



These new procedures are designed to provide childcare to our families with an increased focus on preventing the possible spread of general illness and COVID-19. We have evaluated all aspects of our operations and made adaptations to meet this goal. These guidelines are based on recommendations from the CDC and the State of Pennsylvania (as of July 29, 2020) to reflect the most current updates and mandates. This plan is subject to change.

### **General Guidelines**

- Children may only bring essential items and/or change of clothes.
- Parents must wash and/or wipe down everything that comes home each night.
- Before coming to the YMCA, parents must screen their children for fever (over 100.4) coughing, runny nose, sore throat, diarrhea, rash, or excessive tiredness or irritability and if a child is displaying symptoms, they should not come to the Y.
- **No Visitor Policy** - No visitors, including parents, will be permitted on site without prior approval. Tours for prospective children need to be scheduled in advance.
- All children will observe stable group/classrooms as the standard for social distancing.
  - A social group is a group that stays together throughout the day.
  - Mixing of stable groups is discouraged.
- Masks will be worn by the staff.
- Any parent or child entering the YMCA must go through the Health Screening Process, which is comprised of the Health Screening Questions, a visual inspection for symptoms, and a temperature check.
  - Any parent entering the YMCA must wear a mask.
  - Masks for children are required.

### **Registration**

- All Documentation must be on file before the child attends.
- Childcare Site Directors must make sure that everyone has completed all required paperwork and all payments are complete.
- Emergency contact information needs to be complete
  - In the event a parent is exposed during a school day, another individual will need to pick up the child.

### **Staff Screening Process**

- Upon arrival, staff will report to an identified check in location.
- Staff will receive a temperature check, which will be documented as completed.
  - Temperature may not exceed 100.4. If it does, staff will not be permitted to work and will be sent home.
- After the screening, staff will be directed to wash their hands using soap and water.
- The thermometer needs to be disinfected between each use with wipes.
- Staff are expected to self-monitor for signs and symptoms of COVID-19 and notify supervisor if any develop (fever or respiratory symptoms).



### **Child Arrival - Drop off /Sign in Process**

- Drive through limited contact drop off procedure will be used.
- Parent MUST wear a mask at all times during the drop off and pick up process.
- In general, adults should NOT exit their car, except to unbuckle a child.
  - Modifications & accommodations will be made at the branch level for entry with young toddler and/or toddlers.
  - Parents who accompany a child into the YMCA will go through the Health Screening Process.
- One staff person will approach the car window and:
  - Ask the parents the Health Screening Questions
  - Take the child's temperature and observe for any signs of illness.
  - Log in the arrival time (parent may have to sign them in using their own pen) and the anticipated pick up time.
    - Staff will take attendance and document dismissal using YMCA issued tablets.
    - Parents will not touch the tablets.
  - Ask if there is any medication to be dropped off.
- A second staff member will escort the child from the car into the YMCA (this staff person must wear a mask).
  - Staff should not touch the child unless necessary.
- Staggered drop off times will be implemented where possible.
- No payments or paperwork will be accepted at drop off.
  - Electronic draft payments will be encouraged.
- Child must wash their hands with soap and water for 20 seconds before entering the classroom.

### **Child Departure/ Pickup Process**

- Parents will use a designated phone number to text or call the YMCA to inform the staff they are at the YMCA, then cars will enter a pickup line.
  - No parents should park and get out of their car except to buckle children into seatbelts or car seats or pick up an young toddler and/or toddler.
- A YMCA staff member will walk the child to the pick-up area.
  - A designated staff member will assist the child to the car avoiding contact and maintaining 6 ft. physical distancing as best as possible.
- Staggered pick up times will be suggested.
- Parents who are picking up young toddlers and/or toddlers using a car seat must adhere to the Health Screening Process (temperature taken and wear a mask) when entering the YMCA for pick-up.

### **Groups (per PA Dept. of Health Guidelines)**

- Group sizes should be kept within DHS ratios – not to exceed the maximum group sizes.
- Stable Groups should not commingle – staff assigned to a class will stay with that class as much as possible.
- Stable groups should include siblings when appropriate.
- Groups should limit movement to other spaces in the building and when other spaces are used, YMCA staff should disinfect spaces upon leaving.



### **Social Distancing/Stable Groups**

Social distancing requires a combination of several procedures.

- Social Distancing in the Drop-off & Pick-up time will be accomplished by physical demarcations among age groups within a space.
- Stable Groups, throughout the day, will function as a cohort of children and staff that stay together.
- Staff will maintain the 6 ft. recommended distancing from each other, whenever possible.
  - Spaces will be cleaned and disinfected between groups as appropriate (by YMCA staff using disinfectant).
  - Staff must refrain from any unnecessary physical contact with parents and children including, side hugs, high fives, shaking hands and pats on the back.
  - All disinfecting during operating hours will be done by YMCA staff.
  - Children over age 2 are required to bring a mask daily.
    - Children will be required to wear their mask at appropriate times of the day when social distancing is not feasible.
  - Cots and Cribs will be placed 6 feet apart where possible – children will sleep head to toe.
  - Classroom toys and equipment will be provided in bundles. All used items will go into an identified bucket for cleaning and disinfecting and new toys will be brought out.
  - Staff working with young toddlers and/or toddlers will wear smocks and change them halfway through the day. These will be laundered daily.
  - Staff will be assigned to the younger children for feeding or diapering for the day where staffing levels permit.
  - Staff can only feed or assist a child with eating one at a time.

### **Child Orientation for Children**

Orientation, on the first day, should include:

- Respect other people's belongings – avoid touching other people's backpacks, personal water bottles, and other children.
- Parent handouts will be published and sent to parents via email regarding how we are going to discuss the need for social distancing at YMCA so they can review with their children.

### **Hand Washing for Staff and Children**

Hands should be washed upon arrival at YMCA, moving between locations, at the end of the day as well as:

#### **BEFORE**

- Eating, handling food or feeding a child
- Giving or applying medication
- Playing in water

#### **AFTER**

- Using the toilet, including diaper changes
- Being outside Handling bodily fluid – like runny noses, sneezing
- Handling garbage
  - Schedule will also include “as needed” washing times.
  - Ensure that all hand washing lasts for at least 20 seconds.
  - Hand washing with soap and water is preferred to hand sanitizer.
    - Hand sanitizer is an option but must be maintained in a safe manner and can only be used on clean hands.
    - Even after using hand sanitizer, hands should be washed with soap and water as soon as possible.



### **Meals**

- Hands need to be washed before eating.
- If staff assists an individual, child they need to sanitizer their hands before eating or helping another child.
- All lunches must be sent in disposable bags (plastic or brown) so as to avoid the spread of germs from handling lunchboxes.
- Staff will not be heating up lunches until further notice.
- Children will be encouraged to dispose of their lunch trash themselves.

### **Staff and Training**

- The Child Care Director of each site is responsible to monitor that all staff are cleaning and disinfecting the rooms and toys throughout the day.
- Staff will complete a COVID-19 specific training.

### **Cleaning and Disinfecting**

- Cleaning and disinfecting of frequently touched surfaces need to occur throughout the day (suggest 10 am, lunch, and 2 pm), as the children use different space/tables/manipulatives. YMCA staff will be using appropriate disinfectant during the day. All YMCA staff will disinfect areas.
- Staff will follow YMCA disinfecting protocol.
- Disinfecting supplies will be provided to staff by Facilities staff.

### **Procedure for Cleaning & Sterilizing Toys**

- WASH-Place toys in soap and water mixed bin or sink.
- RINSE- in the water bin or sink.
- STERILIZE-place toys in bleach and water solution bin (ratio is 1 tablespoon of bleach per 1 quart of water)
- Let sit for 10 seconds in sterilizer solution.
- DO NOT RINSE AFTER STERILIZING – this is what sanitizes the toys.
- Place toys in empty bin or on a paper towel to dry.
- Optional – after the RINSE, toys can be sprayed with a bleach solution and can dry.

### **Illness (suspected Covid 19)**

- Child or Staff person will be removed to an identified sick area. Staff will be trained on the location and usage of the identified space during training. If it is used/occupied by suspected person w/ Covid, then the room must be left vacant for 24 hours after being occupied before disinfecting can occur.
- Symptoms will be evaluated including temperature check.
- Based on symptoms, the child will be asked to put on a mask.
- Children may not be left alone in the sick area.
- Parents will be asked to immediately pick up their child (within 45 minutes of notification) . The staff member will be sent home for self-quarantine.

The identified sick area needs to be located near an outside door where parent pick up is easily accessible and the sick child does not need to travel through the building and should allow for extra ventilation (windows) when possible.

Parents will need to be directed to this area and not follow the daily pick up instructions.



**Enforcement**

- The Child Director is responsible to maintain the Area Disinfection Log and ensure all staff are disinfecting the areas as planned.
- The Child Care Director and other YMCA staff will spot-check and monitor compliance with the Disinfection Log schedule.
- Staff who are observed not following and enforcing policy/procedure will be retrained as soon as possible. Failure to follow or enforce the COVID-19 Protocols may result in disciplinary action up to and including employment termination.