



PlayWorks Child Center CoVID 19 Guidelines and Procedures

The guidelines and procedures in this document will supersede our current handbook until the CoVid crisis is over. This document is a living document and can change at any time. If a change is made to this a revision will be sent for you to review and sign that you understand that changes that are being made.

Our guidelines and procedures are based on the Health Guidance for Childcare Programs and Summer Programs that The Vermont Department of Health Agency of Education Department for Children and Families released. As their guidance changes we will update our procedures.

This is the link for the guidelines:

<https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID19-Health-Guidance-Childcare-Summer-Programs.pdf>

The number one goal for PlayWorks is the safety of our Staff, your children and you. These guidelines will not eliminate the risk of spreading CoVid but will reduce the risk as much as we possibly can.

Facial Coverings:

- Our staff will be required to wear facial coverings at all times. When staff are outside and able to maintain physical distance they may remove their face coverings as long as they have them easily accessible to put back when physical distancing cannot be possible.
- Parents are required to wear facial covering during drop-off/pick-up and anytime they are in our building.
- Children under 2 must **not** wear facial covering.
- If you would like your child over 2 to wear facial coverings we will support that as long as it is developmentally appropriate. Facial coverings are developmentally appropriate when children can properly put on, take off, and not touch or suck on the covering.
- If you would like your child to wear a facial covering please provide multiple so that if one gets wet or soiled we can switch it. The soiled one will be sent home in a zip lock bag.
- Children will not wear facemasks while they are eating or sleeping, we will have zip lock bags to put them in when the child takes them off.
- Please do not send facial coverings with ties, they pose a risk of choking or

strangulation.

Drop-Off/Pick-Up Procedure

- Drop-Off and Pick-Up will take place at the outside door to your child's classroom.
- There will be a green flag out indicating that we are ready to start check in or pick-up. If you do not see the green flag please remain in your vehicle. We are still working out where the best place to put this is. The first few weeks a staff member will be outside directing people to leave their car.
- There will be multiple hand sanitizing stations outside the classrooms please sanitize your hands and your child's prior to checking them in.
- There will be circles drawn on the side walk by the doors for you to wait in, if the circle is full please wait till it is available before you get out of your car.
- Your child's teacher or a staff member outside will take your child's temperature and ask you the following questions:
 - Has your child been in close contact with a person who has CoVID 19?
 - Does your child feel unwell with any symptoms associated with CoVID 19, for example have they had a cough, high temperature, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, vomiting, diarrhea or new loss of taste or smell?
 - Has your child traveled out of state? If so are they required to quarantine based on the Vermont travel guidelines?
 - Has your child been given any medication today? If so what and when.
- Once you answer the questions the teacher will have you sign the form. The person doing the check in will hold the clipboard and have a pen for you to pick up and that will be sanitized before another person touches that pen.

- If you are dropping off more than 15 minutes after your scheduled drop off time or picking up more than 15 minutes before your normal pick up time please call and let us know what time you are coming so we can make sure to have the staff available for health check or your child's stuff packed up and ready to go when you get here.
- If you need to come in our building for any reason you will be required to do a temperature and health check. You will also be required to sign in and out. A facial covering is required in our building.
- If you have something to talk with the teacher about please call or email the teacher to discuss.
- We will not be sending home paper daily reports. All information will be sent electronically through KidReports.

Health Guidelines

- Anyone diagnosed with Co-VID 19 or awaiting test-results should self-isolate until
 - It's been 3 full days of no fever without the use of fever-reducing medications, **and**
 - Other symptoms have improved, **and**
 - At least 10 days have passed since symptoms first appeared.
- The following children and staff will be excluded from care:
 - Fever of 100.4 or greater
 - Sick for any reason
 - Showing symptoms of CoVID 19
 - Have been in close contact with someone with CoVid 19 in the last 14 days
 - A cough, fever, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or

new loss of taste or smell

- Severe sore throat that lasts more than 48 hours
 - A significant rash, particularly when other symptoms are present
 - Large amounts of colored nasal discharge
 - Severe ear pain
 - Uncontrolled cough
 - Diarrhea
 - Vomiting
 - Severe headache
- **Children may return when they are symptom free with no medications for 24 hours or they have a doctor's note stating that they are cleared to return to childcare.**
 - Children who have Allergy symptoms (with no fever) that cause coughing and clear runny nose may stay if they have medically diagnosed allergies and follow their medical treatment plan.
 - Children with well controlled, mild asthma may attend with an asthma action plan.
 - If your child has any medical issues it is recommended for you to talk with your physician about a plan regarding childcare. If your child has a documented medical issue that causes any of the above symptoms please have your physician provide a note discussing how that should be addressed in child care. For example if your child suffers from IBS we would want a doctor's note that lets us know if diarrhea is normal when does it become sickness.
 - Please plan accordingly as exceptions cannot be made to these health guidelines.
 - If symptoms appear at childcare:
 - Children will be removed from the classroom and isolated in a safe

space with a staff member.

- Parents or a designated contact will need to pick up their child within 1 hour of the parents being notified.
- If you will not be reachable for the day please let us know who to call if your child is sick. If we have not reached you after 15 minutes we will call your emergency contacts. If your emergency contacts change please notify us immediately.
- When you are notified of needing to pick up your child, you will be told which entrance to come to pick your child up at.

Plan for Positive CoVID 19 Case at PlayWorks

- If a staff member or child test positive for CoVID 19 PlayWorks will close and require everyone to quarantine. We will close for 14-21 days.
- Prior to returning staff will be required to have a negative test.
- Any child or staff member that did test positive will be required to have a doctor's note to return.
- If we have to close for a positive case tuition will still be due and staff will remain paid during the quarantine period.

Meals and Birthdays

- PlayWorks will provide all birthday treats, if you do not want us to have a celebration for your child, please notify your child's teacher.
- PlayWorks will continue to provide meals under the food program.
- If you are supplying food from home please provide enough for the day. Any items left at the end of the day will be sent home with children.
- No more than 1 week's worth of breast milk or formula may be stored at the center. Any breast milk or formula will be sent home at the end of the week.

Other Precautions PlayWorks is Taking

- In addition to regular cleaning and disinfecting a company will be coming in to disinfect the building every week.
- Staff will have multiple changes of shirts to change as they get a child's secretion on them.
- The gross motor room and playgroup room will be closed at this time.
- Children will remain with only their group. The only combining we will be doing is yellow/meadow can combine and both sides of orange can combine.
- We now have a washer and dryer on site. All rest stuff will be washed each week. If you would like to wash your child's rest stuff please just ask the teacher to send it home.
- All soiled items will still be going home in sealed bags (clothing from a bathroom accident, clothes with blood, etc).
- At this time there will be no volunteers or visitors to our program. An exception will be made to this rule for services that are outlined in a child's IEP or One Plan.
- There will be only one group of children on the playground at a time and the playground will be disinfected between each group.
- Teachers will work to increase social distancing at tables, circle time, and standing in line whenever possible.
- Windows will be open whenever possible to increase airflow
- Vents have all been cleaned prior to reopening
- Air purifiers will be in each classroom
- Children will be spaced further apart at nap time

If you have any questions or concerns regarding this document please reach out to Ariel

at any time.

Please sign, date, and return this page. Thank You!

I have read the PlayWorks Child Center CoVID 19 Guidelines and Procedures. I agree to follow the policies that are outlined. I understand that failure to follow these guidelines could cause my child to lose their spot at PlayWorks.

Printed Name: _____

Child's Name: _____

Signature: _____

Date: _____