

UPDATED PROTOCOLS & RESPONSE PROCEDURES FOR COVID-19 FOR CHILDREN & STAFF AS OF Sept 2020

A. Screening, Admittance, & Daily Reports:

- **Persons that have a fever of 100.4 or above or other signs of illness shall not be admitted to the facility.**
- The designated screening area should be outdoors or in the immediate entryway of the facility
- Screening information collected is submitted daily to the office of licensing by the end of the day.
- Adults and children must be wearing masks for admittance.
- Hand sanitizing / hand washing is required upon arrival

B. Group Sizes:

- Class size has been **increased to 15** and shall include the **same group** of children each day.
- Co-mingling of groups shall be limited to: (1) siblings or (2) outdoors during the **last hour of operation**.
- Social distancing & the use of masks by all children over age two is highly encouraged.
- The use of shared spaces shall be controlled to ensure that children & staff maintain at least 6 feet of separation between groups and the spaces are disinfected between uses.
- Outdoor play time on shared playgrounds shall be staggered to prevent mixing groups.
- Procedures shall be implemented to prevent crowding at pick up & drop off. Parents or others are prohibited entry into the facility. (Ferry lanes have worked out well for drop off & pick up.)
- Staff are required to wear masks at all times. Children shall be encouraged to wear masks especially when social distancing is not practiced.
- Meals & Snacks shall be provided in the classroom. Family style meals are prohibited
- Disposables are recommended for silverware & plates. Gloves are required when touching food contact surfaces

C Activities:

- Walks to nearby parks are permissible
- No close person to person contact: hugging, games involving touching or tagging.
- Sharing of supplies, food, toys & other high touch items is strictly limited.

D Visitors permitted during operating hours are:

- Emergency or law enforcement personnel in their official capacity; DCF personnel; Health officials; providers of treatment services including Early Intervention Services, and emergency repair services.
- Parents for the purpose of the wellbeing of their child .e.g. nursing infant.
- Entertainers and photographers maintaining 6 feet of separation from children & staff & wearing a mask & subject to screening procedures
- Visitors are required to wear masks & be screened for Covid-19.

E. Promoting Healthy Hygiene Practices:

- Staff shall teach hand washing with soap & water for 20 seconds & Using tissues to cover coughs/sneezes!
- Staff shall reinforce the use of masks and use reminders to not touch the mask or face area.
- Children & staff shall wash hands upon arrival in the classroom, before meals or snacks, after outside time, after toileting, after using manipulatives, playing with individual playdough, etc.
- Hand hygiene stations are located at the screening area.
- Hand hygiene is practiced when washing, feeding, diapering or holding **infants & toddlers & twos:**
 1. Staff shall protect themselves with long sleeve shirts or smocks & wear hair up.
 2. Staff shall wash off secretions from a child & change clothes if necessary.
 3. Any contaminated clothes should be placed in a plastic bag to be washed.
 4. Infants, toddlers and providers should have multiple changes of clothes on hand.

F. Enhanced Cleaning & Sanitation Procedures:

- Centers shall **increase** the frequency of cleaning toys, equipment, and surfaces sanitizing or disinfecting frequently (e.g. playground touch surfaces, door handles, sinks, toilet seats,) **multiple** times per day.
- Toys and items not easily cleaned or disinfected (e.g. soft toys, dress-up clothes) should not be used.
- Mouth toys shall be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize or disinfect and air dry or clean in the dishwasher.
- Windows should be opened daily to **allow fresh air flow** through all of the classrooms.
- Bedding is stored individually and washed weekly or more frequently if needed due to secretions.

G. Symptoms of illness: (at least 2) (at least 1 of the following:)

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| <ul style="list-style-type: none">• Fever of 100.4 plus• Chills/shivering• Muscle aches/Headache• Diarrhea• Vomiting or Nausea• Sore Throat/Fatigue• Congestion or runny nose | <ul style="list-style-type: none">* Cough* Shortness of Breath* Difficulty Breathing* New loss of taste* New loss of smell |
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H. Response Procedures for COVID-19 Symptoms or Exposure

- Children exhibiting upper respiratory symptoms & fever shall be excluded until fever free for 48 hours. Staff are required to watch for signs of illness throughout the day & check for fever if illness is suspected.
- Any confirmed or suspected exposure to COVID-19 occurring in school must be reported to **both the Ocean Co. Health Department and the Department of Children & Families, Office of Licensing.**
- If symptoms of COVID-19 develop while at school:
 1. Immediately separate the child or adult from the rest of the group in the designated space for Building #1 or Building #2 which is the front entry areas or outside if weather permitting.
 2. The Staff member must arrange for a COVID Test after leaving the school.
 3. The caregiver waiting with the child should remain as far away as possible utilizing the PPE located in the RED BAGS in the Adult Bathrooms of both buildings.
 4. Advise the child's parent or caregiver to inform the school immediately if the child is diagnosed with COVID-19 & a Doctor's note clearing the child to return to school must be provided.
- For children or staff members who test positive for COVID-19:
 1. The school shall contact the Ocean Co. Health Department for guidance.
 2. Health officials will provide direction on whether a school should cease operations following the identification of a positive case. If temporary closure is ordered, the duration depends on staffing levels, outbreak levels in the community and severity of illness in the infected individual. Symptom-free children and staff should not attend or work at another facility during the closure.
 3. All rooms and equipment used by the infected person should be cleaned and disinfected in accordance with CDC guidance. Centers uncertain about the extent of potential exposure shall clean and sanitize all rooms.
- Elementary School students & other sports & recreational activities:
 1. Students in an elementary classroom or a recreational activity that has been exposed to covid-19 and are required to quarantine for a period of time may **not** attend Beachwood Nursery School during this period.
 2. A Doctor's note must be provided clearing the child to return to school.
- Close Contact w/confirmed case of COVID/Out of State/Country Travel Advisory List:

Staff or children are not permitted to return to our school until a self-quarantine of 14 days has expired.
- Returning to child care after a Covid-19 Diagnosis or Exposure:
 1. A staff member or child exposed to COVID-19 cannot be admitted to school again until the criteria for quarantine or home isolation has been met according to the Ocean County Health Department.
 2. The staff member or the child's family must comply with contact tracing.
- **Tuition Policy:**

If we are mandated by the State of NJ, the Department of Children & Families, the Office of Licensing, the Department of Health or our local school district closes due to a public health emergency for a period of two calendar weeks or less, there will be no tuition refunds. A credit will be applied from the second day of closure according to your child's regular weekly schedule. Our goal is to remain open to serve the families that need child care during this co-vid crisis. If a case of co-vid-19 should occur in a classroom, **only** that classroom will be required to follow the procedure the OCEAN County Health Department recommends.