



COVID-19 Procedures- Main Center

This document outlines a plan to re-open Stepping Stones Children's Center during the State of Pennsylvania's Yellow and green phases of the re-opening plan. Stepping Stones will follow CDC guidelines and regulations to provide the safest possible environment for employees, children, stakeholders and families.

Staff Regulations:

- Staff will be required to wear cloth face coverings or disposable face coverings throughout the day. Stepping Stones will provide 1 "Stepping Stones logo" cloth mask for each staff member- staff should wash between uses. Disposable masks will also be available on site if needed and should be used multiple times to preserve PPE. Disposable masks should be replaced every 7 days and will be stored on site in a brown paper bag labeled with the staff member's name. Staff may also supply their own cloth face covering that is attached behind their ears or head. If a staff member would like to wear a hair covering they may do so.
- Staff will be required to have their temperature and clean their hands with an Alcohol Based Hand Rub upon arrival.
 - Staff will be sent home if they have a fever of 100 or higher at any time
 - In order to return, staff will need to be fever free for 24 hours.
- Staff will be required to bring multiple changes of clothes. Changes of clothes can be kept in classroom closets. If staff needs to change clothes for any reason, the clothes that are being changed out of will be placed in a plastic bag that seals and kept in a separate area of the room's closet.
- "Scrubs" will be available for Infant and Toddler Staff to make for easy changing during the day as needed **Just like all fabrics, Staff will be encouraged to immediately place in a bag or take to the laundry and will avoid shaking.
- Staff will be required to wash hands frequently and based on DHS/Keystone Staff regulations
- Staff will be required to inform their supervisor if contact/exposure to someone with COVID-19 has taken place.
- Staff will be required to arrive 15 minutes before the start of their shift to ensure proper screening. A single entrance will be used by all staff, children, and parent/guardians.
- Staff will not be able to gather in the kitchen area or in the teacher lounge during this time as it is difficult to remain 6 feet apart in these areas. A designated break room will be set up to accommodate social distancing during break time for staff who would like to stay on site. Staff who would like to take their break in their personal vehicle may do so. If you plan to leave the premises you must clock out for your designated break. Staff must utilize personal coolers or



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bring non-perishable foods in for lunch. The break room refrigerator should not be used to store personal items.

- Staff will be required to sign off on the fact that they were given and have read these procedures as listed in the re-opening plan.

Drop-Off Procedures for Families: Effective February 1, 2021

- Signage explaining the common symptoms to watch for and steps to prevent the spread of COVID-19 will be placed at highly visible locations throughout the building.
- Stepping Stones will use the front “main doors” as entry only.
- When children arrive with their parent/guardian, the parent/guardian must be wearing a mask and they will bring the child to an indicated spot to have both the parent and the child’s temperature taken and to have a visual inspection for signs of illness.
 - It is recommended that, to the extent possible, the same parent/guardian drop off and pick up the child each day to limit interactions with more individuals
 - If multiple families are dropping off at the same time, parent/guardians will need to stay 6 feet apart from each other in line on indicated spots that line the fence to the playground
 - Pro Care will be available for Parents/Guardians to sign in hand sanitizer will be placed at the Pro Care sign in station and parent/guardian will be asked to use hand sanitizer before and after touching the Pro Care screen. The Pro Care screen will be disinfected regularly. Parents/Guardians must use hand sanitizer prior to entering the building. Children will wash hands immediately upon arrival to their classroom.
 - Parent/guardian will be permitted to enter the building for drop off and have access to the main hallways but are asked to not enter any classrooms
 - Parents/guardians are asked to keep your visit within the building last less than 10 minutes to avoid possible exposure according to CDC guidelines.
 - In efforts to minimize time in the building, parents/guardians will continue to communicate with their child’s teacher through email, Dojo, and other forms of electronic communications
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- Staff members will use non-contact temporal thermometers to do temperature checks
 - Thermometers will be cleaned with an alcohol wipe if contact is made
- Children will be sent home if they have a fever of 100 or higher at drop-off or at any point throughout the day. We will retest after 5 minutes if the child has a fever of 100 or higher.
 - In order to return, children will be required to be fever free for 24 hours without fever reducing medications. If other signs and symptoms of COVID-19 are present they will need to have a clearance note from a healthcare provider to return.
- A review of the symptoms of COVID-19 to acknowledge none exist:



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- Fever/Chills
- Coughing
- Shortness of Breath
- Muscle Pain
- Headache
- Loss or change in sense of smell
- Loss or change in sense of taste
- Families must also agree to notify the facility if they have been in contact with anyone who has tested positive for or is suspected to have COVID-19 within the last 14 days.
- Additionally families must agree to quarantine for 14 days following travel to any CDC listed COVID-19 "Hot Spot".
- Staff will also perform a visual inspection of each child that will check for signs of illness. This could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Each child will have a checklist for drop off health checks which will remain locked in the office. (See checklist attached).
- If a child is showing signs of illness, they will be sent home until their symptoms have resolved and they are fever free for 24 hours without fever reducing medications. If common COVID-19 signs are observed then a note from a healthcare provider will be required for return to care.
- The child will wash their hands in the hallway bathroom or utilize an alcohol based hand rub and then the staff member will take the child to his/her classroom.
- **Effective Monday, July 13th, 2020 all children** 2 years and older are now 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. Exceptions are as follows:
 - Children who are under two years of age
 - If a child is outdoors and able to consistently maintain a social distance of at least 6 feet, they do not need to wear a mask
 - If a child 2 years or older is unable to remove a face covering without assistance, the child is not required to wear one.
 - Children who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, mental health condition or disability.
 - Individuals who are communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication should utilize a face shield instead of a mask. If a face shield is not available then they are excluded from wearing a cloth mask during communication.
 - **Effective October 2020- please refrain from wearing a mask with an adjustable bead as they are considered a choking hazard should they fall off of the mask. Please feel free to request a Stepping Stones cloth/tie back mask a replacement.**



Individuals are not required to show documentation that an exception applies. Please inform us in writing if an exception applies for your child and we will comply.

- Children should not bring toys or stuffed animals from home. A backpack may be brought in but will need to be stored in an individual bin or storage area designated for that child. If you have a comfort item for naptime that you would like to leave at school, please drop off at the beginning of the week. We will return it to you at the end of the week for washing.
- Children's lunch should be packed in a self-contained container and stored in their individual backpack or cubby with proper coolers for anything that is perishable. Classroom refrigerators will not be utilized for group lunch storage except in the case of infants and any children relying on formula or breastmilk for nutrition. In these circumstances attempts to prevent items from touching one another in the refrigerator will be made. Including consideration of use of individually labeled plastic barriers where possible (bins labeled for each child or dividers that don't impede air flow).
- Disposable, single use, and individually packaged items will be offered when possible for breakfast and snack times. Leftovers will not be stored.

Pick Up Procedures for Families: Effective February 1, 2021

- Parent/guardian will use the "main" front doors for pick up. They will cleanse their hands with ABHR before and after signing children out of Pro Care device. Parent/guardian must wear a mask whenever they are in the building.
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- As with drop off procedures, Parent/guardian are asked to be mindful of time spent in the building and remain in the hallways outside of their child's classroom for pickup.
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- Should another parent/guardian be in the vestibule, we ask that you follow social distancing (markers indicate safe distancing on the sidewalk)
- Teachers will provide daily communication in the form of written reports, emails, and/or Classroom Dojo to update families about their child's day. If extended information needs to be exchanged it should be done via telephone call after the parent/guardian has exited the building.

Normal Classroom Procedures:

Stepping Stones will follow normal classroom procedures as required by DHS and Keystone Stars (see handbook for details) in addition to the following new procedures:



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- Teachers will wear cloth masks or disposable masks when interacting with the children and when they cannot social distance themselves from the children. For example, masks can be removed at circle time when everyone is 6 feet apart.
- Where possible, social distancing can be applied for circle time, naptime, mealtime etc.
- Children will stay in the same classroom all day with the same educators. Substitute Teachers will be assigned by location. Efforts will be made to not combine at any point during the day, including on the playground.
- Children 2 and over will be required to wear masks unless there is an exception in writing from parents. They will not wear masks at meal times, outdoor times and nap time.
- It is important to comfort crying, sad or anxious children and they often need to be held or hugged. Teachers will be expected to continue to provide comfort to children. Teachers should wash their hands, neck and anywhere touched by a child's secretions,
- **When possible during care of infants individually labeled cloth barriers should be used between the infant and the teacher's clothing. (i.e. A swaddle blanket or fleece piece of fabric that is labeled as child side/ teacher side and is stored separately from other children's.)**
- Indoor Gym play will be on a schedule to ensure classrooms do not mix and time is provided for cleaning in between use. Example: Preschool gym days Monday and Tuesday while Toddlers may use gym space on Thursday and Friday allowing a deep clean to take place Tuesday evening between groups.
- Each classroom will be permitted to use the playground at their scheduled times. The times will be staggered so that all playground items will be cleaned by admin staff in between each use. Admin staff will use CDC approved cleaning methods to clean the playground and building daily.
- At naptime, mats will be placed 6 feet apart and children will be positioned to sleep head to toe.
- Children will not be permitted to walk on or touch another child's naptime materials.
- Mats will be cleaned and sterilized before and after each use to ensure cleanliness during storage. Each child will still have his/her own consistent mat and sheet. Sheets will be sent home to be cleaned once per week. All nap items will be stored in individual "nap cubbies" during the week.
- Each classroom will have a bin for toys that need to be disinfected. Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretions or excretions should be placed in the bin. Admin staff will pick up bins throughout the day and clean according to recommended standards provided by the CDC. All toys that cannot be cleaned well will be eliminated from classrooms with the exception of books and educational materials.
 - Toys will be washed with clean water and detergent, rinsed, sanitized with an EPA-registered disinfectant, rinsed again and then air-dried.
 - Children's books, like other paper-based materials, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.
- During this time, there will be no field trips or events in which visitors come into the building
- Children will still be able to receive services from outside providers



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- Outside providers will be required to complete health screening procedures when they come in (they will follow the same rules as staff) and will have to wear masks and follow social distancing guidelines in classrooms.
- Stepping Stones admin staff will inform all parent/guardian of children in a classroom if a communicable disease is diagnosed in any child.

Caring for Infants and Toddlers:

- Current diaper changing procedures are quite detailed and involve a number of steps that should continue to be followed. Steps include:
 - Hand washing for both parent/guardian and child before beginning
 - Prepare (putting on gloves)
 - Clean the child
 - Remove trash (soiled diaper and wipes)
 - Replace diaper
 - Remove gloves
 - Wash child's hands
 - Put on new gloves
 - clean up diapering station and disinfect
 - Remove Gloves
 - Wash hands
- It is important to comfort crying, sad or anxious infants and toddlers and they often need to be held. Teachers will be asked to wear an over-large button-down long-sleeved shirt and have hair up in a ponytail.
 - Teachers should wash their hands, neck and anywhere touched by a child's secretions
 - Teachers will wash their hands before and after handling infant bottles.

Sick Room Procedures:

- A sick room will be located away from classrooms and will only be used for sick children. If two or more children are sick at once they will be placed at least 6' apart from one another and in separate rooms when possible if they are from two different households.
- This room will include non-porous (easily washed and disinfected toys), cot for napping etc.
- If a child develops a fever or symptoms during the day, he/she will be taken to the sick room with a staff member while parent/guardians are called
- All attempts will be made to only have one designated administrator accompany a sick child in the sick room to avoid exposure in the center.



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- Administrators or Teachers attending children in the sick room will be encouraged to maintain 6' distance from children when possible and will change their clothing, change their face mask, wash their hands, and wash their face before returning to care for other children. If possible and staffing limitations allow, this staff member will be allowed time to go home and shower (up to 1 hour time), or be sent home for the remainder of the day.
- Staff and child if over the age of 2 will be asked to wear a mask during this time. Masks for the child will be provided in this case.
- The child's primary parent/guardian will be called to promptly pick up their child. Pick up must occur within 2 hours of the initial phone call. Additional calls will be made to emergency contacts if the primary parent/guardian cannot be reached. As always, should a child show signs of a medical emergency an ambulance will be called. If the emergency personnel on the ambulance determine that transport to a hospital is needed the child will be sent to the hospital. If COVID-19 is suspected no staff from the facility will accompany the child on this transport.
- After the child is picked up, administrative staff will sanitize the sick room and change his/her clothes and wash hands and any area that may have secretions. If able, the room will be left for as long as possible with ventilation (open window or air sanitizing device) prior to cleaning as encouraged by CDC guidelines.

Healthy Hand Hygiene Behavior:

All staff and children will continue to follow hand hygiene guidelines hourly as well as these specific times:

- Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After coming into contact with bodily fluid
 - After handling animals or cleaning up animal waste
 - After playing outdoors or in sand
 - After handling garbage
- Staff and children will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
 - Staff will supervise children when they use hand sanitizer to prevent ingestion.
 - Staff will assist children with handwashing, including infants who cannot wash hands alone.
 - After assisting children with handwashing, staff should also wash their hands.

Clean and Disinfect Procedures:



Stepping Stones will continue to enjoy daily custodial attention through our Maintenance department and in addition, Stepping Stones will do the following:

- Stepping Stones administrative staff will clean common areas frequently throughout the day including door knobs, light switches, Pro Care Consuls, railings, bathrooms...
- Stepping Stones administrative staff will check in frequently with teaching staff to identify any specific cleaning needs
- Stepping Stones will use EPA registered and approved products for cleaning

Procedures for Potential Exposure of COVID-19 or Confirmed Positive Case in a Child or Staff Member:

- Any child or staff member who tests positive for COVID-19 will need to remain isolated from care for 10 days from the onset of symptoms or if asymptomatic 10 days from the test date.
- If symptoms started on a non-care day exposure will be determined on a case by case basis by a qualified healthcare provider or guidance from the PA Department of Health
- A potential exposure means having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 15 minutes without a face covering on.
- If Stepping Stones experiences exposure the following procedure will be followed:
 - Admin staff will call the PA Department of Health at 1-877-724-3258 and inform the Office of Child Development at the Regional Office.
 - Admin staff will follow the recommendation from the PA Department of Health regarding closure and sanitation.

Procedures for Confirmed Case of COVID-19

- If someone at Stepping Stones (staff or student) tests positive for COVID-19, the entire building will close for 5 days. Timeframe will be determined based on level of potential exposure.
- The classroom that is impacted will be closed for 10 days. Children and teachers who have been exposed will need to be off site for 10 days. We are doing our best to ensure that this only includes children and staff who are in the same classroom and anyone who spent more than 15 minutes within 6 feet of the positive person.
- Staff will wait 48 hours before cleaning the exposed classroom. Once the room is cleaned, it will continue to be cleaned daily until it re-opens.
- All families and staff will be notified immediately depending on their level of contact with the infected individual.



Acknowledgement of Procedures

During this Global Pandemic, we need to work together in reducing the possible risk of exposure. We have documented procedures to reflect County, DHS and CDC recommended guidelines specific to childcare operations.

Please read and initial each statement below to acknowledge that you understand the new procedures:

_____ I have read, acknowledged, and understand the **Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19** (provided at the time of registration)

_____ I understand that if I travel out of state or to a hot spot for the COVID-19 virus at anytime while in care, I will need to self-isolate for 14 days or show two negative tests that are taken 48 hours apart for COVID-19.

_____ I will immediately notify Stepping Stones if I have COVID-19 or exhibit any of the health screen symptoms or if I am or become aware of any person with whom I have had contact exhibits any of the symptoms or are advised to self-isolate, quarantine, or had tested positive or is presumed positive for COVID-19. Further, I will immediately notify Stepping Stones if anyone from my place of employment is presumed positive or tests positive for COVID-19 whether or not I have had direct contact with that person.

_____ I understand that while checking my child in I should line up 6 feet apart from other families waiting to check in and practice patience with all families and staff.

_____ I understand that I must wear a mask when on facility premises, even at drop off time.

_____ I understand that I must wait with my child until his/her temperature has been recorded and he/she is released to a Stepping Stones staff member.

Signature of Parent/Guardian

Date

Print name of Parent/Guardian

Child(ren's) name(s)



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