

COVID-19 Health and Safety Plan Summary:

YARDLEY KIDS ACADEMY

Plan Date: Revised July 24, 2020

Face Masks

Requirement(s)	Strategies, Policies and Procedures
<p>* Use of face coverings (masks or face shields) by all staff and visitors</p>	<p>*Child care staff must wear face coverings indoors; they must also wear face coverings outside where staff are unable to maintain the 6-foot social distance, unless a medical reason prevents the staff from wearing a face covering. This includes anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the face covering without assistance.</p> <p>*Face covering means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears, or is wrapped around the lower face. A face covering can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth. Face coverings may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels.</p> <p>*All staff are required to wear a mask to the facility each day and also bring an extra face covering. Yardley Kids Academy will have disposable face coverings available for employees who forget to bring this item to work each day.</p> <p>* Any approved visitor that may enter our building must wear a face covering at all times and complete our screening process.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>*Use of face coverings (masks or face shields) by older children (as appropriate)</p>	<p>All visitors will be escorted by our center Director and/or Owner.</p> <p>* Children 2 years old and older are required to wear a face covering as described in the Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings.</p> <p>*If a child is outdoors and able to consistently maintain a social distance of at least 6 feet from individuals who are not a part of their household, they do not need to wear a mask.</p> <p>*If a child 2 years old or older is unable to remove a face covering without assistance, the child is not required to wear one.</p> <p>*The Department of Health recognizes that getting younger children to be comfortable wearing face coverings and to keep them on may create some difficulties. Under these circumstances, parents, guardians, licensed child care providers in community-based and school settings or responsible persons may consider prioritizing the wearing of face coverings to times when it is difficult for the child to maintain a social distance of at least 6 feet from others who are not a part of their household (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper face covering size and fit and providing children with frequent reminders and education on the importance and proper wearing of cloth face coverings may help address these issues.</p> <p>* Parents or Guardians will make sure each child has a cloth face covering and an extra that is kept with the child's personal belongings.</p>

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by children (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>*Toys that cannot be cleaned and sanitized should not be used.</p> <p>* Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse thoroughly, sanitize with an EPA-registered disinfectant, rinse thoroughly again, and air-dry. You may also clean in a mechanical dishwasher.</p> <p>* Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.</p> <p>* Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.</p> <p>* Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep dish pan and water out of reach from children. Washing with soapy water is the ideal method for cleaning.</p> <p><u>Clean and Disinfect Bedding:</u></p> <p>* Use bedding that can be washed. Keep each child’s bedding separate, and store in individually labeled cubbies.</p> <p>*Cots and mats should be labeled for each child.</p> <p>*Rest Cots will be cleaned and sanitized after each use.</p> <p>*Bedding that is used by a child’s skin will be cleaned weekly.</p> <p>*Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom</p>

Requirement(s)

Strategies, Policies and Procedures

sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.

- * Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-registered for use against the virus that causes COVID-19 is available here. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- *All cleaning materials must be kept secure and out of reach of children per regulations.
- * Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Clean

- * When possible we will open windows throughout the center and classrooms to ensure adequate ventilation.
- * Increase frequency of cleaning in common areas such as restrooms, and frequently touch surfaces (Doors, windows,etc)
- * Cleaning/sanitizing will take place in between each use by different groups if necessary.

Transportation

- * All children and staff must wear a face covering at all times.
- * Children will have assigned seats to maximize social distancing.
- * All children and staff will wash their hands prior to getting on the bus and use hand sanitizer upon exiting the bus.
- * Staff will sanitize the bus seats and high touch surfaces in between transporting of children.

Requirement(s)	Strategies, Policies and Procedures

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>Child care space occupancy that allows for 6 feet of separation among children and staff throughout the day, to the maximum extent feasible or group management to limit cross-group interactions.</p> <p>Restricting the use of common areas, and consider serving meals in alternate settings such as where the child care is being provided</p>	<ul style="list-style-type: none"> *If possible, child care classes will include the same group each day, and the same child care providers should remain with the same group each day. *It may be necessary to cancel or postpone special events such as festivals, holiday events, and special performances. This decision will be made by the center Director and Owner and communicated to clients through email. *Yardley Kids Academy will consider whether to alter or halt daily group activities that may promote transmission. * When possible, YKA will keep each group of children in a separate room. * YKA will continue to limit the mixing of children, such as staggering playground times and keeping groups separate for special activities. * If possible, at nap time, ensure that children’s naptime cots (or cribs) are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread. * YKA will continue to work in small groups and stagger hallway times to ensure a single flow of traffic. * When possible, YKA will space children using assigned seating during meal and snack time in order to further reduce the potential for viral spread.

Requirement(s)

Strategies, Policies and Procedures

***Hygiene practices for children and staff including the manner and frequency of hand-washing and other best practices**

*Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

*It's especially important to wash:

- Before eating or preparing food
- Before touching your face
- After using the restroom
- After leaving a public place
- After blowing your nose, coughing, or sneezing
- After handling your cloth face covering
- After changing a diaper
- After caring for someone sick

*If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.

***Avoid touching your eyes, nose, and mouth** with unwashed hands.

* All children and staff will use hand sanitizer that contains at least 60% alcohol upon entering and exiting YKA.

* All children will be assisted/ supervised when using hand sanitizer that contains at least contains at least 60% alcohol.

Requirement(s)	Strategies, Policies and Procedures
<p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p> <p>Handling outdoor play consistent with the CDC Considerations.</p> <p>Limiting the sharing of materials among children in care Staggering the use of communal spaces and hallways</p> <p>Adjusting transportation schedules and practices to create social distance between children</p>	<p>Hand sanitizer will be kept out of reach of the children at all times.</p> <p>*YKA will post signs in highly visible locations (e.g., facility doors, lobby, restrooms) that promote everyday protective measures and describe how to stop the spread of COVID-19 such as by properly washing hands and properly wearing a cloth face covering.</p> <p>*Prioritize outdoor activities where social distancing can be maintained as much as possible.</p> <p>*Limit the mixing of children, such as staggering playground times and keeping groups separate.</p> <p>* Encourage children to run and play while maintaining a social distance.</p> <p>*Set aside materials that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "cleaning." Washing with soapy water is the ideal method for cleaning.</p> <p>* Materials that are used but cannot be "washed" will be wiped down with a sanitizing wipe in between children.</p> <p>* YKA will stagger hallway time and transitions to create a one-way flow of traffic in the hallway and encourage the children to use out stretched arms to space themselves for social distancing.</p> <p>* YKA will continue to work in small groups and encourage maximum social distancing throughout the day.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Other social distancing and safety practices</p>	<ul style="list-style-type: none"> * All decisions regarding YKA policies, modified hours of operation or cancellation/rescheduling events will be made by the center Director and Owner. These decisions will be communicated through email and posted. * YKA will institute “curbside” drop off and pick up areas. * At Drop off/Pick up YKA will rely on social distance practice as determined by the age of the child. Both staff and parents must wear cloth face coverings. Children will also be encouraged to wear face coverings. * Parents/guardians will not enter the center and maintain a social distance of 6 feet. Parents/guardians will be asked screening questions prior to accepting a child into care each day. Staff will visually inspect each child prior to admitting into the program. Both the child and staff will use hand sanitizer that contains at least 60% alcohol prior to being escorted to the appropriate classroom. Staff will use hand sanitizer or soap and water to wash prior to receiving the next child. * YKA will continue to encourage families to monitor their children and ask that they keep the children home if they are not feeling well. * YKA asks each family to take their child’s temperature prior to arriving at YKA each day.

Monitoring Children and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring children in care and staff for symptoms and history of exposure</p>	<p>*Conduct a daily health screenings of any person entering the building, including children, staff, family members, and other visitors to identify symptoms, diagnosis, or exposure to COVID-19.</p> <p>*Not allow staff and children to enter the child care facility if:</p> <ul style="list-style-type: none"> o They have tested positive for or are showing COVID-19 symptoms. o They have recently had potential exposure with a person with COVID-19. <ul style="list-style-type: none"> • A potential exposure means being in a household or having close contact within 6 feet of an individual with a confirmed or suspected COVID-19 case for at least 15 minutes during the case’s infectious period. • Persons with COVID-19 are considered infectious from 2 days before onset of symptom until the end of isolation . <p>* Continue to monitor staff and child health throughout the day.</p>
<p>* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>* If a child becomes ill at the facility, the operator shall notify the child’s parent as soon as possible.</p> <p>* Immediately isolate a child or staff member that develops fever, chills, shortness of breath, new cough, or new loss of taste or smell and send them and any family members home as soon as possible.</p> <p>* While waiting for a sick child to be picked up, have a caregiver stay with the child in a place isolated from others. If the child has symptoms of COVID-19, the caregiver should remain as far away as safely possible from the child (preferably 6 feet) while maintaining supervision. The caregiver should wear a cloth face covering. If the child is over the age of 2 and can tolerate a face covering, the child should also wear a cloth face covering. Persons who have a fever of 100.0 degrees Fahrenheit or above, or other signs of illness should not be</p>

Requirement(s)	Strategies, Policies and Procedures
<p>* Returning isolated or quarantined staff, children, or visitors to school</p>	<p>admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.</p> <p>*Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:</p> <ul style="list-style-type: none"> • At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, • At least 10 days have passed since symptoms first appeared. <p>If a staff person, household member, or a child is exposed to an individual who tests positive for COVID19:</p> <ul style="list-style-type: none"> • It is strongly recommended and highly encouraged that they self-quarantine for a period of 14 days based on the CDC guidance. • The operator shall inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health as per 55 Pa. Code §3270.136(b), §3280.136(b), and §3290.136(b).
<p>*Reporting to DOH and Certification</p>	<p>* YKA must report when a staff person, child, or household member is exposed to a positive COVID-19 case to the DHS and DOH.</p> <p>* To report confirmed positive cases of COVID-19, please contact DOH at 1-877-PA-HEALTH or 1-877724-3258.</p>
<p>*Notifying staff, families, and the public of facility closures</p>	<p>* YKA will verbally child care staff of possible exposure to a positive COVID-19 case.</p> <p>* YKA will verbally or electronically notify all families and staff of all possible exposure to a positive COVID-19 case.</p>

Requirement(s)	Strategies, Policies and Procedures
	* YKA will verbally or electronically notify all families and staff of closure due to a positive COVID-19 case.

Other Considerations for Children and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting children and staff at higher risk for severe illness</p> <p>Unique safety protocols for children with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>*If we have staff members or teachers with serious underlying health conditions, encourage them to talk to their healthcare provider to assess their risk and to determine if they should stay home.</p> <p>*If you have children with underlying health conditions, talk to their parents about their risk. Follow children’s care plans for underlying health conditions.</p> <p>*If you have children with disabilities, talk to their parents about how their children can continue to receive the support they need.</p> <p>*Coordinate with other local child care programs and reach out to substitutes to determine their anticipated availability if regular staff members need to stay home if they or their family members are sick.</p>

COVID-19 Health and Safety Plan Professional Development

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Toy/material cleaning	All staff	Tammy H./Director	Video	Wifi access	7/27/2020	7/31/2020
Health & Safety Plan	All staff	Tammy H./Director	In person	Copy of plan	7/27/2020	7/31/2020
CDC- COVID 19 cleaning @work	All staff	Tammy H./Director	Video	Wifi access	7/27/2020	
COVID 19 How to stay safe	All Staff	Tammy H./Director	Video	Wifi access	7/27/2020	
Wear a mask- for kids- Drs. Bop & Pop	Children 2 & up	Tammy H./Director	Video	Wifi access	7/27/2020	
Social Distance for kids – Drs. Bop & Pop	Children 2 & up	Tammy H./Director	Video	Wifi Access	7/27/2020	
Wash my hands song- Jack Hartmann	Children 2 & up	Tammy H./Director	Video	Wifi Access	7/27/2020	

COVID-19 Health and Safety Plan Communications

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Health & Safety Plan	All Clients	Tammy H./Director	Email	7/28/2020	On going

