**CLC LEARNING HUB**

**COVID-19 POLICIES & PROCEDURES**

**Introduction**

The virus is thought to spread primarily from person-to-person.

* Between people who are in close contact with one another (within about 6 feet).
* Through respiratory droplets produced when an infected person coughs, sneezes or talks.
* These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
* Some studies have suggested that Covid-19 may be spread by people who are not showing symptoms.
* Covid-19 symptoms may include: Fever or chills, cough, shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of smell and/or taste, Sore throat, Congestion or runny nose, Nausea or vomiting and/or Diarrhea.
* A potential exposure means having close contact (within 6 feet) with a person with a confirmed or suspected case of Covid-19 for a period of 15 minutes or longer during the case’s infectious period.
* Persons with Covid-19 are considered infectious from 2 days before the onset of symptoms until the end of the isolation.

Knowing these facts, CLC Learning Hub has implemented many safety measures for families, students, and staff to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

Our Learning Hub director is responsible for health and safety preparedness and response planning during childcare operations during the COVID-19 pandemic. They will be responsible to communicate with staff, parents, custodial employees, and necessary public health organizations to ensure the health and safety of staff and students.

# **Social Distancing Strategies**

CLC Learning Hub staff and families will use resources from the Office of Child Development and Learning (OCDEL), the CDC and American Academy of Pediatrics guidelines, the Governor’s office and the local health officials to determine a set of strategies appropriate for our Learning Hub. We will use preparedness strategies and consider the following social distancing strategies that may/may not be implemented at some point of time during Covid-19.

* Whenever possible, our strategy is to use cohorts (groups). Our class cohorts will include the same group each day in the same classroom location, including the same staff and should remain with the same group each day. However, in the event of a staff absence, a substitute will be required.
* Students will wear masks during any time that they are in the common areas (hallways, moving around the classroom, bathrooms, and lunchroom unless eating)
* Teachers will always wear face masks and/or face shields.
* Each family will provide the students school supplies needed. The students will be able to keep these items on their desk. It is encouraged to label belongings.

# **Health Screening of Students/Staff**

* All children, parent/guardian dropping off and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature within CDC and health professional guidelines upon arrival every day until further notice. If a student is excluded from care because of fever, cough, or shortness of breath, the child must be symptom free for 72 hours or provide a documented negative COVID-19-10 test result to return to care. There is no reduction of tuition for this time period.
* If you have been contacted by the health department for known exposure of your child or anyone in your household, please notify our office and we will follow health department recommendations.

## Arrival and Dismissal of children

* Only Learning Hub staff and students will be allowed to enter the Learning Hub during hours of operation.
* During arrival and dismissal, parents should remain in vehicle and if conversation is needing to be had with a staff member please wear mask and all individuals should be at a social distance of 6 feet apart or greater.
* We plan for a carline drop off and pick up system. Staff member will ask parents COVID-19 related questions. Please do not give your student’s fever-reducing medication prior to their arrival to school. To keep everyone safe, it is going to require stringent adherence by all to stick to the policies.
* If a student arrives late to school, parents should use the front entrance. Parents/guardian should call the Learning Hub office to be met at the door for screening. A staff member will take the student’s temperature and ask the parent(s) COVID-19 health assessment questions prior to allowing child admission to the preschool.
* Families must comply with daily questions of the student’s exposure to COVID-19, and if the student has any of the identified symptoms set by the CDC guidelines, the student will not be permitted to attend. Attendance will be denied for a minimum of 72 hours following. Symptom-based or test-based strategies will be considered prior to allowing the child to return to the Learning Hub.
* Staff will provide hand washing/sanitizing upon arrival to the Learning Hub.
* Students will be dismissed from the same doors used for arrival. Parents should pull up to in the carline and wait patiently for their student to come out.
* Classes will practice social distancing as much as possible while waiting for arrival and dismissal. Masks will be required at these times.

## Arrival of Staff

* Staff are expected to check in at the Learning Hub office for health screening upon arrival each day.
* Staff should answer the questions on Student/Staff Questionnaire once their temperature is taken.
* Bring into the center only what they will need for the day.
* Wash hands immediately upon arrival.

# **Sanitization**

## Cleaning

* When surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
* Whenever possible cleaning will take place by staff once students have moved to a new area using disinfecting products, such as wiping down desks/tables as students move to the lunchroom/recess, etc.
* The staff will disinfect bathrooms, classroom surfaces and frequently touched areas according to CDC guidelines during the recess break (mid-day) and at the end of the school day.
* All cleaning products will be kept out of the reach of students.
* All cleaning products will be EPA-registered for use against the COVID-19 virus.

## Hand washing and sanitizing

All children, staff, and volunteers will engage in hand hygiene at the following times:

* Arrival to the facility and after breaks.
* Before and after handling student food or drinks.
* Before and after eating food.
* After using the toilet.
* After coming in contact with bodily fluid.
* After playing outdoors.
* After handling garbage.
* After blowing one’s nose, coughing, or sneezing.
* After touching or cleaning surfaces that may be contaminated.
* After using shared equipment like computer keyboards, mouse, scissors, pens. etc.
* All staff and children will adhere to regular hand washing with soap and water for at least 20 seconds:
  + Turn water on and wet hands, remove from water
  + Add soap to hands and create friction to make bubbles
  + Scrub for 20 seconds, sing your ABCs
  + Rinse hands under running water
  + Dry hands with single use paper towels
  + Turn off faucet with paper towels

Signage will be posted to encourage frequent handwashing and sanitization.

Alcohol based sanitizers

Use of an alcohol-based hand sanitizer will be used as a substitute when handwashing is not readily available. These products will be readily available in classrooms, hallways, office, lunchroom, etc.

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## Respiratory Hygiene

* All staff should cover coughs and sneezes with tissues or the corner of the elbow.
* Encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow.
* Dispose of soiled tissues immediately after use and wash hands.

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## Eliminating transmission points

* Reduce common touch points by opening internal doors where possible.
* **Frequent cleaning of all touch points**.
* Provide disinfectant so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be disinfected.
* Staff will clean their personal workspace at the beginning and the end of every day.
* If a sick employee is suspected or confirmed to have Covid-19, CDC recommendations for cleaning and disinfection will be followed.

# **Guidelines for onset of illness at CLC Learning Hub**

## Student

* We will be monitoring student’s health throughout the day and if a student becomes sick during the day, the staff will remove student to a location where the student will be kept comfortable until the family can arrive.
* The family will immediately be called and a request for immediate pick up will be made.
* It is very important to have up to date arrangements for timely emergency pick-up on file in the Learning Hub office.
* To keep everyone safe, it is going to require stringent adherence to the sick policy listed below.
* Students presenting with a cough, runny nose, wheezing, or sneezing related to allergies will require a doctor’s note at the onset of each bout to attend school while symptoms are present.

## Employee

* Employees who appear to have [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html) (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be separated from students, co-workers, parents, visitors, and be sent home.
* Staff presenting with a cough, runny nose, wheezing, or sneezing related to allergies will require a doctor’s note at the onset of each bout, to attend school while symptoms are present.

# **Guidelines for onset of illness while at home**

## Student

* If the student becomes sick at home with any symptoms, cough, fever, muscle aches, shortness of breath, and/or any two of the following symptoms: new loss of taste or smell, fatigue, muscle or body aches, headache, congestion or runny nose, nausea or vomiting, or diarrhea, generally not feeling well, we ask that you notify us and **keep your student and siblings at home**.To keep everyone safe, it is going to require stringent adherence to the sick policy listed below.
* If symptoms are consistent with Covid-19, please phone your student’s pediatrician and ask for guidance. Please phone us and share that guidance so that CLC Learning Hub will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

## Employee

* Stay home if you are experiencing ANY signs of illness.
* Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
* Stay in touch with your doctor.
* As much as possible, stay away from others. You should stay in a specific “sick room” and away from other people and pets in your home. Use a separate bathroom, if available.
* If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include:
  + Trouble breathing
  + Persistent pain or pressure in the chest
  + New confusion or inability to arouse
  + Bluish lips or face

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

* Students who have symptoms **must** stay home.
* Employees who have symptoms (i.e., fever, cough, or shortness of breath- see page 1 for list) should notify the director and **must** stay home.
* Sick employees should follow [CDC-recommended steps](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html). 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 the director and follow CDC recommended precautions.
* A potential exposure means having close contact (within 6 feet) with a person with a confirmed or suspected case of Covid-19 for a period of 15 minutes or longer during the case’s infectious period.

# **If CLC Learning Hub has a case of Covid-19**

* CLC Learning Hub director will notify all families and staff of confirmed or probable Covid-19 exposure. (Confidentiality as required by the Americans with Disabilities Act (ADA) will be maintained.)
* CLC Learning Hub director will report the confirmed case to the local health department and follow their specific guidelines.
* CLC Learning Hub director will report the confirmed case to the state Department of Public Health.
* CLC Learning Hub director will request the date of symptom onset for the child/staff member.
* Using the information provided from the family or staff member with confirmed or probable case of Covid-19, CLC Learning Hub director will determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began.
* CLC Learning Hub director will identify what days the students/staff member attended/worked during that time.
* CLC Learning Hub director will attempt to determine who had close contact with the student/staff member at the program during those days.
* Areas used by the individuals with COVID-19 will be closed off for a minimum of 48 hours to ensure proper sanitization.
* Students and staff members who are determined to have had close contact with the affected students/staff member will be excluded for 14 days after the last day they had contact with the affected student/staff member.
* As per the Office of Child Development and Early Learning the staff member or child may discontinue home isolation in accordance with a symptom-based strategy or test-based strategy:
  + **Symptom-Based Strategy**: Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
    - At least 3 days (72 hours) after the symptoms have passed since recovery defined as a resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**
    - At least 10 days have passed since symptoms first appeared.
  + **Test-Based Strategy**: Individuals with positive test results for COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
    - Resolution of fever without the use of fever-reducing medications **AND**
    - Improvement in respiratory symptoms (e.g., cough, shortness of breath) **AND**
    - Negative COVID-19-19 test results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens.)

**For Persons Who Tested Positive but have NOT had COVID-19 Symptoms in Home Isolation:**

* + - Time-Based Strategy Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
      * At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
      * If they develop symptoms, then the symptom-based or test-based strategy should be used.
* Custodial staff will wait if practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
  + If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait if possible.
  + Cleaning and disinfecting of all areas used by the sick person, such as offices, bathrooms, hallway, lunchroom will take place.
  + If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection may not be necessary.
  + Continued routine cleaning and disinfection will occur.

Dismiss students and staff for 2-5 days after a Confirmed Case of 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 school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

* School closures will be communicated to families through email notifications.
* Local health officials’ recommendations for the scope and duration of center closure will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
* Discourage staff, students, and their families from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend’s house, a favorite restaurant, or the local shopping mall.

# Meetings and Large Events

Any events and meetings (including parent orientation) that require close contact will take place virtually if possible. Parents/students will schedule a time to set up and drop off desk area supplies.

# CLC Learning Hub Staff Communication Plan

Communication is important for all Hub staff and families. Regular communication will continue by the director and teachers through email or text, as well as face to face or should I say mask to mask.

Determination of how CLC Learning Hub will operate if absenteeism spikes amongst staff

While assuring that same staff persons are to remain with the same students over the course of the day it is understandable that absenteeism may increase in employees. Among other reasons, some staff might need to stay home to care for sick family members or to watch their children if dismissed from [childcare programs and K-12 schools](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html).

* CLC Learning Hub will plan to monitor and respond to absenteeism at the workplace to provide consistency for families and children. Families will be notified as soon as possible, through email or text, or in person upon arrival. To the best of our ability, we will use substitute teachers from within our sub list staff.
* Implement plans to continue our essential business functions in case we experience higher than usual absenteeism.
* Cross-train staff to perform essential functions so the workplace can operate even if key employees are absent.

# Staff/Student Arrival Health Questionnaire

(an example of what we will use upon check in daily)

Please help us to protect your children and others by answering the questions on this form regarding symptoms of COVID-19 immediately upon arriving at the CLC Learning Hub. Temperatures will be checked upon arrival and again if the child seems symptomatic during the day.

If your child has **any symptoms** on this form, we cannot allow your child/family to enter until your symptoms have resolved.

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\***If you, a member family living with your child, or your child** has traveled outside the state of PA please notify us for additional guidance\*

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Child Name and class** | **Close contact with person diagnosed Covid-19-19**  **(Y/N)** | **Cough/Shortness of breath or difficulty breathing/ Chills/ Repeated shaking with chills/Muscle pain Headache/ Sore throat/ New loss of taste or smell**  **(Y/N)** | **Record of temperature**  **\*without the use of fever-reducing medication** | **Notes** |
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# Acceptance of new procedures for children/families/staff

CLC Learning Hub

Anyone who has children enrolled in CLC Learning Hub must read, sign, agree and follow the policy and procedures:

I have read and fully understand CLC Learning Hub policy and procedures for Covid-19. I also understand that this document can be changed at any time with or without notice by the director as dictated by the onset of new challenges or in compliance with OCDEL, American Academy of Pediatrics, and/or the CDC.

I understand that the safety, health and the well-being of students, families, and staff rely on my due diligence to keep myself and family following Social Distancing rules set by the Governor at any given time. I will adhere to the CLC Learning Hub policy regarding staying at home whenever my child shows any signs of illness and I will make the director aware in the event that anyone in our family has been exposed to or contracts Covid-19. Further, our family/my student will quarantine for 14 days after exposure to a known case of Covid-19.

Understanding that my student’s health and safety is of utmost importance to the CLC Learning Hub and that CLC Learning Hub director and staff will do their best to keep my student safe, I hereby release the CLC Learning Hub and New London Presbyterian Church/Christian Life Center of any responsibility in regard to my child’s health.

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Both Parent Signatures Date

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Director’s Signature