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**COVID-19 OPERATIONAL POLICIES & PROCEDURES**

*(Updated July 21st, 2020 - Implementation August 3rd, 2020)*

1. Operational Hours:

TLC Operational Hours return to normal - 7:00am-5:45pm, effective August 3rd, 2020.

**CRITICAL NOTE**: Parents must understand that by extending the operational hours, there will be a period of timeat the beginning and end of each day that we will have to combine classes. This means from 7:00-8:00am and 4:45-5:45pm the children who are on site will be combined with another class/staff member. This will only be during these specified periods of time and will involve combining the same children and staff members.

While combining classes will be limited, it is important that parents understand the exposure risk will still be greater during this time*.* If parents do not wish their children to be combined with any class other than their base group, they should plan to drop off after 8:05am-and pick up prior to 4:40pm.

We are asking that all families please complete the attached survey to sign up for an attendance shift. It will be important for families to select and adhere to this shift, so that we can ensure there is adequate staffing to handle the present capacity. The shift options will be 7:00am-4:45pm or 8:00am-5:45pm. Your child may arrive later than the start of their shift, but please note they cannot be picked up later as we will be planning staffing around the selected shifts. (Traditional Center late pick up fees will apply). Of course, they can always leave earlier than their selected shift time If you find that your current shift is not working and you need to change it, please contact the Center office to make adjustments to your shift. Adjustments will take one week to be implemented as our staffing assignments are made a week in advance, and changes will require adjustments.

<https://www.surveymonkey.com/r/S8GY89L>

\*\*\*If currently attending, please complete shift selection, by Thursday July 30th.

Also, please note that we understand many parents are working adjusted hours during this time. We continue to remain flexible on arrival times, but the following guidelines still apply:

1. If your child will not arrive by 9:30am, please call the center office at 919-846-0470 or email our main TLC account at tlcinformation@trianglecc.org so they can be included in the lunch count. Please do not email a staff member directly as their account may not be monitored that day.
2. All children must arrive no later than their regularly scheduled lunch time. This helps them adjust to the environment prior to rest time.
3. Drop off:

All drop-off procedures will take place under the portico area. Please exit your cars when in space 1, 2, or 3 and find your place in line. We ask that families complete the health screening pictured below prior to drop off (up to an hour). When you arrive staff will take your children’s temperature then escort them to classrooms. We highly encourage parents to use their own personal device to complete their child’s health questionnaire.

Note: In addition to the arrival health check, all children and staff complete a health check and rescreen temperatures every three hours while at the Center. This allows the Center Administration to detect any early symptoms that may develop throughout the day.

Health Screening URL

<https://forms.gle/Jw8vbXYr3DnE9J9o8>

We also ask that parents sign their children in to SmartCare using our newly provided QR code. You can open your SmartCare app and use this QR code to sign your child in and out.

SmartCare Sign IN/OUR QR Code

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1. Pick up:

We will continue to offer portico pick up. Please use the updated pick up tag provided from the Center. It needs to be hanging from your rearview mirror so that staff can identify you and your vehicle. Please follow the signage in portico area, sign your child out of SmartCare using the attached QR code and only exit your vehicle once your car is at the front of the line and staff are bringing your child to you.

However, we will make inside pick up available as well. However, to utilize inside pick-u, all parents must complete the health screening questionnaire/temperature check upon arrival. We also require that all parents wear a properly fitted face covering while inside the facility.

1. Please park in the main parking lot and enter the building thru the double doors.
2. To complete the health screening form on your own device (highly recommended) please use this link:

<https://forms.gle/2cqTBuv8zeaLahYW9>

1. A staff member will assist you with your temperature check, and/or completion of your health screening questionnaire.
2. After these steps are done, you will be cleared to go down the halls to the classrooms. Upon reaching the classroom, please do not enter the room itself just stand at the door. Staff will bring your child and their personal belongings for you.

\*\*\*PLEASE CONSIDER- In order to limit the back and forth trips many children sometimes need to gather all their items, we are asking all parents to consider investing in a backpack for their child. This allows staff to place all of their belongings inside, including paperwork, water bottles, clothing, etc.\*\*\*

1. Face Coverings:

All TLC staff, adult visitors, and children 6 years and older on site are required to wear face coverings when they are or may be within six feet of another person (unless a medical exception applies)

Please provide your own reusable cloth face coverings if you plan to enter the facility. We do have disposable ones available if needed, but these resources are limited, and we would like to preserve them if possible.

Children in our school age program must provide their own face coverings for use while at TLC. These face coverings should be made of cloth and be washed daily, or in between uses, in hot water and detergent.

While it is not mandatory, children between the ages of 2-5 are asked to wear face coverings, as long as they can reliably wear, remove, and handle the mask throughout the day. As stated above for school agers, please wash face coverings daily, or in between uses, in hot water and detergent.

Children under the age of two are never permitted to wear a mask. Also, anytime a child is napping or resting on their cot their facemask will be removed.

We ask that any child wearing a facemask, please have their mask attached to a lanyard with the child’s first and last name. The lanyard provides a safe and easy way to hang masks up properly when they need to be stored.

1. Child Placements:

Since the start of the pandemic, TLC has had to modify class assignments based on children who were enrolled/attending, and staff availability. For this reason, you will note that your child may be with a different teacher than originally scheduled.

Below are our current classroom assignments and staff placements. These are adjusted based on need and availability. Base staff are present 4 days a week.

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| **Pre-Covid Class Name** | **Covid Class Name** | **Base Staff** | **Location** |
| Infants | Infants | Pat | Suite 1 |
| Waddlers/Voyagers | Toddlers | Myrna/Jenni | Suite 4 |
| Navigators/Trail Blazers | Preschool 1 | Kayy/Kayla | Suite 3 |
| Seekers | Preschool 2 | Dee | Suite 7 |
| Discoverers | Preschool 3 | Victoria | Suite 6 |
| Explorers/Pathfinders/ Scholars | Pre-K | Emily | Suite 10 |
| School Age | N/A | Tia | Suite 8/9 |

The following staff members cover the one day a week that the base staff member is off: Karol, Jessica, Tokay, Maria, & Ana

Staff members who are currently on leave or not actively working but plan to return: Debbie.

For information related to your child’s current Covid Class Assignment, please contact the Center office. Overall, class assignments are settled, and we keep them the same. However, as stated above, when appropriate/needed we do make adjustments.

\*\*\*Please note: Placements for the 2020/2021 school year will be shared mid-August once enrollment details are finalized. Children are expected to move up and transition to another age level come September 1st, 2020.

**CRITICAL NOTE:** During this period of low enrollment, we are making some upgrades to our classroom environments. Classes may be temporarily moved to a new suite location as we renovate the different suites. If you are participating in inside pick up, staff will notify you if the location of your child’s class is changed. Before students are returned to an area, all suites are thoroughly cleaned by an outside company that specializes in deep cleaning.

**CRITICAL NOTE:** In an effort to protect our currently enrolled and attending families, TLC is implementing a two-week holding period on all new attendees and transfers. This is an important preventative measure in stopping the spread of Covid-19 from childcare center to childcare center. Some centers are choosing to close full time if they have a confirmed case and then families are looking to relocate children to another center, despite the potential for exposure to the new center. While the risk of bringing Covid-19 in would be low, it is not one we choose to make.

1. Preventing Spread in Classrooms
2. We continue to operate under strict policies related to combining classrooms, restricting staff to one classroom with one group of children per day, limiting the use of floater staff, and not coming together for large group activities (such as eating in the cafeteria). We only allow staff required for daily operations and to meet ratios inside the building/classrooms, with the following exceptions:
   * Health professionals who support children with special needs, early intervention, and providers of children with an IEP.
   * Mothers who are breastfeeding to meet the nutritional needs of infants.
   * Parents coming for pick up, meetings, or special activities.
   * Personnel from support services such as Soccer Shots (which will be resuming in September). However, these personnel are not permitted inside the building since the children will be brought to the field for programs.

*\*The above exceptions are only permitted provided the person can successfully complete the health screening process.*

B. Childcare programs are required to follow NCDHHS Environmental Health Section guidance for cleaning and disinfection recommendations. We are taking the following steps to help eliminate the spread of viruses.

1. Allow time between activities for proper cleaning and disinfection of high-touch surfaces.

2. Teach and reinforce hand hygiene guidance for adults and children such as washing hands frequently with soap and water for at least 20 seconds (about as long as it takes to sing “Happy Birthday” twice).

3. Monitor to ensure both children and staff are washing hands correctly. In addition to usual handwashing, everyone should wash hands:

o Upon arrival in classroom in the morning;

o Before and after eating meals and snacks;

o After blowing noses, coughing, or sneezing or when in contact with body fluids; or

o After toileting or changing diapers

4. Incorporate frequent handwashing and sanitation breaks into classroom activity.

5. Encourage staff and children to cough and sneeze into their elbows, or to cover with a tissue.

6. Encourage staff and children to avoid touching eyes, nose, and mouth. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

7. Hand sanitizing products with 60 percent alcohol may be used in lieu of handwashing when outdoors if hands are washed upon returning indoors. Hand sanitizer should be stored out of reach of children when not in use. Hand sanitizer cannot be used for diapering or eating, preparing, or serving food.

8. Clean and sanitize all toys after use and at the end of the day.

9. Remove soft toys that cannot be easily cleaned. Toys and other items that cannot be cleaned and sanitized/disinfected should not be used. (Children’s books are not considered a high risk for transmission and do not need additional cleaning or disinfection.)

10. Use disposable food service items such as plates and utensils. Ensure that all non-disposable food service items are minimally handled and washed according to current childcare and sanitation rules.

11. Wash linen items daily using the warmest appropriate water setting for the items and dry items completely. Clean and disinfect hampers or other carts for transporting laundry according to childcare guidance. Linen that touches a child’s skin should be cleaned whenever soiled or wet, before use by another child, and at least weekly.

12. Clean and disinfect shared tools, supplies, and equipment. Minimize use of shared supplies and label individual supplies and items.

13. Clean and disinfect all surfaces inside and outside the classroom throughout the day and upon closing. This includes doorknobs, light switches, tables, counters, and other high touch surfaces.

14. At naptime, we ensure that children’s mats (or cribs) area spaced out as much as possible, ideally 6ft. We place children on their mats alternating head to toe.

15. We have discontinued activities that involve bringing a large number of children together including large groups using the playground together, chapel, gym, extracurricular activities. We have discontinued activities such as water play, sensory play, sand, or playdough.

1. Responding to Case of Covid-19

Attached to this document, we have included in depth guidance from the Division of Child Development through the Child Care Strong NC Public Health Toolkit. It outlines guidance on how the Center is to handle suspected cases of Covid-19 or in the instance a confirmed case. Please reference this guideline for how TLC will handle confirmed or suspected cases within the Center and the procedures that will be followed. In addition, this document outlines the specifics of when a child/staff member who has had Covid-19 themselves, or if they’ve had an exposure to Covid-19, may return to the Center.

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|  | If a person screens positive for COVID-19 symptoms at entrance or develops COVID-19 symptoms during the day at the facility | If a person at the facility tests positive for COVID-19 |
| Isolation at the facility | Immediately isolate the person that screens positive for or develops fever, chills, shortness of breath, new cough, or new loss of taste or smell and send them and any family members home as soon as possible | If it is identified that a person in the facility  has been exposed to someone that tested positive for COVID-19, immediately isolate the individual and send them and any family members home as soon  as possible. |
| Waiting with a  Child Who  Needs to be  Picked Up | While waiting for a child who is sick or has been exposed to someone that tested positive for COVID-19 to be picked up, have a caregiver stay with the child in a place isolated from others and if possible ventilated to outside air. If possible, allow for air flow throughout the room where the child is waiting by opening windows or doors to the outside. The caregiver should remain as far away as safely possible from the child (preferably 6 feet or more) while maintaining visual supervision. The caregiver should wear a cloth face covering or a surgical mask. If the child is over the age of 2 and can tolerate a face covering, the child should also wear a cloth face covering or a surgical mask. Cloth face coverings should not be placed on:  • Anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance; or  • Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs. | |
| Notification to  Local Health  Departments | Consult with the Local Health Department to determine next steps. | The Local Health Department will determine who is a close contact to a person with laboratory confirmed COVID-19, and what the next steps should be. To prevent further spread, close contact should remain in quarantine at home for 14 days after their last known exposure to the person, unless they test positive (in which case, criteria below under “When can a child or staff member who was sick return to childcare?” would apply). They must complete the full 14 days of quarantine even if they test negative. |
| Cleaning | Close off areas used by the person who had symptoms of COVID-19 and do not use these areas until after cleaning and disinfecting. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. In most cases, it will not be necessary to close down an entire building. People should not be in the classroom while it is being cleaned (the staff and children in that classroom may need to stay home while cleaning is  occurring). | Close off areas used by the person who tested positive for COVID-19 and do not use them until after cleaning and disinfecting. Wait at least 24 hours before cleaning or disinfecting to reduce risk to individuals cleaning. People should not be in the classroom while it is being cleaned (the staff and children in that classroom may need to stay home while cleaning is occurring). |
| • Follow NCDHHS Environmental Health Section guidance for cleaning and disinfection recommendations.  • Use an EPA-registered disinfectant that is active against coronaviruses. Clean and disinfect frequently touched surfaces throughout the day and at night. Remember items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility | |
| Closure | There may be no need to close the childcare facility if the LHD determines that close contacts are excluded, child/teacher ratios are appropriate, and there is sufficient space to continue normal operations. The Local Health Department may in some situations determine that closure of a facility is needed; this will be determined on a case-by-case basis. | |
| Transportation | Follow guidance provided below, under Transportation in the childcare tool kit. As with buildings, wait at least 24 hours before cleaning and disinfecting (or if 24 hours is not feasible, wait as long as possible). Do not use the vehicle until after cleaning and disinfection. | |
| Notification to  Parents and  Staff | If follow up information obtained from a healthcare provider for the sick individual requires it, the Local Health Department will work with the childcare facility to inform parents and staff as appropriate. | The Local Health Department will assist to  notify staff and families that there was an individual who was in the childcare facility that has tested positive with COVID-19 and  that a public health professional may contact  them, if staff or their child is identified as a close contact to the individual who tested positive. The notice to staff and families should maintain confidentiality in accordance with NCGS § 130A-143 and all other state and federal laws. |
| What Public Health Will Do | The Local Health department will determine the next steps based upon the healthcare provider’s evaluation of the sick individual. On a case-by-case basis, other considerations may also be taken into account, such as whether possible exposure to COVID-19 may have occurred. If testing is  indicated and result is positive for COVID19, the Local Health Department will work with staff and families to implement control measures for COVID-19 as described to the  right. | The Local Health Department staff will  interview the person who tested positive for COVID-19 (or their family member if it is a child). As part of the interview, public health  staff will identify individuals who were in close contact (defined as within 6 feet for 15 minutes or longer). Public health staff will attempt to reach out to close contacts and inform them that they need to quarantine at home for 14 days after their last contact with the person who tested positive for COVID-19. Public health staff will recommend the close contacts be tested to identify additional positive cases. Close contacts testing negative will still need to complete the full original 14-day quarantine. |

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| **Returning to Childcare**  *Triangle Learning Center is required to adhere to the following guidelines for allowing a child or staff member to return to childcare.* | |
| Situation(s) determined by Daily Health  Screening: | Criteria to return to childcare: |
| Person has symptoms of COVID-19 and has not  been tested  OR  Person has symptoms of COVID-19 and has  been diagnosed with or tested positive for  COVID-19 | Person can return to the childcare facility when they can  answer yes to ALL three questions:  ❑ Has it been at least 10 days since symptoms first  appeared?  ❑ Has it been at least 3 days since the person had a fever  (without using fever reducing medicine)?  ❑ Has it been at least 3 days since the person’s symptoms  have improved, including cough and shortness of  breath?  Once the criteria above are met, it is not necessary to  require a negative COVID-19 test in order to return to child  care. |
| Person has not had symptoms of COVID-19 but  has been diagnosed with COVID-19 based on a  positive test | Person can return to the childcare facility once  ❑ 10 days passed since the date of their first positive test  However, if the person develops symptoms of COVID-19  after their positive test, they must be able to answer yes to  ALL three questions listed above before returning to child  care. |
| Person has been excluded because of COVID-19  symptoms but then tests negative for COVID-19 | Person can return to the childcare facility once they can  answer yes to both questions:  ❑ Has it been at least 24 hours since the person had a  fever without the use of fever-reducing medicines?  ❑ Has the person felt well for at least past 24 hours? |
| Person has been determined to be in close  contact with someone diagnosed with COVID19 | Person can return to the childcare facility after completing  at least 14 days of quarantine at home. The purpose of  quarantine is to determine if a person who has been  exposed to someone with COVID-19 will get infected. They  must complete the full 14 days of quarantine even if they  test negative. However, if the person tests positive or  develops COVID-19 symptoms, return to childcare must  follow criteria above. |