

# CenClear COVID 19 Health and Safety Plan Template

1. Screening procedures,
2. Child drop-off and pick-up policies,
3. Sick policies,
4. Mask policy, and
5. Cleaning/sanitation procedures

## Face Masks

### Key Questions

- How will you ensure staff have accessibility to cloth face masks?
- How will you implement staff wearing cloth face masks?
- What protocols will you put in place to ensure staff are wearing masks throughout the day?
- In circumstance where children have been identified to wear face masks, how will you implement?

### Summary of Responses to Key Questions:

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD (Y/N)
<b>* Use of face coverings (masks) by all staff and visitors</b>	Face masks/coverings are highly recommended at all CenClear preschool sites per current //CDC guidelines.	Supervisors	.	Yes
<b>*Home Visit component</b>	Face masks/coverings are highly recommended during home visits. If visits are held outside, the Centers for Disease Control (CDC) states that they are not needed unless in a large group in close contact.  <b>*If a person has been exposed to Covid, CenClear follows most recent CDC guidelines regarding wearing a mask.</b>	FCP Dept/Supervisor		

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD (Y/N)
* <b>Use of face coverings (masks) by children 2 years of age and older (as appropriate)</b>	It is highly recommended that children over the age of 2 wear a face mask while in class per current CDC guidelines.  *If a child has been exposed to Covid, CenClear follows most recent CDC guidelines regarding wearing a mask.	Teachers, Bus Aides, Classroom Support Staff	Masks can be provided by CenClear or parents can send in a mask for child to wear.	

## Cleaning, Sanitizing, Disinfecting and Ventilation

### Key Questions

- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain children's safety in care?
- What protocols will you put in place to clean and disinfect high-touch surfaces throughout an individual day?
- Which staff will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided?

### Summary of Responses to Key Questions:

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD (Y/N)
* <b>Cleaning, sanitizing, disinfecting, and ventilating, surfaces, and any other areas used by children in care (i.e., restrooms, drinking</b>	Windows will be open when safe and feasible/possible to allow for optimal ventilation.	Health/Safety/Nutrition Department Child Development Department Janitorial Staff	Cleaning Items, sanitizing/disinfecting solution w/ EPA registered product.	yes

<p><b>fountains, toys, hallways, and transportation)</b></p>	<p>Centers in the classroom will only contain items that are currently being used. Extra items will be eliminated to allow for ease of cleaning, sanitizing, and disinfecting.</p> <p>Toys that have been mouthed by a child will be put aside until they can be washed and sanitized before use by another child.</p> <p>All classrooms will be disinfected after the children have left the building.</p> <p>Handwashing or hand sanitizing must be completed frequently when appropriate.</p> <p><b>*Drinking fountains and water coolers may be open at this time. This is subject to change based on current levels of Covid infection within counties.</b></p>		<p>*Janitorial staff will disinfect classrooms at the end of the day.</p>	
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<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>				

## Social Distancing and Other Safety Protocols

### Key Questions

- How will child care spaces be organized to mitigate spread?
- How will you group children in care with staff to limit the number of individuals who come into contact with one another throughout the day?
- What policies and procedures will govern use of other communal spaces within the facility?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the day?
- How will you adjust transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>Child-care space occupancy that allows for 3 feet of separation (when possible) among children in care and staff throughout the day, to the maximum extent feasible or promotes social distancing through grouping</b></p> <p><b>*Use of Outdoor Space</b></p> <p><b>*Home visit Component</b></p>	<p>At times of high Covid transmission rate, per CDC guidelines, children and adults will practice 3 feet of social distancing during meals and play activities when possible.</p> <p>Children should be encouraged to play outdoors as often as possible. We still follow the HS guidelines for going outside</p> <p>At CenClear locations, outdoor materials and equipment can be utilized.</p> <p>In school district locations, we will follow the district and Head Start guidelines regarding whether playground equipment is appropriate for preschool use.</p> <p>Outdoor visits are highly encouraged; weather permitting.</p>	<p>Case Managers</p> <p>FCP Dept/Supervisor</p>		<p>yes</p>
<p><b>* Hygiene practices for children in care and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>Staff must adhere to current practices in place for handwashing.</p> <ul style="list-style-type: none"> <li>Hand sanitizing cannot replace hand washing when soap and water are available.</li> </ul>	<p>Supervisors, Teachers</p>	<p>Cleaning/sanitizing/d isinfecting products will be provided. Staff are not permitted to bring these items from home. Disposable</p>	<p>Yes</p>

	<ul style="list-style-type: none"> <li>Handwashing will occur immediately upon entry and reentry to the building.</li> </ul>		sinks, outdoor hand sanitizing stations.	
<b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	Hand-Washing signs are posted in a variety of locations throughout CenClear buildings including restrooms, kitchens, and hallways.	Health Case Managers	Signs	yes
<b>Adjusting transportation schedules and practices to create social distance between children in care</b>	<p>Vehicles will be disinfected at the end of the day.</p> <p>Masks are highly recommended during transport for staff and children.</p>	Transportation	Masks, disinfectant	yes

## Monitoring Children and Staff Health

### Key Questions

- How will you screen children, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where will the screening take place?
- When and how frequently will you monitor the health of children, staff and others who interact with each other throughout the day to ensure that they continue to be healthy and do not exhibit new signs of illness?
- What is the policy for quarantine or isolation if a staff and/or child becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- What conditions will a staff or child confirmed to have COVID-19 need to meet to safely return to the facility?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or children?
- When and how will families be notified of confirmed staff or child illness or exposure and resulting changes to the COVID-19 Health and Safety Plan?
- Which person will be responsible for reporting suspected or confirmed cases of COVID-19 to the Department of Health and Child Care Certification?
- Which persons will be trained on protocols for monitoring children and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions:**

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Any person who becomes sick with known COVID-19 symptoms or has been notified of a sustained contact with a COVID-19 positive person will be placed in a pre-determined isolated location until they can leave the facility.</p> <p>A child with symptoms will be isolated until a parent/guardian can pick them up but may never be left alone.</p> <p>The area will be thoroughly cleaned and disinfected.</p>	<p>Health Case Managers</p>	<p>Pre-designated isolation area within the classroom or building.</p>	<p>yes</p>
<p><b>* Returning isolated or quarantined staff, children, or visitors to the facility</b></p>	<p>If a person, staff or child, tests positive for Covid 19 (Isolate); CenClear follows most recent CDC guidelines to determine who and how long one needs to isolate or quarantine.</p> <p>Staff in these situations must be in direct communication with their supervisor.</p>	<p>Human Resources, Health Department</p>	<p>Centers for Disease Control (CDC) and/or the PA Department of Health (PA DOH)</p>	
<p><b>* Notifying staff and families of suspected or confirmed cases of COVID-19 and facility closures</b></p>	<p>Families will be notified of confirmed cases when the affected child has had direct contact with program children, family, or staff. A letter will be developed and can be delivered through a variety of methods: School Wire, Class Dojo, Remind, Email, Text</p>	<p>Coordinators</p>		<p>Yes</p>

## Other Considerations for Children and Staff

### Key Questions

- How will you determine which staff are willing/able to return? How will you accommodate staff who are unable or uncomfortable to return?
- How will you determine which children are willing/able to return? How will you accommodate children who are unable or uncomfortable to return?
- What special protocols will you implement to protect children and staff at higher risk for severe illness?
- How will you address staff who are ill, or who have family members who have become ill?
- How will you ensure enough substitute staff are prepared in the event of staff illness? Have you considered applying for a Provisional Hire Waiver?

### Summary of Responses to Key Questions:

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p><b>* Protecting children and staff at higher risk for severe illness. Unique safety protocols for children with complex needs or vulnerable individuals.</b></p>	<p>Teachers will survey each family. If there is a concern about a child attending class, remote learning opportunities will be provided.</p> <p>Situations involving at-risk children will be individually discussed. The Health Case Manager will take the lead with the team.</p> <p>Services will be provided based on recommendations from the team.</p> <p>Employees with concerns should contact the Human Resources Department.</p>	Human Resources Health/Safety/Nutrition Department		Yes
<p><b>*Home visit component</b></p>	<p>On the day of the home visit, staff will complete a Family Health Assessment. Family Health</p>	Home Visitor/supervisor		

	<p>Assessments are to be completed the day of the scheduled face-to-face home visit.</p> <p>If any persons in the home are sick with COVID-19, staff will complete the visit or family contact via the phone or virtually.</p>	FCP Dept.		
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