

# **TCA's COVID-19**

**Staying OPEN Safely**

**PARENT POLICIES & PROCEDURES**

# SICK PARENTS/GUARDIANS & SICK CHILDREN



- Parents/Guardians & Sick children are required to stay home
- Parent/Guardian must notify the center Management **IMMEDIATELY** when he/she and/or the child begin experiencing symptoms of sickness of any kind.
- The child's daily attendance after notification from the Parent/Guardian pertaining to sickness will be evaluated and decided on by management.
- Any Parent/Guardian or child with COVID-19 must be isolated for a minimum of 10 days after symptoms onset and 72 hours after their fever resolves without fever-reducing medication
- If fever and symptoms resolve on day 7, the child is eligible to return to the center and Parent/Guardian can resume drop-off/pick-up on day 10

# **CENTER EXCLUSIONS**

- 1. Individuals who have a fever or other signs of illness should not be admitted**
- 2. Exclude individuals with history of COVID-19 exposure, including travel within the last 14 days to Hot Spots, those who have been in groups larger than 10 and those showing ANY signs of illness:**
  - Children who are sick, with typical reasons kids get sick (vomiting, rash, diarrhea, pink eye, etc.) should be excluded**
  - Individuals must be fever free for at least 72 hours, without the use of fever-reducing medications**

# PARENT DROP-OFF AND PICK-UP



## Staggered Arrival/Pick-up Times

- Staggered arrival and departure times will be established with parents in a designated area closest to the entry way. For example: on the parking lot, at the door, or in the lobby
- Direct contact with parents will be limited. Please refrain from hugging/kissing, touching or shaking hands with staff and children
- Upon arrival, one or two designated staff members ( must wear PPE) will greet each parent/child for sign-in and screening
- The same designated staff member or member's (must wear PPE) will escort the child to his/her designated classroom
- Upon Departure, the same staff member that facilitated the entry of the child must again assist the child with departure from the facility
- Infants must be transported from parent to staff in their car seats and car seats must be stored out of children's reach

# SOCIAL DISTANCING

## ALTERNATIVES TO HANDSHAKES, HUGS, HIGH FIVES AND HONGI



THE WAVE



THE HAND ON HEART



NAMASTE



NZSL: HOW ARE YOU?



THE 'HI-BROWS'



THE 'ALL GOOD' NOD



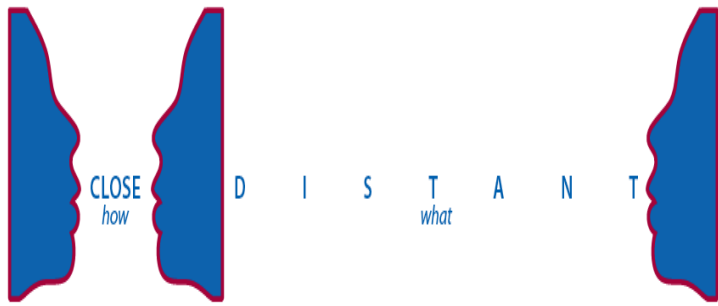
THE 'EAST COAST WAVE'



THE 'WHAT A WORLD EH?'

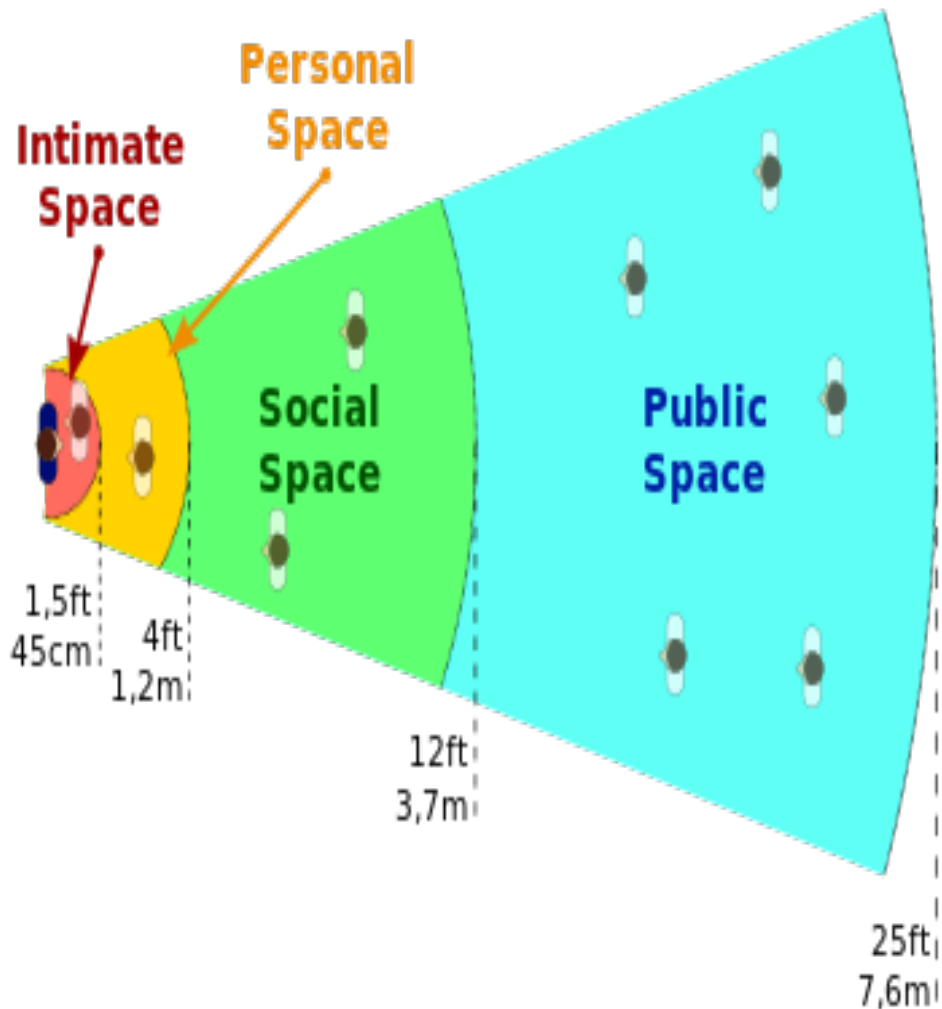
Use alternatives to touching such as:

- The wave
- Hand on heart
- Namaste
- Hi-brows



# Social Distancing

Our goal is to remain out of congregate settings, avoid mass gathering and maintain distance from others



1. Childcare classes must include the same small group members daily
2. The same Teachers will remain with the same group daily
3. Teachers and children will remain in their designed room
4. Co-mingling or sharing space will be avoided

# ENTERING THE FACILITY

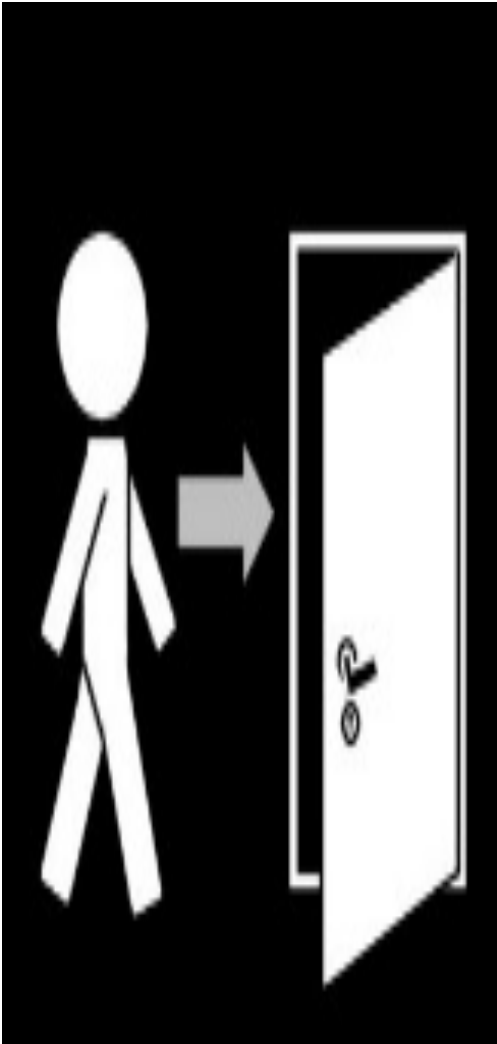


## HANDWASHING

- **IMMEDIATELY** Upon Arrival Parents/Guardians **MUST** **sanitize** hands thoroughly.
- Parents/Guardians **MUST** use an alcohol-based hand sanitizer with at least 60% alcohol. **If wearing gloves, apply hand sanitizer on gloves.**
- Parents/Guardians **MUST** Increase hand hygiene as much as possible.

# ENTERING THE FACILITY

## Arrival Screening Procedures



1. Parents/Guardians and children will be greeted at the entry of the facility by a Staff Screener (wearing a mask and gloves)
  - Staff Screener **must** change gloves or sanitize and between screening children if physical contact is made with the child/parent
  - Staff Screener **must** change mask between children if a child/parent coughs or sneezes during check-in
  - Staff Screener **must** clean the thermometer with an alcohol wipe between each child's temperature screening if touch thermometer is used.
2. Parent/Guardian **MUST** wear a mask when entering the facility (gloves are optional).
3. Parent/Guardians are only allowed in the designated area for drop-off/pick-up of the facility. Parents/Guardians cannot visit the classrooms, bathrooms, or any other area in the facility without permission from Managerial Staff.
4. Child and Parent must participate in Hand Hygiene upon arrival to the facility i.e. hand washing/ hand sanitizer
5. All children must have temperature screening completed upon arrival to the facility if the child has a fever, they will not be admitted (100.0 degrees or above)



# ENTERING HEALTH CHECKS



## Arrival Screening Procedures

1. Upon their arrival, parents are to stand at least 6 feet away from the staff screener
2. The child's temperature will be taken and a Health Check (head-to-toe) will be performed
  - *If identified scratches or scraps are visible then an Accident Report must be written immediately*
3. The child's Health Check (head-to-toe) should include screening for signs of illness
  - flushed cheeks,
  - rapid breathing or difficulty breathing,
  - fatigue or extreme fussiness
4. Parent/Guardian must confirm that
  - child does not have a fever,
  - shortness of breath or
  - cough



# PERSONAL PROTECTION EQUIPMENT - PPE

## WEARING MASKS: ADULTS AND CHILDREN

### ADULTS:



- Wear masks daily during the workday, covering the nose and mouth
- Cloth masks reduce the likeliness of transmission/ more cost efficient than disposable masks
- Wearing cloth masks does not replace the need to continue frequent hand washing 10 times daily, avoiding touching the face, and practice social distancing
- Remove and dispose of PPE properly

# PERSONAL PROTECTION EQUIPMENT -PPE



## WEARING MASKS: ADULTS AND CHILDREN

### CHILDREN:

- Children must be able to reliably wear, remove, and handle masks
- Masks should **not** be worn during physical activities
- Masks can only be worn by children 2yrs and older

# SAFE REMOVAL OF PPE



## MASK OR RESPIRATOR :

- Front of mask/respirator is contaminated  
DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container

# SAFE REMOVAL OF PPE



## Removing your Gloves

- Outside of gloves are contaminated!
- If your hands become contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



# FOOD PREPARATION AND MEAL SERVICE



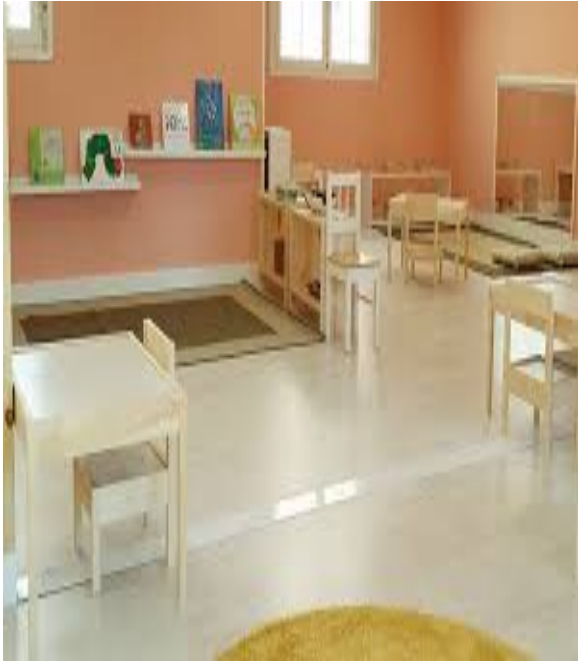
- All meals will be served in the classroom or designated areas
- Children will no longer be served using family-style dining
- Meals must be plated for each child's meal, so that multiple children are not touching the same utensil
- Meals will be served using disposable plates, cups, and utensils
- Teachers will ensure that children wash their hands prior to and immediately after eating
- Teachers wash their hands and put on clean gloves before preparing food and after helping children eat
- Absolutely NO Outside food/drinks will not be allowed into the facility

# Physical Space



1. Furniture pieces that will not be used will be removed from the classrooms:
  - sensory tables, clothes in dramatic play
2. The facility will reduce clutter and hared toys
  - Fewer duplicate materials
3. Teachers have limit shared toys to items that can be cleaned and disinfected easily
4. Each child's bedding is separated in labeled bins, cubbies, and/or bags.
5. Individual supply boxes will be created for children that contain items such as:
  - Pencils, crayons and glue
6. All surfaces will be kept clear so that they can clean and disinfect at least twice a day

# Physical Space



1. The Classroom will provide an increased amount of open space as possible
2. Teachers avoid over-crowded conditions and encourage children to spread out at all times during: - **Story time, Circle time, Mealtime**
3. Parents/Guardians and children are not allowed to bring any items in from home
4. Teachers place cots and cribs a good distance apart with children facing head to toe at naptime



# PLAYGROUND/OUTDOOR SPACE



Children of all ages must have an opportunity for daily outdoor play, weather permitting. The following adjustments will be made upon staying opening:

- Teachers will provide time outside
- Only one classroom at a time will be allowed on the playground
- Assigned staff will disinfect the playground equipment between classrooms that visit the playground
- Teachers will guide and encourage children to maintain distance when possible
- Teachers will plan activities that limit close physical contact, sharing of equipment and waiting in line
- Teachers will encourage no contact games like tag

# CARING FOR INFANTS AND TODDLERS

## POLICIES AND PROCEDURES FOR DIAPERING:

1. When diapering child, teachers **MUST** wash their hands, wash child's hands before beginning, then put on gloves.

- Be Prepared (child's diaper, cream, etc. out before changing)
- Remove trash of soiled diapers and wipes
- Wash child's hands after change
- 3 Step Cleaning of diapering station
- Wash hands at the end of this process
- Children must have hands, neck, child's secretions washed throughout the day



# CARING FOR INFANTS AND TODDLERS

POLICIES AND PROCEDURES FOR WASHING, FEEDING OR HOLDING A CHILD:



1. Teachers must wear smocks
2. Children must have hands, neck, child's secretions washed throughout the day
3. Teachers are to wash their hands, neck, and anywhere touched by a child's secretions
4. Change child's clothes if secretions are on the child's clothes wearing gloves and washing hands afterwards
5. Teachers are to change smock if child gets secretions on your clothes. Then wash hands afterwards
6. All contaminated clothing must be placed in a plastic bag/washed in a washing machine **IMMEDIATELY**
7. Teachers and Infants/toddlers are to have multiple changes of clothes on hand in the center
8. Teachers are to wash hands before and after handling bottles prepared from home/facility
9. Bottles, bottle caps, nipples and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing with soap and water

# COMMUNICATING WITH FAMILIES

TCA's goal to continuously provide resources to our families in need. TCA teachers and staff should:



1. Check in with parents individually regarding food insecurity, housing, financial stability, updated contact information and updated emergency contact information ( provide resources when necessary).
2. Maintain routine communication with families about their child's day.