

Hiland Child Care Center's COVID-19 Pandemic Guidelines

- 1. Hours:** Hiland Child Care Center's temporary hours are 8:00am -5:00pm (Beginning 8/3/2020). The current late fee policy remains in effect if your child is picked up after 5:00pm. This will be true once hours are extended further in the future. Hours will be extended when deemed safe and feasible to do so by the directors and board of directors.
- 2. Face Coverings:** All staff and children 2 years and older will be required to wear masks or a face shield. This is a mandatory regulation put into place by the state of PA. We will work with children to make this as comfortable as we can. Children will not be wearing masks/face shield during meal times or nap time. As long as they can maintain social distancing measures, they will not be required to wear them outside. Parents also need to wear masks/face shield when dropping off or picking up.
- 3. Drop off procedures are as follows:** parents line up around the church each morning. Wait until the car in front of you has left, then bring your child to the doorway under the fire escape to the left of the gym entrance where temperatures will be checked and then the children will be walked to their classroom by a staff person. **Pick up procedures are as follows:** parents pull up along the curb in front of the child care building. Call the center upon arrival and then wait in your car until you see your child coming to the car with the child's teacher. Please be mindful to keep conversations brief so that we can keep the line moving along.
- 4. Health Screenings:** We will use a no - touch thermometer at drop off each day to take staff and children's temperatures. Anyone having a temperature of 100 degrees or higher and/or experiencing any of these symptoms: cough, shortness of breath, chills or repeated shaking with chills, new loss of taste or smell, will be excluded from the program for a period of time. Children and staff must have ample time to recover, be symptom free (without fever reducing medicine) for three days at a minimum. This will be strictly enforced as we are taking these additional precautions in an effort to remain open as we are working very hard to avoid having to close again.
- 5. Sick Child in care:** If a child becomes sick while at the center we will isolate that child immediately and call you to come and get your child. You will be expected to pick up your child within half an hour. Implementing a zero tolerance for suspected sickness is not unreasonable and it is an appropriate action given the severity of the COVID-19 issue.
- 6. COVID-19 Sick Policy:** If at any time a child or staff member at the center has suspected COVID-19, the center will shut down out of precaution (minimum of 48 hours) to have them tested depending on exposure, as we work with the Allegheny County Health Department to further put our plan in place. This would include contacting anyone that

has been in contact with that person for them to be tested as well and deep cleaning and sanitizing the building. For anyone testing positive for COVID-19, they will have to remain out of the center for 14 days, have a negative test result and have been symptom free for three days before returning to the center.

- 7. Travel during a pandemic:** If a family or family member within your household has traveled or is planning to travel to a confirmed hot spot for COVID-19 cases, it is a requirement that your child stay at home for 14 days upon return to Pennsylvania before attending Hiland Child Care Center. This requirement also applies to staff members. You will find the list of those states on the PA Department of Health website.
- 8. Visitor Policy:** We will implement a no visitor policy until further notice. Limiting access to only our immediate staff and cleaning service staff will reduce unnecessary interactions with external people.
- 9. Personal Items:** must be left at home, i.e. backpacks, toys, stuffed animals, blankets. Lunches should come in brown paper bags with your child's name on it. Please bring as few reusable items as possible at this time.
- 10.** We will stagger outdoor time/gym time for each age group to further limit interactions and reduce opportunity to exposure to other classroom groups. This will help to promote physical distancing practices (social and emotional practices will continue as normal at our center as they are at the core of our commitment to the children).
- 11.** We will continue to stress and raise the awareness of the importance of frequent hand washing, avoiding face touching and sneezing into a tissue or arm.
- 12. Cleaning Protocols:** We will be strict about putting mouthed or handled toys into a bin with Dawn dish soap and water to be cleaned and then sanitized as the day progresses.
- 13. Cleaning Protocols:** High touch surfaces, door knobs, light switches, garbage can lids, counter tops, toys, mirrors etc., are being cleaned and disinfected throughout the day, as well as at the beginning and end of each day.

Hiland Child Care Center is committed to following these guidelines to the best of our ability in order to protect the health and safety of the children, the staff and our families. There is always the risk of this virus being transmitted in any business or educational facility due to its highly contagious nature.

I have read, understand and will follow the guidelines for returning to Hiland Child Care Center

Parent Signature

Date