



Covid-19 Family Handbook

July 17, 2020

June 11, 2020

Dear FELS Families,

As we prepare to re-open all FELS programs, maintaining the safety and well-being of the children, their families, staff and the community are priority. To accomplish this, we have been monitoring recommendations and best practice statements from the:

- Center for Disease Control (CDC);
- American Academy of Pediatrics;
- PA Office of Child Development and Early Learning (OCDEL);
- City of Philadelphia Department of Environmental Health;
- State and county Health Departments; and
- NAEYC.

We have also benefited from child care programs who have been operating in Waiver Status during this pandemic.

We have worked hard to make your child's return to the Center as smooth as possible. The FELS Parent Handbook policies remain in effect unless a revision is indicated below. We suggest that you keep this Re-Opening Handbook in a safe place for future reference. With the ever-changing environment we are currently living in, and the unknowns of COVID-19, we anticipate our COVID-19 protocols will change as new information and research results become available. Revisions will be communicated through our One Call communication system. Please remember to provide to your child's Center with any email and/or phone number changes to your contacts.

Thank you for the support you have shown us over the past few months. It has meant a great deal to our staff. We can't wait to once again have our Centers filled with the giggles and excitement of your children.

As always, if you have any questions, please reach out to your Center Director.

Warmly,

Maddy Malis,
President & CEO
Federation Early Learning Services

Re-Opening Procedures

The safety of your children, your family and our staff are of utmost importance to us. Our goal is to maintain consistency and limit the number of adults that interact with your children throughout the day.

Employees Entering a FELS Building / Health Screening & Wellness

Upon entering the building every employee will be screened for COVID-19 symptoms before being allowed to clock in. Any employee exhibiting the following symptoms will not be permitted to remain on site: cough, shortness of breath, fever, chills, muscle or body aches, fatigue, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea or new loss of taste or smell. Staff will also be screened for temperature above 100.4. Anyone with a temperature of 100.4 or higher will not be able to remain on-site.

DROP OFF AND PICK UP PROCEDURES

There will be new Drop Off and Pick Up procedures to minimize the risk of transmission. Escorts, including parents/guardians, will not be permitted in the building.

Drop Off

There will be designated staff at each Center who will be escorting children to their classroom at drop off. It will not necessarily be your child's teacher.

- Parents/escorts should bring their child/ren to the designated screening area at each Center. To reduce waiting time, you will be given a "window" for dropping off your child/ren. If you have arrived after this time slot, please go to the end of the line.
- During this COVID-19 situation, all children should be screened and admitted no later than 9:15.
- Parents/escorts will be asked either to form a line outside of the Center or remain in their car until their designated window. At that time, everyone should line up and maintain the required 6 feet for social distancing. If possible, we ask that the same escort drop off and pick up each child.
- All staff will be wearing masks.
- Upon arrival at the Center, child temperatures will be taken with a "no-touch" thermometer and questions will be asked to ensure no one in your household* has exhibited any COVID-19 symptoms within the past 24 hours. If any household* member have or had a fever of 100.4 F or higher, cough, shortness of breath, fever, chills, muscle or body aches, fatigue, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea or new loss of taste or smell, your child will not be admitted.
- If anyone in the household* has been exposed to an individual with a confirmed case of COVID 19, the child will not be admitted and the Center Director (or other administrator in her absence) is to be notified immediately, who will in turn notify the Director of Programs and follow next steps as outlined above.
- Designated staff will bring children to their classroom.
- If your child has a doctor's appointment and you cannot bring him/her at your designated "window," you must provide advance notice to the Center. This will allow us to arrange for your child to be screened and escorted to their classroom. Unfortunately, NO EXCEPTIONS CAN BE MADE at this time.

Pick up

- Parents/escorts wearing a mask, should arrive at their pre-arranged time at the designated pick up location outside the Center.
- Please be sure to arrive promptly so that children aren't waiting for you.
- If you arrive earlier than your regular time, please wait in your car/outside the Center until your designated time.

HEALTH SCREENING AND WELLNESS POLICY

- Please keep your child/ren home if anyone in your household* has a fever of 100.4 F or higher or exhibits the following symptoms: cough, shortness of breath, fever, chills, muscle or body aches, fatigue, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea or new loss of taste or smell. If your child's symptoms are consistent with COVID-19, contact your child's pediatrician immediately and ask for guidance. Also notify the Center Director immediately (or another administrator in her absence) and share that guidance, so that we will know how to proceed including notifying the local Department of Health. **
- Center staff will notify the Director of Programs who will then notify the CEO and the local Health Department. Notification of potential exposures will take place accordingly. Names of staff members (or families) identified with Covid – 19 or who may have been exposed will not be released in accordance with privacy laws. A confidential Covid Exposure Log is maintained with details of each report
- Before coming into the Center, we will take your child's temperature using a no-contact digital thermometer and again at naptime.
- Children must be symptom free for 72 hours before returning to school (without the aid of a fever reducing medication). Prior to returning, we may also require medical clearance by a physician indicating that the presenting symptoms are not associated with COVID-19.
- During the day, if your child (ren) exhibits any of the symptoms above, you will need to pick him/her up, in addition to siblings, within 30 minutes of notification. Children exhibiting symptoms of illness will be removed from their classroom immediately and will be supervised in a designated area for sick children. All belongings including bedding must be taken home and laundered.
- Staff members will be screened in the same manner and will not be permitted to work if they demonstrate any COVID-19 related symptoms.

NEW CLASSROOM PRACTICES

Our staff will continue to promote social distancing. As you know only too well, it is challenging to keep young children separated, regardless of the setting. The number of children at each table for meals will be limited and children will be head to toe during nap. Since we cannot guarantee maintaining 6 feet between children, if you do not feel comfortable sending your child to our program under these current circumstances, we recommend that you keep them at home.

The following practices will be implemented to limit exposure:

Class Size & Coverage

- The CDC has removed its recommendation to limit class size in child care. The City of Philadelphia has recommended up to 20 preschool children in a group. Infant groups will remain at 8 and young and old toddlers at 10 and 12 respectively.
- Our goal is to minimize the number of adults that enter classrooms. Plans are being developed to pre-assign non classroom staff who will cover for bathroom breaks and any other support.

Mask Policy

- All staff will be wearing masks.
- Children 2 years of age and older will be required to wear a mask in accordance with state requirements.
- Masks will be provided by the family and classroom staff will educate and assist children to the best of their ability to wear their mask.
- Staff will do their best to reinforce wearing a mask, especially during times when social distancing isn't possible (e.g. circle time and other small group activities).
- Masks will not be worn outdoors or when eating or napping.
- Masks will be collected, bagged separately and re-distributed after nap. Please provide LABELED containers for your child's mask.

Outdoor Play - The fresh air is good for the children/staff and bad for the virus. Activities that are "normally" done inside (circle, story time, art, etc.) can be brought outside.

- Children will be outside, weather permitting, every day.
- Outdoor play will be limited to one class at a time.
- Children will not be going on field trips.
- Use of playground equipment will be determined by each Center.
- If equipment is used it will be wiped down in between groups.

Classroom: Materials and Programming

- The only items children will be bringing into the Center are a change of clothing in a labeled plastic, a minimum of 2 masks, and a laundered blanket and sheet.
- Toys, books, stuffed animals, backpacks, etc. are no longer permitted to be brought in.
- Children will not be going on field trips; enrichment specialists will not be on site.
- Best practice is to have children remain in the same physical space throughout the day apart from going outside. Early and late rooms will no longer exist. Use of other indoor play spaces will not be available for the foreseeable future.

Nap Time

- Bedding will be limited to a small sheet, if desired, and a blanket.
- Stuffed animals will not be permitted.
- Children will sleep head to toe and/or be positioned 6 feet apart.
- Bedding for naptime MUST be taken home and washed weekly.

HYGIENE POLICY

We will continue to keep current with the CDC guidelines adapting our policy to reflect current best practices.

- Upon arrival, all staff and children will immediately wash their hands with soap and water. As an alternative, they will clean their hands with hand sanitizer that is at least 60 percent alcohol-based.
- Hand washing is the preferred method of promoting hand cleanliness. Soap and water should be used for 20 seconds (singing happy birthday song twice) at each washing.
- Correct handwashing posters are displayed at each sink area.
- Children will wash or sanitize their hands at the following times:
 - ✓ Upon arrival
 - ✓ After blowing their nose, coughing or sneezing,
 - ✓ Before and after eating,
 - ✓ After toileting,
 - ✓ After playing outdoors,
 - ✓ Teachers will pay special attention to situations that may require more frequent handwashing
- Staff will wash or sanitize their hands or at the following times:
 - ✓ Upon arrival
 - ✓ After breaks
 - ✓ Before and after eating or handling food or feeding children
 - ✓ Before and after administering medication or medical ointment
 - ✓ Before and after diapering a child
 - ✓ Before and after using the toilet or assisting a child using the bathroom
 - ✓ After coming in contact with bodily fluid
 - ✓ After handling trash or food waste

CLEANING AND DISINFECTING

FELS follows the national standard recommendations for cleaning, sanitizing and disinfecting in child care Centers, and will continue to follow those guidelines. All cleaning materials are kept secure and out of reach of children. Staff are trained in the safe and correct application of disinfectants. All cleaning products are EPA-approved for disinfecting use. Our cleaning routine will continue as usual with the addition of:

- Clean, sanitize, and disinfect frequently touched surfaces (e.g. entrance door handles, sink and toilet handles, light switches, classroom door knobs, telephones, etc.) multiple times per day
- Clean, sanitize, and disinfect shared objects between use.
- Toys that cannot be cleaned and sanitized will be removed from the classroom.
- Toys that children have placed in their mouths will be put in a separate bucket labeled for sanitizing and disinfecting.

NEW OPERATING HOURS

Operating hours will be from 7:00am to 5:30 pm. Closing earlier will allow staff to properly disinfect toys and other materials in their classroom.

CARING FOR INFANTS

FELS recognizes the importance of human contact in comforting and holding young children. When caring for infants, staff will wear washable coverings over their clothing in addition to masks.

FOOD

- Family style meals will be replaced with individual plating of food.
- Servers will wear gloves.
- For Centers where children bring lunch, we expect you use disposable packaging.

CLOSURE POLICY

Due to new regulations, if we experience an exposure or presumed exposure, we must contact the Department of Health for further guidance, which may include the closing of a classroom or the Center. Any such closure will be communicated using an Alert on the One Call communication system.

TRAVEL

FELS will follow the list of states (updated regularly) issued by the Governor, that recommend self-quarantine. If you choose to visit any of these states your child is not permitted to return to the Center until a 14 day self-quarantine period has taken place. Tuition is not prorated for absence related to Covid-19. Click here for details. <https://www.pa.gov/guides/responding-to-covid-19/#Travel>

VISITORS/TOURS

New enrollments will be conducted virtually. Families exploring enrollment at a Center will only be permitted to visit once they have certified that their household* has not exhibited any COVID-19 or other signs of illness and will be screened prior to entering the Center.

DEFINITION

For the purpose of this document, the following definition applies.

***HOUSEHOLD MEMBERS:** include individuals who may not live in the household but may be staying there or are otherwise present in the household on a regular basis (e.g. nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the Center.

****** The Department of Health will be providing FELS with guidance as to the specific EXPOSURE Protocols to follow on an individual basis.