

## **Wyoming Valley Children's Association Pandemic Health/Safety Plan Policy and Procedures**

Wyoming Valley Children's Association intends to fully re-open for the 2020-2021 school year for all students and staff with the health and well-being of our staff, children, families and community our highest priority. The following COVID-19 Health and Safety Policies and Procedures have been adopted to ensure Wyoming Valley Children's Association follows CDC guidance and the Department of Education guidance to the best of our ability and implement disease control measures to protect our staff, children, families and community. All are encouraged to take every day preventative actions to prevent the spread of respiratory illness.

WVCA's health and safety plan will be distributed to staff at in-service days and families prior to the beginning of school with enrollment paperwork via e-mail. A hard copy will be available at the administrative office and kept on file by the Executive Director and Education Supervisor.

This plan is subject to change and any questions should be addressed to Nina Zanon, Executive Director or Silver Canfield, Education Supervisor.

### **Drop-Off and Pick-Up Procedures**

Drop-Off and pick-up times will be staggered and utilize both the front and back entrance to reduce the number of children entering at one location. Children will be met outside by staff and screened at the door prior to entering the building. Families will be assigned a drop off time and location prior to the start of school.

- ✓ Ideally, 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.
- ✓ If more than one Drop-Off/Pick-Up person is outside waiting, please wait in your vehicle until they are gone or remain 6 feet away from each other as indicated by markers (black lines of pavement) while waiting for a staff person.
- ✓ When picking-up your child please ring the bell and give the staff your name and your child's name and someone will bring them out to you.

## **Transportation**

Transportation services will be running and are provided through Early Intervention and the child's home school district. Transportation services may have other procedures to follow and we will work with these services to help maintain the health and safety of our children.

## **Daily Screening**

All staff, children and essential visitors will be required to wash their hands or use hand sanitizer at the entrance prior to entering the building as well as get their temperature taken with a non-contact thermometer.

- ✓ Screenings will be completed by Administrative Staff or the School Nurse
- ✓ Persons who have a fever of 100.4°F (38.0°C) or above or other signs of illness should not be admitted to the facility.

## **Visitors**

Non-essential visitors (ex. Postman, tuition payments, etc.) will be met at the door and not permitted into the building.

- ✓ Essential visitors are those deemed necessary for the daily operation of our program (maintenance, State/City personnel, etc.) or those individuals who provide services to children for their health and safety (nurses, BT's, TSS, etc.).

## **Facial Masks/Covering**

WVCA staff and essential visitors are mandated to wear a face mask when caring for children or unable to properly social distance in a common area of the building unless they fit an exception based upon health related issues. Disposable face masks will be provided as needed to all staff, children, and essential visitors at the screening station.

- ✓ Face masks/coverings must cover the nose and mouth and can be made of a variety of synthetic or natural fabrics. Coverings should be appropriate and not depict any inappropriate language, violence, or other scene not suited for the use with children.
- ✓ Staff isolated in their personal office space, which is not shared with any other individual and at least six feet apart from another person do not need to wear face coverings.

WVCA encourages the use of face masks for children over the age of two (2) and for those who are able to tolerate it. Please keep in mind that if you would like your child to wear a mask, staff

will encourage wearing it, however we will not force a child to wear it or restrain a child to apply it.

- ✓ Children with exceptions: developmental delays, mental health conditions, disabilities, etc. will not be forced to wear a mask and no consequence will be given to those who do not.
- ✓ Individuals are not required to show documentation that an exception applies

### **Handwashing**

Proper handwashing will be practiced by all staff, children and essential visitors. Posters will be placed by sinks to demonstrate proper handwashing techniques. Hand sanitizers may be used in place of handwashing by adults and children with supervision.

- ✓ Sanitizer must be at least 60% alcohol
- ✓ Sanitizer must be kept out of the reach of children
- ✓ For young children adult must apply small amount of sanitizer on child's palm and fingers and rub it on the skin until it is completely absorbed or dries
- ✓ Older children can apply by themselves with direct adult supervision

### **Routine Schedule for Cleaning, Sanitizing, and Disinfecting**

Wyoming Valley Children's Association takes the cleaning, sanitizing, and disinfecting of the facility seriously to reduce the spread of disease. We use an EPA registered and approved disinfectant for the use against the human coronavirus to maintain a safe environment.

The cleaning of our facility is top priority to ensure everyone's safety so we have created a vigorous cleaning schedule (see attached) to be completed throughout the day and contracted an outside cleaning company to maintain cleanliness after hours.

### **Social Distancing**

WVCA staff should try to adapt their schedule and classroom environments to the best of their ability to promote social distancing.

- ✓ Examples include: sitting children every other chair, splitting circle time, allowing less children present in an area.

- ✓ When/Where possible arrange desks in classrooms to promote social distancing and so they all face the same direction.

### **Toys/Classroom Materials**

Teachers should decrease the number of toys and classroom materials that are accessible to children and should be limited to those that which are easily cleaned.

- ✓ Soft materials such as dress-up clothes, soft baby dolls, stuffed animals, etc. should be removed from the environment.
- ✓ Sand\* and water play is not permitted in the classroom due to the inability to properly clean and disinfect after use.
  - Sand may be used by children if they have individual containers that are used solely by them.
- ✓ Children's books, like other paper-based materials such as mail and envelopes, are not considered high risk transmission items and do not need additional cleaning or disinfecting procedures.
- ✓ Teachers should limit the need to share materials among students. When possible provide children with individual items stored in their cubby (ex. Crayons, pencils, markers, colored pencils, etc.).

Toys that are put in a child's mouth should immediately be removed from the environment and set in a separate bin for cleaning.

### **Lunch/Recess**

Lunch and recess times will be staggered and utilize all available classrooms and play space as needed to reduce the number of children grouped together and maintain social distancing.

### **Gross Motor Play Area**

Gross Motor areas are to be used by one group of children at a time. Classrooms will not be permitted to mix or overlap in their designated times. Times will be adjusted to allow for cleaning and travel throughout the building without mixing groups.

- ✓ Sand and Water will not be used during the COVID-19 pandemic

- ✓ After leaving the gross motor area each group will be responsible for sanitizing the area/toys for the next group to use.

## **Travel**

To ensure that we are keeping all staff and children safe anyone who has traveled to an area where there are high amounts of COVID-19 cases, it is required that you stay home for 14 days upon return to Pennsylvania. If you travel to the following states, you will need to quarantine for 14 days upon return:

- Alabama
- Arizona
- Arkansas
- California
- Florida
- Georgia
- Idaho
- Iowa
- Kansas
- Louisiana
- Mississippi
- Missouri
- Nevada
- North Carolina
- Oklahoma
- South Carolina
- Tennessee
- Texas
- Utah
- Wyoming

## **Children and Staff Who Become Sick at the School**

Anyone who has become sick while at school is to be sent home as soon as possible. Children and staff who are showing symptoms of being sick, especially those with respiratory symptoms should be kept separated from other people until they are able to be picked up/leave.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. People with these symptoms should remain home and remain in contact with your doctor and the school:

- ✓ Fever 100.4°F (38.0°C) or higher, now or in the preceding 48 hours
- ✓ Cough
- ✓ Sore Throat
- ✓ Fatigue
- ✓ Nausea or Vomiting
- ✓ Diarrhea
- ✓ Congestion or Runny Nose
- ✓ Muscle or Body Aches
- ✓ Headache

If there is a positive case of COVID-19 at the school, Executive Director or Education Supervisor will notify the Pennsylvania Department of Health immediately at 1-877-724-3258. These officials will assist in determining the necessary steps for the school.

- ✓ Children and most staff will be dismissed for 2-5 days. Local health officials' recommendations for the scope and duration of school closing will be made on a case-by-case basis using the most-up-to date information about COVID-19 and the specific cases in the community.
  - During this short-term closure local health officials' can gain a better understanding of the COVID-19 situation and deem whether an extended closure is needed to stop or slow the spread of COVID-19.
  - During this closure the entire school will be sanitized and cleaned thoroughly before re-opening occurs.
- ✓ Wyoming Valley Children's Association will coordinate with local health officials' to communicate closure to staff and families.
- ✓ Children and staff may return to school when they have been symptom free for 48 hours or cleared to return by a health care professional.
  - In the case of a COVID-19 positive child or staff local health officials' will deem when it is safe for them to return to school.

### **Remote/Virtual Learning**

In the event that Wyoming Valley Children's Association needs to provide services through digital means we will provide early education in partnership with families through enrichment activities, instruction, and support services as needed. WVCA will communicate with families on a regular basis to provide for families to the best of our ability during this time. Our plan is for children to maintain the skills that they have gained throughout the year until services can resume.

\*See Attached Continuity of Education Plan