**Horizons Unlimited Early Learning Center**

**221 Marston Ave / PO Box 221**

**Urbanna, VA 23175**

**804-758-0711**

Updated July 19, 2022 – The most recent updates are in **bold** and/or highlighted.

**COVID-19 RESPONSE POLICIES & PROCEDURES**

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

 Our hours will continue to 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.

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**. Although daily temperature checks will not be required**, Staff may 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. Children should stay out of childcare until they are symptom free without medication for **24 hours** and return with a doctor’s note and negative COVID test (if applicable).

 Again…..If your child is found to have 1 or more of the conditions in the checklist then they must stay home for the day. If they are found to have symptoms during their Daily Health Observation at drop off, they will not be accepted for the day. If they develop 1 or more symptoms during the day they will be sent home immediately. While we cannot just assume that it is a cold, allergies, or teething because of covid, we do know that runny noses and cough are prevalent symptoms for the ages we take care of. So we will accept doctor’s notes attesting to your child’s condition – BUT it will not be a BLANKET covering. It will be on a case-by-case basis, episode, by episode basis.

Please know that we are not trying to be difficult but rather are trying to keep our center open for ALL our clients without another prolonged shutdown.

 **If a sibling or family member has any of the above symptoms, they will be asked to stay home until the family member receives a negative COVID test or has completed the required isolation or quarantine, as listed elsewhere in this document.**

 Children who are medicated and sent to school for the day, or who do not adhere to the 24-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 are optional for all children age 2 years and older and all vaccinated staff except as stated elsewhere in this document.**

 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.

All SUBSIDY based clients should use the phone system for attendance. If you have a problem, please contact Administration to schedule a time to come in to get help with correcting the situation on the machine.

 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 corona virus. 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:**

Persons who been identified as having close contact with someone diagnosed with covid, **regardless of vaccination status**, **DO NOT** have to quarantine (unless the exposure is IN THEIR HOME\*) but must watch for symptoms and get covid tested 5 days after exposure. Masking will be optional.

\*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 under “continuous exposure.” These persons **must quarantine** for the duration of the positive person’s isolation, remain asymptomatic and have a negative test after day 5 to return to school. Masking will be optional.

**Sick Day Policy**

Parents will receive 10 sick days a year for which they do not have to pay for a child’s absence. Parents must request the sick day allowance to be applied. Horizons staff will not apply sick days without a request from the parent/guardian.

These do NOT apply to taking a day off to visit grandma, visit Busch Gardens, etc. Any abuse of this policy will result in your child’s dismissal from our program.

 Sick days may not be used for the 2-week payout period if you choose to remove your child from the Center.

**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.

 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.

 The children in the 3- and 4-year-old classrooms will utilize the Fellowship Hall during quiet time to help maintain sufficient distancing.

**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.

Hard toys will be sanitized by dipping in bleach daily.

 Soft toys will be limited in the classrooms and sanitized with Lysol spray and washed frequently.

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

 Disinfecting of common areas will be done **two 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.

 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

**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?

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