

Dickinson College
Children's Center
Summer School-Age
Program
Infectious Disease Plan

Updated:
September 2021

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Infectious Disease/COVID-19 Health Policy for Families (SSAP)

Dickinson College Children's Center and its Summer School-Age Program (SSAP), under the advice from the World Health Organization, the CDC, Pennsylvania State and Local Health authorities, as well as neighboring state's health authorities, has implemented policies and procedures to protect the health and safety of all persons in our facilities and their families.

As the risk in our area for the COVID-19 continues, we are asking our families to acknowledge and agree to the following guidelines:

I _____ (parent name) agree to be aware of my own health, as well as the health of anyone within my household. Below symptoms include but are not limited to the ever-changing list of signs of COVID19:

- Fever of 100.4 or higher
- cough
- Shortness of breath/difficulty breathing
- Fatigue/body aches

If my child shows any of the above symptoms, I agree to stay home and notify the Center and/or SSAP (Dragons II) that my child will not be in attendance for the day. If my child shows any of the above symptoms after being dropped off for the day at DCCC/SSAP Ritner Highway, the Center will call and I agree to retrieve them from the Center/SSAP within one hour of being contacted. Please also keep your child home if anyone in the household is being tested for COVID-19 due to symptoms or exposure.

*Please also keep in mind that the current DCCC/SSAP health policies listed in our Family Handbook are still in effect however, the above listed symptoms have absence requirements that may differ from our current policies.

I agree to bring my child to care only if they are symptom free. I agree to notify the Director of DCCC (717 245 1088) if my child, or anyone in my household, or anyone I've had close contact with in the last 14 days tests positive for COVID -19 so that DCCC/SSAP can take necessary mandated steps. DCCC/SSAP agrees to keep your identity confidential. Failure to adhere to these guidelines will result in a meeting with the Director and possible dismissal from the Center/SSAP.

**DCCC/SSAP has created an Infectious Disease Plan in order to keep our children, families, and staff safe from COVID-19. This plan has been provided to me and I agree to follow all guidelines spelled out therein as well as all normal licensing regulations. I understand that it is my responsibility to follow these guidelines, but DCCC/SSAP CANNOT guarantee that I will not contract COVID-19. I will not hold DCCC/SSAP, its employees, directors, or officers of the companies responsible in the event my child(ren), myself or anyone related to me, whether familial or social is infected with COVID-19.

I certify and acknowledge that I have read and understand the COVID-19 Health Policy and agree to the terms listed above and to the family expectations listed on the reverse side of this form.

Signature: _____ Date: _____

Print Name: _____

Child(ren)'s name: _____

(continued on reverse)

September 14, 2021

Expectations for Families and Children (SSAP)

Center/SSAP will resume normal operating hours as of 8/16/21 – 7:15 a.m. – 5:30 p.m.

Stay home if you have any symptoms of illness or your child is feeling ill

Be knowledgeable of the current and ever-changing symptoms of Covid 19*

Fever Cough Shortness of Breath Fatigue/body aches

*Please also bear in mind that the current DCCC/SSAP health policies listed in our Family Handbook are still in effect however, the above listed symptoms have absence requirements that may differ from our current policies. If your child shows two of more covid symptoms we require that they stay out for 72 hours and return with a doctor's note or negative covid test.

Stay home if you or your child have been exposed to someone who has tested positive or if you or anyone in your household is awaiting test results for Covid 19 due to symptoms or exposure.

Follow Drop off/ Check in Procedures:

Families arrive at the Center and use the tablet to sign their child in for the day.

All teachers, families, children over the age of 2, and visitors are to wear face masks while in the building.

Belongings permitted to be brought from home: lunch, nap items-small blankets only, one sleep time friend, seasonal extra clothes, sun block, and an extra pair of indoor shoes (optional).

Review hand sanitizing routine with children at drop off – continue to use prior to entering rooms or have child wash hands upon arrival.

SSAP staff members will monitor each child's health throughout the day and temperature will be taken by a SSAP staff member at drop-off and as the need arises.

Continue to monitor your own health as well as your child's by reviewing the health questions upon entry at DCCC. Those questions are posted at the sign-in area.

Families may drop off their children at the classroom door or outside.

*If your child has a fever of 100.4 and any of the above-mentioned symptoms, they will not be permitted to attend care for either 24 or 72 hours, depending on the presence of multiple symptoms. (Please see DCCC Covid-19 Health Policies).

*If your child develops a fever or any of the above symptoms throughout the day you will be notified and we ask that you arrive within one hour to pick up your child from care.

Follow Pick up Procedure:

Families arrive at the Center wearing a face covering, use hand sanitizer, and use the tablet to sign their child out of care.

If a visitor arrives for pick-up, a DCCC staff member will check for proper ID, ask the visitor to use sanitizer, sign the child out from care using the tablet, and walk with visitor to classroom to pick up child and their belongings.

September 14, 2021

COVID19 Health and Safety Logistics Plan

Face Masks

Requirements	Action Steps	Lead Individual	Materials, Resources, and/or Supports Needed	PD (Y/N)
<p>* Use of face coverings (masks or face shields) by all staff and visitors</p>	<p>* All staff and visitors will wear cloth or disposable face masks indoor at all times * Masks must be accessible at all times</p>	<p align="center">Director</p>	<p align="center">Provide Disposable Masks</p>	<p align="center">See Teacher Expectations in DCCC Infectious Disease Plan</p>
<p>* Use of face coverings (masks or face shields) by children 2 years of age and older (as appropriate)</p>	<p>* All children ages 2 and older are required to wear cloth or disposable face masks. * Masks are NOT worn at meal times, nap, large motor activities, or outdoor play * Masks will be stored in small plastic case assigned to each child</p>	<p align="center">Director & Teachers</p>	<p>Children arrive with a clean mask daily Disposable masks available if forgotten</p>	<p align="center">See Child & Family Expectations in DCCC Infectious Disease Plan</p>
<p>* Face Mask Exceptions</p>	<p align="center">Attachment 17 - exemption form</p>	<p align="center">Director</p>	<p align="center">N/A</p>	<p align="center">Review Mask Wearing Exception issued by PA Department of Health (att. 21)</p>

Cleaning, Sanitizing, Disinfecting and Ventilation

Requirements	Action Steps	Lead Individual	Materials, Resources and or Supports Needed	PD (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating, surfaces, and any other areas used by children in care (i.e., restrooms, toys, hallways)</p>	<p>*Removed several carpets from each classroom *Floater and office staff members clean hallways, high touch areas, playgrounds (after each group's use), and teacher restrooms (hourly) throughout the day - chart is initialed after each item is completed *Teachers responsible for their entire classroom area throughout the day *Ventilation - bathroom fans are left on throughout the day, Open windows in the morning and evening.</p>	<p align="center">Director</p>	<p>*Work orders placed for removal of items. *Additional cleaning supplies ordered</p>	<p>*All staff and substitutes attend CV19 training prior to re-opening or upon hire. *Prior to re-opening, weekly staff meetings were held as well as weekly e-mails sent containing necessary updates</p>
<p>Other cleaning, sanitizing, disinfecting and ventilation practices</p>	<p>* Maintain normal contracted cleaning protocols that meet or exceed CDC recommendations. * Open windows and doors to classroom, hallways, and office areas whenever possible.</p>	<p align="center">Director & Teachers</p>	<p>*Additional cleaning supplies ordered as needed</p>	<p>*All staff and substitutes attend CV19 training prior to re-opening or upon hire. *Prior to re-opening, weekly staff meetings were held as well as weekly e-mails sent containing necessary updates</p>

Social Distancing and Other Safety Protocols

Requirements	Action Steps	Lead Individual	Materials, Resources, and or Supports Needed	PD (Y/N)
<p>* Hygiene practices for children in care and staff including the manner and frequency of hand-washing and other best practices</p>	<p>* Each child and adult uses hand sanitizer upon entry to building * All children and teachers: Follow appropriate hand-washing steps: 1. turn on water 2. get soap and lather outside of water for 20 seconds. 3. Rinse under water 4. dry hands with paper towel 5. turn water off with paper towel 6. dispose of towel in trash can</p>	<p align="center">Director & Teachers</p>	<p>* Hand Sanitizer & signed permission slip</p>	
<p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Post various types of signage that reflects CDC health and hygiene guidelines for COVID-19 response that are appropriate for each area and the adult or student inhabitants.</p>	<p align="center">Director</p>	<p>Information from Department of Human Services (DHS), Center For Disease Control (CDC), and The Office of Child Development (OCDEL)</p>	<p>*All staff and substitutes attend CV19 training prior to re-opening or upon hire. *Prior to re-opening, weekly staff meetings were held as well as weekly e-mails sent containing necessary updates</p>
<p>Identifying and restricting non-essential visitors and volunteers</p>	<p>* When appropriate for visitors or families to be in the building, they should be asked to respond to the screening questions asked of staff. * Only those services necessary to the behavior of the children (Therapists, TSS, BSC) permitted in classroom *Provide a separate area for one on one work to be done for other services offered. * No volunteers at this time * Masks must be worn</p>	<p align="center">Director</p>	<p>Provide disposable masks if needed</p>	

Social Distancing and Other Safety Protocols

Requirements	Action Steps	Lead Individual	Materials, Resources, and/or Supports Needed	PD (Y/N)
<p>Handling outdoor play consistent with the CDC Considerations</p>	<ul style="list-style-type: none"> *Separate playground times for each group and bins of toys, limit number of children in high occupancy areas (i.e. sandbox & swings) *Masks worn in line but NOT while running and playing. * Hand sanitizer used before and after sandbox play. 	<p align="center">Director</p>	<p align="center">N/A</p>	
<p>Limiting the sharing of materials among children in care</p>	<ul style="list-style-type: none"> * On playground each classroom has their own bin of toys that gets cleaned daily. *In the classrooms, toys and supplies are rotated and disinfected frequently * Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use. 	<p align="center">Director</p>	<p align="center">N/A</p>	<ul style="list-style-type: none"> *All staff and substitutes attend CV19 training prior to re-opening or upon hire. *Prior to re-opening, weekly staff meetings were held as well as weekly e-mails sent containing necessary updates
<p>Staggering the use of communal spaces and hallways</p>	<ul style="list-style-type: none"> *Staff members use a designated door to enter/exit the building, reducing contact with families and children not in their care group. *Families use access code to gain access to building through the main door, separate from staff entry/exit. 	<p align="center">Director</p>	<p align="center">Ordered additional hallway signs from the campus Service Center</p>	

Social Distancing and Other Safety Protocols

Requirements	Action Steps	Lead Individual	Materials Resources and or Supports Needed	PD (Y/N)
<p>Limiting the number of individuals in facility rooms and other facility spaces, and interactions between groups of children in care</p>	<ul style="list-style-type: none"> *If possible, classroom groups use their exit door to the playground instead of the main hallway *Staff break room - limited occupancy when pandemic is in community *In person meetings have been changed to virtual or use larger space and all attendees wear masks *Mixing of classroom groups only when necessary - separate play space and materials per cohort *Kindergarten will have plexiglass dividers for one to one instruction 	<p align="center">Director</p>	<p align="center">N/A</p>	<ul style="list-style-type: none"> *All staff and substitutes attend CV19 training prior to re-opening or upon hire. *Prior to re-opening, weekly staff meetings were held as well as weekly e-mails sent containing necessary updates
<p>Modified Hours of Operation</p>	<p align="center">N/A</p>	<p align="center">Director</p>	<p align="center">N/A</p>	
<p>Center Events</p>	<p>*In person events that would have a larger number of people (orientation, open house) have been modified as virtual events or cancelled.</p>	<p align="center">Director</p>	<p>Staff members have access to Zoom and Microsoft Teams to coordinte virtual events</p>	<p align="center">No</p>

Monitoring Children and Staff Health

Requirements	Action Steps	Lead Individual	Materials, Resources, and/or Supports Needed	PD (Y/N)
<p>* Monitoring children and staff for symptoms and history of exposure</p>	<p>*At drop off - all children have temperature taken in their classroom</p> <p>* Before entering building-families are directed to ask themselves the following health questions:</p> <p>1. In the last 14 days, have you or anyone you have been in direct contact with, been a confirmed or suspected case of COVID-19?</p> <p>2. In the last 48 hours have you had any symptoms of COVID-19; fever of 100.4, cough, shortness of breath, fatigue?</p> <p>*Unvaccinated staff members must ask themselves the above questions and take their temperature prior to entering the classroom.</p>	<p>Director and assigned staff members</p>	<p>* No touch infrared Thermometer</p> <p>*Temperature/Health Question Log (attachment 20)</p>	<p>*All staff and substitutes attend CV19 training prior to re-opening or upon hire.</p> <p>*Prior to re-opening, weekly staff meetings were held as well as weekly e-mails sent containing necessary updates</p>
<p>* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>* Designate a separate room to allow for the child to remain separate until the family arrives - office staff member stays with the child</p>	<p>Director</p>	<p>N/A</p>	

Monitoring Children and Staff Health

Requirements	Action Steps	Lead Individual	Materials, Resources and or Supports Needed	PD (Y/N)
<p>Returning isolated or quarantined staff, children, or visitors to the facility</p>	<p>*If child, staff member, or visitor is exposed or confirmed positive for COVID-19 - follow Department of Health and Department of Human Services guidelines prior to return.</p>	<p>Director</p>	<p>See DCCC Health Policies for COVID 19</p>	<p>*All staff and substitutes attend CV19 training prior to re-opening or upon hire. *Prior to re-opening, weekly staff meetings were held as well as weekly e-mails sent containing necessary updates</p>
<p>Notifying staff and families of suspected or confirmed cases of COVID-19</p>	<p>See attachment 15 in DCCC Infectious Disease Plan</p>	<p>Director</p>	<p>Attachment 19</p>	
<p>Notifying staff and families of facility closures</p>	<p>See attachment 15 in DCCC Infectious Disease Plan</p>	<p>Director</p>	<p>Attachment 19</p>	

Monitoring Children and Staff Health

Requirements	Action Steps	Lead Individual	Materials, Resources and or Supports Needed	PD (Y/N)
<p align="center">*Reporting to Department of Health and Certification Office</p>	<p>* Call Department of Human Services (717 346 9320) & e-mail PA Department of Health (RA-DHSCD_COVID@pa.gov) - new directive Sept 2021</p> <p>* E-mail college members of Infectious Disease Working group consisting of: Associate Vice President of Campus Operations, Director of Housekeeping, DCCC Director, DCCC Assistant Director, DCCC Administrative Assistant, DCCC Kindergarten and SSAP Summer Camp Director, VP of Marketing and Communication , and a representative from Human Resource Services (to facilitate employee relations)</p>	<p align="center">Director</p>	<p align="center">N/A</p>	<p>All staff and substitutes attend CV19 training prior to re-opening or upon hire.</p> <p>*Prior to re-opening, weekly staff meetings were held as well as weekly e-mails sent containing necessary updates</p>

Other Considerations for Children and Staff				
Requirements	Action Steps	Lead individual	Materials, Resources, and/or Supports Needed	PD (Y/N)
Unique safety protocols for children with complex needs or other vulnerable individuals	<p>*Identify staff, substitutes, volunteers, students and center children considered high risk. Inquire if they need to have modified services or attendance schedule, or work schedule during this time frame.</p> <p>*special waiver for inability to wear a mask due to health concerns (Section 3 of PA Secretary of Health's mask order)</p>	Director & Teachers	N/A	All staff and substitutes attend CV19 training prior to re-opening or upon hire.
COVID-19 Health and Safety Plan Professional Development				
	Cleaning	Disinfecting	PPE	Social Distancing
Topic:	Bathrooms/high touch areas	Toys/Individual Items	Masks for kids and teachers	Playground, lunch, nap, classroom
Audience:	All staff & substitutes	All staff & substitutes	All staff & substitutes	All staff & substitutes
Lead Person & Position:	Director	Staff & Director	Staff & Director	Staff & Director
Session Format:	In Person/E-mail/Teams Meetings			
Materials, Resources, and/or Supports Needed:	spray bottles (bleach disinfectant) mixed daily and disinfecting wipes	spray bottles (bleach disinfectant) mixed daily and disinfecting wipes	goggles, face masks, face shields, gloves	Signs posted around Center stating distancing requirements for children, staff and visitors
Start Date	Prior to Re-opening or upon hire (new staff orientation)			
Completion Date	Ongoing as updated information becomes available during the pandemic			

Updated: 9/21/21

Classroom Care for COVID-19

Requirements	Typical Practice	Pandemic Action Steps
Hygiene		
*Handwashing	Follow appropriate hand-washing steps: 1. turn on water 2. get soap and lather outside of water for 20 seconds. 3. Rinse under water 4. dry hands with paper towel 5. turn water off with paper towel 6. dispose of towel in trash can	Follow appropriate hand-washing steps: 1. turn on water 2. get soap and lather outside of water for 20 seconds. 3. Rinse under water 4. dry hands with paper towel 5. turn water off with paper towel 6. dispose of towel in trash can Increase frequency
* Toileting	Children who can go independently use the toilet, and follow above handwashing steps. Bathrooms and sinks disinfected after group use	Children who can go independently use the toilet, and follow above handwashing steps. Bathrooms and sinks disinfected after group scheduled times.
PPE/Cleaning equipment		
Gloves	Worn during STARS and DHS required times	Required for diapering & first aid treatment. Optional for health screening when using no-contact infrared thermometer.
Masks	not worn	*Required for teachers and children over the age of two. *individual cases kept for when children's masks are not worn.
Shoe Coverings	Required for adults in infant room only must wear shoe coverings or remove shoes	* Required for adults in infant room only must wear shoe coverings or remove shoes *Optional for all other classrooms
Hand Sanitizer	Use in break rooms, at sign-in desk, and various locations throughout the Center. Not in classrooms. Encourage use at drop-off or wash hands immediately upon classroom entry.	*Available in classroom (up high and locked), on playgrounds, at sign-in desk, break rooms, and various other locations throughout the Center. *Will require family permission to use on children. *Encourage use at drop-off or wash hands immediately upon classroom entry.
Face Shields	not used	Optional for staff & children

Requirements	Typical Practice	Pandemic Action Steps
PPE/Cleaning equipment		
Sanitizer/Disinfectant sprays	Use as recommended by DHS and STARS. Mixed daily for each classroom: Sanitizer - 1 Tbsp bleach per gallon of water Disinfectant - 3/4 cup per gallon of water.	Will mix additional disinfectant for classrooms and playgrounds. Continue to sanitize and disinfect, increasing frequency of disinfecting in classroom. Mixed daily for each classroom: Sanitizer - 1 Tbsp bleach per gallon of water Disinfectant - 3/4 cup per gallon of water
Clorox Wipes	For additional cleaning of high touch surfaces. Use especially during nap time in order to decrease disinfectant in the air.	For additional cleaning of high touch surfaces. Use especially during nap time in order to decrease disinfectant in the air.
Clorox 360	use upon request	*weekly use requested on designated day - put large items out on tables **If case of COVID is reported - use after 24 hours has elapsed in effected room.
Thermometer	Temperatures taken as needed	No contact infrared thermometer used for daily health screening (more details on this procedure are listed later in the plan) for unvaccinated staff, visitors, and children.
Smocks	optional	optional
Cleaning Procedures		
* Dishwasher	Wash items in dishwasher as needed and get them as soon as you are able. Or wash them in your classroom sink.	Place your items in dishwasher and get them when finished. Use the classroom magnet label on the outside of the dishwasher If another staff member finds your items they will: A. bring them in a bin and place them outside of your room OR B. Call you when they remove your items to the bin and you retrieve them as soon as possible

Requirements	Typical Practice	Pandemic Action Steps
Cleaning Procedures		
*Classroom Telephones/computer keyboards	use as normal - disinfect as needed	if multiple people will be using classroom telephone or keyboard, disinfect after use using Clorox wipe
*Toys	*weekly cleaning/rotation *STARS criteria observed for available toys	*Limit toys used by classrooms - cleaned and disinfected after daily use *cloth toys laundered after each daily use
*Mouthed Toys	Designated bin for mouthed toys in ALL rooms. Washed and disinfected daily	Designated bin for mouthed toys in ALL rooms. Washed and disinfected daily
*Ventilation	Open windows as weather permits	*Classroom, hallway, and office windows open as much as possible *Air purifiers at each end of the building (fall 2021 - will be purchased for each classroom) *fans remain on in the restrooms to increase air circulation
Break Room	No maximum occupancy. Sanitizer available. Area cleaned as needed. Masks not worn. Eating permitted	*2 break rooms (organized by department) - occupancy limited to 2 *Use disinfecting wipe on the area you use before and after *Provide ventilation as feasible *wear masks, sit 6 feet apart, no eating
Outside Time (3 playgrounds for 9 groups)		
*Cleaning	Playground powerwashed seasonally	High touch areas (climbers, swings, toys) will be disinfected after each group's use
*Physical Spacing	Bees and Preschool use their playground at mixed times. Infants & Puppies have separate times	Each class cohort has their own separate time OR divide playground into sections using a temporary fence.
*Outside Toys	All toys are stored in each playground's shed. Toys are shared among classrooms. Disinfected monthly.	Each classroom will have their own labeled bin of toys to be used during their designated playground time. Those items will be sprayed with a disinfectant spray after each use and stored. Use of riding toys/bikes permitted. Disinfected after each class use.

Requirements	Typical Practice	Pandemic Action Steps
Big Room		
*Cleaning	Big room toys disinfected weekly	Toys and high touch areas will be disinfected after each group's use OR individual bins of toys per class.
*Physical Spacing	Each class cohort has a separate time for play. Groups mixed at some times in the day.	Each class cohort has a separate time for play.
Food Preparation/Meal Times		
* Snack	Food service gloves required. Kids eat together at designated times. Teachers serve. Family style optional for school-age children	Food service gloves required. Discontinue family-style serving. Designate one person to serve.
*Lunch	Families pack lunches for children in lunchboxes. Lunches organized in refrigerators by classroom cohort. May include one item for heating in classroom microwave	Families pack lunches for children in lunchboxes. May include one item for heating in classroom microwave. Lunches organized in refrigerators by classroom cohort. Outdoor dining encouraged.
*Sippy Cups	Children use cups provided by their family/center. Washed in classroom sink or dishwasher.	Center provides 'take n toss' cups for each child. No valves. Will designate a person to transport to dishwasher after each use.
* Physical Spacing	Children are seated at tables in chairs directly beside each other. No dividers.	*Sit with as much physical space in between chairs as possible. *Additional tables added to classroom whenever possible. *Plexi-glass dividers used at tables for Kindergarten/School Age children

Requirements	Typical Practice	Pandemic Action Steps
Check In		
*Procedure	Families drop off their children in the classroom, washing their hands, no additional measures in place	Families sanitize hands upon building entry and use tablet at sign-in desk to check in their children. Parent walks the child to their classroom for door drop off and teacher performs daily health screening.
*Physical Spacing	No limitations on physical spacing	Follow recommended social distancing measures
Check Out		
*Procedure	Families pick up their children in their classroom or playground, no additional measures in place	Families sanitize hands upon building entry and use tablet at sign-in desk to check out their children. Parent walks to the classroom (door pick-up) or playground to pick up their child and belongings
*Physical Spacing	No limitations on physical spacing	Follow recommended social distancing measures
Sensory areas	children use as normal - wash hands after playing	If using play dough or other sensory items: use hand sanitizer or wash hands before and after play OR individual containers must be provided for each child.
Art		
*Procedure (items & limitations)	Free Art - no restrictions	Use hand sanitizer or wash hands before and after using art materials OR provide individual boxes with materials for each child. All possible items are disinfected daily (markers, paint brushes, etc.)
*Physical Spacing	Children can sit directly beside each other	Small groups within classroom cohorts will be used and children will spread out as much as possible

Requirements	Typical Practice	Pandemic Action Steps
Nap		
* Items brought from home	Items usually limited to sheet, blanket, small pillow, stuffed animal, etc. but not typically enforcing size of items, unless unusually large. All items taken home weekly to be laundered	Items limited to: Sheet, blanket, and small lovie or stuffed animal. All items taken home weekly to be laundered.
* Cleaning	Cots disinfected weekly	Cots disinfected daily.
*Physical Spacing	2 feet on 3 sides - cots placed head to foot	Maximum spacing as room allows - cots placed head to foot (minimum spacing - 2 feet on 3 sides)
Circle Time	sit together - no spacing	Small groups within classroom cohorts will be used and children will spread out as much as possible when seated.
Visitors to the Center	No limit to visitors in the Center. They must show proper ID and sign in/out of the Center.	<p>Non-essential visitors and volunteers are identified and restricted.</p> <p>* Masks must be worn</p> <p>*When appropriate for visitors or families to be in the building, they should be asked to respond to the screening questions:</p> <p>In the last 14 days have you experienced any covid19 symptoms (fever, loss of taste or smell, fatigue, body aches, cough, shortness of breath)? In the last 14 days have you or anyone with whom you've been in direct contact been confirmed or suspected of COVID-19?</p> <p>*Temperatures must be taken and recorded and hand sanitizer used.</p> <p>* Only those necessary to the health and well being of the children</p>

Requirements	Typical Practice	Pandemic Action Steps
Building access	Staff members may enter the building from any door that access is permitted. Families access the Center using the main front door with an entry code.	Staggering the use of communal spaces and hallways *Staff members use a designated door to enter/exit the building, reducing contact with families and children not in their care group. *Families use access code to gain access to building through the main door, separate from staff entry/exit.
Center Events	Family events are held several times throughout the year. No limit on number of guests per family.	*In person events that would have a larger number of people (orientation, open house) have been modified as virtual events or cancelled. *Events that are held in person (Kindergarten graduation) are held outdoor if possible and number of guests per family is limited.
Child/Staff Health		
Daily health screening for children	Upon arrival teachers check the child for visible signs of illness and have a conversation with the family about how they are doing on that day.	Questions below are posted for all families to review as a part of the daily health screening for their child as they sign their child in to the Center for the day: 1. In the last 14 days, have you or anyone you have been in direct contact with, been a confirmed or suspected case of COVID-19? 2. In the last 48 hours have you had any symptoms of COVID-19; fever of 100.4, cough, shortness of breath,
Isolating/Quarantining sick children	Children who become ill while in care are asked to be picked up within an hour by a caregiver. Depending on the severity of the injury or illness, child may wait in an area other than the classroom.	* Designate a room to allow for the child to remain separate until the family arrives - office staff member stays with the child
Returning isolated children, staff, or visitors to facility	N/A	May return as long as quarantine requirements are met
Notifying staff and families of suspected or confirmed cases of COVID-19	N/A	*See attachment 19 (exposure notice) in DCCC Infectious Disease Plan *notice will be sent out through the Family Communication App

Requirements	Typical Practice	Pandemic Action Steps
Mixed classroom groups	Classroom groups mix at beginning and end of the day or when room ratios permit or staffing needs require mixing.	Classroom groups mix briefly ONLY at the beginning and end of the day if necessary.