

January 3, 2021

UPDATE April 13, 2021

## My Place, A Play and Learning Center

### COVID-19 Pandemic Response Action Plan:

The following procedures will be in place for staff and families during the Covid-19 pandemic. If any changes are made regarding this plan, families and staff will be given an updated copy.

#### Drop-Off & Pick-up Procedure:

1. Parents/Caretakers may not enter classrooms or staff bathroom.
2. Parents/Caretakers may drop off children at the classroom door. One way traffic must be followed, please follow the stickers on the floor and maintain a distance of 6 feet.
3. Temperatures for everyone entering the building are taken upon arrival.
4. No person may enter the building with a temperature higher than or equal to 100.0

degrees Fahrenheit.

5. Families must be able to answer no to our health screening questions in ProCare. This is detailed and under the section Child & Staff Health Screening Procedures.

#### PPE:

6. All adults entering the center, as well as children in the school age classroom, must wear a mask covering their mouth and nose.
7. Masks are available at the front desk for those not having one
8. Masks must be worn by all children over the age of 2 when leaving the center for walks, etc. They are provided, or families can provide one for their child if that is preferred.
9. Masks must be medical grade or fabric.
10. Soiled masks must be changed.
11. Smocks are available and recommended by the center for staff to use.

#### Child & Staff Health Screening Procedure:

12. Temperatures are taken upon arrival.

13. If above or equal to 100.0 degrees Fahrenheit, you may not enter the building.

14. You must answer no to all screening questions on ProCare for the child to receive care in our center.

15. Staff/visitors/caretakers must also be able to answer no to all posted screening questions to enter the building.

16. Staff must sign this policy & procedure and monitor their own health screening daily.

**Screening Questions posted outside the building and in the lobby:**

1. Do you (your child) have any of the following symptoms?

- o fever of 100.0 or higher
- o cough
- o shortness of breath or difficulty breathing
- o fatigued/tired
- o muscle/body aches
- o headache
- o new loss of taste or smell
- o sore throat
- o nausea/vomiting/diarrhea

2. Do you (your child) or anyone in the household have a diagnosis of Covid-19?

3. Are you (your child) or anyone in the household currently quarantining per the Department of Public Health for possible exposure or international travel?

**Those who answer yes to any of the above screening questions must not enter the building, and you should contact our Executive Director to meet policy & procedures for a return to work/care plan.**

**Return to work/care:** (All return to work/care dates are cleared by Executive Director)

17. For those out of work/care because they have been diagnosed with COVID 19:

1. Return to care/work is allowable after the individual is released from isolation by the Department of Health.

18. For those experiencing symptoms of COVID 19 listed on the entrance screen:

1. Return to care/work will require a note from a health care provider that the individual is cleared to return to care/work, or a negative COVID 19 test.
2. Those not seeking medical care or testing are required to remain out of work/care for 10 days from the onset of symptoms.

19. For those out of work/care because they or a household member have been directed to quarantine:
  1. Return to care/work is allowable after the individual is released by the Department of Health
  2. People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been [fully vaccinated](#) against the disease and show no symptoms.
20. For those out of work/care because of travel:
  1. Return to care/work is allowable after completing a 10 day quarantine, or by completing testing on return, as outlined by NYS guidelines:  
<https://coronavirus.health.ny.gov/covid-19-travel-advisory>
21. For those out of work/care because they or a household member has been directed to quarantine:
  
22. -Return to work is allowable after review from DOH.

Illness during workday/care:

23. Staff/children will be required to go home, if they develop any of the mentioned symptoms in the COVID-19 Health Screening.
24. Children will be moved to a quiet area until pick up.
25. Please see the return to work/care plan if you/child had an illness during work/care.
26. Rooms will be disinfected as outlined in NY State Daycare regulations, and as outlined in

the DOH document, [Interim Guidance for learning and Disinfection of Public and Private Facilities for COVID-19](#) .

Hygiene:

27. Classroom teachers are required to maintain a cleaning log that provides the date, time and scope of cleaning and disinfection for infection control purposes.
28. A cleaning log will be kept for staff to organize the cleaning of high traffic areas.
  
29. Children/staff should use proper handwashing instead of using hand sanitizer whenever possible.
30. Washing/sanitizing hands for children occur at various points throughout the day

following guidelines in NY State Daycare Regulations. Staff in the classroom will monitor those required times, and they have access to Daycare Regulations at our center.

31. Brushing teeth will not occur at the center during the pandemic.

32. Water bottles for staff must always be out of reach from children. Staff must maintain 6 feet distance when taking off their mask to drink, and it must not disrupt their ability to care for the children in the room. Staff will determine appropriate time frames.

33. Staff meal/break times will be staggered as much as possible to limit congestion in the break room. Maintain appropriate distance while eating. Staff will clean surfaces in the breakroom after use.

#### Food Preparation and Serving Meals:

34. As staff serve food to children, they continue to abide by NY State Daycare Regulations.

35. Family style serving with Staff members will not occur during the pandemic.

36. Since we are no longer serving food in the fashion of family style, meals will be served

distributing the required minimum quantities under the DOH Child and Adult Care Food

Program. The option of seconds as required by section 418-1.12 in NY State Child Day Care Regulations are also in our scope of serving meals.

**If you have any questions regarding our policy & procedures during the COVID-19 pandemic, please see our Executive Director.**