

## Operational Guidelines Effective October 1, 2020

Based on CDC/MD Dept. of Health/MSDE guidelines

### Hours of Operation:

Our COVID hours of operation will be 7:00am-5:30pm. As enrollment increases and parents begin to return to work, we will re-evaluate and move hours accordingly.

Drop-off hours: 7:00 – 9:00am.

### Handwashing and Use of PPE:

We will continue to follow proper hand washing procedures for adults and children. Frequent handwashing is mandatory and is our best defense against the spread of the virus. Handwashing is required upon arrival in classroom in the morning, before and after eating meals and snacks, after blowing noses, coughing, or sneezing or when in contact with any body fluids, after toileting or changing diapers, after messy or outside play, before dismissal in the afternoon.

Staff will have masks available daily, including their own cloth face covering which will be worn daily until such time that the Governor's orders are more relaxed.

Gloves will be used for proper hand hygiene as usual, and as an extra barrier by staff when necessary.

### New Drop-Off Procedures:

*These procedures are based on best practices from the CDC, MD state health dept, MSDE and PCHC and will be followed each day:*

- Primary Guardian/Parent will park and bring their child to the door. Please make sure you keep 6ft. in between your family and others waiting to drop off their children.
- Parents must wear a face covering for pick up and drop off. Staff will also wear face coverings.
- No parents will be allowed to enter the building. At drop-off, each parent will be required to answer the following questions:
  - ✓ Have you, your child or anyone in the home experienced the following symptoms in the last 24 hours:

Cough	Shortness of Breath	Fever over 100.4	Flushed cheeks	Fatigue
Extreme Fussiness	Chills	Shivering	Sweating	Body Aches
Headache	Not Eating or Drinking	Unable to Taste or Smell	Runny Nose	Sore throat
Vomiting/diarrhea	Red/rashy skin	Taken any fever reducing or other medication		

- Designated staff will take the children's temperature prior to entry into the building, with a touchless thermometer. If it is 99 degrees, you will be asked to wait to ensure the temperature returns to normal.
- Children who fail the daily health check (based on temperature reading or Covid-19 symptoms) will not be admitted to the center.

- Once children pass the Health Check, the child will be escorted to the bathroom to wash hands and enter their classroom.

**Pick -up:**

Parents should call PCHC either while in the parking lot or 5 minutes away. We do not want either the parents or children waiting in groups for pick up. An employee will signal the parent when the child is ready to meet them outside of PCHC for a safe transition. When there are multiple families please ensure proper social distancing.

**What to bring:**

**Preschool/School Age Children**

**Clothes-**

Please one set of extra clothes including socks and underwear in a clean, gallon Ziplock bag for storage in your child's cubbie. Please label all items and the bag with your child's name. If your child is toilet training please bring up to 3 complete changes of clothes each in separate Ziplock bags labeled, as accidents happen. When clothes are soiled, we will place in Ziplock bag and sent home to be cleaned.

**Nap Items-**

On Monday, bring a cot sheet, small blanket, and small pillow if used. These items must be placed in a recycled shopping bag it cannot be an oversized bag. The items must fit entirely into the bag, and not hang out. This bag will be kept all week, on the children's cots. (Which is why all items must fit completely into the bag, a recycled grocery store bag fits well between the cots.) Nap items will be sent home on your child's last day of the week, to be laundered.

**Lunch –**

PCHC is unable to serve lunch in a group setting at this time. All parents should provide a lunch for their child (we are a nut free facility so no peanut butter). PCHC will continue to provide morning breakfast/snack and afternoon snack, in addition to milk and water daily.

**Other Items-**

Diapers/pull ups should be brought in either the original bag from the store or a separate bag the bags should be labeled with your child's name.

Children may bring sippy cup/water bottle.

Children may not bring any toys from home.

PCHC WILL NOT administer fever reducing medication to any child for teething, low grade fevers, or any other potential illness. We are also unable to accept a child that has been medicated prior to care for the day. If a child is not feeling well, he or she should remain home.

**Infants/Toddlers**

**Clothes-**

Diaper bags will *no longer* be accepted into PCHC. All changes of clothes must come in a gallon zip lock bag, the bag and clothing should be labeled with your child's name. Please make sure that we

have enough changes of clothes (3-5 complete outfits) as messes happen. We have bibs available for all the children, if your child needs a bib for teething please send in a gallon Ziplock bag (labeled) and will change often and send home dirty bibs daily.

#### **Bottles/Food**

Bottles will be allowed in small thermal bags each day. The bottles must be labeled you're your child's name. Any baby food should be brought in either in the cooler with the bottles or a separate gallon Ziplock bag labeled with child's name.

#### **Health Checks and Sick Policy mandated by the state:**

Please be on the alert for signs of illness in your children and keep them at home when they are sick. If allergy medication does control symptoms, please treat them at home until runny nose, fever or coughing is under control.

If a child has a COVID like illness, we are required to exclude from care. COVID-19-like illness is defined by the Maryland Department of Health as any **one of the following**: cough, shortness of breath, difficulty breathing, loss of taste or smell **OR at least 2 of the following**: fever of 100.4F or higher, chills, shivering, muscle pain, sore throat, headache, and gastrointestinal symptoms (nausea, vomiting or diarrhea). As we do our temperature checks and health screening in the mornings, we need all parents to report any of these illnesses each day.

Children are more likely to have mild cold-like symptoms when infected with Covid-19. To be extremely cautious, it has been recommended by the state that we treat all these symptoms as COVID-19 symptoms when in a group setting. Therefore, if symptoms arise you will be required to pick your child up immediately. ***We must report to the health department if your child has a fever of 100.4. The health department will then make a decision if we have to close, until it can be determined if it is COVID-19 or something else.*** If you have been called to pick up your child because they are sick, please call PCHC when you arrive and wait at the drop off/pick up station outside of the building for your child.

Staff will conduct a standard Daily Health Check on every child, every day, and exclude if he/she: Has a temperature above 100 degrees, cough, shortness of breath, vomiting, sore throat, runny nose or diarrhea. Parents will also be called to pick up any children who are unable to participate in activities as normal, appear lethargic or generally unwell or who need more care than staff can provide without compromising the health and safety of other children.

If the child has symptoms of COVID-19: (fever, cough, shortness of breath), the caregiver will try to maintain a distance as far as safely possible from the child (preferably, 6 feet).

While waiting for a sick child to be picked up, caregivers will stay with the child in a room isolated from others but maintain 6-foot distance or wear mask and gloves. If called for any of these symptoms it is important that you pick up immediately!

If Staff becomes sick or ill with COVID-19 symptoms, that person will be asked to leave the facility immediately until cleared by a physician. Staff will receive the same state mandated daily health checks as children and will be excluded if showing any of the signs of illness listed above.

### **Sick children and staff may return when:**

They have had no fever for at least 48 hours (that is two full days of no fever) without the use of fever reducing medication.

Other symptoms have improved (for example, when their cough or shortness of breath have disappeared). If your child is coughing, we can't accept your child in care unless:

- o Your child has a negative COVID test OR
- o You have a doctor's note regarding what is the nature of the cough (allergies, asthma, etc.)
- o If you return to care and your child is still coughing in the classroom with a negative COVID test or a doctor's note, your child is to wear a mask until all coughing subsides. According to the Health Department, the best way to eliminate colds in a classroom is to keep all children home until cold symptoms have stopped.

A doctor's note showing that the child is negative for Covid-19 may be required (if they were excluded for Covid-19 type symptoms). Child care facilities have been advised that we can't accept a rapid COVID test. The Maryland State Child Care Association, which represents all child care centers in Maryland, has requested reconsideration of this rule. To date, the rule is being enforced and has not changed.

### **Changes to program daily routines:**

Classes will continue to have a staggered outdoor play schedules so that children will not be mixed with other classes.

Water play and sensory play such as rice, beans, sand, or playdough activities have been discontinued as a whole group activity, in the future we will determine way to have sensory play with each child individually.

At nap time, children's naptime cots will be spaced out 6 feet apart. Children will be placed head to toe in order to further reduce the potential for viral spread.

Hands will be washed immediately with soap and water upon returning indoors. (Standard procedure). Playground and bathroom will be sanitized between class uses.

Water fountain use will be prohibited. Water will be served in disposable cups or children may bring a water bottle.

**For Infants:** Non-mobile infants will be placed on individual blankets rather than on one large blanket or mat during floor time. Boppies will be covered with individual blankets that will be changed between each use.

There will be designated bins for separating mouthed toys and teachers will maintain awareness of children's behaviors so that when a child is finished with a mouthed toy, it can be removed, placed in a toy bin that is inaccessible to other children. It will be cleaned and sanitized before returning to the play area. (normal operating procedure)

**Sanitation Practices:**

We will follow CDC and Maryland Health Department guidance for cleaning and disinfection recommendations.

Teachers will clean and disinfect frequently touched surfaces throughout the day and at end of day. They will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched including doorknobs, light switches, countertops, chairs, cubbies. They will use regular bleach solutions typically used at our school.

Teachers will clean and sanitize all toys at the end of the day. Soft toys that cannot be easily cleaned daily will be removed from the classroom until further guidance is recommended.

We will continue to be cleaned daily (evening) by North Arundel Contracting Cleaning Company and they have added weekly fogging (in the evening) to the cleaning protocol.

**Travel Policy:**

If a PCHC student or staff member travels outside of the State of Maryland, they are required to quarantine for 14 days once they return to Maryland or get a COVID test and bring the negative results to PCHC. Virginia and the District of Columbia are not included in this policy and families may travel between Virginia, Maryland and DC with no restrictions.