



Dear Families,

As the COVID-19 pandemic continues, we will be implementing the following procedures within our centers:

**At home before departure:**

- Please input the best contact number to be reached for the day in the Tadpole app, under drop off notes, for any emergencies.
- Complete the daily health screening questions in the Tadpole app.
- People with COVID-19 have had a wide range of symptoms reported. Symptoms may appear 2-14 days after exposure to the virus. Please keep your child home if they exhibit symptoms based on the chart below which defines the criteria for a COVID-19 like illness:

A COVID-like illness is defined as:		
At least ONE of these symptoms	OR	At least TWO of these symptoms
<input type="checkbox"/> new or persistent cough		<input type="checkbox"/> fever $\geq 100.4^{\circ}\text{F}$
<input type="checkbox"/> shortness of breath		<input type="checkbox"/> chills
<input type="checkbox"/> new loss of sense of smell		<input type="checkbox"/> muscle pain
<input type="checkbox"/> new loss of sense of taste		<input type="checkbox"/> headache
		<input type="checkbox"/> sore throat
		<input type="checkbox"/> nausea/vomiting
		<input type="checkbox"/> diarrhea
		<input type="checkbox"/> fatigue
		<input type="checkbox"/> congestion/runny nose

- In case of absence due to any illness symptoms, please follow the guidance described later in this policy to return and inform the center Director via Tadpole/email/phone call.

**Drop off procedures:**

- We will be implementing curbside drop off or will be receiving child/ren at the entrance to the center.
- Drop off times are 6:30am-10am.
- Only parents/guardians or other designated guardian may drop off during this time - it is important that you can answer the health screen questions and that there are minimal visitors.
- In the parking lot and in the entrance area, please maintain 6ft distance to check your child in and wear a mask/face covering.
- At this time, we will check your child in to Tadpoles, review the Health Screening and take your child's temperature. Parents/guardians will sign in on the attendance form.



- The screener will then help your child/children apply hand sanitizer and escort them to their classroom.
- If your child does **not meet screening criteria**, we will ask you to take your child home and follow the guidance described later in this handbook.

### **When arriving for pick-up:**

- Pick-up will also be curbside. Children will be released to parent/guardians at the entrance.
- Please alert a staff at the entrance at your arrival or call the center as you arrive at the center.
- Please remember to social distance when you are picking your child up at the center; wear a mask/face covering and sign your child/ren out on the attendance form.

### **Personal items:**

- No one other than staff and healthy children will be permitted in the center until further notice.
- Following the Health Order of the Secretary of the PA Dept of Health for Universal Face Coverings, children 2 years and older are required to wear a face covering/mask. However, PA Department of Health recognizes that getting younger children to be comfortable wearing face coverings/masks and to keep them on may create some difficulties. Under these circumstances, staff will ask children to wear their face coverings/masks at any time when it is difficult for the child/ren to maintain a social distance of at least 6 feet from others indoor and outdoor. If a teacher or a parent/guardian is unable to place a face covering/mask safely on the child's face, the child will not be required to wear a face covering/mask.
- If a child 2 years old or older is unable to remove a face covering/mask without assistance, the child will not wear a face covering/mask.
- **Items brought into the center will be stored in a non-porous bag to eliminate cross-contamination. Please be sure to provide a re-usable, non-porous bag for storage your child's personal belongings.**

### **Self-Care and Self-reporting:**

- Please be diligent regarding self-care- minimizing outings, handwashing often and sanitizing to prevent the spread of germs.
- **DIRECT EXPOSURE:** If your child has had direct exposure to someone who has been diagnosed with COVID-19, please notify us immediately. Direct exposure is defined as being within 6 feet of the individual who tests positive for COVID-19 for a period of 15 minutes or more. Persons who test positive are considered infectious 48 hours before the onset of symptoms. Persons testing positive but who 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 your child has had direct exposure as described above, they will be required to self-quarantine for a period of 14 days.
- A child who has a family member that has been exposed and is in quarantine does not also need to quarantine.



## Exclusion from Group Care: Return to Care

Children who meet criteria for illness on screening or who become ill while at the facility and are sent home should be referred to their healthcare provider for evaluation.

Children presenting with symptoms that may be associated with COVID-19 may return to a facility when:

- **Symptomatic child who is not tested:** exclude for 10 days from symptom onset AND at least 24 hours after fever resolution (if present) without the use of fever reducing medication AND improved respiratory symptoms.
- **Symptomatic child determined by a health care provider to have an illness other than COVID-19:** exclude until without a fever for 24 hours (if fever present) without the use of fever reducing medication and symptoms improving.
- **Symptomatic child with test negative:** exclude until without a fever for 24 hours (if fever present) without the use of fever reducing medication AND improved respiratory symptoms.

## Discontinuing at home isolation:

A symptom-based strategy (i.e., time-since-illness-onset and time-since-recovery strategy) is the only recommended strategy in discontinuing at home isolation. A test-based strategy is no longer recommended to determine when to discontinue home isolation, except in certain circumstances as determined by a healthcare provider.

**Symptom-Based Strategy** Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 1 day (24 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in symptoms; and,
- At least 10 days have passed AFTER symptoms first appeared.

For Persons who tested Positive for COVID-19 but have NOT had COVID-19 Symptoms in Home Isolation: Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation after no less than 10 days have passed since the date of their first positive COVID-19 diagnostic test, provided no symptoms have developed during that 10-day period.

If a doctor has diagnosed your child's symptoms as being unrelated to COVID-19, and has cleared your child to return to school, the medical professional MUST provide a doctor's note, stating "                     was seen in the office and was evaluated for                     . The child does NOT have Covid-19 and safe to return to a group care."



### **Travel Restrictions:**

At this time, residents of Pennsylvania and New Jersey are recommended/advised to self-quarantine for 14 days after return from travel to certain states. Please refer to current CDC guidance and PA/NJ Travel Advisory list to find out updated listing of the states. Families may be asked to disclose travel to any of the states listed and will not be permitted to return upon return from any state on the list if you or your child are showing any symptoms and do not successfully pass the screening protocol.

### **Accounting Considerations:**

- Families are required to maintain their initially requested schedule (times and days). Calendar families will submit schedules on the 1<sup>st</sup> of the preceding month of service.
- Tuition will continue to be billed monthly according to your schedule
- Families that will not be returning in June, will be placed on a 'leave of absence'. A deposit will be required to reserve your child's placement (many families will have a credit from the March closure, which can be considered the necessary deposit). There will be no limit on length of leave allowed.
- Tuition will be prorated for the month of your return if appropriate.
- Any available credits from March's closure will be applied to your family's monthly invoice when you return.
- This year there will be no Fall Activity Fee.
- CCW families will be required to pay the weekly co-pay as usual.
- For CCW families, we will wait until the start of the first full month to bill weekly adjustment fee
- For CCW families, approval must be given by caseworker before attending. Family paperwork must be up to date.
- In the event a self-quarantine due to symptoms and/or positive case is necessary: any required absences longer than 3 days will be considered an "LOA" and a 'freeze' will be placed on billing. Any tuition already paid will be held as a credit for your return.
- In the event of any possible emergency closures going forward (for any reason—weather, pandemic, etc): Tuition will be due as usual for any emergency closures. Emergency closures will be charged for no more than 15 days total in a school year, and no more than 3 consecutive days. If a closure extends beyond 3 consecutive days, tuition paid will be held as a credit to be applied upon re-opening.

### **Changes to routines and environment:**

- Snacks will continue to be planned to meet CACFP guidelines but will also take prep work into consideration.
- Lunches can be packed or bought, but purchased lunches will be 'grab and go' style to cut down on meal prep.
- A mask/face covering will be removed when we notice the child is having difficulty breathing or unreliable due to constant touching. The mask/face covering will be stored in plastic or paper bags during non-use.
- No masks will be worn at nap, snack and mealtimes.
- Social distancing will be encouraged and attempted in the classroom and on the playground.



- Cots/mats and cribs will be placed 3-6 feet apart, with children laying in a head-to-toe fashion to cut down on the spread of germs.
- Children will wash hands frequently throughout the day and may use hand sanitizer under appropriate circumstances - if age eligible.
- Children will have a 2<sup>nd</sup> temperature screening midway through the day including during nap time.
- Daily activities will continue in small groups, distancing when possible, materials will be rotated throughout the day/week to ensure proper sanitizing of toys and equipment.
- Children will stay in their own classrooms throughout the day as much as possible.
- Toys and other items from home may not come into the center during this time- with the exception of a pacifier and nap linens.
- All washable center toys will be rotated often and laundered frequently.

### **Staying Healthy:**

Play & Learn is following guidance of OCDEL and the CDC to the maximum extent possible in order to keep your child and staff healthy. We have adjusted many of our policies and protocol to align with recommendations and guidance that will keep children and staff safe.

We need your help in keeping students' and staff healthy. It is the responsibility of families to be honest with staff about any illnesses you or your child may be experiencing. We ask that all families continue to practice social distancing and follow current CDC guidance as best as you can at all times.

Thank you for your understanding and patience. Our focus is the health of all children, families, staff and the community at large.

Play & Learn Administration