

HT KIDS PLACE CHILD CARE PROGRAM PANDEMIC HANDBOOK



HT Kids Place

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Sponsored by

Holy Trinity Catholic School

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This handbook is designed to help guide the child care program and families in an emergency pandemic. This handbook is very fluid and may be adjusted based on the pandemic and emergency needs of the center. HT Kids Place will adjust this handbook as needed due to State and Federal guidelines. We will follow all rules, regulations and requirements as well as recommendations of the local, state and federal government for the health and safety of students, families and staff. During a time of a pandemic, HT Kids Place may choose to only care for the allowed students in accordance with the state, federal and local government. Tier 1 and 2 Essential employees will be given priority for available spots.

Cleaning and Disinfecting Protocols

Routine cleaning and disinfecting is the key to maintaining a safe environment for our children and our staff. Any and all staff who are cleaning or disinfecting should wear a cloth mask and gloves. All staff must wash their hands before and after cleaning or disinfecting.

HT Kids Place will clean or disinfect at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as:

- Door knobs and handles
- Light switches
- Classroom tables, desks and chairs
- Lunchroom tables and chairs
- All countertops
- All shared toys
- Shared telephones, desktops, iPads and keyboards
- Bathrooms

A deep sanitizing cleaning schedule has been created to ensure all toys and areas of the classrooms are getting cleaned thoroughly. To see the schedule, please reach out to the program director.

Cleaning and disinfecting after a staff or child becomes ill:

- Close off the space used for isolation after the ill person leaves
- Wait 24 hours before cleaning or disinfecting, or as long as possible
- Open doors and windows to increase air circulation in the area if possible
- Clean and disinfect all areas used by the person who is sick

Arrival and Departure

To limit exposure risks, we ask that parents limit their time spent inside the building and that they practice hand washing/sanitizing upon entering the building. We also ask that when in the building that parents respect the personal space of children and staff by standing at least 6 feet away. All parents are required to wear a face covering while in the building.

Morning Care Arrival:

- Parents are required to take their child's temperature prior to arrival
- Parents and children ages 6+ must wear a mask upon entering the building
- Enter through door #1
- Scan QR code and check your child into the program
- Complete the health screening questions
- Children will then be directed to wash their hands

Morning Care Child Departure:

- Staff and children will wash their hands
- Staff and children ages 6+ will wear their mask when exiting the room
- Holy Trinity students will be excused to their classrooms
- Staff will walk Pioneer students to their school

Communication with staff will be done via Brightwheel, email or phone to allow social distancing. We will make teachers available to keep all families updated and to answer/address all the needs of the children in our care. Hours of operation may change to allow proper staffing. Staffing during these times may be limited.

After Care Child Arrival: (Upon Pioneer student arrival, staff will notify parents via Brightwheel)

- Staff will take temperature checks of children upon arrival
- Children will then be directed to wash their hands

After Care Departure:

- Parents must wear a mask upon entering the building
- Enter through door #1
- Scan QR code and check your child out of the program
- Parents and children ages 6+ must wear a mask while in the hallways and entrance of the building

Communication with staff will be done via Brightwheel, email or phone to allow social distancing. We will make teachers available to keep all families updated and to answer/address all the needs of the children in our care. Hours of operation may change to allow proper staffing. Staffing during these times may be limited.

Children Supplies

Children should arrive in clean clothing. Children will be asked to leave their backpacks in their lockers at all times and only access them during homework time or when leaving.

Homework assistance is available during the school year. Children are asked to supply all of their learning materials, including any devices and chargers for devices. HT Kids Place is not reliable for any damage caused to any device or materials.

No other items from home (except for lunches, and program required items) are allowed in the building.

Playground Equipment

Playground equipment will remain closed to the public during the operational child care program hours. Any other children and/or families will be instructed to leave. The janitorial staff will disinfect the equipment every morning upon arrival.

Daily use of the playground and outdoor play is encouraged, weather permitting. Staff will work together to stagger playground time when numbers are high. In accordance with our handwashing policy, children will be instructed to wash their hands before and after outdoor time.

Guidance from the U.S. Centers for Disease Control and Prevention (CDC) indicates that outdoor areas like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection. Focus cleaning efforts on plastic or metal high-touch surfaces where hands frequently make direct contact like grab bars and railings between groups of children. It is not practical to disinfect entire large playground structures, and is not proven to reduce risk of COVID19 to the public. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

All outdoor equipment (basketballs, sand toys, etc) will be disinfected upon completion of outdoor play time.

Meals and Snacks

HT Kids Place staff and the children will wash hands before and after every meal. Breakfast and snack are both served in the classroom. Staff will clean tables and chairs before and after being used. Handwashing sinks must and will remain for handwashing purposes only. Food handling sinks are to be used for food preparation only and handwashing should not occur in said sinks.

Lunch on non school days may be served in the cafeteria or in the classroom. Children will be staggered at the tables in order to maintain proper social distancing while enjoying lunch. Staff will hand each child a plate and silverware, no child will be able to grab/touch other children's items during lunch.

Field Trips & Events

During the time of a pandemic, all field trips will be postponed and/or cancelled.

Special visitors will be limited and/or not allowed. All visitors must follow the same health screening as children and staff upon arrival to the program.

Keeping Healthy

Hand Washing: HT Kids Place will take every precaution for your child to stay healthy. Consistent hand washing and cleaning of the center will be performed many times during the day. Students will be required to wash their hands additional times of the day. This may cause a child's hands to become more raw than normal. We ask that you use lotion on your child's hands nightly to help keep their hands from becoming overly raw.

Handwashing is required:

- Upon arrival to the program
- Before and after meal times
- Before and after outdoor activities
- After sneezing, coughing and/or blowing your nose
- Before and after applying sunscreen

If soap and water are not available, hand sanitizer containing 60% alcohol may be used.

Face Coverings: Per the Governor Mask Mandate, all parents, staff and children ages 6+ are required to wear masks while in hallways and communal areas.

Cloth face coverings are an important piece of mitigating the spread of the virus but are most effective if it can stay in place without being pulled on or touched by the person wearing it or by others. Within this context, staff members working in school-age and child care programs are encouraged to wear cloth face coverings during the work day as much as possible, recognizing the development needs of the children in care.

Key messages about cloth masks:

- Be careful not to touch your eyes, nose, and mouth while wearing cloth masks to prevent potential contamination.
- Wash your hands thoroughly before putting on the mask.
- Remove the mask carefully and wash your hands thoroughly after removing.
- Wash the mask after each use.
- Wearing cloth masks does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing social distancing, which are our best tools to help prevent the spread of illness.
- Continue to use your typical systems and processes for cleaning toys, keeping sick children home, washing hands, and other practices that are used every day. These actions help to keep the community healthy and safe.
- Cloth masks do not provide adequate protection for others if a staff member has symptoms compatible with COVID-19. Ill staff members should stay at home.

Social Distancing: We ask that all families practice social distancing. Students should not be going out into public with parents if possible. Playgrounds and group gatherings should be limited.

Social distancing while at the center:

- Staff will limit group sizes as much as possible
- Staff will create consistent groups of children and providers, staff, or volunteers who stay together throughout the day.
- Staff may add visual cues or barriers to direct traffic flow and distancing. For example, they may tape "Xs" on the floor to let children know where they should stand to promote social distancing.
- On non school days, at nap time, staff will ensure that children's mats are spaced out as much as possible.

Ventilation: To increase maximum ventilation in the classrooms, staff are encouraged to remove/reposition fans so that they are not blowing across people. Staff are encouraged to spend as much time outdoors, weather permitting, with the children. All ventilations systems are to be used properly and maintained to encourage fresh air flow into the classrooms.

Illness Policy and Monitoring

Staff are required to contact the program director if they are feeling ill and should not attend the program if they are experiencing any of the following; fever, chills, a new cough, shortness of breath, a new sore throat, new muscle aches, new headaches, or a loss of smell or taste. If any staff member is experiencing any symptoms listed, they must contact their health care provider for further guidance before being able to return back to the program.

Upon arriving to work, all staff will complete a daily health screening survey and have their temperatures taken. Any staff member with a temperature of 100.0 or higher will be sent home immediately, and must remain out of the childcare program for 72 hours after the fever has broken without fever reducing medications.

HT Kids Place staff must communicate with the program director if anyone in their home or themselves have been in direct contact with a person who tested positive for Covid-19. The staff member will be required to stay home for 14 days and can return only if they were symptom free the entire 14 days.

Any staff with a laboratory confirmed COVID-19 diagnosis must stay home for at least 10 days from the start of symptoms AND until they are fever free for at least 72 hours without medication AND improvement of other symptoms.

If a staff member begins to display symptoms while at work, they are to isolate themselves from the children and staff and contact the program director to relieve them.

Please see [Closing of Program](#) for information on notifying families of COVID-19 confirmed cases in the program.

Children: Children's parents are required to contact the program director if their child/ren are feeling ill and should not attend the program if they are experiencing any of the following; fever, chills, a new cough, shortness of breath, a new sore throat, new muscle aches, new headaches, or a loss of smell or taste.

Children will have their temperatures checked daily. Parents are required to check temperatures before arrival for morning care and on non school days. Upon arrival to the after school care, staff will take temperatures of children and will temp throughout care if deemed necessary. Any student with a temperature of 100.0 or higher will be sent home immediately, and must remain out of the childcare program for 72 hours after the fever has broken without fever reducing medications. We will not allow a doctor's note for returning before the 72 hours.

Any student showing any concerning signs of respiratory issues (ie. excessive coughing, tugging in the chest, wheezing, shortness of breath, etc.) will be sent home and must stay home for at least 10 days since symptoms first appeared AND until they are fever free for at least 72 hours without medication AND improvement of other symptoms.

All families must communicate with the program director if anyone in their home has been in direct contact with a person who tested positive for Covid-19. If the child/ren have been in direct contact with a COVID -19 positive person, they will be required to stay home for 14 days and can return only if they were symptom free the entire 14 days.

Any child with a laboratory confirmed COVID-19 diagnosis must stay home for at least 10 days since symptoms first appeared AND until they are fever free for at least 72 hours without medication AND improvement of other symptoms. Any siblings are required to stay home for 14 days and can return only if they were symptom free the entire 14 days.

If a child begins to display symptoms while at the program, they will be isolated from the other children and parents will be notified for immediate pick up.

Please see [Closing of Program](#) for information on notifying families of COVID-19 confirmed cases in the program.

We need your help in keeping students and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked to not attend the program.

Closing of the Program

HT Kids Place will strive to maintain services as long as possible. HT Kids Place may close to provide additional cleaning services. Parents will receive notification as soon as possible, but it may be short notice.

If a parent or family member who has been on site (for a drop off or pick up purpose) has tested positive for Covid-19, the center will be shut down for 24 hours for proper cleaning and disinfecting. Any children in that family will not be able to attend for 14 days.

If a child or staff member has tested positive for Covid-19, the center will close and remain closed for 14 days.

HT Kids Place reserves the right to discontinue services and close the center at any given time deemed necessary.

Tuition Payments during a Pandemic

Payment of care is taken on a situational basis during a pandemic. The Director will keep all families updated of payments.

Communications and Training

- All families and staff must receive a copy of the COVID-19 Preparedness Plan (Pandemic Handbook)
- A copy of the COVID-19 Preparedness Plan (Pandemic Handbook) is posted at all of the workplaces in a readily and accessible location.
- All staff must ensure that they comply with and follow the established rules and practices
- If staff have concerns about their employer's COVID-19 Preparedness Plan (Pandemic --Handbook) or questions about their rights, they should contact MNOSHA Compliance at osha.compliance@state.mn.us, 651-284-5050 or 877-470-6742

I have read, understand, and agree to abide by all policies/procedures stated in the HT Kids Place Pandemic Handbook.

Parent Signature: _____

Date: _____

Please return this page to Kids Place when signed and dated.