

Pandemic Policy

COVID-19 REVISED 12/18/20
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Contents

Child-care is a critical part of the public health emergency response team.....	2
Social Distancing Strategies	2
Illness Policy during Covid-19	3
Guideline for onset of illness at Willow House.....	4
Child.....	4
Employee.....	4
Guidelines for onset of illness while at home	4
Child.....	4
Employee	4
Family member.....	4
Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19	5
Children/Staff with COVID-19 who have home isolated can stop isolation with these conditions	5
Staff paid sick time and mental health	6
If WH has a case of Covid-19	6
Health Screening of Children/Staff	7
Child.....	7
Staff member.....	7
During the day- prevention of Covid-19	8
Arrival of children	8
Arrival of Staff.....	8
Departure of children	9
Departure of Staff.....	9
Various times of the day.....	9
Midday cleaning	9
Soft surface Cleaning.....	10
Electronics	10
Laundry.....	10
Clean and Sanitize Toys.....	10
Washing, Feeding, or Holding a Child.....	10
Outdoor Areas	11
Group Size	11
Hand washing	11
Alcohol based sanitizers	12
Respiratory Hygiene	12
Eliminating transmission points.....	12

Masks and the wearing of them during the day.....	12
Meetings staff, board of directors, continuing education.....	14
Essential functions and reliance that the community may need us for our services	14
Center Family/Staff Communication Plan.....	15
Tuition/Reduced work during Covid-19.....	15
Vacation and Travelling.....	15
Resources and Links	16
SAMPLE CHECK IN FORM.....	16
Acceptance of new procedures for children/families/staff	17

Child-care is a critical part of the public health emergency response team

Introduction

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Knowing these facts, WH has implemented many new safety measures for families, children and teachers to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

Social Distancing Strategies

Social distancing in child-care will look very different than what we as adults do for social distancing. WH staff and families will work with the local health officials to determine a set of strategies appropriate for WH. We will use preparedness strategies and consider the following social distancing strategies that may/may not be implemented at some point of time during Covid-19

- If possible, child care classes should include the same group each day, and the same child care providers should remain with the same group each day. If your child care program remains open, consider creating a separate classroom or group for the children of healthcare workers and other first responders. If your program is unable to create a separate classroom, consider serving only the children of healthcare workers and first responders.
- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
 - Keep each group of children in a separate room.
 - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
- Consider staggering arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. The plan for curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- If possible, arrange for administrative staff to telework from their homes.
- The maximum number of children WH can enroll at any time is 36.
- Preschool classroom is licensed for 10 children and at this time, (6/8/20), the OEC and governors executive order recommendations are classroom sizes not to exceed 15 children. Updated as of 6/24/20

Illness Policy during Covid-19

MORE COMMON: If a child becomes sick with 1- or more **“more common”** Covid-19 symptoms such as:

- Cough
- Fever
- Shortness of breath
- Muscle aches
- Loss of taste or smell

We ask that you notify us, keep your child at home or your child will be sent home. Please notify us by phone so that WH will know how to proceed with your child's illness as well as our next steps of notifying the proper/required people, and/or authorities.

He/She may return when able to attend to a day of activities:

- ✓ You have contacted your child's primary doctor for any further evaluation
- ✓ Fever free for 72 hours without fever reducing medicine (that is three full days of no fever without the use medicine that reduces fevers)
- ✓ Has remained out the program for at least a minimum of 24 hours for symptoms other than a fever
- ✓ Cough, muscle aches, generally not feeling well has improved.
- ✓ If your child has been exposed to a positive Covid person, please refer to that section of our Pandemic Policy for further guidance
- ✓ If your child receives a Covid-19 test, he/she should remain out of the program and refer to the Pandemic policy for further guidance

LESS COMMON: If your child is showing a **“less common”** Covid-19 symptom such as:

- Sore throat
- Nausea
- Chills
- Excessive fatigue
- New onset of severe headache
- Sneezing
- New onset of nasal congestion
- Runny nose

He/she may attend our program but please know that your child could be sent home if the symptom:

- ✓ Increases in frequency, duration, or amount
- ✓ More than one symptom appears
- ✓ Child's health begins to include the “more common” symptoms
- ✓ Symptoms begin to impact the other children's health
- ✓ Increased health management which causes safety concerns for other children in the classroom
- ✓ Increased classroom management for teachers

WH will evaluate the symptom(s) and its severity to determine if the child is well enough to remain in school or should be sent home for further evaluation. If your child is sent home, she/he will need to remain home:

- ✓ For a minimum 24 hours
- ✓ Symptoms begin to subside
- ✓ No new symptoms begin
- ✓ If your child receives a Covid-19 test, he/she should remain out of the program and refer to the Pandemic policy for further guidance

OTHER SYMPTOMS If your child has had two or more incidents of diarrhea and/or vomiting or unexplained rashes he/she will need to be sent home or stay home. He/She can return:

- ✓ Symptom free (no incidents of diarrhea and/or vomiting) for at least 24 hours
- ✓ Doctor's note for re-admittance regarding unexplained rash

Revised 11/2020

Guideline for onset of illness at Willow House

Child

- If a child becomes sick during the day. The first teacher will remove all other children to the back room while the second teacher stays with the ill child in the classroom and keep him/her comfortable until the family can arrive.
- The second teacher will immediately call the child's family and request an immediate pick up.

Employee

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

Guidelines for onset of illness while at home

Child

- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. Follow our current Illness Policy to understand the return to school policy. If symptoms are consistent with Covid-19, please phone your child's pediatrician and ask for guidance. Please phone us and share that guidance so that WH will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

Employee

- Stay home: Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Stay in touch with your doctor
- Stay away from others: As much as possible, you should stay away from others. You should stay in a specific "sick room" if possible, and away from other people and pets in your home. Use a separate bathroom, if available.
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include*:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face

Family member

- If caring for a sick household member, follow recommended precautions and monitor your own health
- Have the person stay in one room, away from other people, including yourself, as much as possible.
 - If possible, have them use a separate bathroom.
 - Avoid sharing personal household items, like dishes, towels, and bedding
 - Have them wear a cloth face covering (that covers their nose and mouth) when they are around people, including you.
 - If the sick person can't wear a cloth face covering, you should wear one while in the same room with them.
 - If the sick person needs to be around others (within the home, in a vehicle, or doctor's office), they should wear a cloth face covering that covers their mouth and nose.

- Wash your hands often with soap and water for at least 20 seconds, especially after interacting with the sick person. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth.
- Every day, clean all surfaces that are touched often, like counters, tabletops, and doorknobs
 - Use household cleaning sprays or wipes according to the label instructions.
- Wash laundry thoroughly.
 - If laundry is soiled, wear disposable gloves and keep the soiled items away from your body while laundering. Wash your hands immediately after removing gloves.
- Avoid having any unnecessary visitors.
- For any additional questions about their care, contact their healthcare provider or state or local health department.

Keep surfaces disinfected

- Avoid sharing personal items
- Monitor for emergency signs, prevent the spread of germs, treat symptoms, and carefully consider when to end home isolation.

Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19

- Children who have symptoms should stay home
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act. Fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
- Employees should not return to work until the criteria to end home isolation is met as instructed in consultation with healthcare providers and state and local health departments.
- If a family has to quarantine because their child or themselves were exposed to Covid-positive case tuition will be due at 50% of the normal rate.

Children/Staff with COVID-19 who have home isolated can stop isolation with these conditions

- If a test will not be administered to determine if you are still contagious, children and staff can return to WH after these three things have happened:
 - No fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
 - at least 7 days have passed since symptoms first appeared
- If a test is required to determine if person is still contagious, children or staff can return to WH after these three things have happened:
 - No fever (without the use medicine that reduces fevers)
AND

- other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
- Received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#)
- Time-since-illness-onset and time-since-recovery strategy (non-test-based strategy) April 4 guidance
 - Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other people are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.

Staff paid sick time and mental health

- Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
- Connect employees to employee assistance program (EAP) resources (if available) and community resources as needed. Employees may need additional social, behavioral, and other services, for example, to cope with the death of a loved one

If WH has a case of Covid-19

WH will notify families and staff of the exposure

- WH will report the confirmed case to the local health department and follow their specific guidelines
- WH will report the confirmed case to the state Department of Public Health Epidemiology and Emerging Infection Program (860-509-7994)
- Determine the date of symptom onset for the child/staff member
- Determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began
- Identify what days the child/staff member attended/worked during that time
- Determine who had close contact with the child/staff member at the program during those days. Refer back to Child/Staff Movements form
- Close off areas used by the individuals with COVID-19
- Exclude the children and staff members who are determined to have had close contact with the affected/child/staff member for 14 days after the last day they had contact with the affected/child/staff member
- Wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
 - Open outside doors and windows to increase air circulation in the area.
 - If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait as long as possible
 - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
 - If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary. –
 - Continue routine cleaning and disinfection
 - When cleaning•
 - Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.-Always wash immediately after removing gloves and after contact with a sick person.

Dismiss students and most staff for 2-5 days

This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events).
- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

Health Screening of Children/Staff

All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees

Child

- Perform hand hygiene
- Staff will wear a mask and gloves while checking child's temperature
- Check each child's temperature upon arrival. Currently, as of 4/14/20, a fever is considered 100 degrees
- Thermometer must be disinfected before and after use of checking child's temperature
- If performing a temperature check on multiple individuals, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check.
- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine. Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.
- Share the temperature with the parent.

Staff member

- Staff should expect to arrive at least 5-10 minutes early than their scheduled shift
- Staff should either have their own thermometer from home, or use WH thermometer, depending on supply and demand issues
- Staff should answer the questions on Homebase App when signing in for their shift and record their temperature.
- Return thermometer to staff assigned area

During the day- prevention of Covid-19

Arrival of children

- Stagger arrival and drop off times and/or have child-care providers come outside the facility to pick up the children as they arrive. As of 4/23/20 this is not in affect but may happen with notice to families
- Plan for curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendation. As of 4/23/20 this is not in affect but may happen with notice to families
- The same parent or designated person should drop off and pick up the child every day
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#)
- Each family will sign in in their child's perspective Pod sign in sheet using a 'clean' pen and then disposing of the pen in the 'dirty' basket so that the staff can soap and water wash and bleach and water disinfect after use.
- Families should use the Hand hygiene station set up at the entrance of the facility, so that children can clean their hands before/after touching any WH walls, pens, clipboard, etc.
- Family member dropping off should wear a mask as social distancing is difficult during drop off. Families should check their child's temperature before coming to WH. Currently, as of 4/14/20, a fever is considered 100 degrees. Families will also need to answer the daily questions asked by Susan or her designee, and if child has any of the identified symptoms set by the CDC guidance, the child should not be permitted to attend.
 - There are several methods that staff can use to protect themselves while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.
 - At minimum, teaching staff should wear a mask during the arrival of children and during any health assessment.
- Staff will help child remove coat and get hands washed
- Staff will take child's lunch from family and put into the refrigerator
- Assure that the family has completed the sign in/check in sheet

Arrival of Staff

- Bring in to the center as little as you possibly will need for the day.
- Staff should wear a mask all day excluding meal times and/or break time
- Masks should be worn outside when staff cannot assure a 6 foot social distance.
- Place your items down and wash hands
- Take temperature and have director or designee witness
- Spray your lunch bag down with bleach and water and place in refrigerator
- Put other items away
 - Spray the area that you left your belongings on
- Sign in
- Wash hands and put on your mask
- Put on your "center shoes"

Departure of children

- Currently there is staggered pick up, if enrollment increases and staggered pick up cannot be practiced, WH will practice the Call practice
 - Upon arrival into the driveway and parking area, the family will phone the center of their arrival
 - The staff member will gather the child's things
 - The staff member will have child wash his/her hands
 - Staff member will take child, belongings, and clipboard to the family who will complete the pickup time in the parking lot

Departure of Staff

Once all children have departed and center is cleaned

- Use a glove to remove any more garbage to the dumpster
- Wash mask in soap and water and disinfect in bleach and water, hang to dry
- Wash hands
- Take off "center shoes"
- Take all belongings home

Various times of the day

- All children's blankets, slippers or inside shoes, are to stay at the center to reduce the transmission of Covid-19 from home to school
- Keep classroom size as small as possible. Current OEC/Covid-19 recommendations as of 4/14/20 is no more than 10 children and not to exceed 30 children in the center at once. Update as of June 2020, classroom size is 14 children not to exceed 50 children.
- At nap time, ensure that children's cots (or cribs) are spaced out as much as possible, ideally 6 feet apart. Continue to practice head to toe in order to further reduce the potential for viral spread.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures. We do encourage a light spray down of bleach throughout the day
- Break room will have a bleach spray bottle for staff to use before and after use of table if employee needs to eat lunch.
- No touch trashcans in classrooms instead of cans that require a hand to touch
- Provide a work station for each staff at a main sink area for washing hands such as nail brush, mask holder, etc
- Use of cloth face covering for each staff person at all times while in the workplace is mandatory as of April 21, 2020. Instructions for use of cloth face covering are available from the CDC.
 - Exemptions to anyone for whom doing so would be contrary to his or her health or safety because of a medical condition
 - A child in a child care setting
 - Under the age of 2

Midday cleaning

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.

- Recommend use of [EPA-registered household disinfectantexternal icon](#). Follow the instructions on the label to ensure safe and effective use of the product.
- Keeping surface wet for a period of time one minute
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Soft surface Cleaning

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely or
- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA’s criteria for use against COVID-19.

Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls

- Consider putting a wipeable cover on electronics.
- Follow manufacturer’s instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people’s items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher.
- Be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils.
- Machine washable cloth toys are not to be used during Covid-19 or must be laundered as soon as a child finishes playing with it
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children.

- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Staff should wash their hands, neck, and anywhere touched by a child’s secretions.

- Staff should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and staff should have multiple changes of clothes on hand in the child care center or home-based child care.
- Staff should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

Outdoor Areas

Individual classrooms of no more than 14 children over the age of 3 or 8 children under the age of 3, shall use the playground at separate times.

- Disinfect hard surfaces on playgrounds between uses by different groups of children or when bodily secretions get on surfaces
- Teaching Staff and children should wash hand before and after using the playground
- Hand sanitizer should be available for use if a teaching staff and/or child sneezes, blows their nose, etc
- Daily check of the mailbox storage to assure it contains gloves, tissues, hand sanitizer, garbage bags, etc.
- Children may use sandboxes but should wash hands and/or use hand sanitizer before and after playing in the sand.

Group Size

Group size during the Covid-19 Pandemic is to limit no more than 14 children in once classroom with a maximum of 37 children in the center.

Hand washing

All children, staff, and volunteers should engage in hand hygiene at the following times

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- After diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before coming in contact with any child
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment like toys, computer keyboards, mouse, scissors, pens. etc
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds

- Turn water on and wet hands, remove from water
- Add soap to hands and create friction to make bubbles
- Scrub for 20 seconds, sing Happy Birthday or ABC's
- Staff member should use a scrub brush under nails
- Rinse hands under running water
- Dry hands with single use paper towels
- Turn off faucet with paper towels

Alcohol based sanitizers

Use of an alcohol based hand sanitizer should only be practiced when soap and water method is not available. If a child needs to use alcohol based sanitizer, an adult/staff member must be physically present to observe and guide child in proper use.

Respiratory Hygiene

- All staff should cough and sneeze using a tissue or the corner of the elbow
- Encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow
- Dispose of soiled tissues immediately after use

Eliminating transmission points

- Reduce common touch points by opening internal doors where possible.
- Install all no-touch disposal receptacle or remove lids that require contact to open for non-hazardous waste containers unless doing so creates an unsanitary environment.
- Frequent cleaning of all touch points.
- Secure all secondary doors and access points to minimize incidental contact.
- Recommended to provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Staff should not share phones, desks, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.
- Employees should clean their personal workspace at the beginning and the end of every shift.
- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

Masks and the wearing of them during the day

Although face coverings are recommended for children over the age of 2, children are not required to wear masks while at WH. For educational purposes for families encourage mask use for children over the age of 2 but not for anyone who has trouble breathing; or anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. Staff shall be careful not to touch their eyes, nose, and mouth when removing their face covering, and wash hands immediately after removing. Face coverings recommended are not surgical masks or N-95 respirators but a simple cloth face covering.

Update 9/21/2020: Mask wearing for children 3 & older

We've always based our COVID-19 guidance on the best available scientific evidence, which is constantly evolving. Our new requirement follows updated recommendations from the American Academy of Pediatrics (AAP) and the Centers for Disease Control and Prevention (CDC). The requirement for children to wear masks is implemented within the context of a system of protections to address disease prevention that are designed to help keep children, staff, and their families safe. This plan is effective September 21, 2020

Willow House Responsibility:

- Ensure that students, teachers and staff are aware that they should [wash](#) or [sanitize their hands \(using a hand sanitizer that contains at least 60% alcohol\)](#) before putting on a mask.
- Ensure that students, teachers, and staff are aware that they should not touch their masks while wearing them and, if they do, they should [wash their hands](#) before and after with soap and water or [sanitize hands \(using a hand sanitizer that contains at least 60% alcohol\)](#).

- Ensure teachers and staff are aware that they should [wash](#) or [sanitize hands \(using a hand sanitizer that contains at least 60% alcohol\)](#) before and after helping a student put on or adjust a mask.
- Ensure that all students and staff are aware that masks should not be worn if they are wet. A wet mask may make it difficult to breathe.
- Ensure that all students and staff are aware that they should never share or swap masks.
- Students' masks should be clearly identified with their names or initials, to avoid confusion or swapping. Students' masks may also be labeled to indicate top/bottom and front/back.
- Masks should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies).
- Ensure that families have [washed](#) masks after every day of use and/or before being used again, or if visibly soiled.
- Have additional masks available for students and teachers

Family Responsibility:

- Children should arrive to WH with their masks off so the check –in person can administer a visual screening of health. The child's mask will be put on before entering the building. A morning routine could be, after shoes are put on the shoe mat, answer the questions from the check in person, family member will put on child's mask, say goodbye and send your preschooler on her/his way
- Provide their child with 2 freshly laundered masks on each day of attendance.
- Take home masks each evening and wash to return the next day
- Soiled masks/face coverings will be removed following CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>) and will be sent home in child's lunch bag
- Children must not be excluded from a program or isolated from peers if they are not able to comply with mask wearing, so a plan to help them learn this new skill will be especially important and families are encouraged to work with their child's teacher to make this plan
- Encourage your child to decorate their mask. This might help them feel a sense of ownership and control over the situation. A personal touch can help make it more of a normal part of their routine, and make it more likely they'll want to wear their mask. Depending on the type of mask, kids can draw on it with markers or put stickers on it.
- Please label your child's mask with your child's name or initials
- Children's' masks should fit securely around the child's mouth and nose

Children responsibility:

- Children will wear a mask or face covering during their day
- Parents will provide a minimum of two masks/face coverings per day for their child's use, masks will go home each day for washing
- Children will not share or swap masks with their friends
- Children will not wear their masks during nap time, meal/snack time, or outdoor play

Staff responsibility:

- Provide a paper bag clearly labeled with child's name so that the child's mask could be stored when not in use in the bag
- Place 'dirty' used masks in the child's lunch bag
- Encourage mask wearing for children who cannot socially distant inside

- Soiled masks/face coverings will be removed following CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>) and will be sent home in child's lunch bag
- Teachers should wash or sanitize hands (using a hand sanitizer that contains at least 60% alcohol) before and after helping a student put on or adjust a mask.
- Ensure that all students and staff are aware that masks should not be worn if they are wet. A wet mask may make it difficult to breathe.
- Masks will not be worn during nap time, meal/snack time, or outdoor play where six feet of distance between students can be maintained
- Scheduled "mask breaks" will be provided to the children throughout the day and monitored by the classroom teacher (a minimum of six feet of distance between children will be maintained during these breaks)
- Children who are newly enrolled/have just turned 3 (within the past two months) will be permitted to remove their masks/face coverings as they learn to acclimate to wearing a mask or face covering
- Children with documented medical conditions, special health care needs or developmental needs are not required to wear a mask or face covering
- Children with documented disabilities or special education needs are not required to wear a mask or face covering

Non-Compliance of Children:

- Gentle adult guidance will be given to children who are having difficulty wearing their mask or face covering
- Children will be encouraged in a positive manner for wearing their mask or face covering
- Adult modeling of mask wearing will take place at all times, encouraging children to wear their masks as well
- Children shall not be excluded from the program or isolated from their peers due to the child's non-compliance with mask wearing

Non-Compliance of Parent or Guardian:

- Parents or Guardians who disagree with the mask policy must meet with their center director (not the classroom teacher) to discuss concerns and develop a plan for their child's attendance

This policy will come into effect beginning September 21, 2020 with a slow phase in practice, the full policy will be in complete effect as of October 19, 2020 and will remain in effect until it is no longer deemed necessary by health care and the Office of Early Childhood.

Meetings staff, board of directors, continuing education

These events and meetings that require close contact have been postponed during Covid-19 or until the governor releases the cap on per person meetings in a group

Essential functions and reliance that the community may need us for our services

- WH is prepared to change our business practice to maintain critical operations this may include enrolling on a temporary basis children of various ages of essential personal
- WH will identify alternate supply chains for critical goods and services. Some good and services may be in higher demand or unavailable. If for some reason there is not adequate PPE for a child care center, cleaning supplies, paper supplies, the director or her designee will close the center until proper materials have arrived
 - Currently, the best defense to Covid-19 is hand washing therefore, using gloves all day everyday could become the false security therefore gloved hands will be reserve for the following times
 - Universal Precautions

- Diaper changing
- Nose blowing
- Garbage removal
- The Director or her designee will communicate often with companies including fire and safety that enter the building about the importance of sick employees staying home.
 - WH procedure for these persons to enter the building
 - Visitors conducting business must wear a mask
 - Director or her designee will take visitors temperature
 - The visitor will complete a questionnaire form

Center Family/Staff Communication Plan

- Communication is important for all center staff and families. Regular communication will continue through email by the director as well as face to face from teachers.

Determine how WH will operate if absenteeism spikes amongst staff

While assuring that same staff person is to remain with the same children over the course of the day it is understandable that absenteeism may increase in employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from [childcare programs and K-12 schools](#).

- WH will plan to monitor and respond to absenteeism at the workplace to provide consistency for families and children
- Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train staff to perform essential functions so the workplace can operate even if key employees are absent.

Tuition/Reduced work during Covid-19

During the dates of 7/1/20-3/31/21 (updated 11/23/20) if a family is planning to travel which would require a state mandated quarantine afterwards, tuition would be charged at 100% for travel time/vacation and 50% during the 14 days state mandated quarantine. Children are not permitted to attend during the family's quarantine. Exceptions may be given based upon the State of CT Governor's Executive Order(s).

If a classroom is closed for 2-5 days because of Covid-19, families are responsible for 100% of tuition. If the center is closed due to Covid-19 for 14 days or more, families will be charged 50% tuition.

If a child has to quarantine because he/she has tested positive for Covid-19, the family will be responsible for 50% of tuition during quarantine. Updated 11/17/20

Vacation and Travelling

Are you or those you are traveling with [more likely to get very ill from COVID-19](#)? Older Families may want to travel during the Covid-19 pandemic and we would like to encourage you to communicate these travel plans with us. As of 6/30/2020 our governor has issued Executive Orders regarding travel and that families/people may have to quarantine if they have traveled to a high impact state.

In deciding if you are leaving the state or country please process these key points in making your decision.

<https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-CT>

Here is the CDC guidance regarding travel, but some of the key points have been highlighted below the link.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

Resources and Links

211 CT

<https://www.211ct.org/>

Childcare Schools and Youth Programs resources from CDC

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Keep children health during the Covid-19 outbreak

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children.html>

SAMPLE CHECK IN FORM

Please help us to protect each other! Please complete this form regarding your/your child's wellness immediately upon arrival to Willow House.

Temperatures will be checked upon arrival, midday, and before departure by Susan, or her designee.

If your child has **any symptoms** on this form, we cannot allow your child/family to enter until your symptoms have resolved.

I certify that I will follow the WH Pandemic Policy and that all answers are true and correct to the best of my knowledge

If you, a member family living with your child, or your child has traveled outside the state of CT please notify us for additional guidance

Date	Drop off Time & Parent/Staff Signature/Witness	Have you or your child traveled to a "high impact" state that defined by the governor within the last 14 days?	In the past 14 days, have you or your child had contact with any person(s) who were sick with suspected Covid-19 or tested positive for Covid-19? (Y/N)	Do you or your child have any of the following symptoms: Cough/Shortness of breath or difficulty breathing/ Chills/ Repeated shaking with chills/Muscle pain/ Headache/ Sore throat/ New loss of taste or smell (Y/N)	Fever 100 or greater Checked at arrival, midday, departure	Pick Up Time & Parent/Staff Signature

Acceptance of new procedures for children/families/staff

Willow House Preschool & Early Learning Center

Please read and initial each statement

___ I understand that I must stop at the front entrance where my child's temperature will be taken.

___ I understand that during this COVID-19 Public Health Emergency I will only be permitted to bring my child to the door entrance limiting exposure to other areas of the facility during pick up and drop off. I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.

___ I understand that IF there is a need to enter other areas of the facility, I will follow all protocols set forth by the governor, DPH, OEC, CDC in public places. I understand that I MUST wash my hands when entering, and wear a mask. While in the facility I must practice social distancing.

___ I understand that in order for my child to attend WH for the day he/she must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the children/teaching staff in the center. I will be contacted, and my child MUST be picked up from the facility immediately, within 30 minutes of being notified.

Symptoms include but not limited to:

Fever of 100 degrees Fahrenheit or higher

Dry cough

Shortness of Breath

Chills

Loss of taste or smell

Sore Throat

Muscle aches

While we understand that many of these symptoms can also be non-COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. Your child will need to be symptom free without any medications for 72 hours before returning to the facility.

___ I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.

Before coming in contact with another child

Before and after eating

After using the bathroom

After sneezing, coughing or nose blowing

After using any shared equipment like toys, sandboxes, riding

equipment.

___ I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all state, county or local orders and I will follow any recommendations from the state of CT governor or CDC that limits my child's risk for exposure including wearing a mask in all public areas and remaining 6ft from all other people.

___ I will immediately notify Willow House Preschool's director when I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19. Furthermore, I will immediately notify Willow House Preschool's director if anyone from my place of employment is presumed positive or tests positive for COVID-19 whether or not I have had direct contact with that person.

___ I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I, certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by Willow House Preschool may result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

Child's Name/Staff: _____

Family/Guardian Signature: _____

Date: _____

Staff Signature _____