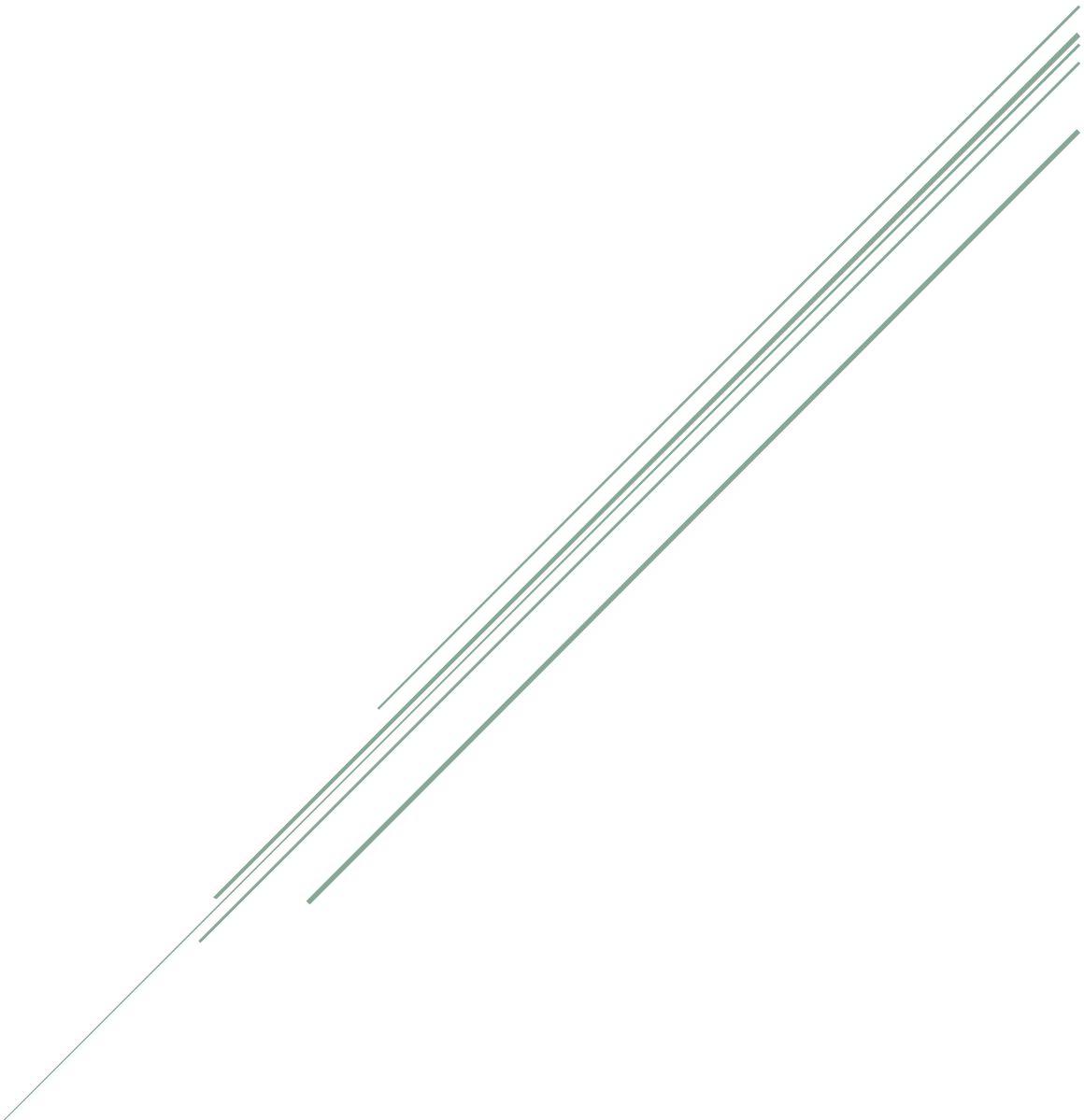


TINY TECH LEARNING LAB

COVID – Health and Safety Plan



July 2020

COVID 19 Health and Safety Plan

This COVID-19 Health and Safety Plan will serve as the guidelines for Tiny Tech Learning Lab's COVID-19 childcare activities. The COVID-19 Health and Safety Plan has been created 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. Given the dynamic nature of the pandemic, the plan incorporates enough flexibility to adapt to changing conditions. The plan will be used to document our facility's COVID-19 Health and Safety Plan, with a focus on training and communications, to ensure all stakeholders are fully informed and prepared for aspects of operating during COVID 19.

The facility's COVID-19 Health and Safety Plan will be shared with all families and staff and posted in a conspicuous area.

Tiny Tech Learning Lab will continue to monitor the COVID-19 Health and Safety Plan throughout the year and update as needed. All revisions will be shared with all families and staff and posted in a conspicuous area.

All information and processes within this document, are to replace any previous policies. Revised on July 31, 2020

Health and Safety Coordinator

Our Center Administrator, Shasnettay Warner, has been assigned as our Health and Safety Coordinator. The Health and Safety Coordinator is responsible for health and safety preparedness and response planning during childcare operations during the COVID-19 pandemic. The Health and Safety Coordinator will be responsible for facilitating the planning process, monitoring implementation of your COVID-19 Health and Safety Plan, and continued monitoring of local health data to assess implications for childcare operations and potential adjustments to the COVID-19 Health and Safety Plan.

Key Strategies, Policies, and Procedures

The following is a detailed summary describing the key strategies, policies, and procedures our facility will employ to satisfy each area of the plan. The summary is description of the efforts we will take to ensure health and safety of every stakeholder in our childcare community. Thus, the summary focuses on the key information that staff, children, and families will require to clearly understand our COVID-19 Health and Safety Plan.

MANDATORY FACE COVERINGS

Childcare staff are required to wear cloth face coverings. Children 2 years old and older are required to wear a face covering as described in the [Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings](#), unless you fit one of the exceptions listed below.

Staff: All staff members are always required to wear a mask while in the facility. All staff are required to wear a mask outside of the facility while engaging with enrolled children only if 6 feet of space is unable to be maintained.

Children: All children over the age of two are required to wear a mask while in the facility. Parents are asked to send two masks for children in case one gets soiled. Children will be given a disposable mask if needed. We understand that it is difficult for children to wear masks, especially for a long period of time. Although we will encourage it, under no circumstance will we force a child to wear a mask. Children do not need to wear a mask during mealtimes, at nap time, or outside if social distancing is maintained.

Exceptions:

- *Individuals who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, mental health condition, or disability;
- *Individuals for whom wearing a mask while working would create an unsafe condition in which to operate equipment or execute a task as determined by local, state, or federal regulators or workplace safety guidelines;
- *Individuals who would be unable to remove a mask without assistance;
- *Individuals under 2 years of age;
- *Individuals who are communication or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication;
- *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.

ACCESSIBILITY TO MASKS

Staff: Disposable masks or face shields will be provided to all staff. If the staff choose not to use one of the masks provided, they will need to provide their own.

Children: The coordinator has ordered an extra supply of face masks and shields to keep on hand if needed.

****The mask requirement will be in place until discontinued by officials from CDC, OCDEL, the Governor of PA, or the Secretary of the Pennsylvania Department of Health. ****

CLEANING, SANITIZING, VENTILATION

Routine cleaning will be done as needed throughout the day with a minimum of once daily.

Routine cleaning consists of the following:

- *Vacuuming all carpets.
- *Mopping all hard surface flooring using a disinfecting cleaner.
- *Washing all tables and highchairs using a cleaner.
- *Washing all sinks, toilets, and changing stations using a disinfecting cleaner.

Sanitization procedures will be done as needed throughout the day with a minimum of once daily.

Sanitization consists of the following:

- *Toys and shelves will be sanitized during nap time and at the end of the day.
- *Any toy that is mouthed by a child will be placed in a bin to be washed and sanitized at the end of the day.
- *All rest surfaces will be sanitized after each use.
- *High-touch surfaces will be sanitized at the end of each day.
- *Electrostatic spray sanitizer will be used biweekly to sanitize all surfaces.

Disinfecting procedures will be done at the end of the day with no children present in the room.

Disinfecting consists of the following:

- *Bathroom: Toilets, sinks, garbage cans, changing stations, doorknobs, light switches, door frames

*Classroom: Tables, chairs, doorknobs, light switches, door frames, swing frames, baby seat frames.

*Kitchen: Counter tops, sink, stove, microwave, refrigerator, mobile cart.

*Floors: Sweep and wet mopped with disinfecting cleaner

Ventilation

*Fresh outdoor air will be provided in classrooms occupied by children. Windows shall be opened for a minimum of 15 minutes per morning and 15 minutes per afternoon whenever weather and the outdoor air quality permits.

*Daily ventilation will occur using air conditioning. Indoor temperature will be maintained at 68-75 degrees Fahrenheit.

*Air conditioner filters will be cleaned or replaced every week.

Other cleaning, sanitizing, disinfecting, and ventilation practices:

*All toys are to be cleaned and disinfected twice per week

*Toys will be immediately removed and placed in a bin if the child puts toys in his/her mouth. A soiled toy bin will be provided. These items must be cleaned and disinfected as soon as it is possible to do so

*Toys that cannot be cleaned or sanitized will not be used

*All children will be provided a plastic storage bag for bedding. Bedding must remain stored in bags whenever not in use (bedding must be laundered regularly)

All cleaning materials must be kept secure and out of reach of children per regulations. These materials are stored in the locked cabinet in the kitchen area.

Cleaning products will not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Additional disinfectant and storage bags will always be kept in stock.

*Hours of operations have been temporarily modified to allow for increased sanitation and disinfecting daily.

Cintas Facility Services has been hired to provide professional facility cleaning and disinfecting.

SOCIAL DISTANCING

PARENTS: All children must be escorted into the facility by one parent or guardian. Parent will bring the child into the front administrative area where the child's care will be transferred to a staff member. Parent or guardian may not proceed further into the building without permission from a staff member.

Masks must be worn by the parents while in the facility.

Only one family is permitted in the administrative area at one time in order to allow for social distancing.

CHECK IN

Staff will ask parents a set of questions regarding potential COVID exposure every Monday. If the parent answers yes to any of the questions, the child will not be allowed to stay.

Staff will record the child's temperature any of the following symptoms upon entry to the building:

- Chills
- Cough
- Trouble breathing (rapid breathing or difficulty breathing)
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Any child who has a temperature over 100.4 Fahrenheit will not be allowed to stay.

Children over the age of two will be given a mask if needed and escorted to their classroom by staff.

Hygiene practices for children in care and staff including the manner and frequency of hand- washing and other best practices

*Parents must use hand sanitizer when entering the facility.

*Alcohol pad must be used to wipe surface following signing in on the ProCare Touch screen.

*The child's hands will be washed immediately upon entering the building and several times during the day.

*Staff members will wash hands immediately upon entering the building and several times during the day.

*A hand hygiene station has been set up in the administration area, so that parents can clean their hands when they enter.

*Disinfectant wipes are also provided to clean surfaces.

CHECK OUT

Parents will enter the building and wait in the administrative area for a staff member to assist them. Parents or guardians may not proceed further into the building without permission from a staff member.

Masks must be worn by the parent while in the facility.

Only one family is permitted in the administrative area at one time in order to allow for social distancing.

Staff will retrieve the child from their room and escort the child to the parent waiting in the administrative area.

Childcare space occupancy that allows for 6 feet of separation

*Children will always remain with the same group and in their assigned classrooms.

*Staff will remain with the same group, and in their assigned classrooms at all times.

*Staff will not be permitted to float.

*The number of staff in the building at any given time will depend on daily ratios.

*At nap time, cots will be placed at least six feet apart.

Identifying and restricting non-essential visitors and volunteers

Non-essential visitors are strictly prohibited and will not be allowed access to the building.

Repair persons or mandatory state employees will be required to wear face mask and will be restricted to areas of the building that are necessary for them to access. Repair work will be scheduled off hours wherever feasible.

Therapists are prohibited from providing services in the center at this time. If there is a need to conference with the child's teacher or the center director, a video conference will be scheduled.

Handling outdoor play consistent with the CDC considerations

- *Outdoor play each day is recommended.
- *For now, the preference is to restrict outside activities to the play yard.
- *Only one class will use the yard at a time.
- *Management will ensure that playground equipment is disinfected between each use.

Limiting the sharing of materials among children in care

Toys are not shared between groups. Each classroom has their own materials, and these are never moved for one group to another.

Staggering the use of communal spaces and hallways

- *Groups of children will remain in separate rooms.
- *Mixing children is not permitted.
- *Playground times are staggered, and groups must be kept separate for all activities or special occasions.

Limiting the number of individuals in facility rooms and other facility spaces, and interactions between groups of children in care

- *Individuals accompanying parents to the facility must remain outside of the facility.
- *We ask that only one parent at a time pick up or drop off.
- *Individuals must remain at least 6 feet apart from staff and other parents.

ADMINISTRATION SUPPORT

Administrative staff will assist in ensuring ratios are always kept and provide physical support as needed to maintain small group sizes and social distancing.

Administrative staff will fill in for teachers if a parent would like to have a conference with their child's teacher.

Administrative staff will check regularly to make sure staff are following hygiene guidelines.

MONITORING CHILD AND STAFF HEALTH

Monitoring children and staff for symptoms and history of exposure

All staff and children will be screened using the following procedure:

*Daily check in screening. Temperature done upon entrance and before allowing into a room. COVID exposure questions will be asked every Monday.

* A Daily Health Check form will be used to document, track, and screen for COVID-19 symptoms as well as other illness and injuries.

Parents are required to sign an agreement stating that they understand and will inform us of any symptoms, possible exposure, or positive COVID-19 results.

ILLNESS

Staff, children, or parents will not be permitted into the center if they are showing the following symptoms:

- *Fever Over 100.4
- *Cough
- *Shortness of breath or difficulty breathing
- *Fatigue
- *Muscle or body aches
- *Headache
- *New loss of taste or smell
- *Sore throat
- *Congestion or runny nose
- *Nausea or vomiting
- *Diarrhea

COVID symptoms may appear 2-14 days after exposure to the virus. Symptoms range from mild symptoms to severe illness.

If a child becomes ill while at the center, parent or guardian will be immediately called. Child will be kept separate from other children in the center. Parent or guardian must pick up the child within 30 minutes of being called.

Any child or staff displaying any of the above symptoms must remain symptom free for 72 hours, without the use of fever reducing medication, before returning, receive a negative COVID test, or have a return note from their doctor.

QUARANTINE

We will require quarantine if you or your child has any COVID symptoms. Child may return after the 14-day quarantine or sooner if a negative test is received or a doctor's note is received that states the symptoms were not COVID related.

If we receive notice that an enrolled child has tested positive for COVID, **we will close** for 14 days starting on the day after the child last attended.

If a staff has been exposed to someone who has tested positive, we require that the staff quarantine for 14 days.

If a staff has tested positive for COVID, **we will close** for 14 days starting on the day after the staff was present in the facility.

Parents are asked to keep children home if sick, per normal TLL policy.

Parents and staff are asked to report any incidents of possible exposure and to quarantine following exposure **or** seek medical advice and provide documentation that it is safe to return.

NOTIFICATIONS

We will call each parent and inform them of suspected or confirmed cases via phone and send message through the parent app immediately.

A memo with further details will be sent to each parent pending guidance from the Health Department and OCDEL.

Staff will be notified in person immediately. Those who are absent will be notified by phone.

OTHER CONSIDERATIONS FOR STAFF AND CHILDREN

For children at higher risk due to a severe illness, at enrollment we will require parents to obtain a Medical Action Plan from their child’s physician prior to enrolling.

The Medical Action Plan will be reviewed, and the directions provided by the family physician will be adhered to at all times.

Unique safety protocols for other vulnerable individuals

For elderly guardians or emergency contacts, we will ask that they refrain from entering the facility and only pickup and drop-off when necessary. Curb-side drop-off and pick-up will be offered in this situation.

COVID-19 Health and Safety Plan Professional Development

Topic	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, Sanitizing, and Disinfecting	E-Learning	Handouts	8/24/2020	
What ECE Professionals Need to Know about COVID	E-Learning	Handouts	8/24/2020	

COVID-19 Health and Safety Plan Communications

Families and caregiver will receive immediate communications about health and safety protocols and schedules. We will ensure that frequent communications regarding this plan are shared with all families and staff members. Additionally, we have established and will maintain ongoing communication with our OCDEL certification representative and regional office.

We will call each parent and inform them of suspected or confirmed cases via phone and send message through the parent app immediately.

A memo with further details will be sent to each parent pending guidance from the Health Department and OCDEL.

Staff will be notified in person immediately. Those who are absent will be notified by phone.

REPORTING TO DOH and OCDEL

All instances will be reported to DHS and the Department of Health and the following information must be provided:

- 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, child, or family members.

COVID-19 Health and Safety Plan Affirmation Statement

The Management Team for **Tiny Tech Learning Lab** reviewed and approved the Child Care Facility Health and Safety Plan on **July 31, 2020**.

The plan was approved by a vote of:

Yes

No

Affirmed on **July 31, 2020**

By:

Shasnettay Warner

(Signature of Legal Entity or Legal Entity Representative)

Shasnettay Warner

(Print Name of Legal Entity or Legal Entity Representative)