**STAY AND PLAY NEW OPERATING PROCEDURES TO HELP STOP THE SPREAD OF CORONAVIRUS DISEASE- Dated July 23, 2020**

**Arrival in AM-**Upon arrival in morning parents will bring their child to the entrance where a staff member will ask the parent health & safety questions about their child to see if they had any exposure to anyone with coronavirus. When families sign in, they will need to confirm their child is well before staff will allow the child to enter the site. **The staff or parent will do a temperature check of the child using a non-contact thermometer. Any child (or staff) who have a 100.4 degree or higher temperature will not be allowed to enter Stay and Play** Afterwards, the child will apply hand sanitizer before entering the building. If a staff member is not present at the entrance, call 610-891-0600 Ext. 102 to let us know you have arrived. If another child is being checked in, please keep 6 feet social distance and do not enter this area until this family has exited the area. Families at this time will not be allowed inside the center. All adults and children are required to wear a mask.

**Arrival in PM-**If a child attended school and did not attend Stay and Play in the morning, we will do a visual check but not a temperature check. The reasoning is because of the number of students arriving at the same time and the assurance that the parents have signed electronically to the RTM School District that their child does not have any coronavirus symptoms. If a child attends in PM on a day that they are a virtual learner, arriving at 12:30 PM or later we will do a temperature check upon arrival with parent.

**Drop off and pick up person-**We are asking to have one family member drop off and pick up to minimize exposure. If this is not possible please limit the number of people you authorize to pick up. If possible, older people such as grandparents over the age of 65 should not pick up children because they are more at risk for severe illness from Coronavirus.

**No Parents in Building-**To minimize potential exposure, Stay and Play is asking families not walk their child into the building upon arrival. They are to wait for staff at check in station to check the child in. In the event a parent has a legitimate need to enter the Center, the parent must be screened by Stay and Play. Any parent entering the building must wear a mask, apply hand sanitizer and will be escorted to their child in our designated sick area, the computer lab which is away from other children.

**Follow CDC Guidance in travel-**We are asking our families to follow CDC guidance for travel to certain regions and areas considered “hot spots.” If you travel to these regions, you will need to follow CDC guidance for quarantining yourself and your family before returning to Stay and Play.

**Stay home if sick.** If you or your child has been sick, we ask that the ill person stay home until they’ve become symptom-free without medication for at least 72 hours. If a child becomes sick while attending Stay and Play, we will use the computer lab as a dedicated sick space where we can care for your child while being separated from others until a family member arrives to pick up.

**Masks-**All staff are required to wear masks while indoors and outdoors. All children two years of age and older are required to wear masks while indoors and outdoors. If a child struggles with wearing a mask, uses poor mask hygiene that prevents the effectiveness of mask wearing, the mask will be removed. No child will be forced to keep a mask on while at Stay and Play. **We ask that each child have two masks, one worn and one in a brown bag kept in their cubie.** **The masks should be labeled with your child’s name.** Masks will not be used by anyone who has a medical reason that prevents them from wearing a face covering. This includes anyone who has trouble breathing, is unconscious, incapacitated or cannot remove a mask by themselves. When masks or face coverings are removed, they will be placed on a labeled paper towel or in a paper bag.

**Snack Time and Lunch on Extended Days.** Snack will be served in the Classrooms and Community Room. Staff will wash their hands prior to serving the students. Staff will directly serve the snack and drinks to the students so there will be less handling of shared containers. On extended days, nolunch boxes are allowed at the site. The child’s lunch needs to be in a labeled paper bag (brown-bagged) or large Ziploc bag. Please send in things that are non-perishable for lunch or keep them cold by putting in frozen juice boxes or bottled water. Anything left over will be thrown away.

**Social Distancing.** We will continue to practice social distancing as much as possible to reduce risk. Staff will maintain social distancing. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness and sanitation will be practiced.

**Grouping of students.** We will be grouping the students in groups of 10 or less with a staff member. We will strive to keep the same group together with the same staff each day. However, this may be difficult as the same students do not attend the program every day and have varied schedules. We will strive not to mix between groups. Each group of children will stay in a separate room, to the extent possible. There will be a limited mixing of students, such as staggering playground and outside times and keeping groups separate for special activities such as art and science. Towards the end of the night there may be some mixing of groups.

**Preventative Health Measures.** We cannot expect a group of School Age children not to engage in interactive play or share toys. Parents or guardians should monitor the health of their child and not send them to the program if they are displaying any symptom of Coronavirus. Parents or guardians should seek testing promptly and report results to the program given the implications for other children, families and staff.

We plan to ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces. ***We request that each family provide 1 container disinfectant wipes, 1 bottle of hand sanitizer and 1 box tissues. If you are able, we are looking for donations of brown lunch bags, bleach, laundry detergent and art supplies such as Elmer’s glue, glue sticks, boxes of 48 crayons and markers.***

**Personal Belongings.** Children are prohibited from bringing items from home into the center. The only items permitted are brown bagged lunch, change of clothing labeled in plastic zip-lock type sealed bag, medication required by physician, labeled water bottle and book bag. **The book bag will be hung up on the hooks in upper hallway along with any coat your child may have.**

**Helmets.** We will have no shared helmets available this year. It is important that if your child likes to play street hockey, scooter hockey, ride a bike or play in the wagon, they will need a helmet. We will have order forms in the first day packet or you may bring your own in from home.

**Hand Washing.** Hands will be washed with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water is not readily available. Children will be supervised when using hand sanitizer. All staff and children and anyone entering the center will engage in hand hygiene at the following times: arrival to the center, before and after preparing food or drinks, before and after handling food, before and after handling medication, after using the toilet, after coughing, sneezing or blowing nose, after coming in contact with bodily fluid, after handling animals, after playing outdoors, before and after playing in sand, in water or with sensory materials, after handling garbage and whenever hands are visibly dirty.

**Site cleanliness.** Toys and other high touch surfaces will be regularly disinfected and rotated throughout the day. We will not be using any materials that are difficult to clean. The center will clean objects/surfaces not ordinarily cleaned throughout the day such as doorknobs, light switches, classroom and bathroom sink handles, countertops, tables and chairs. All bathroom surfaces will be cleaned and disinfected regularly throughout the day. Disposable wipes will be used on commonly used surfaces such as keyboards, table tops, remote controls. Our outdoor play equipment will be utilized by one group at a time with disinfecting between play groups. Outdoor high touch areas such as grab bars and railings will be cleaned routinely, along with toys such as hoola hoops, jump rope handles, etc. Cleaning and disinfection of wooden surfaces (picnic tables, benches, ground cover (mulch, sand) is not recommended and therefore will not be practiced. If picnic table is used for eating, the surface will be disinfected prior to eating.

**Toys.** These will not be shared with other groups of children, unless they are washed and disinfected before being moved from one group to the other. Toys that need to be cleaned will be set aside and put in a container marked “soiled toys.”

**Couch and Rug in Community Room.** We have purchased a fabric cover for the couch that will be washed daily. The rug will be sprayed with Lysol Disinfectant daily or more as warranted.

**Outside areas.** We will incorporate more outside activities if the weather permits.

**Art Boxes.** We have purchased individual art material boxes for student use. We will be asking for donations to fill the boxes to use throughout the school year. We will be bagging up sidewalk chalk. If a child wants to chalk outside, they will use their individual bag of chalk.

**Illness-** Coronavirus can infect people of all ages. Coronavirus is spread from person to person through contact that is close enough to share droplets generated by coughing, sneezing, speaking and even just breathing. Coronavirus can be spread by touching objects where contaminated droplets have landed. Because of the easy manner of transmission, an infant, child or young person who is infected with Coronavirus can spread the infection to others they come in close contact with, such as members of their household, teachers, or other caregivers. Infected persons with mild or even no symptoms can spread Coronavirus. \*\***Parents/Guardians are required to notify Stay and Play if their child, someone in their household or someone they came in close contact with has a confirmed positive test for Coronavirus. Stay and Play will be required to report this to our licensing agency and Department of Health.**

The following health policies are subject to change and may be updated based on recommendations and guidelines of the CDC and the PA Office of Child Development and Early Learning (OCDEL).

Ill children and staff are required to stay home. Any staff or child will be sent home if they present with any of the following new or worsening signs or symptoms of possible Coronavirus:

* **Feeling feverish or a temperature of 100.4 degrees Fahrenheit**
* **Cough**
* **Shortness of breath or difficulty breathing**
* **Sore throat**
* **Chills**
* **Loss of taste or smell**
* **Diarrhea**
* **Repeated shaking with chills**
* **Muscle pain**
* **Headache**
* **Come in close contact with a person who is lab-confirmed to have Coronavirus**

Potential exposure means being in a household contact or having close contact within six feet of an individual with a confirmed or suspected case of Coronavirus for at least 15 minutes or more. The period for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

**Children will also be sent home with any of the following new or worsening signs of possible Multisymptom Inflammatory Syndrome in Children (MIS-C) associated with Coronavirus:**

* **Fever-prolonged and persistent**
* **Rash**
* **Conjunctivitis (redness of the white part of the eye)**
* **Stomachache, vomiting and/or diarrhea**
* **Tongue is redder than usual and looks like a strawberry**
* **Swollen hands and/or feet, lymph nodes**
* **Irritability and/or unusual sleepiness or weakness**

Any child or staff with a temperature of more than 100.4 will not be permitted to return to the center until 72 hours (3 days) after the fever has returned to normal with fever reducing medications. The center will not allow a physician’s note before the 72 hours.

While there are common symptoms that mirror Coronavirus, children will not be allowed into Stay and Play or will be sent home if displaying any of the symptoms listed. Children will not be permitted to return before 72 hours unless a note is obtained by a physician stating that the symptoms are not caused by Coronavirus.

**What if a child or staff member believes they had direct exposure or close contact with a confirmed case in the community**- We will work with the staff member and family to gather details and then we would work with the local health department for guidance. Until we have that specific guidance, we will ask the child and teacher to stay at home. It is strongly recommended and highly encouraged that they self-quarantine for a period of 14 days based on CDC guidance.

**A child or staff who become sick while at the center.** They will be sent home as soon as possible. The sick child or staff will isolate from well children and staff until they can be sent home by isolating in the computer lab isolation area. A sick child will be supervised by staff. The staff member who is caring for the child will wear a mask and protective apron over their clothing. The parent or guardian will be contacted immediately and informed to contact their health care provider. The isolation area will be cleaned and disinfected after the sick individual has gone home. All areas used by the sick individual such as classrooms, office, bathrooms and shared areas will be cleaned and disinfected.

Staff or children with the new or worsening signs or symptoms listed above will not return to the center until:

**If the individual has a diagnosed confirmed Coronavirus case, they may return to the center when all three of the following criteria are met:**

\*At least 3 days (72 hours) have passed since recovery (no fever without the use of fever reducing medications).

\*The individual has improvement in respiratory symptoms (cough, shortness of breath) \*At least 10 days have passed since symptoms first appeared.

In the case of an **individual who has symptoms that could be Coronavirus and does not get evaluated by a medical professional or does not get tested for Coronavirus**, the individual is assumed to have Coronavirus, and the individual may not return to the center until the individual has completed the same three step criteria listed above.

**If the individual has symptoms that could be Coronavirus and wants to return to center before completing the above self- isolation period, the individual must obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis**.

A physician’s note MUST state in writing, “\_\_\_\_\_\_\_\_\_\_ was seen and evaluated for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This individual does NOT have Coronavirus and is able to return to childcare without placing another individual at risk.”

**If a staff member believes or a parent/guardian believes that they or the child have had close contact to someone with a confirmed case of Coronavirus,** we will follow CDC guidance and ask them to stay home in self-isolation for a period of 14 days. They **may return after 14 days** **if they have not experienced any symptoms. If they have symptoms, they will need to get medical clearance before returning.**

**Will we have to close the entire center if we have a confirmed positive case of Coronavirus of child or staff member?** If there is a confirmed (tested positive) in a child or staff member or other adult who has been present in the center, Stay and Play will:

* Call Pennsylvania Department of Health at 877-724-3258.
* Call Chester/Delaware County Board of Health at 610-344-6225 and follow their guidance. We will close the center for 48 hours for cleaning and disinfecting. This will allow the health department to gain more knowledge of the coronavirus situation impacting our center.
* Inform DHS-OCDEL SE Region Bureau of Certification at 215-560-2541.
* Inform parents of enrolled children, Stay and Play staff, church pastor and office staff.
* Close off all areas used by the person who is sick.
* If possible, open outside doors and windows to increase air circulation in the areas.
* Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.
* Follow CDC guidance on how to disinfect the Center by cleaning and disinfecting all areas used by the person whom is sick, such as classrooms, offices, bathrooms, and shared areas.
* Continue routine cleaning and disinfection.

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

You will not be charged tuition if you don’t bring your child to program due to confirmed case of coronavirus. If your absence is a recommendation or requirement from health department, we will work with the family to hold your spot as long as possible but this is not a guarantee.