



## **Woodlyn Academy COVID 19 Health and Safety Plan**

---

Each child care facility must create a COVID-19 Health and Safety Plan which will serve as the guidelines for the facility's COVID-19 child care activities. As with all emergency plans, the COVID-19 Health and Safety Plan developed for each child care facility should be tailored to the unique needs of each facility and should be created in consultation of guidance and policy issued by Office of-Child Care and Department of Early Learning (OCDEL), Pennsylvania Department of Health (DOH), and comply with the Center for Disease Control and Prevention (CDC) guidelines. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a facility's COVID-19 Health and Safety Plan, with a focus on training and communications, to ensure all stakeholders are fully informed and prepared for aspects of phased-in reopening or continuing to operate with a waiver during COVID 19. OCDEL recognizes that many child care providers have developed and are currently implementing their plans, whereas others are in the beginning phases of developing their plan. Though plans do not need to take the form of this template, providers should ensure that all elements of this template are included in their plans and adjust accordingly. A child care facility's COVID-19 Health and Safety Plan should be shared with all families and staff and posted in a conspicuous area. Child care facilities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the COVID-19 Health and Safety Plan.

Each child care facility should continue to monitor its COVID-19 Health and Safety Plan throughout the year and update as needed. All revisions should be shared with all families and staff and posted in a conspicuous area. Child care providers are not required to use this specific plan, but the following elements must be addressed in any plan format selected by the provider:

1. Screening procedures,
2. Child drop-off and pick-up policies,
3. Sick policies,
4. Mask policy, and
5. Cleaning/sanitation procedures.

## Table of Contents

<b>COVID-19 Health and Safety Plan .....</b>	<b>3</b>
<b>Health and Safety COVID-19 Coordinator .....</b>	<b>4</b>
<b>Key Strategies, Policies, and Procedures.....</b>	<b>4</b>
<b>Face Masks.....</b>	<b>4</b>
Cleaning, Sanitizing, Disinfecting and Ventilation.....	5
Social Distancing and Other Safety Protocols .....	6
Monitoring Children and Staff Health.....	8
Other Considerations for Children and Staff.....	10
<b>COVID-19 Health and Safety Plan Professional Development .....</b>	<b>11</b>
<b>COVID-19 Health and Safety Plan Communications .....</b>	<b>12</b>
<b>COVID-19 Health and Safety Plan Summary:.....</b>	<b>12</b>
<b>Face Masks .....</b>	<b>13</b>
<b>Facilities Cleaning, Sanitizing, Disinfecting and Ventilation.....</b>	<b>13</b>
<b>Social Distancing and Other Safety Protocols .....</b>	<b>13</b>
<b>Monitoring Children and Staff Health.....</b>	<b>14</b>
<b>Other Considerations for Children and Staff.....</b>	<b>15</b>
<b>COVID-19 Health and Safety Plan Affirmation Statement.....</b>	<b>16</b>

## COVID-19 Health and Safety Plan

All decision-makers should be mindful that if there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a child care population. The goal is to keep transmission as low as possible to safely continue child care activities.

This planning tool is intended to guide those child care programs who are temporarily closed and planning how to reopen in the future. Programs already open and serving children and families can also use the tool to determine activities to improve or enhance health and safety protocol while operating under COVID-19.

Use the template to document your facility's plan to bring back children and staff, how you will communicate the type of reopening or operations with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for child care operations and potential adjustments throughout the year. Some key questions to consider while developing your COVID-19 Health and Safety Plan:

- How do you plan to bring children and staff back to facilities, particularly if you still need social distancing in place?
- How will you develop and communicate drop-off/arrival procedures?
- How will you implement screening procedures?
- How will you implement routine disinfecting/sanitization procedures?
- How will you communicate your plan to your staff and families?

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Office of Child Development and Early Learning (OCDEL) and/or the Pennsylvania Department of Health (DOH) impacting child care operations and causing them to cycle back and forth between less restrictive to more restrictive requirements which may occur as public health indicators improve or worsen. This means your facility should account for changing conditions in your COVID-19 Health and Safety Plan to ensure easy transition from more to less restrictive conditions in each of the phase requirements as needed.

- **This document is divided in two parts. Pages 4-12 are designed to guide plan responses, pages 13-16 are designed to be the consolidated Health and Safety Plan. Regardless of whether a facility chooses to use this template, the facility's Health and Safety Plan must be shared with staff and enrolled families. It is strongly suggested that the plan be posted in a location accessible to families and when possible posted on the facility website.**

## Health and Safety COVID-19 Coordinator

Each child care facility should identify a person or persons responsible for health and safety preparedness and response planning during child care operations during the COVID-19 pandemic. The Health and Safety Coordinator will be responsible for facilitating the planning process, monitoring implementation of your COVID-19 Health and Safety Plan, and continued monitoring of local health data to assess implications for child care operations and potential adjustments to the COVID-19 Health and Safety Plan.

## Key Strategies, Policies, and Procedures

Once your child care facility has determined to reopen and established a Health and Safety Coordinator, use the action plan templates on the following pages to create a thorough plan. Providers should utilize the direction discussed in the announcement, [Interim Guidance for Certified Child Care Facilities operating during the Novel Coronavirus Pandemic \(Announcement: C-20-06\)](#). For each section of the COVID-19 Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your child care facility will employ to satisfy each area of the plan. The summary will serve as the public-facing description of the efforts your child care facility will take to ensure health and safety of every stakeholder in your child care community. Thus, the summary should be focused on the key information that staff, children in care, and families will require to clearly understand your COVID-19 Health and Safety Plan. You can use the key questions to guide your summary.

For each requirement within each domain, document the following:

- **Action Steps:** Identify the specific adjustments the facility will make to the requirement during the time period the programs is open or reopening. List the discrete action steps for each requirement in sequential order.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Recommended:** In order to implement this requirement effectively, will staff, children, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory requirement of the plan. All other requirements are highly encouraged to the extent possible.

## Face Masks

## Key Questions

- How will you ensure staff have accessibility to cloth face masks? Masks are purchased weekly and distributed to staff as needed.
- How will you implement staff wearing cloth face masks? As a company policy, staff must wear masks at all times while on duty.
- What protocols will you put in place to ensure staff are wearing masks throughout the day? Admin will do periodic checks to ensure that staff comply
- In circumstance where children have been identified to wear face masks, how will you implement? Children over 2 are required to wear masks. Staff will remind children to wear masks and educate them on the importance..

## Summary of Responses to Key Questions:

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD (Y/N)
<b>* Use of face coverings (masks or face shields) by all staff and visitors</b>	All visitors and staff are required to wear face coverings upon entering the facility. Face coverings must be properly worn over both their nose mouth. Signs are posted on the entrance doors and throughout the facility as a reminder.	All administrative staff	Extra masks are kept at the facility for staff and visitor useage if needed.	Professional development on this topic was completed with staff on 6/10 /2020
<b>* Use of face coverings (masks or face shields) by children 2 years of age and older (as appropriate)</b>	All children over the age of 2 are required to wear face coverings upon entering the facility as well as on Face coverings on outdoor excursions except when not medically possible. Face covering must be properly worn over both their nose mouth. Signs are posted on the entrance doors and throughout the facility as a reminder and lesson plans are themed around Covid-19.	All administrative staff and all classroom teachers	Extra masks are kept at the facility for children to use if they do not bring their own.	Professional development on this topic was completed with staff on 6/10 /2020. Parent reminder emails are distributed frequently

## Cleaning, Sanitizing, Disinfecting and Ventilation

### Key Questions

- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain children's safety in care? Classrooms are Thoroughly cleaned and sanitized 3 times daily, Once when the students are having outdoor play time, at nap, and again after the classroom is closed for the day.
- What protocols will you put in place to clean and disinfect high-touch surfaces throughout an individual day? High touch surfaces such as doors and ledges will be cleaned hourly. Time is clocked manually.
- Which staff will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? Professional development on this topic was completed with staff on 6/10 /2020. Janitorial staff are reminded daily.

## Summary of Responses to Key Questions:

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD (Y/N)
* <b>Cleaning, sanitizing, disinfecting, and ventilating surfaces, and any other areas used by children in care (i.e., restrooms, drinking fountains, toys, hallways, and transportation)</b>	High touch Surfaces are to be thoroughly cleaned and sanitized hourly. Classrooms are to be cleaned 3 times daily, Once when the students are having door gross motor, again at nap, and lastly after the classroom is closed for the day. Touched and mouthed toys should be placed in an unclean bin and sanitized at nap or down time. Restrooms are cleaned twice daily and toilets are sanitized after each use. Hallways are mopped twice daily. Buses are cleaned once at the beginning of the day and then again at the close of the day.	All administrative staff All janitorial staff All teaching staff	Bleach, lysol wipes, and other commercial disinfectants have been purchased in abundance to carry out the requirement	Professional development on this topic was completed with staff on 6/11 /2020.
<b>Other cleaning, sanitizing, disinfecting, and ventilation practices</b>	See Above	All administrative staff All janitorial staff All teaching staff	Bleach, lysol wipes, and other commercial disinfectants have been purchased in abundance to carry out the requirement	Professional development on this topic was completed with staff on 6/11 /2020.

## Social Distancing and Other Safety Protocols

### Key Questions

- How will child care spaces be organized to mitigate spread? Children will be assigned a specific childcare classroom where they will remain for the full day as much as possible
- How will you group children in care with staff to limit the number of individuals who come into contact with one another throughout the day? Children's and staffs classrooms will remain the same for the entire day. They will only travel with their cohorts unless staff shortnesses occur.
- What policies and procedures will govern use of other communal spaces within the facility? Communal spaces will be sanitized between each groups use. They will only be used by 1 group at a time.
- How will you utilize outdoor space to help meet social distancing needs? Each group will receive an hour of outdoor time daily. This will enable classrooms to be cleaned. The outdoor space will allow them to be further apart than they can be in the classroom.
- What hygiene routines will be implemented throughout the day? Handwashing and sanitizing when will be done as often as possible in classroom and outdoor settings.
- How will you adjust transportation to meet social distancing requirements? Children will not share bus seats when possible or be paired with other members of their household..
- What visitor and volunteer policies will you implement to mitigate spread? Volunteers will adhere to the same policies as staff. Visitors will be screened before entering the facility.
- Will any of these social distancing and other safety protocols differ based on age? Yes, children under 2 will not be required to wear face coverings. They will also have difficulty staying 6 ft apart.
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured? Owners and admin. staff will stay abreast with changes and updates as they occur. Admin will meet weekly to discuss things that are working well and changes that need to be made. Staff will receive professional development trainings bi weekly, both formal and informal, to discuss updates on CDC and Ocdel regulations for childcare during Covid-19. Parents will receive updates and reminders via email as needed.

**Summary of Responses to Key Questions:**

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Child care space occupancy that allows for 6 feet of separation among children in care and staff throughout the day, to the maximum extent feasible or promotes social distancing through grouping</b>	As much as possible, children will be instructed to be in separate centers of the classroom. When at the table, there will be a space between each child. They will be spaced out on the carpet during learning time as feasible.	Classroom teachers	Social distance stickers and posters and reminders to stay apart when necessary	Professional development on this topic was completed with staff on 6/11 /2020.
<b>Restricting the use of common areas, and consider serving meals in alternate settings such as where the child care is being provided</b>	The only common area that is used in the facility is the outdoor play space. This area will be sanitized and disinfected between each classrooms use.	Classroom teachers Janitorial Staff	Bleach, lysol wipes, and other commercial disinfectants have been purchased in abundance to carry out the requirement	No PD Required. This has always been the practice here at the facility.
<b>* Hygiene practices for children in care and staff including the manner and frequency of hand-washing and other best practices</b>	Additional sinks are being added into classrooms to promote immediate hand washing. When handwashing sinks are not available, teachers will use hand sanitizer on themselves and the children in their care. Hand will be washed as frequently as possible	Classroom Teachers Administrative staff	Portable sinks Soap Hand Sanitizer	Professional development on this topic was completed with staff on 6/11 /2020.
<b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	Signs have been posted in each classroom and in common areas reminding individuals of the importance of hand washing and wearing masks. also informational posted on covid have been posted throughout the building.	Administrative Staff Classroom teachers	Posings and printouts on the subject.	Professional development on this topic was completed with staff on 6/11 /2020.
<b>Identifying and restricting non-essential visitors and volunteers</b>	Non essential visitors are screened at the center door. Parents who are dropping off children must do so curbside. When scheduled visitors enter for tours, they have their temperature is taken and they are required to have a mask on upon entry.	All Administrative staff	Thermometers and face masks	Professional development on this topic was completed with staff on 6/11 /2020.
<b>Handling outdoor play consistent with the CDC Considerations</b>	Outdoor play space will be cleaned between each use. Only one group at a time will occupy the space.	Classroom Teachers Administrative Staff	Bleach and Water Clorox wipes	Professional development on this topic was completed with staff on 6/11 /2020.
<b>Limiting the sharing of materials among children in care</b>	Children will be encouraged not to share materials or other items. Items will be disinfected when a child is finished with it. Personal cases will be provided for art materials.	All staff		

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Staggering the use of communal spaces and hallways</b>	Only one classroom is to occupy the hallways at a time this allows us to prevent children from different classrooms merging in the hallways	Classroom Teachers Administrative staff		Meeting completed with staff on 7/16 /2020
<b>Adjusting transportation schedules and practices to create social distance between children in care</b>	During transport, children are placed on thier own individual seat unless they are accompanied by a sibling that resides in the same household.	Transportation Director	Additional Staff	Professional development on this topic was completed with staff on 6/11 /2020
<b>Limiting the number of individuals in facility rooms and other facility spaces, and interactions between groups of children in care</b>	Each facility room is to be occupied by no more than 15 individuals. Children remain in one room consistantly for the remainder of the day, including for lunch and naptime as long as adaquetly staffed.	Classroom Teachers Administrative staff		Professional development on this topic was completed with staff on 6/11 /2020
<b>Coordinating with local schools regarding transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	We are currently waiting for current schools in Delaware county to make decisions pretaining to the 2020-2021 school year. Woodlyn Academy will offer students an academic setting to complete virtual work for school in the fall if their school schedules are motified.	Administrative staff		Professional development on this topic was completed with staff on 6/11 /2020
<b>Other social distancing and safety practices</b>	Frequent handwashing is encouraged and masks are required for all facility persons at all times.	All Staff		Professional development on this topic was completed with staff on 6/11 /2020

## Monitoring Children and Staff Health

### Key Questions

- How will you screen children, staff and others who interact with each other to ensure they are healthy and not exhibiting signs of illness? Children and staff are screened at the door for fever and symtoms of covid. A series of questions are asked pertaining to coronavirus including information on if anyone in the household has been exposed to the virus.
- Where will the screening take place? Screening takes place curbside at our curbside pick up and drop off area. Individuals are not accepted into the building until properly screened.
- When and how frequently will you monitor the health of children, staff and others who interact with each other throughout the day to ensure that they continue to be healthy and do not exhibit new signs of illness? Staff are screened once a day upon entry. Children are screened upon entry and after any fever and symptoms.
- What is the policy for quarantine or isolation if a staff and/or child becomes ill or has been exposed to an individual confirmed positive for COVID-19? Staff who become sick are asked to leave the premises immediately. The classroom that they were in is fully cleaned and sanitized. Students who become ill are isolated from their group as soon as symptoms arise. They stay in a quarantined area and their parents are contacted. The classroom that the child was in is copletey cleaned and sanitized. Negative covid results must be submitted for readmittance.

Doctors clearance as well as negative covid test results. Symptom free

- What conditions will a staff or child confirmed to have COVID-19 need to meet to safely return to the facility?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or children? Owners/Admin.
- When and how will families be notified of confirmed staff or child illness or exposure and resulting changes to the COVID-19 Health and Safety Plan? They will be notified right away via email and by phone
- Which person will be responsible for reporting suspected or confirmed cases of COVID-19 to the Department of Health and Child Care Certification? Tori Wallace or Kathy Rivera
- Which persons will be trained on protocols for monitoring children and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured? Curbside staff were trained during the week of June 11th. The preparedness to implement is measured daily. Meetings will be held weekly with updates.

**Summary of Responses to Key Questions:**

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Monitoring children and staff for symptoms and history of exposure</b>	Children and staff are screened at the door for fever and symptoms of covid. A series of questions are asked pertaining to coronavirus including information on if anyone in the household has been exposed to the virus.	Curbside staff classroom teachers	Touch free thermometers	Professional development on this topic was completed with staff on 6/11 /2020
<b>* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure</b>	Staff who become sick are asked to leave the premises immediately. The classroom that they were in is fully cleaned and sanitized. Students who become ill are isolated from their group as soon as symptoms arise. They stay in a quarantined area and their parents are contacted. The classroom that the child was in is completely cleaned and sanitized. Negative covid results must be submitted for readmittance.	Classroom Teachers Administrative staff	Additional Staff to take over for teachers that need to be isolated.  Additional staff to sit with students who are isolated until picked up	Professional development on this topic was completed with staff on 6/11 /2020
<b>* Returning isolated or quarantined staff, children, or visitors to the facility</b>	Staff or children that are returning from quarantine must provide negative covid-19 test results as well as a doctors note saying that they are safe to return to the childcare setting.	Administrative staff	Note from doctor and negative test results	Professional development on this topic was completed with staff on 6/11 /2020
<b>* Notifying staff and families of suspected or confirmed cases of COVID-19</b>	The appropriate agencies will be notified within 24 hrs of confirmed covid cases.	Administrative staff	Phone/computer	PD on this topic was completed with staff on 6/11 /2020
<b>* Reporting to DOH and Certification</b>	The appropriate agencies will be notified within 24 hrs of confirmed covid cases.	Administrative staff		PD on this topic was completed with staff on 6/11 /2020
<b>Other monitoring and screening practices</b>	Handwashing and wearing a mask are top priority to aid in Woodlyn Academy safety practices.	Classroom Teachers Administrative staff	Masks, sanitizer, disinfectant, thermometers	PD on this topic was completed with staff on 6/11 /2020

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>Notifying staff and families of facility closures</b>	Families are notified via email as well as by phone if an emergency closure must occur. Scheduled closures are given via calendar to families	Owners		N

## Other Considerations for Children and Staff

### Key Questions

- How will you determine which staff are willing/able to return? How will you accommodate staff who are unable or uncomfortable to return? Staff that are healthy and able are free to return to work. Those that are less comfortable with returning to work do have the option to stay home until comfortable.
- How will you determine which children are willing/able to return? How will you accommodate children who are unable or uncomfortable to return? Children who are healthy and present no covid symptoms are able to return. Those families that are not yet comfortable can stay home until they are ready, however this may effect funding and space available.
- What special protocols will you implement to protect children and staff at higher risk for severe illness? These individuals are able to stay home until things are deemed safe.
- How will you address staff who are ill, or who have family members who have become ill? They will have to quarantine for 14 days and be tested for covid
- How will you ensure enough substitute staff are prepared in the event of staff illness? Have you considered applying for a Provisional Hire Waiver? We have applied for a provisional hire waiver. It has not yet been approved. Additional staff will be bought in as needed.

### Summary of Responses to Key Questions:

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<b>* Protecting children and staff at higher risk for severe illness</b>	Allow these individuals to stay home until things are deemed safe	Owners		Completed on 6/12/2020
<b>Unique safety protocols for children with complex needs or other vulnerable individuals</b>	Allow these individuals to stay home until things are safe	Owners		Communicated via email

Requirements	Action Steps	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Strategic deployment of staff				

## COVID-19 Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all staff, children (as age appropriate), and parents to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional development plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Health and Safety practices	All staff	Ms. Tori	Meeting	Covid plan	6/8/2020	6/12/2020
Covid plan	All staff	Dr. Essence	Meeting	Covid updated plan	7/14/2020	7/14/2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Traveling/ Children saying they have C-19	All Staff	Dr. Essence Ms. Tori	Nap time meeting		7/27/2020	7/27/2020

### COVID-19 Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Facilities should be particularly mindful that frequent communications are accessible in primary languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, facilities should establish and maintain ongoing communication with their certification representative or regional office.

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date

### COVID-19 Health and Safety Plan Summary:

**Woodlyn Academy**

**Plan Date:** Modified 8/4/2020

**Anticipated Reopening Date, if applicable:**

Use these summary tables to provide your staff, facilities, and other invested persons with a detailed overview of your Health and Safety Plan. Facilities are required to share with staff and children this summary on their website. To complete the summary, copy and paste the summaries from the COVID-19 Health and Safety Plan tables above.

**Face Masks**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Use of face coverings (masks or face shields) by all staff and visitors</b></p> <p><b>* Use of face coverings (masks or face shields) by older children (as appropriate)</b></p>	<p>Staff will be provided with PPE daily and will also undergo temperature and wellness checks to ensure the safety of themselves and the children in their care. Children over 2 will also be required to wear face covering except while napping or when not medically possible.</p> <p>Children age two and over are encouraged to wear their mask at all times. School age children are required to wear shields or face coverings at all times while on the premises.</p>

**Facilities Cleaning, Sanitizing, Disinfecting and Ventilation**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by children (i.e., restrooms, drinking fountains, hallways, and transportation)</b></p>	<p>All classrooms will be cleaned and sanitized daily. HPPA air filters will be purchased to remove the germs from the air and push clean air into the facility. The doors will be opened when the children are not in attendance to filter clean air also. HVAC system is in good working condition cleaned quarterly.</p>

**Social Distancing and Other Safety Protocols**

Requirement(s)	Strategies, Policies and Procedures
<p><b>Child care space occupancy that allows for 6 feet of separation among children and staff throughout the day,</b></p>	<p>As much as possible child care staff will separate children so they are as far apart as possible, however this is simply just not possible at all times in a childcare setting.</p>

Requirement(s)	Strategies, Policies and Procedures
<p><b>to the maximum extent feasible or group management to limit cross-group interactions.</b></p> <p><b>Restricting the use of common areas, and consider serving meals in alternate settings such as where the child care is being provided</b></p> <p><b>*Hygiene practices for children and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> <p><b>Handling outdoor play consistent with the CDC Considerations.</b></p> <p><b>Limiting the sharing of materials among children in care</b> <b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between children</b></p> <p><b>Limiting the number of individuals in facility rooms and other facility spaces, and interactions between groups of children</b></p> <p><b>Coordinating with children regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p>	<p>Cross interactions will be prohibited except where absolutely necessary</p> <p>Childrens meals are provided in the classroom that they are in for the entire day.</p> <p>Proper handwashing is promoted throughout the day. Posters are hung throughout the facility to promote hand washing</p> <p>Signs are posted throughout the facility to remind staff and children of proper handwashing procedures and times when hands should be washed. santizing bottles have instructions on how long the solution should stay on a surface to fully sanitize and disinfect appropriately.</p> <p>Only one group is allowed outdoors at a time. In between groups using the outdoor play space , costodial workers clean the area to prepare it for the next group.</p> <p>Multiple of the same items are placed in each classroom so that there are enough for all children interested in a particular toy. in addition items such as play dough and other art supplies are labeled with each childs name so that they all have their own setof supplies. Mouthed toys are moved away after the child who mouthed it is finished playing with it and placed in the unclean bin. Hallways are only used by 1 group at a time. During transport, children are placed on thier own individual seat unless they are accompanied by a sibling that resides in the same household.</p> <p>Each facility room is to be occupied by no more than 15 individuals. Children remain in one room consistantly for the remainder of the day, including for lunch and naptime as long as adaquetly staffed.</p> <p>Parents are asked to give a time for care that cannot exceed 10 hours. This allows the facility to adequately staff teachers and ensure that classrooms are not over populated. Parents have been informed that transportation pick ups may be staggered and run later than usual to ensure that children from different housholds do not share bus seating. If hours need to be revised or an unscheduled closing has to occur families are notified both via phone as well as by email.</p> <p>Handwashing and wearing a mask are top priority to aid in Woodlyn Academy safety practices</p>

**Monitoring Children and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Monitoring children in care and staff for symptoms and history of exposure</b></p>	<p>Children and staff are screened at the door for fever and symptoms of covid. A series of questions are asked pertaining to coronavirus including information on if anyone in the household has been exposed to the virus.</p>
<p><b>* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure</b></p>	<p>Staff who become sick are asked to leave the premises immediately. The classroom that they were in is fully cleaned and sanitized. Students who become ill are isolated from their group as soon as symptoms arise. They stay in a quarantined area and their parents are contacted. The classroom that the child was in is completely cleaned and sanitized. Negative covid results must be submitted for readmittance.</p>
<p><b>* Returning isolated or quarantined staff, children, or visitors to school</b></p>	<p>Staff or children that are returning from quarantine must provide negative covid-19 test results as well as a doctors note saying that they are safe to return to the childcare setting</p>
<p><b>*Reporting to DOH and Certification</b></p>	<p>If a positive covid case is reported for a staff or child at the center DOH is contacted within 24hrs by Admin</p>
<p><b>*Notifying staff, families, and the public of facility closures</b></p>	<p>Parents are notified via yearly calendar of closures. If an emergency has to occur parents notified via email</p>

### Other Considerations for Children and Staff

Requirement(s)	Strategies, Policies and Procedures
<p><b>* Protecting children and staff at higher risk for severe illness</b></p>	<p>Children and staff that are at a higher risk of illness are asked to stay home until it is safe to be in a childcare facility. If this pertains to admin staff they are able to isolate in offices with minimal contact.</p>
<p><b>Unique safety protocols for children with complex needs or other vulnerable individuals</b></p>	<p>Children and staff that are at a higher risk of illness are asked to stay home until it is safe to be in a childcare facility. If this pertains to admin staff they are able to isolate in offices with minimal contact. As always, frequent handwashing and wearing a mask at all times will assist in preventing the spread of illness.</p>
<p><b>Strategic deployment of staff</b></p>	<p>Lead teachers are assigned to the same classroom daily. Assistant teachers and floaters wash hands when entering a new classroom. All classroom teachers wash hand when entering a classroom and frequently.</p>

## COVID-19 Health and Safety Plan Affirmation Statement

The Legal Entity or the Board of Directors/Trustees for **(Insert Name of Facility)** reviewed and approved the Phased Child Care Facility Reopening Health and Safety Plan on **(Insert Date as Month, Day, Year)**.

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **(Insert Date as Month, Day, Year)**

By:

---

*(Signature of Legal Entity or Legal Entity Representative)*

---

*(Print Name of Legal Entity or Legal Entity Representative)*