



COVID-19 Procedures- School Age

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 one cloth mask for each staff member- staff should wash between uses – and some disposable masks will be on site in the case of an emergency. *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 taken upon arrival and halfway through their shift. Staff will also be required to 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 be required to either pass a 14- day self-quarantine (return with no fever after 24 hours), or bring in a doctor's note stating return to work is permissible
- 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.
- 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 opening to ensure proper screening and admission into the building.
- 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.



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Drop-Off Procedures for Families:

- 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 their district designated door as entry only.
- When children arrive with their caregiver, the caregiver must be wearing a mask and they will bring the child to an indicated spot to have 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 caregiver 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, caregivers will need to stay 6 feet apart from each other in line
 - Parents/Guardians will not be permitted to enter the building
- 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 five 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 provide a clearance note from a healthcare provider to return.
- A review of the symptoms of COVID-19 to acknowledge none exist:
 - 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 his/her hands and then the staff member will take the child to his/her classroom. If washing hands is not an option, the CDC guidelines do allow the use of Hand Sanitizer at arrival and departure.
- 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. 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 but will be required to maintain at least 6 feet social distance
 - 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.

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 daily.
- Children's lunch should be packed in a self-contained container and stored in their individual backpack. Classroom refrigerators will not be utilized for group lunch storage.
- Disposable, single use, and individually packaged items will be offered when possible for snack times. Leftovers will not be stored.

Pick Up Procedures for Families:

- Parents/guardians will use the designated Stepping Stones doors for pick up. (these vary by school)
- Parents/guardians will be greeted at the door and are asked to remain outside. A recommendation is to call ahead of time, so the staff are able to prepare your child for departure.
- As with drop off, if another family is at the door, you will be asked to social distance
- No/very limited in person conversations should occur at pick up or drop off between caregivers and teachers.
- If a discussion about a child needs to take place, the teacher will make a plan to contact the parent via phone or email.



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:

- Teachers will wear cloth masks or disposable masks when interacting with the children and when they cannot social distance themselves from the children.
- Children will stay in the same classroom all day with the same educators. Substitute Teachers will be assigned by location. Classrooms will 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.
- 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
- Each classroom will be permitted to use the playground at their district scheduled times.
- 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. Teachers will clean according to recommended standards provided by the CDC. (Some toys that cannot be cleaned well may be eliminated from classrooms.)
 - 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
 - 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 staff will inform all caregivers of children in a classroom if a communicable disease is diagnosed in any child.

Sick Room Procedures:

- A sick room will be located away from classrooms and will only be used for sick children.
- Each school has a different sick room designated for the school year.
- 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 caregivers are called



- All attempts will be made to only have one designated teacher accompany a sick child in the sick room to avoid exposure in the center.
- 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 caregivers will be called to promptly pick up their child. Pick up must occur within an hour of the initial phone call. Additional calls will be made to emergency contacts if the primary caregiver 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.

Healthy Hand Hygiene Behavior:

All staff and children will continue to follow hand hygiene guidelines at the following 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
- After using the toilet or helping a child use the bathroom
- After coming into contact with bodily fluid
- 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.

Clean and Disinfect Procedures:

Stepping Stones will continue to use daily district custodial cleaning at the end of each day and in addition, Stepping Stones will do the following:

- Stepping Stones staff will clean common areas frequently throughout the day including door knobs, light switches, and sinks.
- Stepping Stones will use EPA registered and approved products for cleaning



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Procedures for Potential Exposure of COVID-19:

- 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

- 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.



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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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