

**Horizons Unlimited Early Learning Center**

**221 Marston Ave / PO Box 221**

**Urbanna, VA 23175**

**804-758-0711**

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**COVID-19 RESPONSE POLICIES & PROCEDURES**

**This is a fluid document that will necessitate changes as the situation continues to evolve day to day!**

**Phase III reopening of Horizons:**

We will be open to full capacity while maintaining social distancing guidelines. The available slots will be filled by essential personnel first, and then remaining slots will be offered to other working clients.

Our hours will be shortened to allow for the necessary cleaning of the facility. Our temporary new hours will be 7:00 a.m. – 5:30 p.m.

**ANY FAMILY OR STAFF WHO DO NOT COMPLY WITH THE COVID-19 POLICIES AND PROCEDURES OR LIE ABOUT ANY ASPECT OF ACTIVITIES PERTAINING TO SUCH, WILL IMMEDIATELY LOSE THEIR SPOT IN OUR PROGRAM.**

**Limiting access to the childcare facility**

Visitors to classrooms or spaces occupied by staff or students will be severely limited. This includes, but is not limited to, parents, guardians, family members, church members/personnel. Any visitors deemed necessary will be requested to complete a self-assessment, have their temperature taken upon arrival, wear a mask, and wash hands or use hand sanitizer before continuing down the hallway.

All DSS Subsidy clients are asked to use the phone check in system rather than coming into the building to use the POS machine. If you have difficulty with the system, you can call the parent helpline on the back of your card or contact Suzette.

**Disease prevention procedures**

Parents are asked to do the Daily Self Evaluation for their child before dropping them off for the day. A copy of that evaluation is added at the end of this policy.

Children will have a MANDATORY Daily Health Check upon arrival. Staff will check for difficulty breathing, temperature of 100.4° or above (via forehead thermometer), excessive cough, profusely running nose or other signs of illness. Those who present with any of these symptoms will not be accepted for the day.

During the day if a child develops diarrhea, vomiting, a persistent cough, profusely running nose, runny nose with consistent color to it, difficulty breathing or a temperature 100° (100.4° on forehead) or above the parents will be called to come pick the child up. NO EXCEPTIONS. Children should stay out of childcare until they are symptom free without medication for **24 - 48 hours** and return with a doctor’s note and negative PCR test (if applicable).

**If a sibling or family member has any of the above symptoms, the child should also quarantine at home for at least 48 hours.**

Children who are medicated and sent to school for the day, or who do not adhere to the 48-hour rule, will lose their spot in our program. (Yes, we can tell.)

Staff who have excessive cough, difficulty breathing, or temperature 100° (100.4° on forehead) or above are asked to stay home. Staff who begin with symptoms during the day will be relieved of duties and sent home.

Face coverings will be used as per guidelines from state and UUMC Healthy Church Committee. This includes all staff and children **ages 2 and up**, to the extent possible.

Unnecessary staff will be sent home, with first preference given to those who are in sensitive groups. This includes staff over age 60, those with underlying health conditions, and those who have a weak immune system.

Pick up and drop off will take place OUTSIDE either on the playground or under the carport, depending on the weather. If it is extremely inclement weather pick up and drop off will be moved just inside the front doors. A staff member will sign your child in and out for the day on a central clipboard. ~~For clients who use the VAECC system, you may come inside to use the machine after doing a self-assessment, having temperature taken, and washing hands or using hand sanitizer before proceeding down the hall. A plastic barrier will be available for each client, and we ask that you dispose of that barrier when finished. The machine will be sanitized twice a day.~~

Extra clothes and other items that are kept in children’s cubbies will be placed in ziplock bags. Children will not be allowed to go in and out of their cubbies.

ALL children MUST have a backpack or other carrying bag to keep personal items in.

Toys from home will not be allowed at the Center, unless prior approval is acquired, and special safety measures are taken to prevent cross contamination. Please see a member of Administration if you have such a need. **Animals for naptime** are allowed but must remain in the child’s backpack if they are to go home daily and be sanitized before returning to school. If the item will stay here for the week it must stay in their nap bag during the day. They will be sent home on Fridays with their sheet and blanket to be sanitized.

Air Purifiers have been added to EACH classroom in addition to the air purifier in the hallway of the facility. These Medify MA-14 Air Purifiers with H13 True HEPA Filter capture particles down to .1 microns. (The COVID19 virus is .125 microns)

**Positive cases of COVID-19**

Parents, Guardians, and Staff will notify Horizons **immediately** if anyone in their family is exposed to, or tested positive for, the coronavirus. **Failure to do so will be grounds for immediate dismissal.**

**Contact Tracing**

If a covid positive person is found to be at daycare then contact tracing will be done back to two days before symptom onset. The contacts will include persons who were within 6 ft of the covid positive person for at least 15 accumulative minutes during the tracing period.

General covid guidelines for exposure:

If a **FULLY VACCINATED** staff member or Volunteer has been identified as having close contact with someone diagnosed with covid they do not have to quarantine (unless the exposure is IN THEIR HOME), but must watch for symptoms, get covid tested 3 – 5 days after exposure and will be masked 100% of the time, as well as have limited or no contact with children, until they receive a negative test result.

**UNVACCINATED** persons who are exposed will be required to do one of these three options:

\* 5 – 7 days after exposure get tested. If a negative test result and no symptoms, you may return after 7-day mark.

\* Quarantine for 10 days if you remain asymptomatic.

\* In either case you must monitor symptoms for 14 days.

Vaccinated AND Unvaccinated persons who are exposed by someone in their home and continue to remain in the home with the covid positive person are considered to be under “continuous exposure.” You must isolate yourself away from the patient – or vice versa. The first day of the isolation is considered your last exposure. Unvaccinated people who are under continuous exposure and cannot isolate must quarantine 10 + 14 days.

Persons who have been exposed to an EXPOSURE outside the home, may still come to the daycare. They must be masked (age 2+), practice strict social distancing, and monitor symptoms for 14 days. If the exposure was IN THEIR HOME, they must quarantine until the person who was exposed receives a negative PCR test.

\*\*In all cases only a negative result from the “send out 3-day test” (PCR) will be accepted.

If a child or staff member tests positive for the coronavirus, the Center will consult VDH and the UUMC Healthy Church Committee for the proper procedures to follow. The facility will be thoroughly cleaned and sanitized before reopening a classroom or the Center. The decision to close and reopen will be made by administrative staff under the advisement of the VDH and the UUMC Healthy Church Committee.

**Increase handwashing**

All necessary visitors to the premises will stop in kitchen and wash their hands or use waterless hand sanitizer, if available, before continuing down the hallway.

Staff and children will wash their hands or use waterless hand sanitizer upon entering the building.

Staff and children will wash hands no less than every two hours including before handling food, after handling food, after using bathroom or diaper changing, after coming in from outside, after a period of playing and sharing toys.

**Additional curriculum items**

Children will be instructed in proper hand washing. This will be part of the daily curriculum. Proper hand washing will be modeled for children by staff.

Children will be instructed on proper ways to cover their cough or sneeze. This will be a part of the daily curriculum. Proper covering techniques will be modeled for children by staff.

**Changes in classroom spaces**

Outdoor classrooms will be utilized as much as possible. Lessons will be carried outside as well as extra recess and group play taking place outside. On moderate rainy days, the carport area will be used to continue the outdoor emphasis.

At rest time children will be spaced at least 3-feet apart. An additional classroom and staff will be available as needed to accommodate the extra spacing.

We will make every attempt to maintain social distancing when feasible during classroom activities. ~~Plexiglass dividers will be used on the tables during seatwork, individual play, meals, etc. These will be sanitized daily.~~

Doors and windows will be left open as much as possible to allow for fresh air and good air flow.

To the extent possible, groups will not be combined, but may occupy the same space as long as a separation of groups and social distancing is maintained.

During quiet time cots will be spread out with at least 3 ft between them when possible, and children will sleep head-to-toe. ~~Additional rooms will be used to accommodate this as needed.~~ The children in the 3- and 4-year-old classrooms will utilize the Fellowship Hall during quiet time to help maintain sufficient distancing.

Aides will be assigned to particular classrooms as staffing allows.

**Temporary Cancellations**

We will cancel the Come to Me Ministry, and God’s World with Mr. Stan until further notice. Library Day with Mrs. Mary Ann will be held outdoors or in one of our large open spaces with children spaced no less than 3 feet apart.

**Additional Cleaning**

Classrooms, frequently touched surfaces, and toys will be cleaned at multiple times during the day. We will utilize a variety of cleaning and sanitizing measures including, but not limited to, bleach, disinfectant cleaner, and electric steamer.

Hard toys will be sanitized by dipping in bleach daily.

Soft toys will be ~~removed from~~ limited in the classrooms and sanitized with Lysol spray and washed frequently during this epidemic.

Children must have their own crayons, pencils, markers, and scissors. Sharing of items will no longer be permitted.

Disinfecting of common areas will be increased to three times a day. This includes fellowship hall, hallway, front doors, and bathrooms.

The playground and fellowship hall will be divided as needed to separate groups of children as they play and still maintain social distancing. Toys and surfaces will be disinfected between groups of children, as well as between play periods for the same class. When possible, toys will also be sprayed with disinfectant between children in the same class.

Gloves are available for use for any cleaning job as needed by staff. Gloves **will be worn** when cleaning areas that have been occupied by persons known to have been exposed to the virus, or to an exposed person in the home.

**Education**

Information from the CDC and VDH will be provided for Staff and Parents via Facebook and on our website.

Administration will monitor COVID-19 and CDC websites for up-to-date information and recommendations.

Trainings will be designed and implemented as per VDH, DSS, DOLI, and other government regulations.

We will contact the VDH representative for small businesses for any questions or concerns we may need answers to.

**Cases of COVID-19 identified in our community will be monitored.**

We will follow the recommendations of the Virginia Department of Health

**Further Directions for STAFF:**

\* Upon arrival at the Center children should be looked over and their temperature taken. If it is 100° (100.4° on forehead) or more, they have an excessive cough, profuse clear **OR** colored mucus from runny nose, or they are having difficulty breathing they should be denied entry for the day. NO exceptions.

\* After using classroom materials, they should be sanitized. You may use bleach, peroxide, or other COVID-19 approved disinfectant. Such cleaners can be identified on the EPA website.

\* Teachers can take the entire class to the bathroom to wash hands rather than waiting for an aide to take them one at a time. Also, this allows the teacher to demonstrate and monitor that the hand washing is being done properly. Teachers may choose to team up so one teacher takes the girls, and one teacher takes the boys.

We will tweak the details of our plan as we find it necessary.

**Daily Self-Assessment**

**\*\*If you answer “YES” to any of the following you will be denied entry for the day and must speak to a member of the administration about return date.\*\***

Have you or a member of your household **tested positive for covid19** in the past 2 weeks?

Have you or a member of your household **had close contact with someone who tested positive for covid19** in the past 2 weeks?

Have you or a member of your household **been to a high-risk area** in the last 7 days?

Are you or a member of your household **having covid19 symptoms** today?

**Symptoms can include:**

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing.
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea