

Jane Munn School
8131 Ridge Avenue
Philadelphia, PA 19128
215-483-9024

COVID 19 Health and Safety Plan

WELCOME

The Family Handbook Addendum will serve as an emergency plan for COVID-19. This plan was designed in consultation of guidance and policies issued by the Office of Child Development and Early Learning (OCDEL), Pennsylvania Department of Health (DOH), Philadelphia Department of Public Health (PDPH), and complies with the Center for Disease Control and Prevention (CDC) guidelines. We will continue to monitor guidance, requirements, and recommendations for the agencies listed above by registering for email distribution lists and checking their websites daily. Depending upon the public health conditions in any county within our area, there could be additional actions, orders, or guidance provided by the agencies above impacting child care operations and causing them to cycle back and forth between less restrictive to more restrictive requirements which may occur as public health indicators improve or worsen. In conjunction, we will monitor this Health and Safety Plan throughout the year and it will be updated as needed. All updates will be posted on our website and sent to parents via email.

The Health & Safety COVID-19 Coordinator at Jane Munn School will be the Center Executive Director (CED), Jane Munn. The CED will facilitate the planning process, monitor implementation of this COVID-19 Health & Safety Plan, and continue to monitor the local health data to assess implications for child care operations and potential adjustments to the COVID-19 Health and Safety Plan.

The Director, Anne Rampone, will assist the Center Executive Director and staff in the implementation of the key strategies, policies, and procedures herein.

All parents and staff should be mindful that if there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a child care population. The goal is to keep transmission as low as possible to safely continue care activities.

Lastly, to ensure that your child and family can meet the needs of our COVID-19 time at Jane Munn School is as enjoyable and comfortable as possible please bring the following items:

- **Two** complete change of seasonal clothes (including socks) in a small, clear plastic shoe box.
- **A pair of center shoes in a small, clear plastic shoe box. These will be sprayed daily with disinfectant and/or sanitizer.**
- **FOUR (4) child size masks for all children over the age of 2 years. These will be laundered daily at the center.**
- Unless purchased from the center, a child-sized blanket for rest or nap AND a small fitted crib sheet for your child's mat. **These will be stored in individual laundry bags and laundered weekly at the center.**
- An x-large bib for toddlers
- Non-Aerosol sunscreen and the permission form. Sunscreen stick would be ideal.
- Diapers and wipes if necessary (Pull-ups are only permitted with adhesives sides)
Lunch/snack that is completely disposable

- Family picture

Always label everything with your child's name._

Thank you for your cooperation and feel free to contact Center with any questions._

Sincerely,

Jane Munn
Executive Director

ENROLLMENT POLICY

Due to the nature of COVID-19 transmission and health and safety guidance, class size will be limited to practice social distancing.

In the event the center remains open throughout a Public Health Emergency such as COVID-19, enrollment will be limited and services could be terminated for some children to meet limited class size requirements.

In the event the center closes for an extended period of time, any family who did not honor the Tuition Policy presented herein at the time of closure must pay their past due balance before being considered for enrollment.

REOPENING AFTER CLOSURE

Re-opening date: 07/13/2020

Phased-In Enrollment After Closure

Week 1 – a maximum of 40% of our previous enrollment will be permitted to enroll giving priority to those listed above. Payment for services will be due in full for all returning families. Families awaiting enrollment during this time are not required to pay tuition.

Week 2 – a maximum of 50% of our previous enrollment will be permitted to enroll giving priority to those listed above. Payment for services will be due in full for all returning families. Families awaiting enrollment during this time are not required to pay tuition.

Week 3 – a maximum of 60% of our previous enrollment will be permitted to enroll giving priority to those listed above. Payment for services will be due in full for all returning families. Families awaiting enrollment during this time are not required to pay tuition.

Week 4 (August 3) – Enrollment will be based upon child care space occupancy that allows 6-feet of separation among children in care and staff throughout the day, to the maximum extent feasible or promotes social distancing through grouping (see Social Distancing policy herein). Payment for services will be due in full for all returning families.

- A portion of tuition will be required to keep a child's space open if a later date of enrollment is requested:
 - 25% of tuition will be due for week 4 (Aug 10) to enroll on week 5
 - 50% of tuition will be due for week 5 (Aug 17) to enroll on week 6
 - 75% of tuition will be due for week 6 (Aug 24) to enroll on week 7
 - 100% of tuition will be due for week 7 (Aug 31) and every week thereafter to maintain child's continued enrollment whether they attend or not

*all spaces where a portion of tuition is paid will be guaranteed and open to enroll at any time throughout the process. Tuition in full will be required on the day the child begins attending care. Drop in services may be available during this time at a specific daily rate.
- At any time throughout week 4 to 7 a family fails to pay the designated portion of tuition cost due, their space can and will be given to a family on the waiting list and enrollment will not be guaranteed.

- All families will receive notification via email of this occurrence and will have 24 hours to respond and claim their child's space.

These tuition policies will remain in effect to maintain the financial stability of Jane Munn School. These tuition policies may be altered if grants and/or subsidies are received by Government agencies to aid in the financial operations of the agency.

All other Tuition Policies from Jane Munn School Family Handbook remain in effect at all times.

There is no credit for payments due given for scheduled school holidays, child vacations, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Enrollment Forms:

Prior to the child's attendance, all forms must be updated including but not limited to:

1. Updated Emergency Contact Form
2. Updated Tuition Express Form
3. COVID-19 Acknowledgment/Disclosure
4. City of Philadelphia COVID-19 Acknowledgment/Disclosure
5. Updated Parent Agreement (Contract)
6. Updated Health Assessment (if applicable and able to get an appointment). The parent or legal guardian will be given 45 days to obtain the required health services before the child is considered for exclusion from the program. A copy of the appointment card is required, or notification from his/her doctor stating well-visits are being postponed until after the Pandemic.

All incomplete forms will be returned to the parent or legal guardian for completion prior to the child's first day of attendance.

The Enrollment Application and Parent Agreement are not meant to serve as contracts guaranteeing service for any duration.

Jane Munn School reserves the right to dismiss any parent or child at any time with or without cause. However, continued enrollment at Jane Munn School is contingent upon the parent's and child's adherence to the policies and procedures of Jane Munn School as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

According to PA Department of Human Service requirements, the Parent Agreement and Emergency Contact forms must be updated every six (6) months. Parents are required to notify Jane Munn School **immediately**, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program.

PARENT'S RIGHT TO IMMEDIATE ACCESS POLICY

Parents of a child in care are entitled to immediate access, without prior notice, to their child whenever they are in care at Jane Munn School, as provided by law.

In an effort to limit exposure of illness during an ongoing Pandemic, parents will not be permitted IN the center except in the case of an emergency. Each emergency situation that requires a parent have immediate access into the center will be at the discretion of the Center Director. Parents must have prior approval either verbally or via email to enter the center. All parents who are permitted to enter the center **MUST WEAR A FACE MASK AT ALL TIMES** and be subject to screening procedures (temperature, disclosure, etc.). If a parent requires immediate access to their child that deviates from his/her scheduled drop/off and pick/up times, he/she must call the center (215-483-9024) upon arrival to the front gate to request that their child is brought out of the center (please see drop-off/pick-up procedures for changes regarding schedules).

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Jane Munn School must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Jane Munn School, **both** parents shall be afforded equal access to their child as stipulated by law. Jane Munn School cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Jane Munn School suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's.

Visitors will not be permitted at Jane Munn School at any time during a Pandemic.

PLEASE NOTE: In the next several pages you will see references to Pro Care Connect. This is an app that is an extension to our recently installed Pro Care Software System. It will be up and running within the next few weeks. In the meantime we will continue communication through the Gmail or a phone call at nap time from 1:00 to 2:30.

ARRIVAL PROCEDURES

Before or upon arrival at Jane Munn School, parents will be required to sign in their child to the Pro Care Connect. Parents are required to enter all drop-off information, answer all Pandemic related questions (COVID19 questionnaire), sign, and save the entry. Parents are required to wear a mask on the grounds at all times. This includes in the play yards, and while walking children to our entrance, and/or waiting outside.

Drop off and pick up of children will be on a staggered schedule and will take place outside of the Center at the front door.

There are three different drop off/pick up schedules: 8-4:30, 8:30-5, and 9-5:30. The schedule assigned to your child will be based on staff schedules in order to have the same children with the same staff person all day. Individual schedules are located on individual family Parent Agreements.

Drop Off Procedures:

Beginning with the group designated for 8am drop off- cars will line up along Ridge Avenue starting at the front gate (please do not pull in front of the car parked at the front gate) and as needed continue the line of cars along our loading zone on Crestview. We suggest you come up Crestview from Henry Avenue and pull up behind the cars already in line.

Miss Anne (or other designated staff person) will be outside or at the front door to conduct the initial daily screening and will indicate to the parent in the first car that they can bring their child into the yard. Children are to be escorted by their parent or the adult dropping the child off to the Yellow "Hugs and Kisses Line" on the front walkway. We will conduct the temperature check and brief daily COVID-19 symptom checklist. Goodbyes will be said, staff person will escort child into the building, shoes will be changed and children's hands will be sanitized. Parent should then proceed to their car and pull away so the next car can pull up.

Parents and children should wait in the car until they pull up to the gate for their drop off screening. As cars pull away the line should pull forward. This will continue until all children are checked in.

Please do not arrive prior to your designated drop off time...if you get in line too early you will be asked to pull away and wait until we finish checking in the group ahead of you. In theory it's kind of like waiting in the drive thru line at McDonald's or CVS and we will do our best to make it as easy as possible.

Drop off's may be delayed if there is a severe storm in the area that includes lightning and/or high winds.

If it is raining/snowing when you arrive to drop off your child, please remain in your car and we will conduct the question portion of the Screening Tool over the phone. When you have pulled up to the gate for your turn, Miss Anne or other designated staff person will signal for you to call the Center and we will ask you the screening questions. Once we've completed the questions it would be helpful if you could drop off your child's lunch first, then bring your child to the hug/kiss line for the brief temperature check. On days it is raining...or if we have a line of cars waiting for drop off if, you have questions or messages for teachers please send an email prior to or after dropping off.

Pick up

The safety rule in regard to severe storms will apply at pick up also. Please remain in your car and wait to pick up your child until any severe storms pass by...no late fees would apply in this situation.

If it is raining/snowing when you arrive to pick up your child please call the Center when it is your turn at the front gate to let us know you have arrived. Remain in your car until you see staff bring your child onto the front porch. You can then exit your car and come up the sidewalk to meet your child at the bottom of the steps.

A few general reminders: For everyone's health and safety please remain in your car until it is your child's turn to be picked up. Some parents are not getting in the car line and parking on Crestview

and walking around to the front gate or getting out of the car before the previous child has gotten in their car. This is causing an issue with the ability to adhere to the social distancing guidelines.

Please try not to touch the front gate. We are keeping it propped open as long as the children are not playing outside. If the children are playing outside at pick up, a staff person will escort your child to the gate and open it for them. Do not pull it shut when you leave.

If you arrive for pick up and no one is outside or on the front porch please call to let us know you have arrived. This eliminates the need to ring the doorbell which has to be wiped with a disinfectant wipe when it's touched.

We strongly recommend that children are dropped off and picked up by the same person each day. The pick-up and drop-off person can be a different parent (guardian 1 drops off, guardian 2 picks up), but we also strongly recommend that the persons dropping off and picking up are not in a high risk category.

Some children exhibit separation anxiety when it is time for their parent to leave. Jane Munn School believes it is best for parents to tell the anxious child upon arrival the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee **present at the door** will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer a parent of an anxious child prolongs the departure, the more anxiety the child is likely to feel. The professional employees of Jane Munn School are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day in the Drop-Off Information section of the Procure Connect App. The parent must present the special instructions in the form of a scanned letter and discuss them with either the child's teacher or Center Director via email or messaging in Procure Connect. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of which the child care providers should be aware to best meet the needs of your child throughout the day.

Parents are required to feed their child breakfast **prior** to arriving at the center.

Notification of Absence

Parents are required to inform the center by 8:00 a.m. if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our staff to keep track of any illnesses, which may occur at our center. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once

again, only the communicable disease information will be shared. Jane Munn School will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the center by 9:00 a.m. so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

Agency's Right To Refuse Admission

Jane Munn School reserves the right to refuse admission to any child at any time with or without cause.

Jane Munn School strives to maintain a list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. **Refusal will be based on a rotating basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms due to child care space occupancy allowances and social distancing. All parents will be notified via text or through Procure Connect if they will be refused admission for the day by 7am.**

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate child care occupancy allowances during COVID-19.
2. The need to maintain compliance with Licensing Regulations
3. Staff deems the child too ill to attend.
4. Domestic situations that present a safety risk to the child, staff or other children enrolled at Jane Munn School if the child were to be present at the center.
5. Parent's failure to maintain accurate, up to date records.
6. Parent's failure to complete and return required documentation in a timely fashion.
7. Failure to pay required tuition in a timely manner.
8. Failure to provide adequate daily supplies (i.e. diapers, wipes etc.).

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.

PICK UP PROCEDURES

Your child can be picked up at any time as long as it is on or before their scheduled time. If you child's schedule is 8am-4:30pm -they must be picked up by 4:30pm, if it is 8:30am -5pm they must be picked up by 5pm, 9am-5:30pm must be picked up by 5:30 pm or **late fees will apply:**

If the children are outside:

Cars will pull up to the gate or pull behind those already in line to pick up. Designated staff person will identify parent in the car parked at the gate and will escort the child onto the porch to change their shoes and retrieve any belongings. Once your child enters the porch you can get out of your car, wait outside the gate and your child will be brought to you. Please do not open the gate...the designated staff person will open the gate when they bring your child to you. We ask that you place your child in their car seat as quickly as you can and pull away so the next car can pull-up.

If the children are not outside:

Pull up to the gate or pull behind those already in line to pick up. There will probably be a staff person outside or on the porch who will identify you and call for your child to get ready to leave. If you do not see a staff person, you will need to call the Center to let us know you are outside waiting. Please remain in your car until you pull up to the gate and your child is brought out to you.

The designated staff at the entrance will sign each child out of care on the Procure Connect App after the child has been received by his/her guardian at the front gate.

The safety rule in regard to severe storms will apply at pick up also. Please remain in your car and wait to pick up your child until any severe storms pass by...no late fees would apply in this situation.

If it is raining/snowing when you arrive to pick up your child please call the Center when it is your turn at the front gate to let us know you have arrived. Remain in your car until you see staff bring your child onto the front porch. You can then exit your car and come up the sidewalk to meet your child at the bottom of the steps.

A few general reminders: For everyone's health and safety please remain in your car until it is your child's turn to be picked up. Some parents are not getting in the car line and parking on Crestview and walking around to the front gate or getting out of the car before the previous child has gotten in their car. This is causing an issue with the ability to adhere to the social distancing guidelines.

Please try not to touch the front gate. We are keeping it propped open as long as the children are not playing outside. If the children are playing outside at pick up, a staff person will escort your child to the gate and open it for them. Do not pull it shut when you leave.

If you arrive for pick up and no one is outside or on the front porch please call to let us know you have arrived. This eliminates the need to ring the doorbell which has to be wiped with a disinfectant wipe when it's touched.

Parents must check the Procure Connect App daily for notifications from teachers and/or administration.

Parents are required to sign any incident/accident reports from the day on the Procure Connect App. The classroom teacher will briefly discuss the matter via the Procure Connect App with you. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule a phone meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time at the request of the parents.

At enrollment and every six (6) months thereafter, parents will be presented with an Emergency Contact/Persons To Whom The Child May Be Released form. Parents are encouraged to include on this form any and all persons, who in the course of events may at one time be asked to pick-up their child from Jane Munn School. Parents do not need to be listed on this form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

The persons on the Emergency/Alternate pick-up form will be asked to provide picture identification. **In the event an alternate person picks up the child, a parent is required to sign any documents on the Procure Connect App and read any notifications and/or updates.**

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing, be dated and signed, and sent electronically to the Center Director prior to releasing the child. Only custodial parents have the right to make changes or additions to this form.

LATE PICK-UP

In order to contact trace and decrease exposure of viruses in our population, children can only be in care while his/her designated teacher is scheduled. Therefore, late pick-up will not be permitted. If a late pick-up happens as a result of an emergency, the parents will be required to pay \$5.00 per minute after their child's designated pick-up time. Parents will not be charged if the parent is at JANE MUNN SCHOOL, waiting in line, and pick-up is delayed due to unforeseen circumstances caused by JANE MUNN SCHOOL pick-up procedures.

NOTE: This policy will be strictly enforced.

A child's services will be terminated should the child be picked-up late, or left in care longer than his/her designated schedule, on two occasions in one school year regardless of the reasons for the late pick-up and or long attendance. It is the parent's responsibility to ensure that someone (either a parent or Person To Whom The Child May Be Released) is available to pick up the child on time.

EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

In the event of severe weather conditions or other emergency situations, there may be times when Jane Munn School will be closed. Emergency closing is at the discretion of the center Executive Director.

An email will be sent out regarding closing the center for emergencies and/or inclement weather.

Should the center need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person, at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of 10 school days or less. If the closure extends beyond 10 school days, parents will have any unused tuition refunded within 30 days.

PARENT/TEACHER CONFERENCES/COMMUNICATION – via telephone or in-person outdoors.

Parents are invited to participate in a "Getting to Know You Meeting" with your child's teacher within 45 days of enrollment. Parent-teacher conferences are scheduled in November and May of each year to review the developmental progress of your child. In addition, at any time you may request a meeting with your child's teacher/or the Center Director to discuss any matter concerning your child's

development and participation at the center. A better understanding of your child (ren)'s experience contributes in a positive way to reinforcement and carry-through at home.

Communication between center personnel and parents is critical. We pride ourselves in our commitment to communicate with you on a daily basis. We appreciate your sharing with us any insight into your child's life that could encourage and facilitate his or her development at the center. If you have any questions or problems concerning important health issues such as discipline, feeding, toileting, changes in health or eating habits, etc. that may require some time to discuss, please arrange for a phone conference or personal conference OUTDOORS.

Toddler parents receive information via Procure Connect that will outline your child's activities and basic routines. This includes amount of food eaten, diaper changes, length of time of naps, inventory of supplies (diapers, wipes, ointments) and brief assessment of your child's general temperament and disposition.

In addition, we post in Procure Connect for all our preschool families information of your child's daily happenings. In the event that a teacher is absent, every effort will be made to post a substitute note in the affected classroom.

Teachers and families are encouraged to share information in the Procure Connect App.

COVID-19 HEALTH AND SAFETY

FACE COVERINGS

STAFF

- All staff will be required to wear face coverings (masks) at all times.
- All intake staff receiving or delivering children from families at the Jane Munn School entrance will be required to wear a mask and a face shield.
- Staff will be provided with two (2) reusable face masks from Jane Munn School administration. Face masks will be laundered daily.
- Professional Development on the proper use of face coverings will be completed by all staff from the Childcare Education Institute: *HLTH111: Safety Practices for Child Care Programs in the Face of COVID-19*.
- Compliance will be monitored by the Center Director and designated staff person.

GUARDIANS

- All parents/guardians dropping off and/or picking up children, and/or entering the building in the event of an emergency will be required to wear face coverings while on the grounds .

CHILDREN

- All children 2 years of age and older will be encouraged to wear face coverings while in care at Jane Munn School . Children 2 years of age and under should not wear face coverings. Children eating or napping should not wear face coverings.
- Children who are able to wear face coverings will be encouraged throughout the day to wear masks without excessively touching it or removing it. We will be introducing curriculum activities that will make mask wearing fun.

- If a child is outdoors and able to consistently maintain a social distance of at least 6 feet from individuals who are not a part of their household, they do not need to wear a mask.
- If a child 2 years and older is unable to remove a face covering without assistance, the child is not required to wear one.
 - The Department of Health recognizes that getting younger children to be comfortable wearing face coverings and to keep them on may create some difficulties. Under these circumstances, parents, guardians, licensed child care providers in community-based and school settings or responsible persons may consider prioritizing the wearing of face coverings to times when it is difficult for the child to maintain a social distance of at least 6 feet from others who are not a part of their household (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper face covering size and fit and providing children with frequent reminders and education on the importance and proper wearing of cloth face coverings may help address these issues.
 - Teachers and the Director will monitor children wearing masks and inform you of their progress through Procure Connect, email, and/or phone communication.

*Signs will be posted in all classrooms, hallways, foyers, and entrances to the center.

CLEANING, SANITIZING, DISINFECTING, AND VENTILATION

- Surfaces and objects that are frequently touched, especially toys and equipment will be routinely cleaned, sanitized and disinfected. This includes, doorknobs, light switches, classroom sink handles, countertops, nap mats, toilet areas, tables, chairs, cubbies and playground equipment.
- Every classroom will have a schedule for cleaning and disinfecting.
- All cleaning materials will be safely kept out of the reach of children.
- All toys will be washed at least daily and before and after use if possible.
- Children's bedding and mats will be kept separate in bags and labeled with their names. Bedding will be cleaned weekly and mats sanitized weekly.
- Soft toys that cannot be easily cleaned will not be used at this time.
- Toys that are mouthed or otherwise contaminated will be set aside to be cleaned and sanitized by staff wearing gloves.
- Children's books and other paper based materials are not considered a high risk for virus transmission and do not require additional cleaning or disinfection.
- Diapering Procedures will follow the guidelines in Caring for Young Children and include staff washing their hands and the child's hands before changing. (Appendix 1: Diaper Changing)
- All children, staff and teachers will engage in hand hygiene during the following times: Arrival to the center, after breaks and transitions, before and after preparing food or drinks, before and after eating, handling food or feeding children, before or after administering medication or medical ointment, before and after diapering, after using the toilet or helping a child use the bathroom, after coming in contact with a bodily fluid, after playing outdoors or in the sand and after handling trash. (Appendix 2: Hand Washing)
- Hands are washed with soap and water for at least 20 seconds. If hands are not visibly dirty alcohol-based hand sanitizer with at least 60% alcohol can be used if soap and water are not readily available. Children are supervised when they use hand sanitizer to prevent ingestion. Teachers assist children and infants with handwashing.

- As teachers of young children it is important for us to comfort children who are crying or upset. It requires that we hold children and when possible when washing feeding or holding very young children teachers will protect themselves by wearing smocks or extra-large button-down, long sleeved shirts and wearing long hair up off the collar in a ponytail or other updo. This will also be the case with toddlers.
- Adult bathrooms will be cleaned, sanitized, and disinfected following each use. A schedule will be on the outside of each door. Each use must be documented on the schedule and next use must be following the appropriate contact time for disinfectant.
- Outdoor play yards will be used by one class at a time on a rotating basis.
- Outdoor play structures will be cleaned and high-touch toys, such as bikes, will be cleaned, sanitized, and disinfected between use by each class and/or child.
- Children's clothes that have body secretions must be changed and the contaminated clothes will be placed in a plastic bag to take home to wash.
- Cleaning, Sanitizing, & Disinfecting will be monitored by the Center Director. Weather permitting classroom windows will be opened or air conditioners will be turned on to provide continuous ventilation throughout the building.
- Staff will read the *OCDEL Interim Guidance for Certified Child Care Facilities Operating during Novel Corona Pandemic* to train for these practices.

*Schedules will be posted in all classrooms, hallways, foyers, and communal spaces in the center.

SOCIAL/PHYSICAL DISTANCING

- Staff will be trained in the proper use of facemasks and how to practice physical distancing (6ft) when possible. Training will include:
 - *OCDEL Interim Guidance for Certified Child Care Facilities Operating during Novel Corona Pandemic* and
 - Childcare Education Institute: *HLTH111: Safety Practices for Child Care Programs in the Face of COVID-19*.
- All classes will include the same group each day and the same teachers will remain with the same group each day; operating hours will coincide with teacher schedules – 8.5 hours maximum with staggered drop off/pick up (8:00am-5:30pm):
- Room size will be divided by 45 cubic square feet per person to determine the number of persons per group (staff included). Staff and children will be separated within the building by assigning them to an "upstairs cohort" and "downstairs cohort".
- All special events that involve large gatherings will be cancelled.
- Activities will be modified to limit possible virus transmission. For example more outside activities and curriculum will be implemented. Materials, toys and equipment will be used that are easy to disinfect.
- At nap time children's mats or cribs will be spaced out as much as possible and placed head to toe to further reduce potential for virus spread.
- Drop off and pick up of children will be outside the Center at the front door and grouped by class. Only staff and enrolled children will be allowed in the Center; no therapists and/or volunteers will be permitted access to Jane Munn School.
- Staff will be permitted in the staff lounge as space provides in accordance with social distancing guidelines. Seats available will be 6 feet apart and away from the entrance. Seats that cannot be used will be taped off to avoid contact less than 6 feet apart.

MONITORING CHILDREN, GUARDIANs, AND STAFF HEALTH

- Children and staff will be screened daily upon arrival outside the front entrance by the Center Director or designated staff person. Anyone with a fever of 100.4 F or above will not be admitted to the Center. Anyone showing other signs of the illness such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, diarrhea, congestion or runny nose, nausea or vomiting, feeling feverish or known close contact with a person tested to have COVID-19 will not be admitted.
- Children and staff will change into 'center only' shoes.
- ~~After the screening and their hands are sanitized, children will be escorted to their classrooms~~ by staff where teachers will assist children with washing their hands.
- After screening, staff will place all personal belongings in their lockers, wash hands, and report to their designated classroom.
- 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.
- All participants will be screened every 2 hours to continuously monitor their health.
- If a participant exhibits any of the above symptoms and/or has a fever above 100.4 F, they will be taken to the designated SICK ROOM (first floor back room) and be supervised by a designated staff wearing clean Personal Protective Equipment. **The child must be picked up from the center within 30 minutes using the rear exit.** The SICK ROOM will be cleaned, sanitized, and disinfected.
 - While waiting for a sick child to be picked up, a caregiver will stay with the child in a place isolated from others. If the child has symptoms of COVID-19, the caregiver should remain as far away as safely possible from the child (preferably 6 feet) while maintaining supervision. The caregiver should wear a cloth face covering. If the child is over the age of 2 and can tolerate a face covering, the child should also wear a cloth face covering.
- If a staff member exhibits any of the above symptoms and/or has a fever above 100.4 F, he/she will be asked to leave the premises immediately and/or quarantine in the SICK ROOM until arrangements can be made for his/her departure.
- If needed, Paramedics will be called.
- The Center Director or designated staff will report any suspected or confirmed cases of COVID-19 to the Department of Health and Child Care Certification for further guidance. Protocols will be followed as recommended by these agencies.

EXCLUSION CRITERIA FOR SYMPTOMS AND/OR CONFIRMED CASES OF COVID-19

The following pertains to all child care staff, household members residing in a group child care home, and children at a child care facility.

For confirmed positive COVID 19-cases:

- If the child is in care when the test results are confirmed positive, the child will be isolated until the appropriate party arrives to pick them up.

- Follow the “Discontinuing at home isolation” guidance below for timelines on returning to the child care setting.
- The facility will close for a period of 48 hours following the confirmed positive COVID-19 case of child or staff member in attendance so that the facility can be cleaned and disinfected properly.
- The Center Director will inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health as per 55 Pa. Code §3270.136(b), §3280.136(b), and §3290.136(b).
 - ***An outbreak is defined as a single positive COVID-19 case.**
- The facility will report positive COVID-19 cases to the Philadelphia Department of Public Health (PDPH) as per 55 Pa. Code §3270.136(d), §3280.136(d), and §3290.136(d). The facility must also report positive COVID-19 cases to the Pennsylvania Department of Human Services (DHS).
- The facility will inform child care staff of positive COVID-19 cases and require all PPE to be changed.

Exposure to a person who tests positive for COVID-19:

Exposure is defined as being within 6 feet of the individual who tests positive for COVID-19 for a period of 15 minutes or more. It also means coming into direct contact with droplets from a COVID-19 positive individual. Persons who test positive are considered infectious 48 hours before the onset of symptoms. Persons testing positive but do not have symptoms are considered infectious 2 days after exposure (if known) or starting 2 days before test date (if exposure is unknown).

If a staff person, household member, or a child is exposed to an individual who tests positive for COVID19:

- It is required that they self-quarantine for a period of 14 days based on the CDC guidance.
- If a child becomes ill at the facility, the Center Director or designated staff person will notify the child's parent as soon as possible.
- The Center Director will inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health as per 55 Pa. Code §3270.136(b), §3280.136(b), and §3290.136(b).
- The Center Director will report when a staff person, child, or household member is exposed to a positive COVID-19 case to the DHS and PDPH.

Discontinuing at home isolation:

There are different strategies for discontinuing home isolation. Options include a symptom based (i.e., time-since-illness-onset and time-since-recovery strategy) or test based strategy. Jane Munn School will utilize the strategy that is best for each individual situation and that maintains the health and safety of children in care based upon recommendations of DHS and the PDPH after each notification of illness.

Symptom-Based Strategy

- Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - At least 10 days have passed since symptoms first appeared.

Test-Based Strategy

- Individuals who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - Resolution of fever without the use of fever-reducing medications and
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
 - Negative COVID-19 test results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).

For Persons Who Tested Positive but have NOT had COVID-19 Symptoms in Home Isolation:

Time-Based Strategy

- Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.

If they develop symptoms, then the symptom-based or test-based strategy should be used.

Test-Based Strategy

- Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - Negative COVID-19 results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).

The symptom-based, time-based, and test-based strategies may result in different timeframes for discontinuation of isolation post-recovery. Any individual who becomes ill should contact their medical provider for advice or testing. For any individual who has been exposed to COVID-19 as described above, or who tests positive for COVID-19, follow the information outlined above.

Decisions regarding quarantine or isolation requirements of staff or children will be made by the Executive Director and the Center Director.

The Center Director will notify families of a confirmed staff or child illness or exposure and resulting changes to the Covid-19 Health and Safety Plan.

Other Considerations for Children and Staff

Vulnerable/High Risk Groups

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

- Staff members or teachers age 65 or older, or with serious underlying health conditions; ~~will be encouraged to talk to their healthcare provider to assess their risk and to determine if they should stay home.~~
Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If we have children with underlying health conditions, we will talk to their parents about their risk. We will follow children's care plans for underlying health conditions such as an asthma action plan.
- If you have children with disabilities, talk to their parents about how their children can continue to receive the support they need.
- All families and staff will read and sign the COVID-19 Public Health Emergency Special Program Attendance Acknowledgement and Disclosure, Employee Version or Family/Child Version.
- ~~Staff who are ill; have family members who have become ill; or have children whose~~ schools have been closed will be provided with information regarding Families first Coronavirus Response Act(FFCRA) and Cares Act: Relief for Workers Affected by Coronavirus Act Section 2102: Pandemic Unemployment Assistance

- **Staff Trainings**

. Implementing The CDC Guidance: Considerations for Open or Re-Opening Child Care Programs (CDC Version 4.21.20), June 24, 2020 PA Keys Website

- Recording, June 24, 2020 (YouTube)
- Slide Deck (PDF)

You Tube - Mask Wearing 101: How to Properly Use & Re-use a Mask
Handwashing Steps Using the WHO Technique A complete

guide to handwashing

ChildCare Education Institute (CCEI) HLTH111:Safety Practices for
Child Care Programs in the Face of COVID (request printed handout if
needed)

CHOP FAQ Re-opening Child Care Doors Safely (attached)

City of Phila Reopening Childcare Health and Safety

OCDEL Announcement: C-20-06 Revised July 8, 2020

OCDEL Child Care Facility COVID 19 Health and Safety Plan Template

City of Philadelphia **Safe Mode** Guidelines for Childcare and Early Education Centers During the
COVID-19 Pandemic

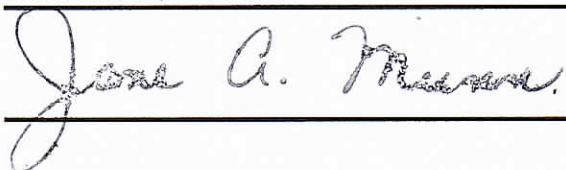
COVID-19 Health and Safety Plan Affirmation Statement

The Legal Entity for Jane Munn School reviewed and approved the Phased Child Care Facility Reopening Health and Safety Plan on July 21, 2020:

Affirmed on July 21, 2020

By:

Jane Munn, President



**Jane Munn School
8131 Ridge Avenue
Philadelphia, PA 19128**

**COVID -19 Health and Safety Plan
Family Acknowledgement**

I/We, _____, the parent(s)/legal guardian(s) of _____, acknowledge that I/We have received a copy of The Jane Munn School's COVID 19 Health and Safety Plan - PANDEMIC Family Handbook Addendum and have been given the opportunity to read the Plan and ask questions about and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Family Handbook are not conditions of enrollment, and the language does not create a contract between Jane Munn School and the parents. Jane Munn School reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Jane Munn School

8131 Ridge Avenue
Philadelphia, PA 19128

**COVID-19 Health and Safety Plan
Employee Acknowledgement**

I _____, hereby acknowledge that I have received a copy of The Jane Munn School's COVID 19 Health and Safety Plan - PANDEMIC Family Handbook Addendum and have been given the opportunity to read the Plan and ask questions about and understand the policies contained therein. Furthermore, I agree to abide by the policies set forth in the manual. Failure to abide by these policies could lead to disciplinary action up to and including termination.

Jane Munn School reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Signature: _____

Date: _____

Print Name: _____