allowed to air dry prior to putting them back into the classroom. 	N/A	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 guidelines to ensure they are able to properly clean, sanitize, disinfect, and ventilate.
Hygiene practices for children in care and staff including the manner and frequency of hand-washing and other best practices	<p>Students and staff should 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>Children will be escorted to a sink to wash hands as needed.</p>	Kelsey Liwosz, Taylor von Sternberg, and all teaching staff will be responsible for ensuring these hygiene practices are followed by staff and children.	Antibacterial soap, hand sanitizer for staff, locks for cabinets, access to running water.	N
Posting signs, in highly visible locations, that promote everyday protective measures,	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	Handwashing signs and signs from CDC.	N

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and how to stop the spread of germs		posted and updated as needed.		
* 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. • Exposure/close contact means: <ul style="list-style-type: none"> ○ You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more ○ You provided care at home to someone who is sick with COVID-19 ○ You had direct physical contact with the person (hugged or kissed them) ○ You shared eating or drinking utensils ○ They sneezed, coughed, or somehow got respiratory droplets on you • 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. 	<p>Kelsey Liwosz and Taylor von Sternberg and applicable teaching staff will deny entry into 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>	New sick policy created to reflect the COVID-19 sick policy and information.	N

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	<ul style="list-style-type: none"> • 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 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. 			
<p>* Isolating or quarantining children, staff, or visitors if they become sick or</p>	<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>Kelsey Liwosz, Taylor von Sternberg and applicable staff and families will ensure this</p>	<p>n/a</p>	<p>N</p>

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<p>demonstrate a history of exposure</p>	<p>If a staff member becomes sick, they will be sent home immediately.</p> <ul style="list-style-type: none"> • Exposure/close contact means: <ul style="list-style-type: none"> ○ You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more ○ You provided care at home to someone who is sick with COVID-19 ○ You had direct physical contact with the person (hugged or kissed them) ○ You shared eating or drinking utensils ○ They sneezed, coughed, or somehow got respiratory droplets on you <p>Persons who test positive are considered infectious 48 hours before the onset of symptoms. 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). If a staff person, household member, or a child is exposed to an individual who tests positive for COVID-19:</p>	<p>requirement is followed.</p>		
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	<p>If potentially exposed, staff or children MUST self-quarantine 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</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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	<p>themselves at home may discontinue isolation under the following conditions:</p> <ul style="list-style-type: none">• At least 3 days (72 hours) have passed <i>since recovery</i> 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 <i>since symptoms first appeared</i>. <p>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:</p> <ul style="list-style-type: none">• 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). <p>For Persons Who Tested Positive but have NOT had COVID-19 Symptoms in Home Isolation:</p> <p>1). Time-Based Strategy</p>			
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	<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">• 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</p>			
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	has been exposed to COVID-19 as described above, or who tests positive for COVID-19, follow the information outlined above.			
* Notifying staff and families of suspected or confirmed cases of COVID-19	<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. 	Kelsey Liwosz will be responsible for reporting any and all cases to staff and families.	n/a	N
*Reporting to DOH and Certification	<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. To report confirmed positive cases of COVID-19, we will contact DOH at 1-877-PA-HEALTH or 1-877-724-3258.</p>	Kelsey Liwosz will be responsible for reporting any and all cases to DHS (Certification) and DOH.	n/a	N
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 	Kelsey Liwosz will be responsible for	n/a	N

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	<ul style="list-style-type: none"> The facility will email and send a brightwheel ALERT to alert families of any closures. 	reporting any potential closure or closure to staff and families.		
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> <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 center will follow any and all guidance given by the DOH and DHS. 	<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>	<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.</p>	<p>Y – CDC guidelines for cleaning, sanitizing, disinfecting, and ventilating must be read and understood in order to properly clean the facility.</p>

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	<ul style="list-style-type: none"> • 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. 												
<p>Sick Policy/Exclusion based on COVID Symptom Chart</p>	<p>We will be following the updated symptom chart provided by OCDEL for staff and children.</p> <table border="1" data-bbox="516 540 1083 1094"> <tr> <th colspan="3" data-bbox="516 540 1083 605">A COVID-like illness is defined as:</th> </tr> <tr> <td data-bbox="516 609 730 727"> At least ONE of these symptoms: </td> <td data-bbox="735 609 772 1094" style="text-align: center; vertical-align: middle;">OR</td> <td data-bbox="777 609 1083 727"> At least TWO of these symptoms </td> </tr> <tr> <td data-bbox="516 730 730 1094"> <ul style="list-style-type: none"> • New or persistent cough • Shortness of breath • New loss of sense of smell • New loss of sense of taste </td> <td></td> <td data-bbox="777 730 1083 1094"> <ul style="list-style-type: none"> • Chills • Muscle pain • headache • Sore throat • Fatigue • Congestion/runny Nose </td> </tr> </table>	A COVID-like illness is defined as:			At least ONE of these symptoms:	OR	At least TWO of these symptoms	<ul style="list-style-type: none"> • New or persistent cough • Shortness of breath • New loss of sense of smell • New loss of sense of taste 		<ul style="list-style-type: none"> • Chills • Muscle pain • headache • Sore throat • Fatigue • Congestion/runny Nose 			
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<p>COVID Testing</p>	<p>If anyone in a students' household receives a COVID test for any reason, the student can NOT return until the PCR test comes back negative.</p>												