

HEALTH AND SAFETY STANDARDS AND PROCEDURES

The health, safety and wellbeing of everyone in the TLE family is our highest priority. The COVID-19 virus, and the need to mitigate its spread, necessitated expanded procedures for ensuring the health and safety of our children, team and families. The following guidelines and policies which are meant to minimize the spread of COVID-19 and other infectious diseases, and we will continue to evaluate and adjust as needed.

NEW POLICY: Travel During COVID

As we move through this pandemic, the CDC and each individual state's position on travel is ever changing. Several states and local governments have put in place travel restrictions, shelter-in-place orders, mandated quarantines upon arrival, or even state border closures while traveling.

Until further notice, we are requiring all TLE center staff and families to share their out of state travel plans with center Administration and follow quarantine restrictions before returning to their center.

This chart below provides an up to date overview by state (**see column "Travel Restrictions"**)

<https://www.multistate.us/research/covid/public>

Clean & Sanitized Centers

- If a staff member, parent or child receives a positive COVID diagnosis, the center will schedule a deep cleaning and sanitizing of the entire facility within 24 hours.
- All staff and children must wash their hands for a minimum of 20 seconds (sing Happy Birthday or Twinkle Twinkle Little Star):
 - When arriving at the school
 - Prior to eating
 - After eating and prior to nap
 - After toileting
 - Coming inside from the playground

- When handling bodily fluids
 - When their hands become soiled
 - Before they leave for the day
 - NOTE: **Children cannot use hand sanitizer gel**
- Adults should wash hands or use hand sanitizer gel when changing rooms throughout the building and when leaving for the day. **Using hand sanitizer gel is not a substitute for washing hands.**
 - It is recommended that centers purchase smocks to wear over uniforms or scrubs that staff can change into at the center to lessen the chance of bringing germs into the facility. Smocks and/or scrubs should be changed out of at the end of the team member's shift and laundered at the facility. Do NOT shake out the clothes prior to placing in the washing machine.
 - All surfaces must be cleaned three times per day at a minimum using an EPA approved product, in accordance with the "Welcome Back Cleaning and Disinfecting" procedures.
 - Aerosol sprays, such as Lysol, may NOT be used throughout the building while children are in attendance.
 - The cook will use non-latex gloves when handling and unpacking deliveries. Where possible, cans and containers will be wiped down with a disinfecting wipe.
 - Car seats cannot be brought into the building and will not be stored at the center.
 - In urban centers, personal strollers will need to be spray sanitized outside, after the child disembarks, before being brought into the facility by a team member. The sanitizing product should be supplied by the family due to the risk of allergic reactions.
 - Cot and crib sheets will be changed daily. Parents must supply (**unless otherwise mandated by state or county**) enough crib/cot sheets for daily changes. Used crib and cot sheets will be bagged and sent home each day for laundering.
 - All children's belongings, including sheets, nap blankets (Toddlers and above),

and extra clothing must fit into one backpack or bag that can be securely closed.

- Children under 12 months must have individually stored and labeled eating utensils. Children between 12-18 mo. should bring in 1 labeled sippy cup per day. Cups will be rinsed and sent home each day. Children over 18 months of age are not permitted to bring in sippy cups or eating utensils.

Social Distancing & Personal Protective Equipment

- All must maintain social distancing guidelines of a 6' distance between people when speaking. This includes staff, children and families.
- Follow the "Rule of 10" at a minimum for the classrooms (*unless directed otherwise by the state or county mandated ratios for the coronavirus*).
- Place napping children alternating head to toe with a 2' minimum distance between mats and cribs (*unless directed otherwise by your county or state licensing agency*).
- All center staff must wear a mask or a cloth face covering while working in the center, including on the playground. The mask or face covering should fit snugly against the sides of the face.
- The center should have extra masks on hand at times.
- Children over the age of 2 should wear a mask or cloth face covering if they can put it on and take it off independently, it does not pose a distraction (i.e., playing with it constantly), and they do not touch their face repeatedly.
- Masks for children may NOT have long string ties, as they can become a safety hazard. Children should NOT wear masks during naptime as it may interfere with normal breathing and the opportunity to observe the children.

Drop Off & Pick Up Procedures

- Drop off and Pick up will occur exclusively in the **vestibule area**, with only employed staff and children proceeding into the lobby and through to the classrooms.

- **Only employed staff, state or county government officials, first responders or TLE field support personnel will be allowed beyond the vestibule when they are acting in their official capacity.**
- Parents must wear masks or cloth face coverings at drop off and pick up.
- The entire process for both Drop off and Pick up should take 1 minute or less. If necessary, a queue will be set up outside the front doors to maintain a 6' distance between families.
- For **Drop-Off**, upon entering the vestibule:
 - Temperatures for anyone entering the facility will be taken by a team member with a no-touch thermometer.
 - A member of TLE staff will take the temperature of the child with a touch free thermometer and record it.
 - The parent will answer four screening questions.
 - The parent will sign their child into the facility using a sign in sheet.
 - A team member will accept the child and his/her belongings, asking if there is any information to pass along to the teacher, and proceed into the facility.
 - An administrator will clock the child into the CCM/CORE system as they enter the lobby.
 - All temps for children and staff will be logged on the TLE Temperature Log Sheet. TLE Temperature Logs should be maintained in a binder and kept until further notice.
 - Anyone with a temperature of _____° or higher (*use the temperature mandated by state licensing and the health department*) will be asked to return home.
- For **Pick-Up**, upon entering the vestibule:
 - The procedure will occur in reverse for pick up, with an administrator calling into the classroom to prepare the child for departure when the parent arrives at the vestibule.
 - A team member will gather the child and his/her belongings and bring the child up front.
 - The administrator will clock the child out on CCM/CORE as the child

- comes through the lobby and the parent will sign the child out using the sign out sheets in the vestibule.
- All approved authorized pick up procedures will be followed in the event a parent cannot pick up a child personally.

Other Visitors to the Center

- All adults entering the facility must wear masks and will have their temperature checked.
- Vendors must leave deliveries in the vestibule and a team member will bring them into the facility.
- Only employed staff, state or county government officials, first responders or TLE field support personnel, when they are acting in their official capacity, will be allowed beyond the vestibule.
- Repairs and maintenance must be completed after hours whenever feasible. It is recommended vendors be given a pair of shoe covers to wear if they must enter classrooms to make repairs.
- Tours must be conducted after normal operating hours. All adults must always wear masks and may not enter classrooms, as they have been cleaned and sanitized.

Managing Illnesses

- All child or staff member illnesses, possible exposures to COVID, or positive COVID diagnosis must be reported to the Field Leader immediately.
- In a situation where a child or staff member receives a COVID-19 diagnosis, the local Board of Health will assess the situation and provide guidance.
- Any child who becomes ill with any type of sickness, must be isolated from the group immediately and will not be allowed to return to the group or classroom. From there, teachers and administrators must follow normal procedures for when a child becomes ill.

- Parents/guardians will be called, and the child must be picked up within 1 hour.
- The Illness Log as well as an Illness Form must be completed.
- For a non-Covid related illness, the child will not be permitted to return to the center without a doctor's note stating they are fever free for 72 hours.
- Any adult (staff member or franchisee) that becomes ill while at the center with any type of sickness must be isolated from the group, will not be allowed to return to their group or classroom, and must go home immediately.
 - For a non-Covid related illness, the adult will not be permitted to return to the center without a doctor's note stating they are fever free for 72 hours before they can return.