

## Health and Safety at Learning Tree Child Care Center

All parent's children and staff will be subject to the following changes in policies to make sure that the program is doing its part by protecting all parties involved. Our goal is to provide each and every family with the same opportunity for care and quality experiences. In order to provide this we must make sure that we are diligent in protecting everyone and utilizing cleaning practices that will protect us. Our plan is to provide quality care and a safe workplace for the staff. There will be new practices in place and new guidelines to follow.

Our children's safety is our primary concern so children displaying these symptoms will not be allowed to stay for the day.

Children with a fever of 100.4 or higher. Children will have their temperature taken upon arrival and will also have subsequent readings at noon and at the end of the day. We will do this so that we are aware of changes to any child while in our care. Our plan to make sure that we protect each child and staff is something we will take very seriously. If a child is with a fever they will not be allowed to stay and will be required to have a doctor's statement along with a normal temp reading when they return. If a child has a temperature mid-day emergency contacts will be contacted and the same policy will be followed. Ill children will be isolated from the other children and kept comfortable until the emergency pick-up arrives. During this time the child will be masked and cared for by a masked staff member until picked up. Children will not be permitted to return without a note from the doctor and being free from the symptom.

**Rashes-**Along with a temperature reading we will also be checking your child for any strange rash. Large splotches on the skin or rashes present on the body anywhere will result in a discharge from services that day. Your child is welcome to return when there is no evidence of a virus or irritation of any sort.

**Draining-** We understand that children drain from allergies, cold and just development at times. As we try our hardest to maintain a safe environment our goal is to make sure that children draining are not showing drainage that is green or any other color that might allude to any virus or illness present.

**Masks-** Our stance on masks are whatever the state has recommended. It is our hope that all children can keep their masks on and try to be socially distant. We plan to follow whatever the state's guidelines for groupings. Our goal is to keep all of the children safe but we know that children can be unpredictable and sometimes rebellious. If you want your child to wear the mask and the child keeps taking it off, we are going to keep the child comfortable. Our goal is to keep the children in an orderly fashion. This will be free from tantrums and any other behavior that may put the other children and staff at risk.

**Handwashing-** Our center will continue to use best practices and allow the children to wash their hands. We plan to continue to wash before and after meals, upon entering the center, and when we think the children should. Throughout the course of the day.

## **Parents**

### **Arrival**

All parents and children over age 2 must enter the building with a mask. All PARENTS must have a face covering. Parents must be aware that their child's temperature will be taken UPON arrival. Please allow extra time for this process if your child has an elevated temperature over 100.4 the child will not be permitted to stay and we will provide you with a note for your job. Parents to limit exposure to outside germs we are asking that you stay in the vestibule and stand on the X's provided. We ask that Parents sign their children in via the app. All children must be signed in for the day by 9 am and children must arrive by 9am no late children will be permitted.

### **Sudden illness Procedure**

In the event that your child develops a temperature, rash, diarrhea, draining of the eyes, and or flu-like symptoms while in our care we will contact Parents and or emergency contacts for immediate pick-up. Parents please be advised that if you receive a call from our Center at this time it is because of an immediate concern and you should make arrangements for your child to be picked up. All contact lists must be updated and new contacts should be added. Parents are advised that we will be asking for an ETA this way we can provide care to the other children. We understand that this may cause a disruption in your day but our primary focus is providing for ALL of the children in our care.

### **Pick-up Procedures**

All pick-ups must have a mask and one person per family can enter the facility. Along with our drop off procedures we are asking all parents to wait in the vestibule on the X's provided. Parent's should call the center prior to arrival and we can have the children ready for pick-up. It is our primary concern to protect ALL of the children and staff in the building please help us help you. It is our preference that the pick-up remain in the immediate family but if there is an emergency and the pick up will change we ask for a name and ID to verify the person and the child will be brought to the "new" pick-up. Parent's during this time call the center or message the app first. Thank you in advance for your cooperation.

### **Payments**

Payments will be taken on Monday only upon arrival. No Payment no service. Parent's are also encouraged to use the 'Parent Portal'. Parent's are welcome to call debit payments in and envelopes will be made available for parents paying with cash. Receipts will be posted on the app for parent's record. Parent's may also request a paper receipt and will receive it at the time of pick-up.

## **Reopening Plan**

### **Report COVID-19 Cases**

In the event of a confirmed reported case we will notify our state representative via email and fax.

### **Reporting COVID-19 Cases to Families**

In the event of a confirmed case we will report to the parents and Staff that they may have been exposed to the virus. Parents will be advised to quarantine for a minimum. Parents and staff can seek free testing from local free testing sites listed below: Christian Community Health Center- South Holland, IL.60473 , Midwest Express Clinic- Munster IN. 46321, and TCA Health, INC. Chicago, IL. 60619, Roseland Community Hospital- Chicago, IL. 60628, Chicago Family Health Center, Chicago, IL.60617

### **Assistance with Contact Tracing**

The director will assist local and health officials with attendance records and family contact information. Our center's director will also assist local and state health officials with any additional information needed.

### **Daily Health Checks**

All staff and students will have daily health checks including multiple temperature checks, a look over for rashes or visible abnormalities. All health checks for the staff and students will be recorded and kept at the center for health officials and center's records.

### **High-Touch Surfaces**

Our center will clean high touch surfaces every hour. Our center will be using a bleach and water solution that will be changed daily. During nap the all toys and shelves will be deep cleaned and sanitized. Each day at the close of the day the areas, toys and shelves will be cleaned again. Each area will be sprayed and wiped with a disposable cloth.

### **Isolation Procedures**

Children with a fever of 100.4 or higher. Children will have their temperature taken upon arrival and will also have subsequent readings at noon and at the end of the day. We will do this so that we are aware of changes to any child while in our care. Our plan to make sure that we protect each child and staff is something we will take very seriously. If a child is with a fever they will not be allowed to stay and will be required to have a doctor's statement along with a normal temp reading when they return. If a child has a temperature mid-day emergency contacts will be contacted and the same policy will be followed. Ill children will be isolated from the other children and kept comfortable until the emergency pick-up arrives. During this time the child will be masked and cared for by a masked staff member until picked up. Children will not be permitted to return without a note from the doctor and being free from the symptom.

**Staff Substitute Procedures**

When staff members present flu-like symptoms or fever they will not be permitted to stay in the workplace. They will be asked to provide a doctor's statement upon returning. If the sick staff member has not completed their shift our center will try to provide a substitute for the remainder of the shift. Due to reduced ratios the director will act as the substitute teacher in the event of any absence. That substitute will remain in place until the staff member returns.

## **Staffing Procedures for Reopening**

**Arrival-** Upon arrival all staff is subject to routine health checking. Staff will be required to clean the designated classroom of debris so that a clean space inventory is provided. Bleach bottles will be given for cleaning to ensure a healthy and cautious environment.

**Departure-** Approaching departure all bleach water will be disposed of and usually routine cleaning will be done such as sweeping and mopping. The remainder of children will keep a standard of four children to each table with one child on each side; therefore space is provided for each child to decrease contact. Upon departure all classrooms will have been cleansed completely.

**Throughout the Day-** Throughout the day staff will be required to spray toys as the children have come in contact with them. The children will be kept continuously in small groups throughout the day.

**Calling Off-** All call-offs will have to be reported 24 hours in advance. If there is a call-off due to illness it is mandatory that a doctor's note is provided upon the return of that staff personnel.

**Food Procedure-** All staff must wear masks in addition to gloves when coming in contact with meals that are to be provided to the children. These requirements will be expected for every meal service which include breakfast, lunch, and snack.

### **Ill Staff**

When staff members present flu-like symptoms or fever they will not be permitted to stay in the workplace. They will be asked to provide a doctor's statement upon returning. If the sick staff member has not completed their shift our center will try to provide a substitute for the remaining of the shift. Due to reduced ratios the director will act as the substitute teacher in the event of any absence. That substitute will remain in place until the staff member returns.

### **Routine Care for Staff**

Staff is encouraged to maintain a healthy routine of vitamins and supplements. Staff should be advised that they will have exposure to germs on a daily basis. Here are some recommended supplements you can use to aid in a stronger immune system: Vitamin C, Vitamin B6, Vitamin D, Vitamin E, Zinc, Magnesium, Sleep, Washing of hands, and Positive Attitude