



## **Sun Bright Covid 19 Practices, Policy & Procedure Based on Ocdel Guidance**

Topics addressed in this policy include:

1. Transmission and Symptoms of COVID-19
2. Practices, Policies, and Procedures for Covid - Drop off/Arrival and Pick up, Screening for Covid
3. Handwashing Policy
4. Disinfecting and Sanitizing
5. Social Distancing in the Child Care Setting
6. Face Masks Policy
7. Dealing with confirmed positive COVID-19 cases & exposure to COVID-19
8. Illness and Injury Tracking
- 9 Policy for children with underlying medical/behavioral conditions

### **1. TRANSMISSION AND SYMPTOMS OF COVID-19:**

**COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, prevention practices and environmental cleaning and disinfection are important principles that are covered below.**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus.**

People with these symptoms may have COVID-19:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

### **2. PRACTICES, POLICIES, AND PROCEDURES:**

**All guidance below will be followed in order to adhere to guidelines published by the CDC and DOH.**

#### **a. Drop-off/Arrival Procedures:**

Signage is posted in the drop-off/arrival area to remind staff & children to keep six feet of distance whenever feasible.

1. Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, individuals with serious underlying medical conditions should not pick up children because they are more at risk.
2. Hand hygiene stations at the entrance of the facility has been set up, so that children, staff, and parents can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets.
3. When washing hands sing Happy Birthday Song twice for 20 sec duration.
4. Keep hand sanitizer out of children's reach and supervise use.
5. Staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.
6. Consider greeting children outside or at the front door as they arrive.
7. A staff person will be designated to be the drop off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children back to their cars.
8. Transport Infants in their car seats.

### **b. Screening Procedures:**

**The best way to prevent the spread of COVID-19 is to prevent it from getting inside the facility.**

Sun Bright Child care staff will:

1. Conduct a daily health screening of any person entering the building, including children, staff, family members, and other visitors to identify symptoms, diagnosis, or exposure to COVID-19. Temperature will be taken at the entrance and questions about covid asked at the entrance.
2. Do Not allow parent, staff and children to enter the child care facility if:
  - a. They have tested positive for or are showing [COVID-19 symptoms](#).
  - b. They have recently had potential exposure with a person with COVID-19.
    - i. A potential exposure means being in a household or having close contact within 6 feet of an individual with a confirmed or suspected COVID-19 case for at least 15 minutes during the case's infectious period.
    - ii. Persons with COVID-19 are considered infectious from 2 days before onset of symptom until the end of isolation (discussed below in "Discontinuing at home isolation").
3. Sun Bright staff will continue to monitor staff and child health throughout the day.
4. Sun Bright will Immediately isolate a child or staff member that 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.
5. While waiting for a sick child to be picked up, have a caregiver 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.
6. Persons who have a fever of **100.4 degrees** Fahrenheit or above, or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.

### **3. Hand Washing Policy:**

Promote Healthy Habits Staff and children should practice appropriate hand hygiene

- Hand hygiene should be practiced at the following times:
- Entry to the facility at handwashing stations or using hand sanitizer and after breaks
- Before and after eating or assisting children with meals and bottles.
- Before and after preparing food, bottles, and drinks.
- Before and after medication administration.
- Before and after diapering.
- After using the toilet or helping a child use the bathroom.
- After coughing, sneezing, or blowing their nose.
- After playing outdoors.
- After coming in contact with bodily fluids.
- After handling garbage.

• **Perform hand hygiene by washing hands with soap and water for at least 20 seconds** •

If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol can be used. – **Children should be supervised by an adult when using hand sanitizer to avoid accidental ingestion or contact of hand sanitizer with their eyes.**

For younger children, staff should apply the sanitizer and rub the children's hands until they are dry. – Hand sanitizer should be stored out of reach of children.

**If a child accidentally ingests hand sanitizer, call poison control immediately, 1-800- 222-1222**

#### **4. Routine Disinfecting / sanitization procedures:**

Sun Bright has signs posted in highly visible locations

**Facility doors**  
**Lobby**  
**Restrooms**  
**Hallways**  
**Class Room boards**

that promote everyday protective measures and describe how to stop the spread of COVID-19 such as by properly washing hands and properly wearing a cloth face covering. (**Mandatory Mask sign, Handwashing Sign, Symptom Sign, Cleaning Checklist and Covid Summary Page**). **A training binder with Covid 19 training documents will be provided to each class room and staff member.**

***Toys that can be put in the mouth should be cleaned and sanitized*** (see below). **Other hard surfaces, including diaper changing stations, doorknobs, and floors can be disinfected.**

#### **Intensify cleaning and disinfection efforts:**

1. All staff members must follow a schedule for cleaning and disinfecting. The Cleaning, Sanitizing and Disinfecting Checklist & Schedule is available at the front office.
2. **Routinely clean, sanitize, and disinfect** surfaces and objects that are frequently touched, especially toys and games. These may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use the cleaners used at the facility.

3. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
4. All cleaning materials must be kept secure and out of reach of children per regulations.
5. **Cleaning products should not be used near children**, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

#### **Clean and Sanitize Toys:**

1. Toys that cannot be cleaned and sanitized should not be used.
2. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse thoroughly, sanitize with disinfectant, rinse thoroughly again, and air-dry.
3. Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be **laundered** before being used by another child.
4. Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
5. Set aside toys in a pan labeled **Dirty Toys** that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "dirty toys."
6. Keep dish pan and water out of reach from children. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.

#### **Clean and Disinfect Bedding:**

1. Keep each child's bedding separate. Store mats in individually labeled bins for cubbies, or bags. Cots and mats must be labeled for each child or use a mat chart.
2. Bedding that touches a child's skin should be cleaned weekly or before use by another child.
3. Use the washing machine at the center for your classroom laundry. **Do Not send the blanket and sheets home to reduce the back and forth transportation** between the child's home and the facility.

### **5. SOCIAL DISTANCING IN THE CHILD CARE SETTING:**

1. **Cohort model:** If possible, Sun Bright is going to keep child care classes to include the same group each day, and the same child care providers should remain with the same group each day.
2. All special events such as festivals, holiday events, and special performances are going to be cancelled.
3. Sun Bright will limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
4. At nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Place children head to toe in order to further reduce the potential for viral spread.
5. In a mixed group children from the same household may nap in the same area.

### **6. FACE MASKS:**

1. **Child care staff are required to wear cloth face coverings.**
2. Children 2 years old and older are required to wear a face covering as described in the Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings, unless you fit one of the exceptions included in Section 3 of the Order.
3. 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.
4. If a parent, guardian, or responsible person has been unable to place a face covering safely on the child's face, they should not do so.
5. If a child 2 years old or older is unable to remove a face covering without assistance, the child is not required to wear one.
6. 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 child care providers 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).

7. **Ensure 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. Sun Bright has training videos posted on the website at <http://www.sunbrightchildcare.com/health-safety/> . All Staff members must watch these videos learn proper procedure.**

## **7. DEALING WITH CONFIRMED POSITIVE COVID-19 CASES & EXPOSURE TO COVID-19:**

**The following pertains to all child care staff and children at Sun Bright.**

**For confirmed positive COVID 19-cases:**

1. 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.
2. Follow the **“Discontinuing at home isolation”** guidance below for timelines on returning to the child care setting.

**Sun Bright 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.**

3. Sun Bright 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).
4. **An outbreak is defined as a single positive COVID-19 case.**

### **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 COVID- 19:**

1. **It is strongly recommended and highly encouraged** that they self-quarantine for a period of 14 days based on the CDC guidance.
2. If a child becomes ill at the facility, the operator shall notify the child's parent as soon as possible.

### **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. Sun Bright will utilize the strategy that is best for the facility and that maintains the health and safety of children in care.

#### **1). 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:

1. 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**,

2. At least 10 days have passed *since symptoms first appeared*.

## **2). 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:

1. Resolution of fever without the use of fever-reducing medications and
2. Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
3. 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:**

### **1). 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.**

### **2). 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.

## **8. Sun Bright Illness & Injury Tracking Policy**

Sun bright uses documents for tracking child and staff illnesses and injuries, including plans of action to prevent further occurrences. Director is responsible for entering information in the log when an injury or illness occurs. Director will regularly review the illness and injury tracking log to identify health and safety concerns, patterns, program structural problems, staffing issues etc. that may be contributing to the injuries and illnesses within our program. Director is responsible for creating action plans based on patterns observed on the tracking log as needed to improve health and safety outcomes. Director will monitor to ensure progress and completion of action plans.

Program will utilize this system to track possible and confirmed outbreaks of COVID-19. An outbreak of COVID-19 is considered one case.

## **9. Sun Bright Policy for children with underlying medical/behavioral conditions**

In addition to the policy Sun Bright will begin to collect updated care plans from children with medical conditions to ensure that all is being done to support their health needs.

Sun Bright encourages all parents to talk to their children's healthcare providers about their individual risk factors for

COVID-19 and the risks of attending a childcare facility. 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. Parents of children with underlying health conditions are asked to speak with program directors about their child's risks following consultation with their Primary Care Physician. Our program will continue to follow your child/children's care plans for underlying health conditions such as an asthma action plan. Please contact your child's doctor to see if their care plan needs to be updated due to the risk of COVID-19.

If you have children with disabilities, please share with us how we can help your child/children in continuing to receive the support they need.

Staff Name

Staff Signature

Date