

PPP Pandemic Policy

COVID-19

THESE ARE BASED ON CDC AND OCDEL GUIDELINES AND ARE SUBJECT TO
CHANGE AS MORE INFORMATION BECOMES AVAILABLE

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Pitter Patter Place Childcare

TO: ALL FAMILIES

SUBJECT: Synopsis of Policy: Important Well-being, Health, Hygiene, and Cleaning Practices

FROM: Deb

EFFECTIVE 5/26/2020

This is a synopsis of the larger policy that follows.

The safety and well-being of your child is important to us! We realize, too, in this uncertain time, it is of great concern to you as parents and caregivers of young children. We recognize the importance of your entrusting the care and well-being of your young children in our program. Accordingly, we wanted to make sure that you are aware of all the practices we have implemented in order to keep our program clean and to minimize the spread of germs. The following list outlines our newly adopted practices:

Business Operations

- We are reducing our hours of operation to support staffing availability and needs. Our hours of operation are 6:00am to 5:15 pm. If the pm time change causes a hardship, please let Deb know asap. If any changes to our hours of operation are needed in the future, we will provide you with as much notice as possible.
- All families and children in our care will have a daily health check and temperature screening during drop off and prior to entering building.

- Upon arriving at the program, all staff will have a daily health check and temperature screening prior to entering building.
- Family members will not be permitted to enter into classrooms.

Classroom / Playground Practices.

- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission (even at drop off and pick up time).
- Large group activities will be eliminated.
- We will not share equipment and will clean equipment between uses.
- Time standing in line will be minimized (each child will be given a “spot” to stand or sit while waiting).
- Staff will have access to antibacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children’s hands frequently at key transition times as this is recommended by the CDC as the most effective measure to reduce the spread of germs:
 - when arriving for the day
 - before and after meals
 - after toileting/diapering
 - after being outside
- We will minimize item sharing among children when possible, for example: give each child a set of his/her own markers, etc.
- We will refrain from sensory or water table activities including playdough unless each child is assigned their own container.
- The number of toys and other items in the classrooms will be reduced and rotated to permit washing and sanitizing frequently.
- Soft toys, blankets, dress-up clothing, stuffed animals will be removed for now to make cleaning and sanitizing easier and effective to reduce the spread of germs.
- Children will not be permitted to bring toys from home except for one nap time “buddy” which will remain with the child’s nap bedding until nap time.
- We are increasing the amount of outside time while maintaining required smaller group sizes.
- Classrooms will stagger outdoor time so only one group is out at a time.

Cleaning

- Classrooms will have large bins for sanitizing toys through the day.
- Daily, staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least twice daily, if not more often.
- Nightly, after all children have left the building, we have implemented more extensive cleaning and disinfection of the entire program.

Communication

- Families will receive communications on any changes in Family Handbook policies and procedures.
- The Executive Director will communicate with families via email, telephone, text or other means of communications as needed.
- It is important for families and staff to communicate often and to be transparent with one another. Please voice concerns or questions you have with Deb as soon as possible.

- If the current situation changes and it becomes necessary to update our policies and procedures or close our program temporarily, we will notify key family contact by email, text, or posts made on our Facebook page immediately.

Meals & Service

- Staff will allow for as much space between children during mealtimes as possible.
- All surfaces will be disinfected before and after meal preparation and feedings using EPA-approved disinfectant products.
- All staff will wash hands before and after meal preparation, serving and feeding.
- Staff will guide and direct children to wash hands before each meal or snack.
- Each child's meal will be plated and served by staff, instead of served family-style.
- Any meals brought from home must be packed in a disposable paper or plastic bag with disposable containers. If needed we can microwave on a paper plate.
- Teachers will distribute meals and snacks to children.
- Children will not share eating utensils.

Personal Protective Equipment (PPE)

- Staff will wear face coverings when talking with parents, or in very close proximity to the children.
- Children will not be expected to wear face coverings.
- All staff will have access to PPE should a situation arise in which PPE is necessary.

Staff Training & Wellness

- All staff have received training and education on COVID-19 symptoms, infection control, workplace disinfection and preventative measures including practices and procedures.
- Upon arriving at the program, all staff will answer a Daily Health Questionnaire and have their temperature taken to assure it is within acceptable limits.

We wanted to take this time to communicate all the changes to our practices which have been implemented so that you are aware of all the things we are doing to keep our program clean, minimize the spread of germs and support the health and wellbeing of children and staff. Please do not hesitate to reach out to Deb via text, email or telephone should you have any question or concern.

Childcare is a critical part of the public health emergency response team

Introduction

The virus is spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Parents are the authority of their family decisions, child and family health issues including when and how children attend and participate in a group childcare setting. Therefore, you as the parent must be comfortable with all the issues surrounding your child's attendance in our childcare program before you start and as you continue care. We have set forth this Pandemic Policy to set guidelines for what we can do as a center. We are restrained by staff/child ratios, space limits and logic in care of multiply children.

Social Distancing Strategies

PPP staff and families will work with the CDC, OCDEL and local health officials to determine a set of strategies appropriate for all childcare centers including PPP. We will use preparedness strategies and consider the following social distancing strategies that may/may not be implemented at some point of time during the Covid-19 Pandemic.

- CDC suggests that if possible, childcare classes should include the same group each day, and the same childcare providers should remain with the same group each day. They suggest creating a separate classroom or group for the children of healthcare workers and other first responders. If your program is unable to create a separate classroom, consider serving only the children of healthcare workers and first responders.
 - PPP does not have the capability of using a separate space for children of health care workers so we have to keep all children together.
 - Initially, we will only be able to take children whose parents are essential personnel.
- CDC suggests limiting the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
 - PPP children will not move back and forth in between rooms if at all possible.
- CDC suggests staggering arrival/drop off times and/or have childcare providers come outside the facility to pick up the children as they arrive. The plan is to limit direct contact between parents and staff members and adhere to social distancing recommendations.
 - We are encouraging parents to limit if not avoid going into the childcare rooms with your children.
 - Please see drop off and pick up procedures for more information.
 - We must limit the back and forth of toys, backpacks, blankets etc. We will wash the blankets but please leave toys at home and backpacks at home.

Guideline for onset of illness at Pitter Patter Place

Child

- If a child becomes sick, in any way, during the day the teacher will remove child away from the other children and keep child comfortable until the family can arrive. The child must leave immediately.
- We very much realize that it's also allergy season which may cause problems. Please discuss this with your child's Dr. as it may cause problems being at PPP. Many of the teachers have allergies too.
- PPP new policy is that children with a fever must be out for 48 hours and must be fever free for 24 hours without medication.
- These relate to Covid-19. If a child is coming down with another contagious illness as per the parent handbook, they must still leave (i.e. Strep throat, hand foot and mouth, etc).

If your child has any symptom they cannot stay:	If your child has any 2 symptoms, they cannot stay:
• Fever over 100	• Chills
• Shortness of breath or difficulty breathing	• Repeated shaking with chills
• New confusion or inability to arouse	• Muscle pain
• Bluish lips or face	• Headache
• Diarrhea, vomiting or belly pain	• Sore throat
• Cough	• New loss of taste or smell
	• Persistent pain or pressure in the chest
	• Skin discoloration or rash

Employee

- Employees who appear to have symptoms of Covid-19 or any contagious illness (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day (with any possible contagious illness) should immediately be separated from other employees, customers, and visitors and sent home.
- Employees must take their own temperature upon arrival.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
- We MAY have to close down for a time but it will depend upon what OCDEL and the Beaver County Health Department say

Guidelines for onset of illness while at home

Child

- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. Follow our current Illness Policy to understand the return to school policy. If symptoms are consistent with Covid-19, please phone your child's pediatrician and ask for guidance. Please contact us and share that guidance so that PPP will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

Employee

- Stay home: Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Stay in touch with your doctor
- Stay away from others: As much as possible, you stay away from others. You should stay in a specific “sick room” if possible, and away from other people and pets in your home. Use a separate bathroom, if available.
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include*:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face
 - High fever

Family member

- If a family member has Covid-19 the child must stay out of childcare (see next section).
- If staff are caring for a sick household member, follow CDC recommended precautions and monitor your own health

Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19

- Children who have symptoms may not come to PPP and parents must contact the physician.
- Children with family who have symptoms should stay home and isolate for 14 days, children may not attend PPP.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify director and stay home and call your personal physician.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met (14 days), in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify director and follow CDC recommended precautions.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act. Fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
- Employees should not return to work until the criteria to end home isolation is met as instructed in consultation with healthcare providers and state and local health departments and have a physical approval in writing to return.

Children/Staff with COVID-19 who have been isolated at home can stop isolation with these conditions

- As the CDC updates their guidelines, these may be subject to change.
- If a test will not be administered to determine if you are still contagious, children and staff can return to PPP after these three things have happened:

- No fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
AND
- other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
- at least 7 days have passed since symptoms first appeared
- If a test is required to determine if person is still contagious, children or staff can return to PPP after these three things have happened:
 - No fever (without the use medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
 - Received two negative tests in a row, 24 hours apart if this is what your doctor says.
- Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other people are present. In community settings, Pennsylvania requires a barrier mask, such as a bandana, scarf, or cloth mask.

Staff paid sick time and mental health

- Please see the PPP employee handbook for regular sick leave policies.
- Please remember that even though these are stressful times, parents still need childcare. Please be at work when you are scheduled.
- For your information: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

If PPP has a case of Covid-19

- PPP will notify families and staff of the exposure.
- PPP will report the confirmed case to the local health department and follow their specific guidelines.
- PPP will report the confirmed case to OCDEL. (As of early May, 2020, only 10 children in PA have contracted Covid-19 in childcare settings.)
- Determine the date of symptom onset for the child/staff member.
- Determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began.
- Identify what days the child/staff member attended/worked during that time,
- Determine who had close contact with the child/staff member at the program during those days.
- Close off areas used by the individuals with COVID-19.
- Exclude the children and staff members who are determined to have had close contact with the affected/child/staff member for 14 days after the last day they had contact with the affected/child/staff member.
- Wait as long as practical (24 hours is suggested) before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.

- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection
 - When cleaning
 - Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
 - Wash your hands often with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a sick person.
- We may have to dismiss students and most staff for 2-5 days depending on what Beaver County Health Department and OCDEL say.
 - This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and to help the school determine appropriate next steps. This could be extended dismissal to stop or slow further spread of COVID-19.

Health Screening Of Children/Staff

All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees.

Child

- Perform hand hygiene.
- Staff will wear a mask and gloves while checking child's temperature.
- Check each child's temperature upon arrival. Currently, as of 5/8/20, a fever is considered 100 degrees.
- Thermometer must be disinfected before and after use of checking child's temperature.
- If performing a temperature check on multiple individuals, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check.
- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again. Staff should provide their own extra clothes.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine. **ALL** children and staff must have multiple changes of clothes on hand in the childcare center. They need to be brought in clear plastic zip top bags with their names on the bag.

- Show the temperature to the parent, and have the parent write in the correct column the child’s temperature.
- Staff should sign off on Student/Staff Arrival Questionnaire. One questionnaire per child.
 - Has your child been sick in any way in the past 48 hours?
 - Has your child had any fever reducing medicine in the past 12 hours?
 - Is there anyone at home who has been exposed to COVID-19 in the past week?
 - Does your child or anyone in your home have any symptoms of COVID-19? If so, they cannot stay.

In the past 48 hours has your child had any of the following:	In the past 48 hours has your child had any 2 of the following:
• Fever over 100 (must stay out for 48 hours)	• Chills
• Shortness of breath or difficulty breathing	• Repeated shaking with chills
• New confusion or inability to arouse	• Muscle pain
• Bluish lips or face	• Headache
• Diarrhea, vomiting or belly pain	• Sore throat
• Cough	• New loss of taste or smell
	• Persistent pain or pressure in the chest
	• Skin discoloration or rash

Staff member

- Staff should expect to arrive at least 5-10 minutes early than their scheduled shift.
- Staff should either have their own thermometer from home, or use PPP thermometer, depending on supply and demand issues.
 - Staff should answer the questions on Student/Staff Questionnaire, record their temperature, and have the director or designee witness temperature reading.
 - There are several methods that staff can use to protect themselves while conducting temperature screenings. See above for the procedure.
 - Staff can use the following procedures to screen children per CDC guidelines.
 - Reliance on Social Distancing
 - Reliance on Barrier/Partition Controls
 - Reliance on Personal Protective Equipment
- Staff will help child remove coat and get hands washed. Do not allow child to bring backpacks in the center.

During the day- prevention of Covid-19

Arrival of children

- Parents should come a few minutes early as the children must have their temps taken. Stagger arrival and drop off times and/or parent will bring child to Deb’s office (or outside in nice weather) to have their temperature taken and have parent sign questionnaire-the details on how this will work is to be determined. Please try and keep the children there each day at the same time.
- A possibility for curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendation. We don’t know if this will work yet.
- The same parent or designated person should drop off and pick up the child every day.

- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#)
- We are encouraging parents to limit if not avoid going into the childcare rooms with your children. Please do not take toddlers through the preschool room.
- We must limit the back and forth of toys, backpacks, blankets etc. We will wash the blankets but please leave toys and backpacks at home.
- The CDC and OCDEL suggest that children over 2 years old wear masks while in childcare. OCDEL has said that they realize that not all children are capable of wearing a facemask and may be counter productive trying to keep them on. At PPP, we will not require children to wear facemasks unless they want to. Their name must be clearly marked and will be washed at the end of the day with the other laundry. This must be provided by the family and will stay at PPP.
- All children must have at least one extra set of clothing at PPP. Younger children must have more. It must be brought into the center in preferably clear plastic zip top bags with their names written on it.
- All bottles and food must be brought in the center in clear zip top bags with child's name and date on them.
- Staff will take child's lunch from family and put into the refrigerator. Lunches MUST be in disposable items only. We understand the inconvenience, but this will not last forever. PLEASE label your child's lunch!
- The first week, we will offer a paid, wholesome breakfast but everyone must bring a lunch. The 2nd week, lunches will be started again (which parents must pay for). This is to help us get the routine down for the first week.
- Assure that the family has completed the sign in/check in sheet

Arrival of Staff

- Bring into the center as little as you possibly will need for the day.
- CDC and OCDEL strongly suggest that staff wear a mask all day while working with children excluding meal times and/or break time especially when working in close proximity with the children.
- Store your items and wash hands.
- Take temperature and have director or designee witness.
- Your own lunch must also be brought in disposable packaging. Please put your name on it.
- Wash hands and put on your mask if wearing one.
- Sign into HiMama.
- Baby room teachers put on your "center shoes". Other teachers, having a pair of "center" shoes is a good idea but not required.

Departure of children

- Please try your hardest to pick the children up before 5:15 pm. If this is a serious hardship, please discuss with director.
- Parents will call the center to let staff know that your child is ready to be picked up and that you are in the parking lot.
 - Teachers will gather the child's belongings.
 - Parents will come to the door as long as no one else is there.
 - The staff member will have child wash his/her hands before leaving or use hand sanitizer.
 - Staff member will take child and belongings to the family who will complete the pickup, preferably in the parking lot. This will only be for the duration of the pandemic.

Departure of Staff

- Once all children have departed, center is cleaned and disinfected, staff may leave.
- Be sure to sign out in Himama.
- Use a glove to remove any more garbage to the dumpster.
- Wash mask in soap and water and disinfect in bleach and water, hang to dry or put through washing machine with other laundry.
- Wash hands.
- Take off “center shoes”.
- Take all belongings home.

Various times of the day

- All children’s blankets, slippers or inside shoes and extra clothes are to stay at the center to reduce the transmission of Covid-19 from home to school.
- At nap time, ensure that children’s cots (or cribs) are spaced out as much as possible, ideally 6 feet apart. Continue to practice head to toe in order to further reduce the potential for viral spread.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures. We do encourage a light spray down of bleach throughout the day and wiping covers if possible.
- Each room will have bleach water available and should be used at the end of the day or when children are not going to touch the toys.
- Use non-bleach disinfecting solution on shelves and toys as needed.
- No touch trash cans in classrooms instead of cans that require a hand to touch.
- The CDC suggests that we provide a work-station for each staff at a main sink area for washing hands such as nail brush, mask holder, etc. We will work on this.
- Use of cloth face mask for each staff person at all times while in the workplace is recommended as of May 12, 2020. Instructions for use of cloth face covering are available from the CDC.
 - Exemptions to anyone for whom doing so would be contrary to his or her health or safety because of a medical condition
 - A child in a childcare setting is recommended but OCDEL realizes that this is not always possible as children may play with it so often it’s counterproductive. If children want to keep one on, that’s fine.
 - They must stay at the center and will be washed at the end of each day with the other laundry.
 - It will be provided by parents and must be clearly marked with the child’s name.
 - Play masks may be available for toys and dolls. These will not be permitted for children to wear.
 - Under the age of 2 are not permitted to wear face masks.

Midday cleaning

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfecting solution.
- Recommend use of [EPA-registered household disinfectantexternal icon](#).
- For the difference between disinfecting and sanitizing see: <https://www.clorox.com/resources/coronavirus/whats-the-difference-between-cleaning-sanitizing-and-disinfecting/>
Follow the instructions on the label to ensure safe and effective use of the product.
- Keeping surface wet for a period of time one minute.

- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Soft surface Cleaning

For soft surfaces such as carpeted floor, rugs, and drapes

- Carpets should be rolled up for the duration of the pandemic. Drapes should be hung up in such a way that children cannot reach them during non-nap times. A washable blanket can be used in place of carpet. Baby room carpets should not be rolled up but have washable blankets for the babies to crawl on.
- Infant swings, seats and high chairs must have washable blankets or sheets in between babies OR a seat swing and high chair can be labeled for that child only for the day. At the end of the day, or in between babies, the blanket/sheet must be changed.
- The cribs, as always are NOT to be shared throughout the day and must be labeled with the child's name. The crib sheet must be washed daily if the child will not be back the next day.
- Dolls, stuffed animals, pillows, etc should be used at a minimum and only keep dolls out that are easily cleaned. The rest should be washed, dried, bagged up and stored for the duration of the pandemic.
- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or
- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.

Electronics

For electronics, such as tablets, touch screens, keyboards:

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Laundry

For clothing, towels, linens, toys and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove and dispose of gloves and wash hands right away.

Clean and Sanitize Toys

- Keystone STARS said that ERS (Environmental Rating Scale) will not be evaluated during the pandemic.
- Toys that cannot be cleaned and sanitized should not be used (wooden blocks for example).
- Toys that children have been 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, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher.
- Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils. It is fine to keep most toys up and bring down as you need to replace soiled toys.

- Machine washable cloth toys are not to be used during Covid-19 or must be laundered as soon as a child finishes playing with it.
- Toys and supplies are not to go in between rooms unless it is well disinfected between rooms.
- 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 to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. Covers can be cleaned though.

Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children.

- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
 - Staff should provide their own items.
- Staff should wash their hands, neck, and anywhere touched by a child’s secretions.
- Staff should change the child’s clothes if secretions are on the child’s clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag with the child’s name on it and sent home that night.
- Infants, toddlers, and staff should have multiple changes of clothes on hand at PPP. New clothes need to come in clear plastic bags.
- Staff should wash their hands before and after handling infant bottles prepared at home or prepared in the facility (this is a PA state regulation). Bottles, bottle caps, nipples, and other equipment used for bottle-feeding will be sent home in plastic bags each night.

Group Size

The state ratio’s apply. The state will not change policy on that.

- The CDC suggests that children do not move from room to room even at the beginning or end of the day.
- It’s suggested that children are in small groups and if possible, 6 feet apart.

Hand washing

All children, staff, and volunteers should engage in hand hygiene at the following times

- Arrival to the facility and after breaks
- Before and after eating or handling food, drinks or feeding children
- Before and after administering medication or medical ointment
- After helping a child use the bathroom or diapering
- After coming in contact with bodily fluid, yours or childrens
- After playing outdoors, sand or messy play
- After handling garbage
- After blowing one’s nose, coughing, sneezing or touching your face

- After using the restroom
- Before and after coming in physical contact with any child
- After touching or cleaning surfaces that may be contaminated (consider all surfaces are contaminated)
- After using shared equipment like toys, computer keyboards, mouse, scissors, pens. etc
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds
 - Turn water on and wet hands, remove from water
 - Add soap to hands and create friction to make bubbles
 - Scrub for 20 seconds, sing Happy Birthday or ABC's or any fun song
 - Staff member should use a scrub brush under nails
 - Rinse hands under running water
 - Dry hands with single use paper towels
 - Turn off faucet with paper towels

Alcohol based sanitizers

Use of an alcohol-based hand sanitizer should only be practiced when soap and water method is not available. If a child needs to use alcohol-based sanitizer, an adult/staff member must be physically present to observe and guide child in proper use. This should not be used on children under 2 years old.

Respiratory Hygiene

- All staff should cough and sneeze with tissues , the corner of the elbow or into the inside of your shirt.
- Encourage children when appropriate to cover coughs and sneezes with tissues, the corner of the elbow or inside of their shirt.
- Dispose of soiled tissues immediately after use and wash hands.

Eliminating transmission points

- Reduce common touch points by opening internal doors where possible.
- Install all no-touch trash cans or remove lids that require contact to open for non-hazardous waste containers unless doing so creates an unsanitary environment.
- Frequent cleaning and disinfecting all touch points.
- Secure all secondary doors and access points to minimize incidental contact.
- Recommended to provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Staff should disinfect shared phones, desks, or other work tools and equipment before and after use.
- Employees should clean their personal workspace at the beginning and the end of every shift.
- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

Staff Meetings

- Staff meetings likely will be zoom or another online forum for the remainder of the pandemic. Trainings will be done online as much as possible. As of May, 2020 the state is trying to get first aid trainings allowed to be postponed.

Essential functions and reliance that the community may need us for our services

- PPP is prepared to change our business practice to maintain critical operations this may include enrolling, on a temporary basis, children of various ages of essential personal IF there is room.
- PPP will identify alternate supply chains for critical goods and services. Some good and services may be in higher demand or unavailable. If for some reason there is not adequate PPE for a childcare center,

cleaning supplies, paper supplies, the director or her designee may have to close the center until proper materials have arrived. The state is working on helping us to get these supplies though.

- Currently, the best defense to Covid-19 is hand washing therefore, using gloves all day everyday could become the false security therefore gloved hands will be reserve for the following times
 - Working with an ill child or adult
 - Universal precautions (bloody nose, cut, other bodily fluids)
 - Diaper changing
 - Nose blowing
 - Garbage removal
- The Director or her designee will communicate often with companies including fire and safety that enter the building about the importance of sick employees staying home.
 - PPP procedure for these persons to enter the building
 - Visitors conducting business must wear a mask
 - Director or her designee may take visitors temperature
 - The visitor will complete a questionnaire form

Center Family/Staff Communication Plan

- Communication is important for all center staff and families. Regular communication will continue through Himama, email by the director as well as face to face from teachers with 6 feet social distancing.

Plans for Teacher Illness and Absentees

- PPP will plan to monitor and respond to absenteeism at the workplace to provide consistency for families and children.
- If enough teachers are absent due to illness, we may have to close until enough staff are available to safely work.
- All traditional PPP staff scheduling and sick leave policies are still in place.
- Cross-train staff to perform essential functions so the workplace can operate even if key employees are absent.

Staff or Child's Name: _____

PPP Parent and Staff Signature form for Covid-19 Pandemic Policies

Anyone who is using the center must read, sign, agree and follow the policy and procedures to participate in PPP programs.

I have read and fully understand Pitter Patter Place Childcare policies and procedures for Covid-19. I also understand that the CDC and OCDEL are learning new information about Covid-19 that may change how our procedures and this document can be changed at any time with or without notice by the director but we will definitely let you know.

I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to keep myself and family following Social Distancing rules set by the CDC, the PA Governor and OCDEL at any given time.

Parents are the authority of their family decisions, child and family health issues including when and how children attend and participate in a group childcare setting. Therefore, you as the parent must be comfortable with all the issues surrounding your child's attendance in our childcare program before you start and as you continue care.

I understand that PPP is working very hard to keep children and staff healthy. I understand that if my child gets sick (with anything), I will keep my child home.

We have set forth this Pandemic Policy to set guidelines for what we can do as a center. We are restrained by staff/child ratios, space limits and logic in care of multiply children.

Parent/Guardian or Staff Signature

Date

Parent/Guardian or Staff Printed name

