



COVID Center Guidelines and Procedures

(Updated 09/09/2021)

Drop Off and Pick up for children:

- Families will be permitted to drop off and pick up their children at the classroom door. ALL parties entering the building will need to:
 - Wear a mask
 - Use hand sanitizer which will be available

Communication With Families:

- Families will be informed of the updated COVID-19 guidelines and procedures that Wonderspring has created for the safety of children, staff and families.

Exclusion Criteria: .

- When a child shows symptoms of illness, the child will be excluded from group care and will remain in an isolation room or area until pickup. A staff person will remain with the child during this time.
- Family will be contacted immediately to pick up the child.
- If a family notifies the center that their child is exhibiting COVID symptoms at home, the family will need to consult with a medical professional and present a doctor's note prior to returning.
- If COVID-19 is confirmed in a child or staff member, the local Department of Health will be contacted by the director and:
 - The areas used by the ill child or staff person will be closed off for the length of time as determined by the local Department of Health.
 - Clean and disinfect all areas used by the child or staff person who is ill, such as offices, bathrooms, and common areas.

Intensify Cleaning and Disinfecting:

- Keep surfaces clear so you can clean and disinfect them easily.
- Routinely clean and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as:
 - Doorknobs
 - Light Switches
 - Classroom sink handles
 - Countertops
 - Chairs
 - Cubbies
 - Playground Structures
 - Phones
 - Time clock
 - Stair railings
 - Cribs and cots after use.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretion or excretions should be set aside until they are cleaned with soap and water and disinfected.
- Sand and Water, Art materials (etc, crayons, play-doh) and other shared materials (i.e. small water and sand bins, individual crayons boxes) will be individualized when possible.
- Additional toys should be present in the classroom to replace those that are removed and in the cleaning and disinfecting process.

Hand Hygiene:

- All children and staff should engage in hand hygiene at the following times:
 - Arrival to 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 ointment
 - Before and after diapering
 - After using the toilet or helping a child use the toilet
 - After coming in contact with bodily fluid
 - After playing outdoors
- Wash hands with soap and water for at least 20 seconds.

- Assist children with handwashing, including infants who cannot wash hands alone.
 - After assisting children with handwashing, staff should also wash their hands.

In classroom during programming hours/teaching/schedule:

- Toothbrushing should be removed as a part of the daily schedule.

Food Preparation and Meal Service:

- For programs that typically serve family style, staff will plate each child's meal to serve it so that multiple children are not using the same utensils. Staff will be wearing gloves when serving food.
- Providers wash hands before preparing food and after helping children to eat.
- Sanitize food surfaces before eating.
- Children wash hands prior to and after eating meals.

Masking

Due to our status of a child care provider licensed by the Department of Human Services of the Commonwealth, Wonderspring follows the "Order of the Acting Secretary of the Pennsylvania Department of Health Directing Face Coverings in School Entities" issued September 7, 2021.

- All children over the age of 2, staff and essential visitors will wear a cloth or disposable face mask with ear loops that covers the mouth and chin snugly during their days at Wonderspring.
- Wonderspring staff will provide children with frequent reminders and education on the importance and proper wearing of cloth face coverings.
- All masks for children will be provided by families. Center will have extra masks if needed.
- Wonderspring staff will communicate with families about any barriers to wearing masks. The use of an alternative face covering, such as a face shield may be an option.
- The Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings includes the following exceptions to the mask requirement:
 - 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.

- If wearing a face covering would either cause a medical condition, or exacerbate an existing one, including respiratory issues that impede breathing, a mental health condition or a disability.
- Engaged in an activity that cannot be performed while wearing a mask, such as eating and drinking.

Closure after confirmed cases

- Confirmed COVID cases will be reported to the appropriate Department of Health along with DHS/OCDEL. Recommendations from the Department of Health will be followed.
- During a closure, Wonderspring will also follow any additional guidance regarding additional cleaning steps from the local health department and our current cleaning services.
- Wonderspring will reopen the classroom based on the CDC guidelines and instructions from the local health department.
- Individuals with confirmed cases of COVID will not return to the center until Wonderspring receives documentation from a health professional indicating the individual can return to the program.

Staff, Self-Care and Self-reporting:

- Please be diligent regarding self-care. If you come in contact with anyone who has tested positive for Coronavirus, please notify us immediately and stay home. Review and understand potential risk factors and underlying conditions that may be associated with complications in those affected by COVID-19.
- Wonderspring is following the guidance of the CDC regarding staff returning to work after exposure or sickness. Our Human Resources Department will assist staff with the process of obtaining care, documentation and returning to work. Health and safety is important to Wonderspring!

Training and Professional Development

- New Wonderspring Staff will be trained on these COVID center guidelines and procedures prior to their caring for children. These topics will be covered during orientation training that may be provided in-person or in a virtual meeting.
- Current Wonderspring staff will receive training and professional development as the COVID center guidelines and procedures are updated.

Thank you for your understanding and patience. Our focus is the health of all children, families, staff and the community at large. These are evolving guidelines and subject to change as the CDC guidelines are updated.

I, (Print Name) _____,
acknowledge and understand the new procedures and expectations during this time to minimize the spread of COVID-19.

Sign: _____

Date: _____