



COVID-19 Health and Safety Plan

Shrewsbury Learning Center, LLC

DEVELOPMENT

Requirements	Action Steps
Develop and update a COVID-19 Health and Safety Plan	Following CDC, OCDEL, and Pennsylvania Department of Health's guidance for child care centers in regards to operating during the COVID-19 crisis.

COMMUNICATION

Requirements	Action Steps
Communicate to parents and families of our COVID-19 Health and Safety Plan	Print out current COVID-19 Health and Safety plan for make plan readily available on our website for all parents and families. Additionally, send the plan through our text notification system (TNS).
Updating parents and families regarding our COVID-19 Health and Safety Plan	Update COVID-19 Health and Safety Plan as necessary on our website and notify parents and families about updates through our TNS.
Informing parents and families of any parent or child that had been requested to be testing for COVID-19 or has showed signs	Sending an update through our TNS and providing parents and families a direct line to our director to answer any questions/concerns they may have.

FACE MASKS

Requirements	Action Steps
Use of face coverings (masks or face shields) by all staff and visitors	Staff will be required to wear masks or face shields at all times. Masks or face shields will have to be disinfected after each day of use. Masks and face shields will be provided by the center to make it more accessible to staff. Visitors will be required to wear a face mask or shield during drop-off and pick-up.
Use of face coverings (masks or face shields) by children 2 years of age and older (as appropriate)	Children 2-years or above will be encouraged to wear face shields at all times, except during nap and lunch time. Face shields for children will be provided by the center to make it more accessible. Face shields will be disinfected after each day and be required to be stored in the center, to prevent cross-contamination.

CLEANING, SANITIZING, DISINFECTING AND VENILATING

Requirements	Action Steps
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Cleaning, sanitizing, disinfecting, and ventilating, surfaces, and any other areas used by children in care (i.e., restrooms, drinking fountains, toys, hallways, and transportation)	All utilized areas and objects will be deep cleaned immediately after use with a bleach disinfectant capable of killing SARS-CoV-2. Additionally, the building will be deep cleaned at the end of the day after all children have been picked up. Lastly, once a toy is put in a child's mouth, it is removed from the child and placed in a designated disinfecting bin.
Other cleaning, sanitizing, disinfecting, and ventilation practices	Disinfecting schedules and information will be placed in each room and updated as needed. Disinfecting supply sheets will be posted in the lobby and cleaning supply storage area, will be updated regularly.

SOCIAL DISTANCING AND OTHER SAFETY PROTOCOLS

Requirements	Action Steps
Child care space occupancy that allows for 6 feet of separation among children in care and staff throughout the day, to the maximum extent feasible or promotes social distancing through grouping	Keeping children in their designated classroom to limit contact with children from other classes. Additionally, assigned colored dots will be placed in the class for circle-time and at tables (where feasible) to promote 6-foot social distancing.
Restricting the use of common areas, and consider serving meals in alternate settings such as where the child care is being provided	Lobby will be limited to pick-up & drop-off for children, and not accessible to visitors. Morning snack, lunch, and afternoon snack will be served in the lunch room at alternating times. During those times, the lunch room will be limited to one class at a time. After each class has finished the room will be disinfected before the next class is brought in.
Hygiene practices for children in care and staff including the manner and frequency of handwashing and other best practices	Staff and children's hands will be washed immediately upon entering the building, every hour throughout the day, and before leaving the building.
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Informational signage will be posted on the front window by the door, easily accessible to parents. Additionally, signage will be posted in each classroom and bathroom regarding protective measures and curbing the spread of germs. All signage will be updated regularly.
Identifying and restricting non-essential visitors and volunteers	Tour related visitors are required to book a tour in advance and at the door will be subjected to the same screening process. The tour related visitors will be required to wear a face mask and maintain 6-foot distance during the entire tour process. Tours will also be limited on time to reduce risk of cross contamination.
Handling outdoor play consistent with the CDC Considerations	Staggering outdoor playtime schedules and disinfecting all equipment before next group of children uses the playground.
Limited the sharing of materials among children in care	Providing enough school supplies (i.e. crayons, glue, pencils, etc.) for each kid to not have to share with other children.
Staggering the use of communal space and hallways	If backroom is being utilized for indoor playtime, class groups will be assigned a time for play and hallway use will be limited to the class group who is assigned indoor playtime. Children will maintain 6-foot distance while utilizing the hallway. Backroom will be disinfected before next assigned classroom can use it.

Adjusting transportation schedules and practices to create social distance between children in care	*UPDATED AS OF 1/15/21: DROP OFF AND PICK UP WILL NEED TO BE STAGGERED. THIS MEANS PARENTS WILL HAVE TO WAIT THEIR TURN IN THEIR CARS BEFORE COMING UP TO THE CENTER. Parents will maintain 6-foot distance while waiting for their children to be checked in.
Limiting the number of individuals in facility rooms and other facility spaces, and interactions between groups of children in care	Staff will maintain 6-foot distance during break time.
Coordinating with local schools regarding transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	If we are caring for before-school students, their school will be contacted regarding bus schedule and transportation process in regards to COVID-19.
Other social distancing and safety practices	All children's naptime items will be kept at the center and washed weekly to prevent cross-contamination from home.

MONITORING CHILDREN AND STAFF HEALTH

Requirements	Action Steps
Monitoring children and staff for symptoms and history of exposure	All children and parents are screened at each day drop-off. Staff will be screened when they arrive. The screening process involves a no-contact temperature taken of the child, parent, and staff member, and asked COVID-19 related health questions. The screening process is then recorded into our front kiosk tablet (each staff member has their own stylus to limit cross contamination) which sends the encrypted information to a third-party cloud service (with limited access) for future reference. Children and staff's temperatures will again be taken at 12PM and 3PM.
Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure	Staff who have history of exposure or become sick will be required to exit the center and quarantine at home for 14-days. Children who have history of exposure or become sick will be required to stay in a designated area easily monitored by staff from 6-feet away, while their parents are contacted for immediate pick-up. Staff or children affected will be required to quarantine for 14-days or produce a documentable negative COVID-19 test result.
Returning isolated or quarantined staff, children, or visitors to the facility	If the quarantined staff, children, or visitors to the facility have quarantined for the minimum 14-days or have produced a documented negative COVID-19 test result, then they will return and be subject to the procedures listed above.
Notifying staff and families of suspected or confirmed cases COVID-19	Staff and families will be notified of suspected or confirmed cases of COVID-19 the day of the case, either in person or by TNS.
Reporting to DOH and Certification	Call DOH and our licensing representative to report confirmed case of COVID-19.
Other monitoring and screening practices	N/A

OTHER CONSIDERATIONS FOR CHILDREN AND STAFF

Requirements	Action Steps
Protecting children and staff at higher risk for severe illness	Children and staff that that are immune compromised will be seperated into an area segregated from all activity to limit chance of exposure.
Unique safety protocols for children with complex needs or other vulnerable individuals	N/A
Strategic deployment of staff	N/A