

## **BEREA COLLEGE CHILD DEVELOPMENT LABORATORY**

### **Plan for Operating during COVID-19 Pandemic**

The following plan details guidance on policies and practices to promote the health and safety of children, families and staff at the Child Development Laboratory (“CDL”) and to ensure that children are consistently cared for in an appropriate and respectful manner. The information also includes guidance on how to respond if the CDL receives or identifies COVID-19 symptoms, exposure or positive test results regarding CDL staff or labor students, a child or a child’s family member.

#### **Notes for Parents:**

**Given uncertainties surrounding the novel coronavirus, its transmission and how different persons are affected by the virus, there can be no assurances about the ultimate health and safety of any particular environment, including the CDL.** This is especially true, given the numbers of different children, parents, families, administrators and staff involved in and interacting with our program. Despite the concerted efforts of CDL staff, there will be risk of infection in any communal gathering, however small, which involves close contact between teachers and children as well as their parents and families.

All parents are reminded that the safest environment for your child in these uncertain times is most likely at home with you or a family member. For those parents who choose to continue to enroll their children with the CDL, please be assured of our continuing commitment to the health and safety of your children. **Your compliance with the following mandatory policies and procedures is absolutely essential in safeguarding the health of the entire CDL community. Parents ASSUME ALL RISKS relating to: (i) the possible contraction of COVID-19 by their child(ren), themselves or a family member, and (ii) using the CDL, other than the center’s compliance with Division of Regulated Child Care (DRCC) regulations and the CDL’s continuing obligation of ordinary care.**

#### **High-Risk Individuals:**

According to the CDC, some people are considered high-risk. If you fall into any of the categories, please consult with your doctor before working at the CDL (staff) or visiting the CDL (parent/guardians) with children and families. The CDC link for high risk individuals is below: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

#### **General Procedures:**

All adults are required to wear a mask before being allowed entry into the CDL and when dropping off or picking up their child(ren). The CDL will provide masks for staff and labor students. Parents/Guardians must wear a mask anytime they are in the CDL or dropping off or picking up their child. Children are not expected to wear masks.

Staff will wear masks at all times when they are working with children.

All CDL staff, labor students and children must participate in a health screening and temperature check upon arrival. Procedures for each group are detailed later within this document.

If a child becomes ill while at the CDL, the child's parent/guardian will be notified and asked to pick up the child. The child will be removed from the group and will rest comfortably with a member of administration. The child must be picked-up from the CDL within 30 minutes, no exceptions.

Per the DRCC, the CDL will not allow access to visitors or students conducting practicum or classroom observations. With written permission from all parents/guardians of the children in a particular class, the CDL may allow Berea College staff, faculty and students to use virtual/video observations of children at the CDL for educational purposes only.

Breastfeeding mothers may visit the CDL at any time to breastfeed their child. They must enter through the front CDL door to have their temperature checked and complete a health screening. After the health screening has been completed, a staff person will bring the child to the mother. They may use the designated nursing mother's area upstairs to breastfeed their child. Once finished, they may return their child to the teacher.

The CDL will not participate in field trips; however, classrooms are welcome to go on walks on our beautiful campus as long as the adults and children on the walk do not interact with others outside of the group. Classrooms will limit these walks to campus property and adjacent public sidewalks.

The CDL will be unable to host center-wide family events during this time.

Emergency drills will continue to be conducted. Fire drills will be monthly, center-wide, ensuring groups of children maintain 6 feet from each other. Earthquake drills will be conducted quarterly, center-wide, ensuring groups of children maintain 6 feet from each other. Tornado drills will be conducted every three months. Each group of children will participate in their own tornado drill.

All children older than 12 months will need a re-usable water bottle to be kept in their cubby, ensuring they have access to fresh water to drink at any time. Per DRCC regulations, water fountains may no longer be used.

If staff, labor students or children have any of the following COVID-19 symptoms or circumstances, they must notify CDL administration, leave the CDL and may not return to the CDL without a doctor's statement. The statement must include the date the individual is able to return and must state that the individual may return to childcare, no exceptions. If a parent/guardian has any of the following COVID-19 symptoms or circumstances, **they may not bring their child to the CDL** until the symptoms or circumstance have resolved and the parent/guardian is fever and symptom free, without medication for at least 48 hours.

**Adults/Children may not enter or remain at the CDL if they or anyone in their household has ANY of the following symptoms or circumstances:**

- Have been in contact with someone confirmed of having COVID-19 in the last 14 days
- Have returned from travel to areas with community spread of COVID-19 in the last 14 days
- A temperature of 100.4 or higher
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or Body Aches
- Congestion
- Headache
- Sore throat
- New loss of taste or smell
- Nausea or Vomiting
- Diarrhea

#### **Groups of Children:**

- Classrooms will be part of a familial pod.
- Classrooms will include the same group of children each day.
- Classrooms will have the same teachers each day as much as possible
- Children will only interact with their classroom teachers and children enrolled in their own classrooms.
- Children may occasionally interact with administrative staff who are wearing a mask
- Only one group of children will be allowed on the playground at a time. Classrooms will have staggered times to enjoy the playground.
- Shared children's restrooms may only be used by one group of children at a time and surfaces will be sanitized before and after each group of children.
- Buggies will be sanitized before and after each group of children.

The goal is to limit the amount of contacts and possible exposure for children and staff. This will be difficult for children to understand why they cannot play with their friends from another room; however, teachers will be very respectful of their feelings, offering much love, support and comfort during this time.

#### **Parent/Guardian Drop-Off and Pick-Up**

- Parent/Guardians must wear a mask for both drop off and pick up times.
- Each family will have a designated time to drop off and pick up their child

- If families do not adhere to their designated time, their child will not receive care for that day and may be subject to losing their spot at the CDL.
- Families will drop off their child and pick up their child outside on the playground at their classroom's playground door.
- Teachers will sign your child in and out for the day, you will be asked to sign the attendance form at the end of each week.
- Families will wait in a designated area outside their child's classroom door to ensure social distancing from other families.
- Once your child has been dropped off or picked up, all families will exit through the double gates on the back playground. Please walk in the grass on the playground as you enter and exit to maintain social distance from families who are waiting on the demarcated spots.
- Classrooms 124 & 126 will enter through the front gate, near the front CDL door when dropping off or picking up their child.
- Classrooms 146, 143, 142, 139, 136 & 132 will enter through the gate near recycling when dropping off or picking up their child.
- **Regardless of the gate you entered through to drop off or pick up your child, all families will exit through the double gates on the back playground.**

### **Child Daily Health Screening**

**When dropping off your child for the day, you may complete the child daily health screening through the Tadpoles App or your child's teacher will ask the following questions and take your child's temperature.**

- Have you, your child or anyone in your household been in contact with someone confirmed of having COVID-19 in the last 14 days?
- Have you, your child or anyone in your household returned from travel to areas with community spread of COVID-19 in the last 14 days?
- Do you, your child or anyone in your household have a temperature of 100.4 or higher
- Do you, your child or anyone in your household have a recently developed cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, congestion, nausea or vomiting, diarrhea, headache, sore throat or a new loss of taste or smell?

If your answers are "no" to all questions, then your child can be dropped off for the day. **If any of your answers are yes, then the guidance under the section, General Procedures in this document must be followed.**

We understand that the drop-off and pick-up process, including having designated drop-off and pick-up times, will be inconvenient and slower than usual. The only exceptions will be for emergencies and planned appointments. You must call the front office at 859-985-3620 or email CDL administration, 24 hours in advance, if you need alternate times for scheduled appointments. This process will help ensure fewer contacts and less spread of contagions. Your drop-off and pick-up will need to be quick as other families will be waiting. While not ideal, this will ensure we do not have a backlog of parents waiting to pick up or drop off their child. If you

need to communicate in depth with your child's teacher, we ask that you text them the information through the Tadpoles app; they will read it and respond to you if necessary. We thank you for your patience and support as we navigate these uncharted waters together.

### **Staff & Labor Student Procedures:**

- All staff must enter and exit the CDL through the side kitchen door.
- Upon entry to the CDL for the day, all staff must wear a face mask, stop at the temperature check station in the dining room and wash their hands, take their temperature and complete the staff health screening. The completed health screening will be placed in the designated staff box. Staff may also complete their health screening through the Tadpoles App.
- Once staff have completed required entry and screening procedures, they may proceed to their workstations and use a sanitizing wipe on the door handles and other frequently touched surfaces in their workspace.
- If a staff member has a temperature of 100.4 or higher or any other symptoms of COVID-19, they must leave the CDL and call the front office for guidance.
- Non-classroom staff members must wear cloth face masks within the facility and within 6 feet of a child or other adults. The cook does not need to wear a mask when working alone in the kitchen. The facilities assistant does not need to wear a mask when cleaning alone. Administration staff members do not need to wear a mask when they are working alone in their offices.
- Classroom staff are required to have a change of clothes at the CDL in case their clothing is soiled by bodily fluids.
- Staff, to the greatest extent possible, will not share phones, desks, workstations or other work tools. If items must be shared, they must be cleaned thoroughly between each use.
- Classrooms will not utilize family-style dining. Staff will prepare plates and pass them directly to each child.
- Staff will minimize touching their mouth, nose, and face during the day and will encourage children to do the same.
- Staff must wear disposable gloves while serving food and preparing bottles. Gloves must be worn during bottle feedings. Gloves must be changed, and hands washed between bottle feedings.
- Staff must use gloves when cleaning equipment, toys, play spaces, workspaces, and high touch areas of the CDL.
- Staff must wear gloves while handling products during drop-off and pick-up as well as during any shipping and receiving.
- Any staff member who demonstrate symptoms of COVID-19 must be tested for the illness with a negative test result required before returning to work.
- Staff may identify and communicate potential improvements and/or concerns to reduce potential risk of exposure at the workplace.

### **Hand Hygiene:**

All staff and children must practice hand hygiene frequently to reduce germs and the risk of spreading contagions. At a minimum, hands must be washed in all the following circumstances:

- Upon arrival for the day
- After breaks
- Upon returning from outside
- After toileting or assisting a child with toileting
- Before and after each diaper change
- Before preparing bottles and after bottle feeding
- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids
- After cleaning or sanitizing or using any chemical products
- After handling pets, pet cages, or other pet objects that have come into contact with pets
- Before and after eating or preparing food
- Before and after giving first aid or medication
- Anytime hands are visibly soiled
- Before and after sensory play
- Prior to departure

***Hand washing must last a minimum of 20 seconds.***

### **Cleaning, Disinfecting & Sanitizing:**

The CDL will continue to use the NAEYC cleaning, disinfecting and sanitizing schedule posted in each classroom. In addition to using the NAEYC schedule, the following cleaning practices will take place:

- Toys that cannot be cleaned and sanitized will not be used.
- Children's personal belongings, including bedding, will be stored in their personal cubby and will not touch other children's belongings. Children's personal belongings will be sent home for cleaning every Friday.
- Toys that children have placed in their mouths or have other bodily fluids on them will be immediately placed in a designated dirty toy bin and cleaned later using the 3-step process: scrub with soap and water, rinse, submerge in bleach/water solution for 2 minutes, and then allow to air dry. Staff will wear gloves when cleaning toys.
- Machine washable cloth toys and dress up clothes will not be used.
- Staff will clean and sanitize frequently touched surfaces with the 3-step process or using Clorox disinfectant wipes throughout the day. Surfaces such as doorknobs, light switches, classroom sink handles, sinks, toilets and counter tops.

- The CDL will not use cleaning products that could re-aerosolize infectious particles, such as dry sweeping or using high pressured streams of air, water or cleaning chemicals.

**COVID-19 suspected symptoms & positive test results:**

If a staff member has symptoms of COVID-19, they must leave the CDL immediately and be tested for COVID-19. If a child has symptoms of COVID-19, they must be immediately removed from the CDL and may not return without a doctor’s statement stating the date they are able to return to the childcare setting.

If a staff member, child or child’s family member tests positive for COVID-19, CDL’s administration must be immediately notified. Upon receiving such notice, CDL administration will immediately contact the Madison County Health Department and follow the health department’s guidelines and directives.

The CDL will notify enrolled families and staff immediately of a confirmed, diagnosed case of COVID-19 in the program, while ensuring the privacy of the diagnosed individual.

**Personal Activities**

All CDL staff, labor students, families and children are strongly encouraged to always mask, social distance and avoid large gatherings. You are expected to follow the guidance of the Kentucky Governor’s Office related to travel and visitors.

<https://govstatus.egov.com/ky-travel-advisory>

The CDL will also adhere to the personal activities policy as put forth by Berea College. The link below will take you to the Berea College travel policy.

[https://4efrxppj3711sgsbr1ye6idr-wpengine.netdna-ssl.com/covid-19/wp-content/uploads/sites/160/2020/10/Policy-on-Personal-Activities-during-COVID-19-Quarantine-Testing-and-Returning-to-Work-2020\\_10\\_28-Revised-2020\\_12\\_18.pdf](https://4efrxppj3711sgsbr1ye6idr-wpengine.netdna-ssl.com/covid-19/wp-content/uploads/sites/160/2020/10/Policy-on-Personal-Activities-during-COVID-19-Quarantine-Testing-and-Returning-to-Work-2020_10_28-Revised-2020_12_18.pdf)