



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

COVID-19 PANADEMIC HANDBOOK

**General guidelines for policies and procedures for
Cross Lanes YMCA Child Development Center**

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INTRODUCTION

This information is to be used in conjunction with the Family Handbook provided to all families at time of enrollment. The following policies and guidelines were developed with the guidance of the CDC, local health officials, and childcare licensing boards and have been put in place to provide safety for all staff, children, and families at Cross Lanes YMCA Child Development Center during the COVID-19 pandemic. Please understand that these policies and guidelines have been put in place to reduce the chances of illness and do not guarantee that the spread of COVID-19 or other illnesses will occur.

SOCIAL DISTANCING STRATEGIES

Social distancing focuses on remaining out of congregate settings, avoiding mass gatherings, and maintaining distance from others when possible. Cross Lanes YMCA Child Development Center will follow the following social distancing strategies...

- Operating hours will be temporarily reduced to 6:30 a.m. – 5:30 p.m. to allow staff adequate time to clean and disinfect.
- Only scheduled staff and children will be permitted inside the facility. (see details for drop-off and pickup procedures below)
- When possible, classes will include the same group of children each day, and the same childcare providers will remain with the same group each day.
- No one is permitted to enter a classroom except for the designated staff for each classroom. Administrative staff may only enter a classroom in the case of an emergency or staffing shortage.
- Staff may not take a child outside of his/her designated classroom except for restroom breaks and scheduled outdoor time.
- Class/group sizes will be limited to 10 children.
- Classes will not utilize shared indoor spaces such as the multi-purpose room, common area, and indoor playground.
- Outdoor playground times will be staggered. Playground equipment will be disinfected between each use.
- Outdoor time will be increased to allow children more space to play and provide better air circulation.
- All meals will be served in the classrooms
- Classes will alternate times to use the restrooms
- Daily activities will be planned to minimize physical contact between children when possible
- Activities that involve physical contact between children will be not permitted (e.g. basketball, tag, flag football, etc.)
- Staff must practice social distancing from one another when at all possible
- Staff are not permitted to gather for socializing or breaks
- Only two staff will be permitted in the break room and conference room at a time and must maintain a distance of six feet from one another.
- Staff will be asked to take breaks in their vehicles, outside on the lawn, or picnic table area when at all possible.
- During naptime, children's mats and/or cribs will be spaced out as much as possible. Children will be placed head to toe to further reduce the potential for viral spread.
- Special events and social gatherings will be canceled or postponed
- Field trips will be canceled or postponed
- Visits to the administrative office will be limited to emergency needs only. The front desk staff will call into the office if an employee needs to speak to someone in the office.
- Nonessential visitors will not be permitted into the facility (see details below).

DROP-OFF AND PICKUP PROCEDURES

General

- Only scheduled staff and enrolled children are authorized to enter the facility.
- Drop-off/pickup stations will be located in the circle, in front of the facility.
- We ask that only one adult drop-off and pickup children, if at all possible.
- Staff members will sign children in and out for infection control measures.

- All staff will be wearing masks or face coverings throughout the day. Please discuss this with your child(ren) before arriving.
- Allow additional time for drop-off and pickup.

Drop-Off

- Drop-off time: 6:30 a.m. – 9:00 a.m.
- Staff members will greet families upon arrival and complete a health screening on each child. (see details below)
- Each child's hands will be cleaned with hand sanitizer before entering the center.
- For families with children in car seats
 - You may exit your vehicle only to remove your child from the car seat.
 - You must wear a mask or face covering if exiting your vehicle.
 - Staff member will carry/walk child into the center after completing the health screening
 - We ask that car seats remain in the vehicle. If you need to leave a car seat at the center, you will need to provide a trash bag to cover the seat.
- For families with older children who can exit vehicle independently
 - We ask that the adult remain in the vehicle
 - Staff member will walk child into the center after completing the health screening
- Once a child enters his/her classroom, the teacher will thoroughly wash the child's hands and arms.
- If you arrive outside of the scheduled drop-off time, we ask that you park in the circle and call into the facility. We will send a staff out to receive your child.

Pickup

- Pickup time: 4:00 p.m. – 5:30 p.m.
- Staff members will greet families outside of the facility. Please pull into the circle. Staff will not be located in the parking lot.
- Staff member will call into the facility and request your child(ren). Another staff member will escort your child(ren) to your vehicle.
- For families with children in car seats
 - You may exit your vehicle only to secure your child into the car seat.
 - You must wear a mask or face covering if exiting your vehicle.
- For families with older children who can exit vehicle independently
 - We ask that the adult remain in the vehicle unless your child needs assistance with safety restraints.
 - You must wear a mask or face covering if exiting your vehicle.

HEALTH SCREENING PROCEDURES

A thorough health screening will be performed on each child upon arrival. This screening must be completed before the parent/guardian leaves the child and before the child enters the center.

- Staff member will perform a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Staff member will then take the child's temperature.
 - If performing a temperature check on multiple children, staff will use a clean pair of gloves for each child and ensure that the thermometer has been thoroughly cleaned in between each check.
 - If using a disposable or non-contact (temporal) thermometer and there is no contact with the child, staff will not need to change gloves before the next check.
 - If using non-contact thermometers, staff will clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each child. Staff can reuse the same wipe as long as it remains wet.
- Any child who has a temperature of 100 degrees or above or other signs of illness will not be admitted into the center.
- After contact with a child, staff will remove gloves, sanitize hands, and put on a clean gloves before contact with the next child.
- If hands are visibly soiled, soap and water must be used before using alcohol-based hand sanitizer.

ILLNESS POLICY

Onset of Illness at the YMCA

Child

- If a child becomes sick during the day (i.e., fever, cough, shortness of breath, muscle aches, generally not feeling well, etc.) the teacher will remove child to an isolation area in the office and keep child comfortable until the family can arrive.
- Staff will thoroughly clean and disinfect areas used by the sick child.
- The office staff will immediately call the child's family and request an immediate pick up.
- Family will have one (1) hour from the time of the call to pick up the child.
- A late fee of \$1 per minute will be added to the child's account for any time the child is in the center after the initial one (1) hour.
- This fee must be paid before the child can return to the center.

Employee

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be sent home.
- Staff will thoroughly clean and disinfect areas used by the employee.

Onset of Illness While at Home

Child

- If a child becomes sick at home with any symptoms (i.e., cough, fever, muscle aches, generally not feeling well, etc.) we ask that you notify us and keep your child at home. Follow our current Illness Policy to understand the return policy. If symptoms are consistent with Covid-19, please phone your child's pediatrician and ask for guidance. Please contact us and share that guidance so that we will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

Employee

- Notify administrative staff of your illness and symptoms.
- Stay home
- Stay in touch with your doctor
- Stay away from others as much as possible
- If you develop warning signs for COVID-19 get medical attention immediately.

Child/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19

- The child or employee should stay home
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- If an employee is confirmed to have COVID-19 infection, employers should inform their supervisor immediately of possible exposure to COVID-19.
- Employees should not return to work until the criteria to end home isolation is met as instructed in consultation with healthcare providers and state and local health departments.

RETURN AFTER ILLNESS POLICY

Child/Staff sent home with general illness symptoms**

- Child/staff are required to stay home 24 hours after all symptoms are gone without medication.

Child/Staff with COVID-19 who have stayed home (home isolated) can return under the following conditions:**

- **If you have not had a test** to determine if you are still contagious, you can return after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - at least 10 days have passed since your symptoms first appeared
- **If you have had a test** to determine if you are still contagious, you can return after these three things have happened:
 - You no longer have a fever (**without** the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - you received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.

Child/Staff who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can return under the following conditions:**

- **If you have not had a test** to determine if you are still contagious, you can return after these two things have happened:
 - At least 10 days have passed since the date of your first positive test
AND
 - you continue to have no symptoms (no cough or shortness of breath) since the test.
- **If you have had a test** to determine if you are still contagious, you can return after:
 - You received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC guidelines.

****In all cases, follow the guidance of your doctor. The decision to return should be made in consultation with your healthcare provider and/or state and local health departments. A release from a healthcare provider will be required for all children and staff before returning.**

STAFFING

Training

- All staff will receive training prior to returning to work.
- Training will include information on new safety protocols, policies, and regulations.

General Guidelines

- Bring into the center as little as you possibly will need for the day.
- Personal items will not be permitted in the classroom. No exceptions. If needed, you may bring a one (1) freshly laundered jacket/coat to be left in the classroom.
- Staff must wear a mask or face covering all day excluding mealtimes and/or break time. The YMCA will provide each staff one (1) face mask if needed.

Arrival

- A designated staff member will greet staff, outside, upon arrival and complete a health screening.
- Staff will clean hands with hand sanitizer and put on a mask or face covering before entering the facility.
- Once entering the facility, staff will thoroughly wash hands and arms in the restroom.
- Staff will then place all personal items into their assigned locker.
- No personal items will be permitted into the classrooms.

Absenteeism

- Local health officials will be alerted about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to COVID-19).
- Staff are encouraged to stay home when sick.
- Substitute teachers will be available for staffing shortages.
- Administrative staff will be available for coverage if needed.
- Classroom/group sizes could be affected by staffing shortages.

VULNERABLE/HIGH RISK GROUPS

It is recommended that individuals at higher risk for severe illness from COVID-19 consult with their medical provider to assess their risk and to determine if they should stay home.

Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19.

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

GENERAL DAILY PROCEDURES TO PREVENT THE SPREAD OF COVID-19

- Adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces will be available.
- Children and staff will wash hands often with soap and water. If soap and water are not readily available, children and staff will use an alcohol-based hand sanitizer with at least 60% alcohol.
- Children and staff will always wash hands with soap and water if hands are visibly dirty.
- Staff will supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- Touched surfaces will be cleaned and disinfected frequently.
- Staff will cover all coughs and sneezes and guide children to do the same. The following procedures will be followed...
 - Cover your mouth and nose with a tissue when you cough or sneeze.
 - Throw away used tissues in a lined trash can.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Staff will always cover their mouth and nose with a mask or face covering.
- Drinking fountains will be closed and covered. Drinking water and disposable cups will be provided in each classroom.
- Children’s personal belongings will be limited to necessary items only. Personal belongings must be fully contained in a labeled bag or backpack. Each child may only bring one (1) bag each.

CLEANING AND DISINFECTING

Cross Lanes YMCA Child Development Center will follow the guidance of Caring for Our Children (CFOC) and the CDC which provides national standards for cleaning, sanitizing, and disinfection of educational facilities for children.

Staff will receive a thorough training and handouts on how to properly clean and disinfect prior to returning to work.

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.

Cleaning and disinfection efforts will be intensified:

- The cleaning and disinfecting schedule provided by CFOC will be followed.
- Surfaces and objects that are frequently touched, especially toys and games, will be routinely cleaned, sanitized, and disinfected. This will also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap mats, toilet training potties, desks, chairs, cubbies, and playground structures.
- Cleaning products will be used according to the directions on the label.
- Surfaces which are visibly dirty, will be cleaned using a detergent or soap and water prior to disinfection.
- Disposable wipes will be provided to staff members so that commonly used surfaces such as keyboards, desks, and phones can be wiped down before use.
- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. Toys may also be cleaned in the mechanical dishwasher.
- Machine washable cloth toys will be used by one child at a time or will not be used at all. These toys will be laundered before being used by another child.
- Toys will not be shared with other groups of children.
- Toys that need cleaned will be placed in a container with soapy water or put in a separate container marked for "soiled toys." Containers containing soiled toys will be kept out of reach from children.
- Enough toys will be provided so that the toys can be rotated through cleanings.
- According to the CDC, children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Clean and Disinfect Bedding

- Only bedding (sheets, pillows, blankets, sleeping bags) that can be washed will be used.
- Children's bedding will be kept separately and stored in individually labeled containers, cubbies, or bags.
- Cots and mats will be labeled for each child. Cot sharing will not be permitted.
- Bedding that touches a child's skin will be cleaned weekly (daily for nursery).

HEALTHY HAND HYGIENE BEHAVIOR

- All children and staff will engage in hand hygiene 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

- Before and 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 handling garbage
- 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.
- Children will be supervised when they use hand sanitizer to prevent ingestion.
- Staff will assist children with handwashing, including infants who cannot wash hands alone.
 - After assisting children with handwashing, staff should also wash their hands.
- Posters describing handwashing steps will be placed near sinks.

FOOD PREPARATION AND MEAL SERVICE

- Regular food preparation safety guidelines from CACFP and the Health Department will be followed at all times.
- Meals will be served in the classrooms to avoid shared spaces such as the Multi-Purpose Room and Common Area.
- Family-style meals will not be permitted.
- Kitchen staff will plate each child's meal and cut foods into age appropriate sizes to ensure that multiple people are not in contact with the food.
- Kitchen staff will deliver food to the classroom and retrieve dishes once children finish eating.
- Sinks and countertops used for food preparation will not be used for any other purpose.
- Staff will ensure children wash hands prior to and immediately after eating.
- Staff will wash their hands before preparing food and after helping children to eat.

CARING FOR INFANTS AND TODDLERS

Diapering

When diapering a child, staff will wash their hands and wash the child's hands before they begin, and wear gloves. Staff will follow safe diaper changing procedures. Procedures are posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, staff will wash hands (even if wearing gloves) and disinfect the diapering area with an approved sanitizing or disinfecting solution. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

If reusable cloth diapers are used, they will not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) will be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians.

Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: staff will protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.

- Staff will wash their hands, neck, and anywhere touched by a child's secretions.
- Staff will change the child's clothes if secretions are on the child's clothes. They will change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes will be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and staff will need multiple changes of clothes on hand in the center.
- Staff will wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding will be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

VISITOR POLICY

General

- Only the following will be permitted inside the facility...
 - Scheduled staff
 - Children
 - Essential visitors (see below)
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Volunteers

- We will not be accepting volunteers until further notice.

Interns/Student Teachers

- We will not be accepting Interns/Student Teachers until further notice.

Essential Visitors

- Essential visitors will be permitted to enter the facility on a case by case basis. (i.e., school nurse, Birth to Three, Connect CCR&R team, etc.)
- If permitted to enter the facility, visitors must wear a mask or face covering at all times and thoroughly wash hands and arms immediately upon entering.

Delivery Services

- All deliveries will be dropped off outside of the facility for staff to retrieve.

SPECIAL EVENTS/SOCIAL GATHERINGS

All special events and social gatherings will be postponed or canceled until further notice.

AGREEMENT PAGE

I have received the COVID-19 Handbook and agree to abide by the policies and procedures as stated. I understand that I can request a phone conference with the Director to discuss any questions or concerns regarding these policies.

Parent/Guardian

Signature

Date

Print Name

Name of Child(ren):

Staff

Signature

Date

Print Name