



## Plan to Re-Open During COVID-19 Pandemic

This plan outlines our current plan to re-open Riverview Children's Center. RCC will follow guidelines issued by the Centers for Disease Control and Prevention (CDC), OCDEL guidance and recommendations from Caring for our Children to provide the safest possible environment for children, staff and families to the best of our ability. RCC is placing significant effort on limiting exposure to COVID-19 by implementing precautionary steps such as daily symptom screening, restricting access to the building to RCC staff only (as much as possible), restricting items from home from entering the facility, keeping groups of children smaller and staff stable without intermixing, and limiting staff movement between groups.

We have all learned how information and public health guidance seems to change by the day or week. You can count on RCC to stay current and alter operation as the COVID-19 situation evolves in Pennsylvania. As always, we will follow Early Childhood best practices and provide only the best for you and your children.

RCC will operate with reduced hours of care this summer. This change has been made to ensure consistency of care, accommodate a reduced enrollment and provide for intensified cleaning. **RCC will operate Monday-Friday from 7:00-5:00pm.** We will inform families when our normal hours will resume.

### **Drop-Off & Daily Screening Procedures for Families:**

We anticipate that after several months at home together and with so many changes to what children are accustomed to at RCC, separation may be difficult for some. The best advice we can give is for you to talk to your child about returning in a positive manner. Also, it will be helpful to share with them how things have changed everywhere (for now) and what it will look like when they return (masks, fewer friends, staying apart more, and no gym (but lots of outdoor time). Remind your child that almost all of their same teachers, some of their old friends and most of their favorite toys and activities will all be waiting for them. And, that EVERYONE at RCC missed them and we are excited for them to return.

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- When children arrive with their parent/guardian, the parent/guardian (wearing a mask) will bring the child to the Plexiglas barrier in the vestibule to answer a few questions, have the child's temperature taken and have a visual inspection for signs of illness. Please step back 6 feet after the screening and after saying goodbye when possible before the second set of doors open to welcome your child.
- It is recommended that, to the extent possible, the same parent/guardian drop off and pick up the child each day to limit exposure. People identified by the CDC as more vulnerable with risk factors should not be this contact.
- Drop off should be staggered but if multiple families are dropping off at the same time, families will need to stay 6 feet apart from each other in line on indicated spots or wait in your car for your turn. Be prepared. Drop off and pick up will take more time than it did in the past.
- Symptom screening:
  - Staff members will be behind a clear Plexiglas barrier and use a non-contact thermometer to do temperature checks.
  - Children with a fever of 100.4°F or higher at drop-off or at any point throughout the day will be sent home. If the child has a sibling enrolled at RCC, they will also be sent home and required to complete the self-isolation period with their ill sibling. If no other symptoms develop, the child (and siblings) may return when the child is fever free 24 hours or longer with NO FEVER REDUCER. A child with a fever will likely be tested. Please check with your doctor.
  - Staff will also perform a visual screening of each child checking for signs of illness beyond fever. This list of symptoms is ever changing but includes rapid breathing or shortness of breath (without recent physical activity), cough, diarrhea, muscle pain, sore throat, new loss of taste or smell. Additional symptoms recently added to the list are, swollen neck glands, swollen hands or feet, red eyes, rash, stomach ache/vomiting, red strawberry tongue, swollen hands and/or feet, bluish lips or face, unusual sleepiness and weakness. Reported illness in the family is also part of the screening.
  - If a child is showing signs of illness, they will be sent home until they have a doctor's note stating that return to group care is permissible. Any siblings of the ill child will also be sent home.

- After temperature is taken and a visual check is completed, children will have an opportunity to say goodbye to their parent/guardian and then a staff member will welcome the child inside through the door to their classroom where they will immediately wash their hands in the classroom bathroom. Very young children (infants and toddlers) who are stressed by this separation may be escorted by their parent/guardian (with mask on) to the exterior door of their child's classroom (standing 6 feet back until you are ready to truly say goodbye). At that time, the classroom teacher will greet your child. Preference is for drop off to occur at the main entrance because that provides of the most protection for all involved. At this time all younger children have older siblings attending. Younger children will be dropped off (joined by their sibling) which we think will help in the separation.
- Children over 2 years of age will be encouraged to wear masks (Older toddler room and up). If after a good faith attempt, it is deemed impractical for certain children by the administration, children may be exempt from wearing masks. RCC will provide child-sized masks that are laundered on site daily. Children may wear their own masks but it will be kept at the Center and laundered on site daily. After passing their screening, their drop off caregiver will help them put on a mask from RCC's collection.
- With the exception of multiple changes of seasonally appropriate clothes, a hoody or sweater and a small comfort item to rest with to be kept in their cubby, NOTHING will be permitted to come into the center, and we will not be sending items home.

### **Pick-Up Procedures for Families:**

- When parents/guardians arrive to pick up a child, please either announce yourself at the front door intercom, or call the front desk at 412-828-2585 x 23 and announce yourself. Let us know all the children you are picking up. It will take us a few minutes to gather the children, so please plan for pickup to take longer than normal. Let us know if you are waiting on the sidewalk on a 6-foot marker or in your vehicle in the circle (give us the make and color) and we will bring your child to reunite with you. To avoid congregating, please stay in or at your car until your child arrives, then help your child into the vehicle/car seats.
- We value our relationships with our families. With so much distance between us it is more important than ever to stay connected. Please check

Member HUB for classroom updates and photos and feel free to email/call or schedule a video chat with classroom staff and/or administrators to check in, ask specific questions, provide feedback or generally comment.

### **Classroom Procedures:**

RCC will follow normal classroom procedures as required by the state Department of Human Services, Keystone Stars and NAEYC (see handbook for details). When possible, we will also be following new procedures:

- Teachers and children (Older Toddlers and up) will wear cloth masks upon arrival and departure as well as in the classroom. Masks will be removed and stored during outdoor play, meals and rest. Masks will be laundered on site daily. Soiled masks will be placed in the classroom hamper for laundering and a clean mask will be provided as needed.
- Children will stay in the same reduced class size in the same classroom all day with the same staff. Classrooms will not combine children at any point during the day, including on the playground.
- Shared areas, such as the gym, will not be available for infants – Pre-K) indoor play at this time. On days when weather does not permit outdoor play, gross motor activities will occur in the classroom.
- Each classroom will use the playground at their scheduled times. The times will be staggered. Each class will have a wheeled storage tote with their classes sidewalk chalk, bubbles, etc to avoid cross contamination.
- As much as possible, rest time cots will be placed 6 feet apart and children will be positioned head to toe.
- Cot sheets and resting materials will remain at school during the pandemic and washed on a weekly schedule.
- Each classroom will have a bin for toys that need to be disinfected. Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretions or excretions will be removed and placed in the bin. Staff will clean and sanitize before putting them back in circulation. (Some toys that cannot be cleaned thoroughly may be eliminated from classrooms.) We may also use RCC's commercial quality dishwasher to sanitize toys.

- Children's books, like other paper-based materials, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.
- During this time, there will be no parties, gatherings or events in which families or outside visitors come into the building.
- Children who receive services from outside providers will be encouraged to either schedule home visits or virtual visits in coordination with RCC staff.
- We will continue to model and teach healthy practices including covering cough with elbow, correct use of tissues and hand washing procedures.
- Breakfast and lunch will be provided by the Summer Food Service Program through the Greater Pittsburgh Community Food Bank. As menus become available, we will post those on the Member HUB. As of this time (May 26) meals service begins June 15th.
- To limit exposure to illness RCC will not be using family style meals during this time. This does go against our usual practice, as defined by NAEYC/CFOC, but for now we are following CDC guidance in this area.
- Children with special needs for food should contact the Administrator before our return to operation. RCC will work with families to provide an alternate arrangement as required for medical reasons.

### **Caring for Infants and Toddlers:**

- Current diaper changing procedures are quite detailed and involve a number of steps (approximately 20) that will continue to be followed.
- It is important to comfort crying, sad or anxious infants and toddlers. The best way to comfort them is to hold them. RCC will provide teachers with long-sleeved smocks to protect their clothing. Smocks can be changed as needed and washed on site.
- Teachers should keep long hair pulled up, wash their hands, neck and anywhere touched by a child's body fluids.
- Teachers will change the child's clothes if secretions are on the child's clothes and teachers should be prepared to change their own shirts when soiled. Teachers will wash their hands before and after handling infant bottles.

## **Revised Sick Policy & Sick Room:**

- A sick room will be located in the back of the building.
- The sick room will be a comfortable space for a child and include books and a mat/crib for the child to rest until the parent/guardian arrives.
- Before returning to the center, parents/guardians must identify a designated adult (which may be that parent) to be contacted in the event that the child becomes ill. That designated adult should be someone who is most likely to answer the call and be able to quickly drop what they are doing and pick up the child. If a child develops a fever or other symptoms of illness during the day, he/she will be taken to the sick room with a staff member (in proper personal protective equipment) while the parent/guardian is called and instructed to immediately pick up their child. Depending on the parent's location at the time of the call, "immediate" means within the hour from the initial contact.
- After the child is picked up, staff will disinfect the sick room and other areas where the sick child has been. Staff will then change their own clothes and thoroughly wash hands and any other area of the body that may have been exposed to the child's body fluids.
- Please see attached addendum to RCC's existing sick policy.

## **Confirmed Positive COVID-19 Case:**

If a child and/or staff member has a confirmed positive case of COVID-19, we will be taking the following steps:

- We will work with the state Department of Health and Department, local Health Department, Office of Child Development and Early Learning and/or the Department of Human Services to ensure all necessary measures are taken and to seek guidance about a possible closure.
- If closure of the center is advised, it will likely be for at least 2 business days to properly clean and disinfect the area. We will wait 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting.
- We will open the windows to increase the air circulation.

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- All premises, including classroom, bathroom, offices, and common areas, will be properly cleaned and disinfected.
- A child/staff member will need to be in isolation for a minimum of 7 days after symptom onset and 72 hours after their fever resolves without fever-reducing medicines. A doctor's note to return to work/care will be required.
- If a child/staff member has household contact with COVID-19, they must be quarantined for 14 days after their last household contact with COVID-19 is released from isolation.
- We will notify all families of the exposure, and identify the classroom where the exposure occurred (while maintaining confidentiality of the child, family, or staff member).

### **Healthy Hand Hygiene Behavior:**

RCC will provide soap and water for washing hands. All staff and children will continue to follow good hand hygiene guidelines at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- After diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After playing with (individual) playdough
- After playing in (individual) water bins.
- After handling garbage

### Hand Hygiene Guidelines:

- Staff and children will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Hand sanitizer is available throughout the facility. (Consent to use hand sanitizer should be on file for every child.)
- Staff will supervise children when they use hand sanitizer to prevent ingestion.
- Staff will assist children who need it with handwashing, including infants who cannot wash hands alone.
- After assisting children with handwashing, staff will also wash their hands.

### Cleaning and Disinfecting Procedures:

RCC will continue to employ its own cleaning staff for our daily cleaning needs. RCC's pre-Covid-19 cleaning, sanitizing and disinfecting schedule both on a classroom level and for the full facility continue to meet CDC recommendations. In addition, our cleaning staff will use the electrostatic sprayer to disinfect classrooms/hallways/bathrooms daily.

In addition, RCC will do the following:

- RCC staff will disinfect common areas frequently throughout the day including door handles, light switches, bathrooms, etc.
- RCC staff will frequently disinfect classroom high-frequency touch points including door handles, water fountains, iPads and light switches.
- RCC uses EPA registered and approved products for cleaning and disinfecting (including its electrostatic disinfectant sprayer).

### Staff Requirements:

In addition to guidance provided above, all staff must adhere to the following procedures for purposes of maintaining the health and safety of the center itself, RCC personnel, and the children and families RCC serves.



- Facial Coverings

- Staff will be required to wear cloth or disposable face coverings (or masks) upon arrival at the center and throughout the day, except in rare circumstance when deemed impractical. Facial coverings must cover the mouth and nose.
- RCC will provide multiple cloth masks for each staff member. All masks will be washed on site between uses. A limited number of disposable masks will be kept on site in case of an emergency. Staff are welcome to supply their own cloth masks as well.

- Pre-Shift Procedure

- Some first shift staff will be asked to arrive 15 minutes before the scheduled start of their shift to ensure proper screening and admission into the building. Staff will be required to have their temperatures taken upon arrival each day. The confidentiality of health-related information will be maintained consistent with applicable law and public health guidelines.
- Administrative staff will be in charge of staff entry procedures into the building.
- Administrative staff will log staff in at their daily screening so that the time clock will not be used.

- Sick and COVID-19 Symptomatic or Exposed Staff

- If any member of staff feels sick, stay home. Do not go to work.
- Staff will be sent home if they have a temperature equal to or higher than 100.4°F or present with shortness of breath, cough, chills, muscle pain, sore throat, and/or new loss of taste or smell during the pre-shift screening or at any time while at the center.
- If a staff member, someone in the staff member's household, or anyone else with whom the staff member has had close contact within the last 14 days tests positive for COVID-19, the staff member will be sent home.

- Staff returning to work after testing positive for COVID-19, exhibiting symptoms of it, or a close-contact exposure to it, will be required to either pass a 14-day self-quarantine (return with no fever after 14 days) or produce a negative COVID-19 test result, or bring in a doctor's note stating return to work is permissible after 72 hours of being fever free without medication.
- Staff will be required to inform their supervisors if contact/exposure to someone with COVID-19 has taken place before the re-opening date or at any time after returning to work.
- The confidentiality of health-related information will be maintained consistent with applicable law and public health guidelines.
- Social (Physical) Distancing
  - Encourage social (physical) distancing – increased spacing, smaller groups, limit mixing between groups (OCDEL 5/21)
  - To the extent possible and practical in a child care center such as RCC, work should be performed using proper social (or physical) distancing between adults – meaning at least six (6) feet away from other people. For work that cannot be performed using social distancing, try adjusting the manner of the work in a reasonable and safe way to mitigate exposure, such as:
    - Limiting the time you spend within six (6) feet of anyone to only a few minutes.
    - Avoid touching your face during or after close contact with anyone until you wash your hands thoroughly or apply hand sanitizer.
    - Implementing a primary care-giving system (i.e., assigning specific adults to assist specific children) in the classroom. Assigning a primary care-giver to assist with and perform duties with certain designated children (like shoe-tying, comforting, assisting with hand-washing, etc.) that requires contact closer than six (6) feet limits exposure.
  - Staff will not be permitted to gather in common areas (kitchenette, kitchen, lobby area or teacher's lounge) where it is difficult to remain six (6) feet apart and assure frequent disinfecting during this time.

- Staff are permitted to leave and take their breaks on the grounds maintaining 6 feet outdoors (responsible for disinfecting table, chair, bench after use), in their cars, or elsewhere.
- Staff food should be stored in the refrigerator in the kitchenette.
  
- Good Hygiene Practices
  - Staff will be required to wash hands frequently, based on NAEYC/CFOC Standards.
  - Avoid touching your face, mouth, eyes, or nose unless you have washed your hands thoroughly or applied hand sanitizer.
  - Sneeze or cough into a tissue, or the inside of your elbow.
  - Disinfect frequently-touched surfaces and items as much as possible.
  
- Extra Clothes
  - Staff will be required to bring multiple changes of clothes.
  - Changes of clothes can be kept in classroom closets.
  
- Acknowledgement

Staff will be required to sign off that they have read, understand, and will follow the procedures in this re-opening plan.

**Further information from the CDC:**

If a child, staff member or child/staff family member who resides with them thinks or knows they have COVID-19, and you “had symptoms, you can be with others after

- At least 10 days since symptoms first appeared **AND**
- At least 24 hours with no fever without fever-reducing medication **AND**

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- Symptoms have improved”

For those testing positive with no symptoms, “if you continue to have no symptoms you can be with others after 10 days have passed since test” (CDC website update **July 21, 2020**)

If the person tested positive they can return when they are fever free, symptoms have improved and they had two negative tests at least 24 hours apart.

The CDC website will be consulted for new and updated information and for further guidance to make certain the most appropriate measures are taken. Please visit the website if you have questions related to COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Any case of potential exposure (being within 6 feet for at least 10 minutes 48 hours before the person who tested positive for COVID-19 was symptomatic) should be reported to RCC and to the PA Department of Health at 1-877-724-3258. In addition, RCC will also call OCDEL Regional Certification if any child or adult at the facility has potential exposure. RCC will be advised how to proceed by these public health officials. As with all reported illness at RCC, your child’s confidentiality will be maintained.

Families or staff traveling to areas known to be coronavirus hot spots should consult with their doctor to see if self-quarantine is advised before returning to RCC.

\*A child with a cough who has no fever or other symptoms and is behaving normally (minor cough of known seasonal allergies and a minor cough due to controlled asthma) will likely not be excluded. The program may request that you check in with your child’s doctor.

This document is meant to capture the major considerations given to COVID-19 in RCC’s general operation and to provide you assurance that we will do our very best to provide for everyone’s health and safety during this unprecedented time. It is not meant to be all encompassing.

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