

Coronavirus Protocol and Practices for Healthy Kids Programs Employees and Families

Revised: June 9 2020

Here are the most updated Healthy Kids safety procedures developed with the latest CDC and DOH information and designed to keep everyone as safe as possible in this new COVID environment. The guidelines we follow are the [NYS Interim Guidance For Childcare And Day Camp Programs During the Covid-19 Public Health Emergency](#) published on June 9 2020. The guidelines below are a subset of the guidelines but everyone is responsible for following everyone of those guidelines every minute of every day. We are regularly reviewing late-breaking information and will update these guidelines if we find any new practice that can keep everyone even safer. However, to make everyone safe, we need your help. We are requiring that all staff and families follow each of the procedures each and every day. Together we can make this work.

MASKS/FACE COVERINGS

Office staff and program staff are required to bring their clean, sanitized mask to Healthy Kids every day. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. We have an emergency back up if needed.

Office staff must wear a mask if they are within 6 feet of any other person.

At all times, program staff must wear a mask when around the children, in all Healthy Kids Programs. This includes while outside on the playground, in the classroom and while answering the door.

Children enrolled in the Healthy Kids Early Learning Program will not be required to wear a mask.

Children enrolled in the Healthy Kids School Age Programs are not required to wear a mask, but may do so if they choose too. DOH recommends GAITER masks for school age children. (available on Amazon.com and other suppliers)

All Individuals will be frequently reminded not to touch the face covering and to wash their hands frequently.

Note: Cloth face coverings should not be placed on:

- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance



DAILY HEALTH SCREENING LOG

The "Covid 19 Daily Screening" is to be completed by our staff for every person entering a Healthy Kids Program/Building every day. Screening must be put in a binder by the front entrance each day. If any symptoms are reported that individual cannot enter the building until medically cleared. Testing is required if any symptoms are present.

For Staff

If you are experiencing any of the following symptoms you must not come to work and you must get tested*

1. Fever of 100.4 (F) or above
2. Persistent cough or change in respiratory condition
3. Sore throat
4. Loss of taste or smell
5. Extreme fatigue
6. "Covid toes"
7. Persistent headache that is not typical for you.

*If you have one of the symptoms but recognize it as a symptom of a pre-existing condition (like allergies) you do not have to get tested

For Children

If a child develops any of the above (7) symptoms during the day notify the center director or acting director immediately. A child with symptoms will be brought to a quiet place and kept under direct supervision by staff, until a parent/guardian comes to pick the child up. The child will be excluded from care until medically cleared with a doctors note.

DAILY TEMPERATURE SCREENING

Each and every person must have a temperature check before entering a Healthy Kids Program/Building using a touch-free thermometer. This includes everyone - every child, caregiver, program staff person, office staff person or anyone else. If any individual has a temperature of 100.4 (F) or above that person is not permitted to enter the program and needs to get tested.



QUARANTINE POLICY FOR STAFF AND CHILDREN

If any staff, child or family member has any COVID-19 symptoms or have been exposed to someone who has a positive test result, we are requiring testing to be done. We have been following the 14 day quarantine policy and will continue to do so if anyone has the following:

- Positive results for COVID-19, and had symptoms. You can return to the program after 14 days of quarantine AND at least three days of no symptoms.
- Positive results for COVID-19 but had no symptoms. You can return to the program after 14 days of quarantine.
- Recently had close contact with a person who tested positive for COVID-19 (Close contact is being less than 6 feet away for 15 or more minutes). You can return to the program after 14 days of quarantine AND at least three days of no symptoms.

HANDWASHING UPON ENTERING AND REGULARLY

All staff and children MUST wash their hands immediately upon entering the building, before and after toileting or diapering, before and after eating or assisting children with meals and whenever soiled. Frequent, proper and thorough hand washing is encouraged. Hand sanitizer can be used but can never be used on a child younger than 3. Hand sanitizer will be available in locations (playground, outdoors) where handwashing isn't available.

SANITIZING

All classroom surfaces and office surfaces must be sanitized properly, using the approved Office of Children and Family Services diluted bleach solution throughout the day.

1. Tables and chairs are to be sanitized after each use.
2. Mouthed toys must be removed from circulation and immediately sanitized.
3. High touch areas (door knobs, door handles, shelves etc) are to be sanitized mid-day by classroom staff. These surfaces will be sanitized again during the nightly cleaning.
4. All toys, manipulatives, shelves and bathrooms should be sanitized during rest time. And again at the end of the day. Bathrooms will be cleaned and sanitized nightly by cleaning staff.
5. Windows and/or doors will be opened for a few minutes off and on throughout the day to allow the center to air out.



SOCIAL DISTANCING IN PROGRAMS

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. Below are the steps we have in place to practice social or physical distancing, to minimize the risk of spreading COVID-19

- Group sizes will max out with 10 children to 1 staff member.
- Best practice will be to keep the same staff with the same group of children.
- Ensure that different stable groups of 10 children have no or minimal contact with one another or utilize common spaces at the same time, to the greatest extent possible.
- Activities/Meal time will be spaced out to allow distance between children
- Nap time mats will be spaced to allow distance between children
- Employees are to maintain a distance of at least 6 feet from other employees

SUPPLIES & PPE

Every Monday the Site Director is to notify the center director immediately if the program/building has less than a week’s worth of any necessary cleaning supplies or PPE.

For programs at 565 Union Ave, 103 Hooker and 70 Hooker this includes:

- 10 rolls of paper towels
- 1 gallon of bleach
- 6 boxes of gloves
- 1 gallon or 2 bottles of hand sanitizer
- 20 rolls of toilet paper
- 25 disposable masks

For programs in a school building this includes

- 2 containers cleaning wipes/OCFS approved cleaning spray
- 2 boxes of gloves
- 1 gallon or 2 bottles of hand sanitizer
- 25 disposable masks

Thank you in advance for your dedication to the safety of the children and families we proudly serve!



Tips on Face Coverings, from the CDC website

Your cloth face covering may protect them. Their cloth face covering may protect you.

HOW TO WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

HOW TO REMOVE YOUR CLOTH FACE COVERING

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

HOW TO CLEAN YOUR FACE COVERING

Washing machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

Washing by hand

Prepare a bleach solution by mixing:

5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water

OR

4 teaspoons household bleach per quart of room temperature water

- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.

HOW TO DRY YOUR FACE COVERING

Dryer

- Use the highest heat setting and leave in the dryer until completely dry.

Air Dry

- Lay flat and allow to completely dry. If possible, place in direct sunlight.

