



Growing Places COVID-19 Operations Handbook

(Updated June 11, 2021)

Currently Growing Places' Hours of Operation are 8-4:30pm. As families prepare snacks and lunch we ask that you remember that we are a NUT FREE facility.

General Guidance to Protect Child Care Providers, Staff and Children:

- All childcare providers and other staff will be required to wear reusable/washable cloth face coverings over their nose and mouth while speaking with parents at drop off/pick up, diapering, applying sunscreen and when providing first aid.
- All children will enter the building through the playground gate after health screening.

Drop-Off Screening

- Parents/Guardians will be assigned a drop-off and pick-up time to minimize social crowding. Any family is welcome to drop off after 9:15am, we ask that they call the site so a staff member can meet them outside.
- All adults dropping children off will be **required** to wear a face covering over their nose and mouth during drop off.
- Growing Places will not be allowing additional individuals or family members into the center including siblings.
- Upon arrival all children will wash or sanitize hands.
- Prior to arrival parents/guardians will take their child's temperature.
- Prior to arriving children will undergo a health screening where the following questions will be considered by the parent/guardian. If they answer "yes" to any of the following questions they will not be allowed in the facility and will require a negative COVID test to attend:
 - Within the last 10 days have you or your child been in close contact with someone confirmed or suspected to have COVID-19?
 - Within the last 10 days have you or your child traveled internationally or by cruise ship?
 - Have you taken or given your child any symptom relieving medication (Tylenol, Ibuprofen, Cough Medicine) in the last 24 hours?
 - Do you or your child have the following symptoms:
 - ✓ Fever of above 100.4
 - ✓ Difficulty breathing, new loss of taste or smell, vomiting or diarrhea

- ✓ Any 2 of the following symptoms: Cough, congestion or runny nose, sore throat, shortness of breath, fatigue, chills, muscle or body aches, or nausea.

Pick-Up Procedure

- Pick up times will be staggered to ensure minimal social crowding.
- Parents/guardians will go to the site specific pick up area while remaining **socially distant** and with a **face covering**. Their child will wash their hands or use hand sanitizer and be escorted to the designated pick up person with their belongings.
- If you would like a conversation with your child's teacher please call or email before pick up to set a designated time for discussion.
- Daily communication will come in the form of a group email or post on the "Class Dojo" app.

Daily Operations

- Growing Places is open from 8am-4:30pm.
- Staff will undergo the same exact screening tool as each child does daily.
- Staff will be provided education and training around safe practices as it relates to hand hygiene and sanitation (cleaning and disinfecting policies).
- At a minimum Growing Places will require handwashing when arriving at the facility/entering the classroom, before and after meals or snacks, after outside time, after going to the bathroom or each diaper change, after handling bodily fluid, before and after medication administration, after cleaning up and handling any garbage, and prior to leaving for home.
- Staff will be exercising proper handwashing (washing hands often with soap and water for at least 20 seconds, or if soap and water is not available to use an alcohol based hand sanitizer with at least 60% alcohol).
- Each child will have their own space for their belongings. Parents are asked to provide (3) changes of clothes labeled gallon zip lock bag to keep at Growing Places.
- Parents/Guardians will provide a NUT FREE morning snack, lunch, afternoon snack and (1) water bottle per day.

Classroom Limitations: What You Can Expect

- Children will be outside as much as possible.
- All soft toys, cozy items, and dress up clothes will be removed.
- Toys from home will not be permitted unless as a nap-time comfort item.
- Each classroom will have large bins for sanitizing toys at the end of the day.

Group Time and Activities

- Groups will range from 7 to 24 children based on the classroom age and space, with smaller groups whenever feasible.
- School aged children will be in small groups of 12, with a maximum of 40.

- Time standing in line will be minimized.
- Any items that have been mouthed by a child will be immediately sanitized after use.

Cleaning/Disinfecting Procedure

- Continuously throughout the day and during transition times staff will sanitize tables, high chairs, and toys. Staff will disinfect restrooms periodically.
- At closing staff will disinfect toys, doorknobs, light switches, counter tops, tables, chairs, sinks, paper towel dispenser, changing table, trash cans and lids, carpets, cubbies, phones, walkie talkies, outside toys, swings, slides and gates.

If a Child/Staff Member Develops Symptoms While at The Facility:

- Staff members will notify administrative staff and be replaced to leave the facility immediately.
- Children will be removed from the group setting and you will be called immediately.
- Child **MUST** be picked up within the hour.
- If you or your child tests positive for COVID-19 please inform Growing Places and contact **The Bureau of Infectious Disease Control at 603-271-4496**

Sick and Illness Policy:

Any child with new or unexplained symptoms of COVID-19 will be allowed to return to child care when one of the following two conditions are met:

- (1) Child receives an approved COVID-19 test that is negative, AND the child's symptoms are improving, AND they are fever free for at least 24 hours without any fever reducing medications.
- (2) Child has completed CDC recommended self-isolation (has self-isolated at home for 7 days since first symptom appeared), AND the child's symptoms are improving, AND they are fever free for at least 24 hours without any fever reducing medications.

- Persons with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19 or those reporting travel risk factors must have proof of a negative COVID test for themselves or their contact, or will not be allowed into the facility for 7 days from their last exposure.
- Persons confirmed COVID-19 must stay out of childcare until at least 7 days have passed since symptoms first appeared and at least 3 days have passed since recovery.
- Persons with a fever of 100.4 degrees or higher with no other symptoms will be excluded from the program for at least 24 hours have passed since the resolution of fever without the use of fever reducing medications. Growing Places reserves the right to also exclude the sibling of a child with a fever.
- If a person is tested for COVID-19 and is negative they may return to the program with proof of negative test results and symptom free for at least (3) days.

Symptoms of COVID-19 per Public Health Professionals:

- ✓ Fever of above 100.4

- ✓ Cough
- ✓ Runny nose or congestion
- ✓ Sore throat
- ✓ Shortness of breath or difficulty breathing
- ✓ Fatigue
- ✓ Chills
- ✓ Muscle or body aches
- ✓ Headache
- ✓ New loss of taste or smell
- ✓ Nausea or vomiting
- ✓ Diarrhea

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