



ALL DAY LEARNING CENTERS
Focusing On Your Child's Early Education
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COVID-19 Response Plan

(Last Updated 10/19/20)

Contents

| | |
|---|---|
| Preparations for Illness | 3 |
| Arrival:..... | 3 |
| Pick Up: | 3 |
| Preventative Measures | 4 |
| Every Day Preventative Actions | 4 |
| Clean and Sanitize Toys | 4 |
| Clean and Disinfect Bedding | 4 |
| Caring for Diapering..... | 4 |
| Washing, Feeding, or Holding a Child | 5 |
| Healthy Hand Hygiene Behavior..... | 5 |
| Cleaning Surfaces Frequently | 5 |
| If Someone Becomes Sick: | 6 |
| When Illness Occurs..... | 6 |
| Responses to Confirmed Case..... | 7 |
| COMMUNICATION | 7 |
| School Communications | 7 |
| Self-Reporting | 7 |
| WHAT TO DO IF YOU GET COVID-19 | 8 |
| CDC Guidance | 8 |
| School Operations If Suspected of Confirmed Case of COVID-19 | 8 |
| Isolation, Quarantine, and Return..... | 8 |
| Group 1: Individuals who have symptoms of COVID-19 | 8 |
| Group 2: Individuals who have NO symptoms | 9 |
| Group 3: Individuals who have symptoms and have tested negative | 9 |

COVID-19
Protocols, Policies, and Procedures
(Last Updated 10/19/20)

Schools, working together with local health departments, have an important role in slowing the spread of diseases to help ensure students have safe and healthy learning environments. Schools serve students, staff, and visitors from throughout the community. All of these people may have close contact in the school setting, often sharing spaces, equipment, and supplies. Information about COVID-19 in children is somewhat limited, but the information that is available suggests that children with confirmed COVID-19 generally had mild symptoms. However, a small percentage of children have been reported to have more severe illness. People who have serious chronic medical conditions are believed to be at higher risk. Despite lower risk of serious illness among most children, children with COVID-19-like symptoms should avoid contact with others who might be at higher risk, such as older adults and adults with serious chronic medical conditions.

Preparations for Illness

1. Daily Reports - Daily reports of staff and student attendance shall be closely monitored for signs of illness.
2. Designated Areas – The Sick Bed area in the Main Building, and secondarily, the STEAM Rooms in the Main Building and Annex will be used to isolate individuals who become ill while at the facility.
 - In the case of multiple students in designated areas, staff shall ensure students are placed at least 6 feet apart.
 - Staff shall ensure hygiene supplies are available, including a cloth mask, facial tissues, and alcohol-based hand rub.
3. Transportation - Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
 - a. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
4. All staff shall know how to follow CDC guidance and school procedures on how to disinfect our facility if someone is sick.

Arrival:

- The school's screener will provide a non-contact forehead thermometer to the parent so they can take the temperature of their child.
- Students who have a fever of 100.4F (38.0 C) or above, or other signs of illness, will not be admitted to the facility. We encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. An illness report will be provided. The student must be fever free for 72 hours prior to returning to school.
- A staff member will meet the child and parent in the parking lot to bring the child into the school. This will help limit traffic coming in and out of the school.

Pick Up:

- Parents should call the school when they are outside to pick up their child.
- A staff member will bring children out of the school to their parents.
- This will help with the limit of traffic coming in and out of the school.

Preventative Measures

Every Day Preventative Actions

We encourage everyone to take every day, preventive actions to prevent the spread of respiratory illness.

- Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- Clean and disinfect frequently touched surfaces.
- Cover cough and sneezes.
- Cover your mouth and nose with a cloth face covering when you have to go out in public.
- Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.

Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.
- 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. The toys will be cleaned with water and detergent, rinsed, sanitized, and rinsed again before being air dried.
- We will 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.
- We will set aside toys that need to be cleaned. We will have enough toys so that the toys can be rotated through cleanings.

Clean and Disinfect Bedding

- We will only use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. We will keep each child's bedding separate, and will store in individually labeled bins, cubbies, or bags. Cots and mats will be labeled for each child. Bedding that touches a child's skin will be cleaned at least weekly, or before use by another child.

Caring for Diapering

- When diapering a child, staff will wash their hands and wash the child's hands. Staff will follow safe diaper changing procedures. Procedures are posted in all diaper changing areas. Steps include:
 1. Prepare (includes putting on gloves)
 2. Clean the child
 3. Remove trash (soiled diaper and wipes)
 4. Replace diaper
 5. Wash child's hands
 6. Clean up diapering station
 7. Wash hands
- After diapering, staff will wash their hands, even if they were wearing gloves. They will then clean and disinfect the diapering area. The surface will first be cleaned with detergent or soap and water prior to disinfection. It will then be disinfected with a disinfecting solution.

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

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: Child care providers can 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.
 1. Staff members will wash their hands, neck, and anywhere touched by a child's secretions.
 2. Staff members will change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
 3. Contaminated clothes will be placed in a plastic bag or washed in a washing machine.
 4. Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.
 5. Child care providers should 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 should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

Healthy Hand Hygiene Behavior

- All children and staff should engage in hand hygiene at the following times:
 1. Arrival to the facility and after breaks
 2. Before and after preparing food or drinks
 3. Before and after eating or handling food, or feeding children
 4. Before and after administering medication or medical ointment
 5. Before and after diapering
 6. After using the toilet or helping a child use the bathroom
 7. After coming in contact with bodily fluid
 8. After playing outdoors or in sand
 9. After handling garbage
- 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.
 1. Supervise children when they use hand sanitizer to prevent ingestion.
 2. Assist children with hand washing, including infants who cannot wash hands alone.
 3. After assisting children with hand washing, staff should also wash their hands.

Cleaning Surfaces Frequently

- All surfaces will be cleaned throughout the day.
 1. Before and after eating
 2. After Centers
 3. After doing a project

If Someone Becomes Sick:

- If a child becomes sick they will need to be picked up within 1 hour.
- Sick children will wait in the Sick Bed area in the Main Building.
- If COVID-19 is confirmed in a child or staff member:
 1. Notify the local Department of Health.
 2. Notify the NJ Department of Children and Families.
 3. Notify the parents of all students in the related classroom.
 4. We will close off areas used by the person who is sick.
 5. We will open outside doors and windows to increase air circulation in the areas.
 6. We will wait up to 24 hours or as long as possible before we clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 7. We will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas. If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection may not be necessary.
 8. We will require sick children and staff to stay home until cleared by a doctor.

When Illness Occurs

1. Separation - Children and staff with fever, cough, or difficulty breathing should be placed away from others and asked to wear a face mask until they can be sent home.
 - Whenever possible, cover children's (age 2 and older) noses and mouths with a mask or cloth face covering.
 - If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (6 ft. away).
 - Individuals should be sent home and advised to follow What to Do If You Are Sick. (see attached)
2. When an individual tests positive for COVID-19, the facility should immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality:
 - Local Department of Health**
Hillsborough Department of Health
Siobhan Spano
908-369-4313
SSpano@hillsborough-NJ.org
- Facilities should be prepared to provide the following information when consulting public health:
 - a. The identity of the person with COVID-19 or probable COVID-19 (i.e. staff, child in care, household contact).
 - b. The date the person with COVID-19 or probable COVID-19 was last in the building;
 - c. The date the person developed symptoms.
 - d. Types of interactions the person may have had with other persons in the building or in other locations.
 - e. How long their interactions were with other persons in the building.
 - f. If other persons in the childcare program have developed any symptoms; and
 - g. Any other information to assist with the determination of next steps.

Responses to Confirmed Case

- Our school may need to temporarily dismiss children and staff for 2-5 days if a child or staff member attended childcare before being confirmed as having COVID-19. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the facility, perform contact tracing and cleaning and disinfecting the facility.
- Our school will follow CDC guidance on how to disinfect the facilities if someone is sick.
 - If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
 - If COVID-19 is confirmed in a child or staff member:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.
 - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas with an EPA-registered product for use against SARS-CoV-2.
 - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.
- This facility will work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

COMMUNICATION

School Communications

The Director shall respond to COVID-19 concerns. If in-person contact is not possible, the Director may be contacted at the school's phone number at 908-359-0803, or via her email at pgladstone@alldaylearningcenters.com.

Through this document, this school has developed a plan for infectious disease outbreaks including COVID-19. Staff and families will be informed of policies for ill staff and children including isolation, exclusion and notification of positive cases or outbreaks.

Self-Reporting

If not discovered first by screening procedures, staff and families must self-report the following:

- 1) Any and all symptoms that could relate to COVID-19 illness.
- 2) Any known exposure to anyone that has either COVID-19 symptoms, or has been diagnosed with COVID-19.
- 3) Any instances where staff or families have been in a facility that has had a COVID-19 outbreak or closure.

WHAT TO DO IF YOU GET COVID-19

CDC Guidance

Take steps to best protect yourself and others, and best ensure that you do not pass on the virus. Please refer to the following link for CDC guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

When sick with COVID-19, children and staff must stay home

- We communicate the importance of staying home when sick.
- We would communicate with parents if any family members come in contact with a sick person.
- We communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- We have procedures to ensure children or staff that come to the center sick, or become sick, while at our facility are sent home as soon as possible.
- We will keep sick children and staff separate from well children and staff until they can be sent home.

School Operations If Suspected of Confirmed Case of COVID-19

If a suspected or confirmed case of COVID-19 infection occurs in one defined group (see Isolation, Quarantine, and Return) within the center, the ill person should be sent home.

- Other staff and children in the group would be considered close contacts of that case and must be quarantined in their homes for 14 days.
- Parents/guardians and staff facility-wide should be informed of the situation.
- The CDC guidance for cleaning and disinfection should be followed.

Other groups within the childcare facility can continue to function, with daily and vigilant screening for illness occurring and social distancing and personal and environmental hygiene measures strictly adhered to.

If suspected or confirmed cases occur in multiple groups within the facility, then all childcare operations within the facility need to be suspended.

The ability to keep groups small and static can be helpful in identifying close contacts and may aid in determining if a facility wide closure is necessary.

Note: Per DCF requirements classes shall include the same group of children each day, to the greatest extent possible, and, also to the greatest extent possible, the same staff shall be assigned to care for each group, each day.

Isolation, Quarantine, and Return

The following provides information on isolation and quarantine and when individuals can return to childcare facilities:

Group 1: Individuals who have symptoms of COVID-19

Individuals who have symptoms of COVID-19

AND

- have tested positive (by PCR, rapid molecular or antigen testing) OR
- have not been tested (i.e. monitoring for symptoms at home) should stay home ** and away from others until:

When Group 1 individuals can return

At least 10 days have passed since their symptoms first appeared

AND

- They have had no fever for at least 72 hours (three full days without the use of medicine that reduces fever)

AND

- Other symptoms have improved (for example, symptoms of cough or shortness of breath have improved)

Group 2: Individuals who have NO symptoms

Individuals who have NO symptoms and have tested positive should stay home ** and away from others until:

When Group 2 individuals can return

- 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms.

Group 3: Individuals who have symptoms and have tested negative

Individuals who have symptoms and have tested negative should stay home and away from others until:

When Group 3 individuals can return

- 72 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.

Footnotes

* Close contact is defined as being within 6 feet for at least a period of 10 minutes.

** Siblings and household members should also remain at home for 14 days.