



Lehigh Children's Academy

Child Care Facility COVID-19 Health and Safety Plan

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The following tables provide an overview and summary for staff, families, and other invested persons with pertinent information regarding the facility COVID-19 Health and Safety Plan for Lehigh Children’s Academy. This information is also available on the facility website at www.lehighchildrensacademy.com.

Use of face masks and/or face coverings during a pandemic

Requirement(s)	Strategies, Policies and Procedures
<p>Use of face coverings (masks or face shields) by all staff and visitors</p>	<p>Critical Element: Childcare staff must always wear masks indoors and outdoors. The agency will provide a mask if a staff member is unable to secure their own. This requirement was instated on 4/21/2020.</p>
<p>Use of face coverings (masks or face shields) by older children (as appropriate)</p>	<p>Any child over the age of two is required to wear a face covering while in the childcare facility unless they meet one or more of the following qualifying exceptions:</p> <ul style="list-style-type: none"> • Individuals who cannot wear a mask due to a medical condition including those with respiratory issues that impede breathing, mental health condition or disability • Individuals who would be unable to remove the mask without assistance • Individuals who are under two years of age • Individuals who are outdoors and able to maintain a social distance of 6 feet from others • Individuals for whom a parent or guardian has been unable to place a face covering safely on the individuals face • <p>Please see attached acknowledgement and waiver for further details. This requirement was instated on 7/13/2020.</p>

Enhanced cleaning, sanitizing, disinfecting and ventilation throughout a pandemic

Requirement(s)	Strategies, Policies and Procedures
<p>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by children (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>Facility personnel use several protocols for cleaning and disinfecting. Appendix K is attached and is used to maintain normal cleaning protocol with the following enhancements to the schedule:</p> <ul style="list-style-type: none"> • Staff follow the six steps for safe and effective disinfectant use. • Drinking fountains are not in use. • Bathroom areas and toilets are cleaned after each use. • Classrooms with outside doors open them for a period daily. • The front doors are kept open during arrival and departure times to air the hallways. • Other classrooms keep their doors open for a period daily. • Frequently touched surfaces like doorknobs and light switches are disinfectant twice daily. • The equipment in the gym is sprayed with disinfectant after each classrooms use. • Dirty surfaces are cleaned first with soap and water. • Toys that cannot be cleaned and sanitized are not in use. • Toys that have been mouthed or contaminated are sanitized before they are returned to circulation (run through dishwasher/sanitizer or put through the laundry). • Cloth toys are not in circulation during heightened cleaning situations except in the infant classroom. • Toys are never moved between groups. • Yuck bags continue to be used to contain used toys until they can be properly cleaned and sanitized. • Bedding is limited to a sheet and blanket only. • All other regulated cleaning protocol is still completed. • Extra clothing supplies are limited to one set. • Field trips are cancelled or postponed. • Common areas are disinfectant twice daily, or more. • All classrooms are overall sanitized at closure for the day.

Social distancing and other safety protocols established during a pandemic

Requirement(s)	Strategies, Policies and Procedures
<p>Classroom occupancy allows for 6 feet of separation among children and staff throughout the day to the maximum extent possible; staff movement between classrooms is limited throughout</p>	<p>Childcare ratios are either met or are at significantly less than regulated numbers.</p>
<p>Limited sharing of materials among children in care</p>	<p>Each classroom is staffed daily with one extra person who provides the breaking, planning and stocking time for each other, eliminating extra staff movement.</p>
<p>Limited cross-group interactions</p>	<p>Lunch and other items are carted to the room and left outside the door. Children are encouraged to play together in areas but to not exchange materials between each other or to be close to one another.</p>
<p>Restricting the use of common areas</p>	<p>Less children are seated at each table. All available table space is used to separate children.</p>
<p>Hand washing or sanitizing upon arrival enforced; children encouraged to practice excellent routines and increased frequency of hand hygiene</p>	<p>Children begin and end their day in the same classroom. Movement outside of the classroom is restricted to going to the gym or going outdoors.</p>
<p>Signs are posted at hand washing sinks that promote best practices; signs throughout promote signs of illness, respiratory etiquette, and mask use</p>	<p>All meals are eaten in the classroom.</p>
<p>Encouragement of outdoor play as tolerable</p>	<p>Multiple groups of children are never present in the hallway at the same time. Arrival and departure is coordinated without added traffic through the building.</p>
<p>Adjusting transportation schedules and practices to create social distance between children</p>	<p>During arrival and departure only groups of children attending the same classroom or from the same family will be moved throughout the building; otherwise, children are moved one at a time.</p>

Monitoring child and staff health daily throughout a pandemic

Requirement(s)	Strategies, Policies and Procedures
<p>Screening procedures and enhanced admittance procedures</p> <p>Understanding that the best way to prevent the spread of COVID-19 is to prevent it from getting inside the facility in the first place, holding parents and other caregivers accountable for their child’s daily health and their self-reporting practices</p> <p>All families are encouraged to consider the suitability of their child attending daily</p>	<p>Critical Element: The parking lot has been arranged to conduct safe walking into and out of the facility by staff members with the children. Families have the option of parent assisted drop off for younger children or curbside for older children who can work their own safety restraints. Any child who arrives with a temperature of more than 99 degrees will be sent home. Children will be closely analyzed to ensure no signs of illness are present (runny nose, watery eyes, crust or discharge, cough or wheeze, etc.) The temperature of every staff member is taken upon arrival and staff are also asked about their current health and wellness. Staff who are not feeling well are not permitted to attend work that day.</p> <p>Arrival: All vehicles are approached by masked staff members who check and record the temperature of the children before they exit their vehicles. Family members are required to wear masks. Children who need assistance are removed by their family member and handed off to the staff who walk them into the building. During the hand off caregivers are asked a short series of questions regarding the current health of the family and any concerns about current health. Children entering the building perform hand hygiene and are taken by the greeting staff member to their classroom(s).</p> <p>Departure: Staff are placed both in the parking lot and in the building and use walkie talkies to coordinate the arrival of families with the inside staff to mobilize children out of the building to meet their families. Departure is conducted in the same fashion as arrival; children who can work their own safety restraints can depart from the curbside pick up and those requiring assistance depart from the parking lot. Visitors are seen by appointment only and are required to wear masks, submit to a temperature screen, and are asked general health and wellness questions upon arrival. Therapists are admitted under the same protocol. Tours are currently conducted only after hours and with the same protocol.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Monitoring children in care and staff for symptoms and history of exposure</p> <p>Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>Notifying staff, families, and the public of facility closures</p>	<p>Critical Element:</p> <p>Health screening is conducted at the car before a child enters the childcare space.</p> <p>Child health is monitored throughout the day; children who show signs of illness that include but are not limited to: vomiting, diarrhea, cough, fever, or discharge from sinus cavities will be immediately sent home. Siblings will also be required to depart. Children who are waiting for their pick-up will be held in the health room with a staff member until their ride arrives.</p> <p>Children who have undergone COVID-19 testing and are waiting for results are not permitted to attend until the results have been received.</p> <p>Lehigh Children’s Academy will close for a minimum of 48 hours following a confirmed positive case of COVID-19 of either a child or staff member so the facility can be cleaned and disinfected by a qualified, certified infectious disease cleaning method.</p> <p>All families will be notified when there is a suspected case of any communicable disease, including COVID-19. Methods of contact may include phone call, email messaging and communication through Tadpoles.</p> <p>Any staff members not present at the time of the incident will be notified through the HR messaging system in Paylocity, through personal email and through group text messaging.</p>

Other considerations for children and staff during a pandemic

Requirement(s)	Strategies, Policies and Procedures
<p>Health and safety plan created and distributed</p>	<p>Critical element: Created and distributed on or around July 17, 2020</p>
<p>Protecting children and staff at higher risk for severe illness; unique safety protocols for children with complex needs or other vulnerable individuals</p>	<p>All protocol is in place to protect all children and staff to the greatest extent possible</p>
<p>The best way to prevent the spread of COVID-19 is to prevent it from getting inside the facility in the first place.</p>	<p>Screening for illness in the parking lot before children enter the building Limiting access to the building for all families and other visitors Allowing only staff and necessary therapeutic personnel access to the building</p>
<p>Strategic deployment and use of limited staff resources</p>	<p>Classrooms are manned with an extra member in place so that staff can break, be provided opportunities for short breaks, maintain classroom supplies with minimal input from other staff; keeps classrooms as separate contained units</p>
<p>Exposure to a person who tests positive for COVID-19</p>	<p>Exposure is defined as being within 6 feet of an individual who tests positive for COVID-19 for a period of 15 minutes or more. Furthermore, it also includes 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. Those who are asymptomatic and testing positive are considered infectious 2 days after exposure, if identified, or 2 days before the test date if exposure is unknown.</p>

