



Bloomington Day Care Corp.

Penny Lane East
106 N. Pete Ellis. Dr.
P.O. Box 7491
Bloomington, IN 47408
(P) 812-339-3800
(F) 812-961-0053

Penny Lane West
1920 S Yost Ave.
P.O. Box 68
Bloomington, IN 47402
(P) 812-339-8558
(F) 812-339-6675

ACTION PLAN UPDATE

COVID-19 (Coronavirus)

Bloomington Day Care Corporation (dba) Penny Lane is committed to reporting and preventing the spread of Respiratory Infectious Diseases, including COVID-19 (Coronavirus). The information below is provided to all families, children, and staff as a resource and a guide.

First and foremost, I hope everyone is staying safe and healthy during this critical time in our lives. As you know, our top priority are staff, families and children we serve. We are all in this together and it is essential to follow State and CDC guidelines. Penny Lane childcare centers will re-open on Wednesday (4/8/20). Regardless of any extension to the Governor's "Stay-at-Home" order, we will open both centers to help support essential workers and families. As directed by the Family and Social Service Administration (FSSA), "First priority shall be given to children of first responders, medical professionals and other professions whose work is essential for the general community to stay healthy and safe." Therefore, we do ask families to continue staying home unless it is necessary, and we will continue to take all necessary precautions. Please be patient with us, as we are trying our best to accommodate everyone possible. As we move forward, changes on specific policies are listed below in order to help alleviate the spread of the COVID-19 (Coronavirus) within our community.

Below are policy changes from guidance documents instructed by the Indiana State Department of Health and the Family and Social Services Administration (FSSA) for healthcare professionals and childcare providers, we will continue posting updates by the FSSA and CDC (Center for Disease Control) as they occur. These changes will be effective immediately:

- **Each child's temperature will be taken upon drop off daily and parents will be asked to remain on-site for this to occur.**
- **If a child presents a temperature of 100.4 degrees Fahrenheit or above, you will be asked to return home with your child.**
- **Families must keep their child home until they are fever free for 24 hours without fever reducing medications, as well as free of other symptoms. Please review the current sick policy.**
- **Visitors will be limited at each Penny Lane center; try to prevent others from picking up or dropping off your child. If this is necessary, please ask them to wait at the front entrance.**





As an extra precaution, families may request to drop off children at the front door. Hand Sanitizer (if available) or washing hands is a requirement for everyone entering the center. We have ordered hand sanitizer pumps; however, they are on back order. If anyone has any to share or simply carry your own personal sanitizer will be helpful. Adult bathrooms at the front entrance of each center can be utilized to wash hands upon arrival. Please see our hand washing procedure posted, we encourage all families to practice procedures at home as well.

Everyone needs to do their part to help lessen the spread of COVID-19. Parents should take daily preventative measures to help protect their family and people around them. Below is a list of preventative actions for families to continue practicing:

- Take personal items home daily to be washed (including items in cubbies, water cups, pacifiers, comfort items, etc.) Teachers work hard to wash all items in classroom on a regular basis.
- Limit items in cubbies (children's items should not touch others).
- Bring in a crib sheet to cover cots children nap on (these are sanitized daily as well).
- Do not bring in toys or items from home.
- If you have done any out-of-state traveling, you must stay home for 14 calendar days before attending either center.

Penny Lane centers hours of operation will remain the same to help essential families in our community. We do ask that you do not leave your child any longer than needed. This will help with cleaning and sanitizing all necessary items. We can do this together; it is teamwork and takes effort from all of us to help get control of the COVID-19 pandemic.

Remember that we are learning more about this virus daily; therefore, policies and procedures will change as we learn more about the COVID-19 (Coronavirus). If there would happen to be a confirmed case within either center, then we will seek guidance from local health officials to determine the next steps for our school community. FSSA states that, "Local health officials' recommendations for the scope and duration of a program closure will be made on a case-by-case basis based on the most up-to-date information about COVID-19 and the specific cases in the impacted community." Families can go to the FSSA (Family and Social Service Administration) website for more information. You can also keep updated with our *Penny Lane Childcare Facebook* and webpage as we learn more. The link below can be used as a resource from the FSSA (Family and Social Service Administration):

- <https://www.in.gov/fssa/2552.htm>

Sincerely,

Kelly Sipes
Administrative Director
BDCC/ Penny Lane Childcare Centers
Ksipes.bdcc@yahoo.com

