



Certified Registered Ministry
The Before & After School Program
Summer Days for Youth

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East Tenth UMCYC Pandemic Policy and Procedure Manual 2020

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What is COVID-19?

Coronaviruses are a large family of viruses. Novel coronaviruses are new strains of the virus that have not been previously identified in humans. There is evidence that this virus can be spread person-to-person.

At this time, it appears the virus is transmitted by larger droplets, like from a cough or sneeze. Current evidence indicates it is not airborne through long distances or times. However, it can survive up to a few days on various surfaces so frequent environmental cleaning is important.

Symptoms for the novel coronavirus are mostly similar to those for influenza or other respiratory illnesses. They can range from mild to moderate and can include fever/feverish, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell. Symptoms can sometimes lead to severe illnesses.

Enabling Conditions to Reduce the Risk of Transmission

Science has demonstrated that children who carry and transmit COVID-19 may have very few, if any symptoms. Because of this, if an asymptomatic adult infects a child and that child enters a child care facility with no symptoms, there is a risk of that child transmitting the virus to others in the facility, both children and staff.

Because childcare allows for children within each classroom to intermingle, all stakeholders, especially parents and staff, must be aware that their actions play a critical role in reducing the risk of infectious disease transmission in these facilities. It is therefore paramount that everyone follow the below guidelines strictly.

In addition, parents are advised to heed the following:

- *Adults in contact with children attending a child care facility need to be hyper vigilant about monitoring for symptoms and get tested if they develop 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell.*
- *If children attending a child care facility have a vulnerable adult at home, the parent will want to consider the risk of the child bringing COVID-19 home to the vulnerable adult in the home*
- *For adults bringing their child to a child care facility, those adults in the child's "bubble" will want to minimize their non-essential movement outside the home.*

Current Guidance from FSSA (Updated March 20, 2020)

Child care is an essential service. This means that the operations of child care are necessary to continue to support the function of societal operations. Child care may remain open under the following conditions:

1. First priority shall be given to children of first responders, medical professionals and other professionals whose work is essential for the general community to stay healthy and safe. This includes children of workers who provide access to food and/or work in the general supply chain for goods, services and other basic needs.
2. Child care providers/operators who are over the age of 60 should close and should not be providing care. In addition, it is recommended that caregivers who are over the age of 60 and/or have underlying health conditions such as diabetes, lung disease or are medically fragile should stay home and should not be providing care to children in a child care setting.

3. All child care providers should immediately institute the practice of checking the temperature of each child when they are brought into the child care, before the parent leaves. If the child presents with a temperature of over 100.4, the child should not remain at the child care and must return home with the parent. Children who have had symptoms such as vomiting and diarrhea should remain home for at least 24 hours after the last episode, and should be fever free for at least 24 hours without being given fever-reducing medications. Families should be informed of this new policy in writing and providers can use the template provided by OECOSL to make this notification.
4. Social distancing practices should be continued with new policies that do not allow more than 20 children within one classroom or area. In addition, it is recommended that when possible programs keep the same children in consistent groups with the same teacher/caregiver. Flexibility can be used for intermittent scheduling when appropriate; however, the overarching goal is to minimize mingling of children.
5. It is recommended that programs adjust their daily schedules to allow one hour per day for deep cleaning when children are not present. This may mean that programs close one hour early or open one hour late and have teaching staff perform deep cleaning of the early education environment. Please reference the cleaning and sanitizing information released by OECOSL for information on how to ensure cleaning practices are safe in the child care environment.
6. If a positive case of COVID-19 has occurred for a child or caregiver the facility must temporarily close to facilitate cleaning. Those who are direct contacts should self isolate.

Illness Policy

Adults in contact with children attending a child care facility need to be hyper vigilant about monitoring for symptoms and get tested if they develop 2 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell.

Employees and center families are required to notify the administration of any potential exposure or positive cases of COVID-19. (See positive case policy)

Children and staff exhibiting signs or symptom of COVID 19 will not be permitted into the building. Children and staff with a fever of 100 degrees or higher (with or without additional symptoms) will not be permitted back for a minimum of 72 hours. To be clear, you must be fever free without the use of fever reducers for at least 72 hours before returning to child care.

For example, a child fever lasts 72 hours, the child must wait an additional 72 hours from the time the fever broke to return to child care.

Children who have had COVID-19 like symptoms as described here or have tested positive for COVID-19 should be advised to self-isolate at home and not return to child care until they have been fever-free for at least 72 hours (3 days) without being given fever-reducing medications AND have had improvement in their symptoms AND at least 10 days have passed since their symptoms first appeared.

Any child who becomes sick while at school will be isolated from the other children until parents can pick up. **Sick children must be picked up within 30 minutes!**

At Risk Center Employees

Child care providers/staff who are over the age of 65 should not be providing care. In addition, it is recommended that caregivers who are over the age of 65 and/or have underlying health conditions such as diabetes, lung disease or are medically fragile should stay home and should not be providing care to children in a child care setting.

This drastically reduces the available staff. Children will be welcomed into the program based on highest need and available staffing.

Altered Drop Off and Pick-Up Procedures

- Entry to the East Tenth UMCYC will only be available to employees, essential employees' children attending East Tenth, necessary vendors to continue servicing the school during this time, local law enforcement and government agencies.
- Families will need to drop off and pick up their children in the parking to a center staff member. There will be a single file line of cars waiting for an empty drop off space. We will have two tents set up to screen children prior to entry into the building. When one of the two designated drop off parking spaces is open, you may pull forward to park and unload ONLY children who will be attending childcare for the day. Please proceed to the available screening tent. It is imperative that physical distancing is used while waiting on temperature checks and picking up of children. Families are asked to remain in their cars until it is their turn to be screened.
- Because of extra drop off procedures, please plan to spend roughly 15-20 minutes to drop off or pick up your child.
- Any child or staff member with a temperature over 100 degrees farenheight will be sent home and unable to return for a minimum of 72 hours. Children who have had COVID-19 like symptoms as described here or have tested positive for COVID-19 should be advised to self-isolate at home and not return to child care until they have been fever-free for at least 72 hours (3 days) without being given fever-reducing medications AND have had improvement in their symptoms AND at least 10 days have passed since their symptoms first appeared.
- Masks will be worn while assisting parents with temperature checks.
- Children who are accepted for the day will be walked into the building to wash hands and brought directly to their classroom.
- When picking up your child, please call or text the center phone number to notify us of our expected arrival time. We will be handing all families a large colored paper with your child's name to hang in your front window. We will call in to the school and have children walked to your vehicle for pick-up. Please do not leave your car!

No Visitors Policy

Unfortunately, parents and family members will NOT be permitted into the building at this time. Entry to the East Tenth UMCYC will only be available to employees, essential employees' children attending East Tenth, necessary vendors to continue servicing the school during this time, local law enforcement and government agencies.

Parent Teacher Communication

Daily communication with your child's teacher is extremely important. We want to ensure you have convenient and effective communication methods available during this time. Below you will find a list of options available to your family.

- Quick notes can be written down on a label which will be placed on your child's shirt during the temperature check and screening. This label will be pointed out to your child's teacher so that the message is received.
- Life Cubby offers two way communications through the app. You can send a message to your child's teacher throughout the day.
- You can call the center phone number and we will transfer you to your child's classroom so that you can talk on the phone with your child's teacher.
- We can set up a private phone call or zoom meeting with video to discuss any questions or concerns you may want to address.

Face Covering Policy

The Centers for Disease Control (CDC) recently updated its guidelines and now recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. In an effort to further reduce the risk of COVID-19 spread among the East Tenth UMCYC workforce and the children cared for in our school, team members and children may wear face coverings if they wish. If the CDC recommendation changes to mandatory, face coverings will become mandatory at East Tenth as well.

Procedure for Team Members Wearing Face Coverings

- East Tenth will provide face masks to team members at each center. Homemade face coverings or medical masks can be used. If the team member has their own homemade face covering, they may use it.
- Team members should use the same mask for the entire day. In the event the mask becomes visibly soiled, saturated or damaged, team members should get a new mask from the center office staff.
- When a mask must be removed for prolonged periods (such as meal times), team members should store it in a bag labeled with their name and place it out of reach of any children. East Tenth will provide bags for team members and children at each center.
- Upon departure, dispose of any disposable masks in the designated trashcan at each location. Team members should launder homemade masks before reusing them.

Procedure for Children

- Families may send their children with face coverings, or children may use the face coverings provided in the centers.
- If coming with a face covering from home, the parent should apply the face covering for the child before they arrive in the building and remove it once the child leaves for the day.
- If a parent would like their child to wear a face mask provided by East Tenth, they will put it on their child when they arrive at the center and leave it at the center to be put in the laundry at the end of the day.
- Face coverings from home should be labeled with the child's name to prevent unintentional sharing of face coverings.
- CDC states children under age 2 should not wear cloth face coverings, therefore **children under the age of 2 will not be allowed to wear face covering**. It may pose more harm than benefit in terms of safety because they may be unable to remove the mask without assistance

if they begin having trouble breathing. Children under age 2 are also not likely to keep the mask on and may try to remove it, as well as touch their face more.

- If a child refuses to wear a face covering, they should not be forced to wear it.
- If a child intentionally or unintentionally removes their face covering during the day, they must wash their hands before and after replacing it, or if child needs help, team members must also wash their hands before and after assisting the child.
- During snack and meal times when face coverings must be removed, team members should use the following procedure:
 1. Have children wash their hands.
 2. Have children remove their face coverings, being careful not to touch their eyes, nose and mouth.
 3. Have children place their face covering in bag labeled with their name and keep the bag in their cubby.
 4. Have children wash their hands again before eating.
- After eating, team members should use the following procedure:
 1. Have children wash their hands.
 2. Have children remove their face coverings from their bags.
 3. Have children replace their face coverings.
 4. Wash hands again.
- If a child needs assistance with these procedures, team members must wash their hands before and after assisting each child.
- Families should launder face coverings from home before reusing them.

How to Put on a Face Mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Determine which side of the mask is the top. If the mask has a stiff bendable edge, that is the top and is meant to mold to the shape of your nose.
3. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
4. Follow the instructions below for the type of mask you are using.
 - Face mask with ear loops: Hold the mask by the ear loops. Place a loop around each ear.
 - Face mask with ties: Bring the mask level with your nose. Place the ties over the crown of your head and secure with a bow. Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
5. Mold or pinch the stiff edge to the shape of your nose.
6. Ensure the mask covers your mouth and chin.

How to Remove a Face Mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask; only touch the ear loops or ties. Follow the instructions below for the type of mask you are using.
 - Face mask with ear loops: Hold both ear loops and gently lift and remove the mask.
 - Face mask with ties: Untie the bottom bow first, then untie the top bow and pull the mask away from you.

2. If disposable, throw the mask in the trash. If a cloth mask, launder the mask.
3. Clean your hands with soap and water or hand sanitizer.

Environmental Adjustments

- Toys from home are NOT permitted at this time. Classroom stuffed animals and toys that are hard to sanitize will be cleaned and stored for future use.
- Sensory play in sensory bins with items that cannot be easily sanitized will not be used at this time. Play dough and other items that cannot be disinfected will not be shared. When used, children will be assigned a container for their own use.
- Toys will be set aside as children play with them to ensure proper sanitizing before another child is allowed to play with the toy. Playground equipment will be disinfected after each use. Outdoor sand boxes will be closed.
- Meals will not be served family style, so that multiple children will not handle the same serving utensils. Physical distancing will be practiced at meal time and all other group activities.
- To maintain social distancing and proper hygiene, cots and cribs shall be placed 6 ft. apart. Cots and cribs will be sanitized each day. Children will need to bring a blanket from home that can be washed and left at East Tenth. Blankets will be washed once a week.
- To ensure the safety of both children and staff, clothes will be changed if any secretion such as nasal drainage or spit-up are on them. All children attending East Tenth must have a minimum of three changes of clothes in their cubby. When clothes are sent home, it is the parent's responsibility to ensure clean ones are replaced the following day.
- Children and staff will attend the same classroom each day, which may not be their natural classroom before the COVID-19 outbreak.
- To maintain social distancing, classroom ratios may be decreased. This includes outdoor spaces. Children will not be combined in classrooms at the beginning or end of day. There will be no group meetings and no field trips away from the building. Neighborhood walks will be permitted.
- Children will not be drinking directly from drinking fountains but will use these fountains to fill up their personal water bottles. Cups and a water container will be provided in each room.
- Staff will be frequently cleaning and sanitizing of tabletops, chairs, doorknobs, toys, restrooms, and other surfaces that children touch the most.
- Public touch points such as entry/exit handles, hallway rails, bathrooms, etc. will be cleaned and sanitized at least twice a day.
- Staff will provide adequate supplies for good hygiene, including clean and functional hand washing stations, soap, paper towels and alcohol-based hand sanitizer.
- To maintain social distancing, as much as possible, EC cots will be placed at least 6 feet apart during rest periods, if space permits.

Positive COVID-19 Case at East Tenth

1. Employees and families are required to notify the administration of any potential or positive cases of COVID-19.
2. East Tenth might need to implement short-term closure procedures in the event that an infected person has been in the East Tenth building. If an infection is reported, the administrator in charge will seek immediate guidance from the health department. The case will be reported and dismissal procedures to close the school may begin.

3. Dismissal procedures will include:
 - a. Not alarming the children or evoking fear.
 - b. Attendance records for the day will be double checked to ensure all children in the building on that day are recorded.
 - c. Teachers will bag up every child's personal items to be sent home with them.
 - d. Emergency contact phone calls will be made to the parent of every child in attendance on that day. Parents will be required to have each child picked up within an hour of the phone call. If the first emergency contact cannot be reached, then administrators will continue down the list until they are able to contact someone.
 - e. Once the building has been cleared of children, windows will be opened and the building will be closed for 24 hours before cleaning begins. At this time, all areas of the building will be cleaned and disinfected according to CDC standards.
4. Once the dismissal process has been completed, administrators will notify governing agencies of the dismissal.
5. Administrators will keep in close contact with the local Health Department and governing agencies to determine when to reopen to families. This is estimated to take 5 consecutive days but will change as needed. In the event of a substantial local outbreak, the closure could be extended.
6. All East Tenth families will be notified of closure updates and reopening through email and Facebook.
7. Upon reopening, East Tenth will continue to follow the policies and procedures in the above pandemic policy.

3 Phase COVID-19 Re-Introduction Plan

As the Coronavirus (COVID-19) pandemic continues to evolve within our community, and as the need for essential employees increases, it is becoming increasingly difficult for these everyday superheroes to find a safe place to take their children. In these times of need, we want to do everything we can to provide a safe environment for essential employees to take their children while they focus on saving the lives of others and providing the necessary services for our community to survive.

Opening During a Pandemic:

1. Priority shall be given to children of East Tenth staff members already enrolled, first responders, medical professionals and other professionals whose work is essential for the general community to stay healthy and safe. This includes children of workers who provide access to food (grocery stores) and/or work in the general supply chain for goods and services.
2. Entry to the building will only be available to employees, essential employees' children presently attending East Tenth UMCYC, necessary vendors to continue serving the school during this time, local law enforcement and government agencies

Reopening with Increased Safety Precautions (Phase I)

East Tenth UMCYC understands the importance of social distancing and maintaining a clean program during this critical time. Therefore, East Tenth is only offering safe and enriching programs **for children of parents who are working outside the home with no safe alternate**

care at this time and will be taking extra precautions to protect your children from COVID-19. (Please see below for information on our reduced School Age Program capacity.) Please be advised that the policies and procedures below take precedence over any like information in the parent handbook. Due to the ongoing COVID-19 outbreak and constantly evolving guidance and information, all protocols are subject to change due to CDC requirements and government announcements. We will continue to work with key health partners and will be constantly reviewing the most up-to-date information to ensure our program policies and procedures are correct. Please be on the lookout for communications from us indicating procedure changes.

In order to keep you and your children safe as well as our staff and their families, please be prepared to follow the daily precautions below:

1. Operating hours will be shortened to allow for additional cleaning of the facility daily. We will be open from 7:30am to 5:00pm for students. Teachers will report from 7:00am to 5:30pm.
2. Unfortunately, the school age summer program will NOT operate a full on-site program this summer. Enrollment for the school-age program will be limited to East Tenth staff children and a small number of children whose parents serve as essential workers.
3. Vacation credits will be extended through Phase 2 for all families who are not receiving care. Families attending child care will be charged their agreed upon rate.
4. Before entry is granted, each child will receive a daily wellness check before entering the building. (Please see Pick-up/Drop-off Procedures)
5. Face masks are recommended to be worn throughout the day by anyone over 2 years of age.
6. Hands must be washed upon arriving at the center, before meals or snacks, after outside time, after going to the bathroom, after blowing your nose or coughing, and prior to leaving for home.
7. To maintain social distancing, children will be in small groups of 10 or less with one staff member present to maintain 6-foot social distancing guidelines. This includes outdoor spaces. Children will not be combined with groups anytime throughout the day. Children will stay with the same group of children each day. Outdoor play will be in staggered shifts.
8. Meals and snacks will be provided in the classroom if possible, to avoid congregating in large groups. School age meals and snack will be done in staggered groups. Children will be separated as much as possible during meal/snack times. Staff (not children) will handle utensils and serve food and milk to reduce spread of germs.
9. All belongings must fit in the bag/bin provided for each child in each child's cubby. No unnecessary items will be allowed. Please keep ONLY extra clothes and a nap blanket in your child's cubby.
10. Children will not be drinking directly from drinking fountains but will use these fountains to fill up their personal water bottles. Cups and a water container will be provided in each room.
11. Children, families, and staff will be advised to avoid touching their eyes, nose and mouth with unwashed hands.
12. See Environmental Adjustments Policy for Classroom Adjustments and Social Distancing Guidelines.

13. Staff will be working an adjusted schedule to allow for both on-site hours and home learning preparations to occur. Our staff health is a priority and we will reduce on-site hours as much as possible.
14. Adjust the HVAC system to allow for more fresh air to enter the program space.

What to Bring/Not to Bring

1. Each child has the option to bring a water bottle from home. Children will not be drinking from water fountains but will have the opportunity to refill their personal water bottle.
2. Children should wear comfortable play clothes and tennis shoes.
3. Please do not bring toys from home. Any toys or stuffed animals will be sent home immediately.
4. Each child needs to have three sets of extra clothes at the center.

Drop Off/Pick-Up Procedures

- Entry to the East Tenth UMCYC will only be available to employees, essential employees' children attending East Tenth, necessary vendors to continue servicing the school during this time, local law enforcement and government agencies.
- Families will need to drop off and pick up their children in the parking to a center staff member. There will be a single file line of cars waiting for an empty drop off space. We will have two tents set up to screen children prior to entry into the building. When one of the two designated drop off parking spaces is open, you may pull forward to park and unload ONLY children who will be attending childcare for the day. Please proceed to the available screening tent. It is imperative that physical distancing is used while waiting on temperature checks and picking up of children. Families are asked to remain in their cars until it is their turn to be screened.
- Because of extra drop off procedures, please plan to spend roughly 15-20 minutes to drop off or pick up your child.
- Any child or staff member with a temperature over 100 degrees farenheight will be sent home and unable to return for a minimum of 72 hours.
- Masks will be worn while assisting parents with temperature checks.
- Children who are accepted for the day will be walked into the building to wash hands and brought directly to their classroom.
- When picking up your child, please call or text the center phone number to notify us of our expected arrival time. We will be handing all families a large colored paper with your child's name to hang in your front window. We will call in to the school and have children walked to your vehicle for pick-up. Please do not leave your car!

Loosening Restrictions (Phase II)

In the coming weeks and months, East Tenth will begin to loosen the above restrictions and procedures as evidence of the pandemic slowing or subsiding begins to emerge. In order to keep you and your children safe as well as our staff and their families, we ask that you become familiar with the revised daily precautions below:

1. Operating hours will be shortened to allow for additional cleaning of the facility daily. We will be open from 7:30am to 5:00pm for students. Teachers will report from 7:00am to 5:30pm.

2. Non-essential employee children may return to the center. Unfortunately, the school age summer program will NOT operate a full on-site program this summer. Enrollment for the school-age program will be limited to East Tenth staff children and a small number of children whose parents serve as essential workers.
3. Entry to the building will be open to families, for main lobby purposes only (tuition payments, or accessing the CCDF machine).
4. Upon entry temperatures will be checked, anyone having a temperature over 100 degrees will be sent home and unable to return until fever-free and symptom free for 72 hours.
5. Personal Protective Equipment will still be used during all temperature checks.
6. Anyone entering beyond the main doors will need to wash their hands before entering any room.
7. Hands must be washed before meals, after meals, after outside play, after blowing their nose or coughing, after using the restroom, and as needed throughout the day.
8. All stuffed animals or toys will NOT be permitted at this time. Children who bring a stuffed animal, must keep it at the front desk and it will be returned to the parent, explaining that it cannot return at this time.
9. Sensory bins, play dough, slime, or other community items that are not easily sanitized are completely off limits during this time.
10. Meals and snacks will be provided in the classroom if possible, to avoid congregating in large groups. School age meals and snack will be done in staggered groups. Children will be separated as much as possible during meal/snack times. Staff (not children) will handle utensils and serve food and milk to reduce spread of germs.
11. All belongings must fit in the bag/bin provided for each child in each child's cubby. No unnecessary items will be allowed. Please keep ONLY extra clothes and a nap blanket in your child's cubby.
12. Classroom ratios will return to normal, unless directed otherwise by governing bodies.
13. Classes will resume as normal, with children in their correct classroom placements.
14. At-Risk teachers will return to work providing a full staff. Virtual learning opportunities will no longer be offered.

Resuming Normal Operations (Phase III)

When things begin to return to normal, East Tenth will transition back to more normal operations. In order to keep you and your children safe as well as our staff and their families, please be prepared to follow the remaining precautions below:

1. Hours of operations will resume as normal, operating during normal business hours from 7:00am – 5:30pm, Monday through Friday.
2. Entry to the building will resume as normal. Parent will be able to take their children to their designated rooms.
3. Drop-off time – without notification – will still not be permitted after 9:00am.
4. All children and staff will wash their hands before entering into their designated room.
5. Hands must be washed before meals, after meals, after outside play, after blowing their nose or coughing, after using the restroom, and as needed throughout the day.
6. Anyone having a temperature over 100 degrees will be sent home and unable to return until fever-free and symptom free for 24 hours without medication.
7. Children who have not returned to the center will forfeit their spot if no effort in communication has been made from the child's family.