



YMCA of Greater Brandywine Early Childhood Learning Center Health and Safety Plan

These new protocols are designed for the YMCA to provide Childcare to our families with an increased focus on preventing the possible spread of COVID-19. We have evaluated all aspects of the operation and made adaptations to meet this goal. These guidelines are based on recommendations from the CDC and the State of Pennsylvania (as of July 21, 2020) and are subject to change.

General Guidelines

- Children may only bring essential items and/or change of clothes.
- Parents must wash and/or wipe down everything that comes home each night.
- Before coming to ECLC, parents must screen their children for fever (100.4 or higher) coughing, runny nose, sore throat, diarrhea, or excessive tiredness or irritability and if a child is displaying symptoms they should not come to the Y.
- **No Visitor Policy** - No visitors, including parents, will be permitted on site without prior approval. Tours for prospective children need to be scheduled in advance.
- All ECLC children will observe stable group protocols as the standard for social distancing. A stable group is a group of children that stays together throughout the day, typically the classroom group. Mixing of stable groups is discouraged.
- Masks will be worn by the staff, and staff with children up to 2-years old will wear a smock which will be changed in the middle of the day.
- Any parent or child entering the ECLC must go through the **Health Screening Process**, which is comprised of the Health Screening Questions, a visual inspection for symptoms, and a temperature check.
- Children over the age of two will be required to wear a face mask or face shield. See appendix for more clarification.

Registration

- All Documentation must be on file before the child attends.
- Childcare Registrars must make sure that everyone has completed all required paperwork (included ePACT) and all payments are complete.
- Emergency contact information needs to be complete - in the event a parent is exposed during a school day, another individual will need to pick up the child.

ECLC Staff Screening

- Upon arrival, staff will report to an identified check in location.
- Staff will receive a **temperature check**, which will be documented as completed. Temperature may not be 100.4 or higher. If it is, staff will not be permitted to work and will be sent home.
- After the screening, staff will be directed to the hand washing station to wash their hands using soap and water.
- The thermometer needs to be disinfected only if it accidentally contacts a person's skin. Gloves worn by the screener only need to be changed if they have contact with the person being screened.
- Staff are expected to self-monitor for signs and symptoms of COVID-19 and notify supervisor if any develop (fever or respiratory symptoms).

**ALL STAFF SCREENINGS WILL BE RECORDED
AND SENT TO HR ON A DAILY BASIS.**

Arrival - Drop off /Sign in

- Drive through drop off procedure will be used.
- In general, adults should NOT exit their car, except to unbuckle a child and they will wear a mask or face shield upon exiting the car. Modifications will be made at the branch level for entry with infants.
- Multiple stations may be needed at larger branches.
- One staff person (this staff member must be wearing a mask, gloves and Face Shield) will approach the car window and:
 - Ask the parents the **Health Screening Questions (Appx. 1)**.
 - Take the child's **temperature** and **observe for any signs of illness**.
 - Log in the arrival time and the anticipated pick up time.
 - Ask if there is any medication to be dropped off.
- A second staff member will escort the child from the car into the ECLC (this staff person must wear a mask or face shield). Staff should not touch the child unless necessary.
- Staggered drop off times will be implemented where possible.
- Health screening questions will only be verbally asked on Mondays and then followed up on the following days of the week
- To remain HIPA compliant staff can not directly ask anyone if they have been diagnosed with COVID-19.
- No payments or paperwork will be accepted at drop off.
- Child must wash their hands with soap and water for 20 seconds before entering the classroom.
- Parent asked to have a pen in the car to sign-in as needed.
- Arrangements will be made on a case-by-case basis for infants in car seats. Parents who accompany a child into the ECLC will go through the **Health Screening Process**.

Departure/ Pick-up

- Parents will use a designated phone number to text or call the ECLC to inform the staff they are at the YMCA, then cars will enter a pick-up

- line. No parents should park and get out of their car except to buckle children into seatbelts or car seats or pick up an infant.
- Child will be walked to the pick-up area.
 - A designated staff member will assist the child to the car avoiding contact and maintaining 6 ft. physical distancing as best as possible.
 - Parents (using their own pen) sign out the child.
 - Staggered pick up times will be suggested.
 - Staff member approaching parent for ID check should wear a faces shield, gloves and face mask.
 - Parents who are picking up infants using a car seat must adhere to the **Health Screening Process** (temperature taken and mask worn) upon entry to the ECLC for pick-up.

Groups (per PA Dept. of Health Guidelines)

- Group sizes should be kept within DHS ratios – not to exceed the maximum group sizes.
- Stable Groups should not commingle – staff assigned to a class will stay with that class as much as possible.
- Stable groups should include siblings when appropriate at a ratio or 1:9.
- Groups should limit movement to other spaces in the building and when other spaces are used, ECLC staff should disinfect spaces upon leaving with VIREX.

Social Distancing/Stable Groups

Social distancing requires a combination of several protocols.

- Social Distancing in the Drop-off & Pick-up time will be accomplished by physical demarcations among age groups within a space.
- Stable Groups, throughout the day, will function as a cohort of children and staff that stay together.
- Staff will maintain the 6 ft. recommended distancing from each other, whenever possible.
 - Spaces will be cleaned and disinfected between groups as appropriate (by ECLC staff using *Bioesque Disinfectant*).
 - Staff must refrain from any unnecessary physical contact with parents and children including, side hugs, high fives, shaking hands and pats on the back.
 - All disinfecting during operating hours will be done by ECLC staff.
 - Bathrooms will be disinfected 3x per day by Facilities staff using BNC-15.
 - Cots and Cribs will be placed 6 feet apart where possible – children will sleep head to toe and will not wear a mask while nap time.
 - Classroom toys and equipment will be provided in bundles. All used items will go into an identified bucket for cleaning and disinfecting and new toys will be brought out.
 - Staff working with children 2 years and younger will wear smocks and change them half-way through the day. These will be laundered by the Y.

- Staff will be assigned to the younger children for feeding or diapering for the day where staffing levels permit.
- Staff can only feed or assist a child with eating one at a time.

ECLC Child Orientation for Children

ECLC orientation, on the first day, will include:

- Respect other people's belongings – avoid touching other people's backpacks, personal water bottles, and other children.
- Parent handouts will be prepared and shared regarding how we are going to discuss the need for social distancing at ECLC so they can review with their children.

Hand Washing for Staff and Children

Hands should be washed upon arrival at ECLC, moving between locations, at the end of the day as well as:

BEFORE:

Eating, handling food or feeding a child

Giving or applying medication

Playing in water

AFTER

Using the toilet, including diaper changes

Being outside

Handling bodily fluid – like runny noses, sneezing

Playing in sand

Handling garbage

- Schedule will also include "as needed" washing times.
- Ensure that all hand washing lasts for at least 20 seconds.
- Hand washing with soap and water is preferred to hand sanitizer. Hand sanitizer is an option but must be maintained in a safe manner and can only be used on clean hands.
- Even after using hand sanitizer, hands should be washed with soap and water as soon as possible.

Meals

- Hands need to be washed before eating.
- If staff assists an individual, child they need to sanitize their hands before eating or helping another child.
- Children will be encouraged to dispose of their lunch trash themselves.

Staff and Training

- The Childcare Director of each site is responsible to monitor that all staff are cleaning and disinfecting the ECLC rooms and toys throughout the day.
- Staff will complete a COVID-19 specific training.

Cleaning and Disinfecting

- Cleaning and disinfecting of frequently touched surfaces needs to occur throughout the day (suggest 10 am, lunch, and 2 pm), as the children use different space/tables/manipulatives. ECLC staff will be using *Bioesque Disinfectant* during the day. All YMCA staff will disinfect areas.
- ECLC staff will follow YMCA disinfecting protocol.
- Disinfecting supplies will be provided to ECLC staff by Facilities staff.
- See Facility Cleaning Schedule (page 6).

Procedure for Cleaning & Sterilizing Toys

1. **WASH** - Place toys in soap and water bin or sink.
2. **RINSE** - in the water bin or sink.
3. **STERILIZE** - place toys in bleach and water solution bin (ratio is 1 tablespoon of bleach per 1 quart of water)
4. Let sit for 10 seconds in sterilizer solution.
5. DO NOT RINSE AFTER STERILIZING – this is what sanitizes the toys.
6. Place toys in empty bin or on a paper towel to dry.
7. Optional – after the RINSE, toys can be sprayed with a bleach solution and left to dry.

Illness (suspected COVID -19)

- Child or Staff person will be removed to an identified sick area. Staff will be trained on the location and usage of the identified space during training. If it is used/occupied by suspected person w/ COVID, then the room must be left vacant for 24 hours after being occupied (**Appx. 4**) before disinfecting can occur.
- Symptoms will be evaluated including temperature check.
- Based on symptoms, the child will be asked to put on a mask if not already on.
- Children may not be left alone in the sick area.
- Parents will be asked to immediately pick up their child. The staff member will be sent home for self-quarantine.

The identified sick area needs to be located near an outside door where parent pick up is easily accessible and the sick child does not need to travel through the building and should allow for extra ventilation (windows) when possible.

Parents will need to be directed to this area and not follow the daily pick up instructions.

Staff or participant came in contact with COVID-19

- Follow crisis communication plan
- Alert DOH and DHS

Enforcement

- The Childcare Director is responsible to maintain the Area Disinfection Log and ensure all staff are disinfecting the ECLC areas as planned.
- The Childcare Director and other YMCA staff will spot-check and monitor compliance with the Disinfection Log schedule.
- Staff who are observed not following and enforcing policy/procedure will be retrained as soon as possible. Failure to follow or enforce the COVID-19 Protocols may result in disciplinary action up to and including termination.