

# Club All Day COVID-19 Operating Procedures

The J has put together these procedures in an effort to run a safe, healthy, and structured program for all its children and staff. Adherence to these procedures is paramount to having a successful program in which all children and staff are kept safe and healthy. While these times are uncertain, our goal is to provide our community with a safe and healthy place for all to learn, connect, and grow. These procedures have been developed with guidance from the Center for Disease Control, the State of Missouri, St. Louis County Department of Health, the J's Board Safety Committee as well as input from other child care professionals and our experience operating early childhood and camp programs. To the degree that any guidance is updated by these organizations, the procedures will be updated accordingly.

Operating Hours – Hours will be updated to 7:30am-6:00pm

## Admittance Procedures

All staff/families will be emailed a health screening the week prior to opening. This screening must be completed before the child will be admitted to the program.

- If a child has an unplanned absence, families will be required to re-submit the survey prior to being re-admitted to the program.
- If a staff member misses work, they will be required to re-submit the survey prior to returning to work.
- Signed hard copy –release will be required. The release will include an acknowledgement that they have read/received the updated policies and procedures and agree to abide by them, and requires families to report any new travel, onset of symptoms or exposure.

## Staff Health Screening

All staff must complete a comprehensive daily health screening before entering the building.

- Staff must wear a mask when reporting to work.
- Staff must wash hands before or immediately upon entering building.

## Drop Off Procedures

- Drop-off stations will be set up.
  - Parents are prohibited from entering the building.
  - Staff will greet the families from behind the drop off station.
    - Staff doing drop off will be in PPE gear.
    - Parents/guardian dropping off child are required to wear a face mask
- Daily Temperature check will be completed on each child
  - No-touch, temporal thermometer will be used. Temp will be logged with child's name, date and time. Anyone with a temperature of 100.4 or higher will not be admitted into the center, and exclusion policies will be adhered to.
  - Parents are asked to keep their children home if they are not feeling well. Especially if they exhibit any symptoms of COVID including:
    - A fever of 100.4 or higher
    - Shortness of breath or cough
    - Repeated chills or shaking
    - Muscle pain
    - Sore throat
    - New loss of taste or smell
    - Vomiting, nausea, diarrhea
    - Congestion or runny nose
  - Parents will be asked a series of questions related to COVID-19 exposure including:
    - Had contact with a person diagnosed with confirmed case of COVID-19 or symptoms?
    - Had contact with a person exhibiting symptoms of COVID-19 and awaiting test results?
    - In the previous 10 days, tested positive for COVID-19?

- After parent responds “no” to the screening questions, the child will be allowed entry to the center. The child will be walked directly into their designated classroom space by a staff member in PPE. Child must wash hands before or immediately upon entering building.
- If parent/guardian responds “yes” to any of the questions on the screening, they will be asked to return to their car and follow the exclusion guidelines.
- Drop off times will be limited to 7:30-8:00am
  - No admittance after 8:00am unless pre-arranged with site-director.
    - If you are unable to come at one of the designated times due to an emergency, please contact the office to make other arrangements (at the director’s discretion)

### Exclusion Policies

- **Child:** If a child begins to display symptoms of illness, requiring exclusion, s/he will be removed from the classroom and taken to a designated exclusion space, separate from the classroom. This space will be supervised by a non-classroom staff member to reduce potential contamination to the group. Child must be picked up immediately. We will call emergency contacts if the child is not picked up within 30 minutes. The child must follow the exclusion guidelines before being re-admitted to the center, including resubmitting the re-admittance survey.
  - Staff in exclusion space must wear PPE
- **Staff:** If a staff member begins to display symptoms of illness, requiring exclusion, s/he will be immediately removed from the classroom and asked to leave. They must follow the exclusion guidelines before being allowed to return to work, including resubmitting the re-admittance survey.
- **Types of Exclusion:**
  - Exposure to presumptive positive case of COVID-19 – 14 days (or per recommendation of local health officials)
  - COVID-19 symptoms:
    - Fever 100.4 or higher, cough, shortness of breath/difficulty breathing, sore throat, shaking/chills, new loss of taste and smell, muscle pain – Monitor for development of other symptoms and contact doctor. May return when both of the following criteria are met:
      - 72 hours after symptoms resolve without the assistance of medication, and
      - At least 10 days after onset of symptoms.
  - Other illness/symptoms (Any illness **without** COVID-19 related symptoms) – follow current exclusion policy. A doctor’s note may be required at Director’s discretion.

### Hand Washing & Sanitation Procedures

- **Handwashing:**
  - All staff and children will be required to wash their hands with soap and water upon entering/leaving the center.
  - Hand sanitizer will be provided to each classroom for use when handwashing is not possible.
  - Children must wash their hands throughout the day, including, but not limited to, when entering the classroom, returning from gym/outdoors, before and after eating.
  - Staff are required to follow all current handwashing procedures. In addition, staff must wash their hands after direct contact with a child. If staff member chooses to wear gloves, gloves must be discarded after contact with a child, and handwashing guidelines must still be adhered to.
- **Face Coverings:**
  - All staff are always required to wear a mask. The center will provide an appropriate face covering for all staff, but staff may choose to wear their own face covering. Staff must wear a face covering when entering/leaving the building. Face coverings must cover the mouth and nose. Non-disposable face masks must be sanitized daily.
  - Children are also required to wear face coverings while indoors or less than 6’ from others while outdoors. Masks must be clearly labeled with the child’s name. These face coverings must be provided by the family and will be returned home daily for laundering.
- **Sanitization and Disinfection:**
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products. Additionally, diluted household

bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing: • 5 tablespoons (1/3rd cup) bleach per gallon of water or • 4 teaspoons bleach per quart of water.

- A regular sanitization schedule will be made for all classrooms.
- High touch surfaces (door handles, tabletops, chair backs, toilet/sink handles, etc.) must be sanitized with approved cleaning solution frequently throughout the day.

### **Child and Staff Procedures**

- Large Gatherings - There will be no multi-group gatherings at this time.
- Child and Staff Groupings
  - Groups will be limited based upon the size of the room so that children can be placed at desks at least 6' apart as well as adhering to St. Louis County guidelines for room capacity.
  - Staff and children will remain in the same group in a designated classroom space. Group staff will not float to multiple classrooms in a single day. Children will not be moved from one group into another.
  - Staff must maintain social distance from each other (minimum of 6 ft of separation)
- When possible, maintain appropriate distance from children. Please restrict unnecessary hugging, hand holding, etc.
- Food Service Procedures
  - For those ordering lunch from the J, all food will be served by staff
  - Gloves and masks must be worn during food service.
- Water fountains will not be available for use. Families may provide water bottles. These bottles must be labeled with the child's name. These bottles must be taken home each day and sanitized before returning to the center.

### **Pick Up Procedures**

- Parents will use the PikMyKid app in order to facilitate pick up. Once on campus, they will indicate as much on the app and their child will be brought out to the car.

### **Unexpected Closing & Notification Procedures**

When a presumptive positive or possible exposure has occurred at the center, we might need to implement short-term closures. We will adhere to the following procedures:

- Immediately notify and coordinate with local health officials. These officials will help the center administration determine the appropriate course of actions for the center, which may supersede our protocols.
- If a child/staff has been exposed to a confirmed case of COVID-19, that person will be excluded from the program for 14 days. The classroom will not be notified.
- If there has been a presumptive positive or confirmed case of COVID-19 in the center, that child/staff member will require a doctor's note to be readmitted. Program participants will be notified, and the person's class/group will be excluded from the center for at least 2-4 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 exposure and to determine the best course of action, including whether to extend the exclusion period.
  - The exposed classroom/group space will be closed and we will wait for at least 24 hours before beginning cleaning and disinfection, to minimize exposure to respiratory droplets.
  - We will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces as soon as possible.