

Hey Diddle Diddle Day School, Inc.

Little Diddle Preschool

**215-654-9955**

***Educating and caring for children from infancy to Kindergarten***

May 15, 2020

OPERATIONS PROCEDURE TO ACCOMMODATE

COVID-19 PRECAUTIONS AND REACTIONS

The following guidelines have been adapted from the recommendations put forth by the following resources:

The Center for Disease Control

American Academy for Pediatrics

Chapter seven of Managing Infectious Disease in Childcare and Schools Caring for Our Children National Health and Safety Performance Standards and Guidelines for Early Care and Education Programs

Our Pennsylvania licensing agency, the Office of Child Development and Early Learning as forwarded the CDC guidelines and may offer Regulations later. If a change in information or procedure is developed, you will be notified in a timely manner.

Childcare and early childhood programs focus on the health and safety of their children as a top priority daily and these operating procedures will address additional precautions to further prevent the spread of this illness.

**In brief, what may be different when we reopen?**

Ratios/staffing

• Our current staff will return as the enrollment dictates the need. The ratios have not changed other than the addition of a staff member dedicated to staggered breaks, escorting students to their class, and assisting a clean team.

Physical distancing

• We will concentrate on distancing as much as possible in our activities, increased outdoor time and by eating in two seating times or with additional seating.

Vigilant hygiene

• We will have an outdoor handwashing station and will concentrate on washing hands (students and staff) throughout the day at all transitions and at least every hour.

• Each student will need to come to school with their own zippered backpack large enough to fit their jacket, lunch box, water cup or bottle and a spare change of clothes in a Ziploc bag. This bag will be handed off to us at drop off and your child’s teacher will unpack it and repack it at the end of the day.

• Each child will eat their own snacks from home, and lunch cannot be prepared or heated by the school. What you pack from home will be lunch plate ready. **This does not apply to infants**

Drop off / Daily health checks

• Will be outside at a meeting tent where parents will be able to say goodbye after a no contact temperature is taken. A designated teacher will escort them to their classroom. More details are within this document.

Personal Protective Equipment (PPE)

• All adults will need to wear protective face covering. The designated school representative who will greet you at drop off will wear a face shield as well. Staff will wear a picture of their uncovered face on their apron.

Exclusion criteria

• A child or staff member with a temperature of 100.4 or above or coughing will not be admitted to school until they are symptom free for 24 hours. A family with Covid within their home will quarantine as their medical provider dictates and will return with documentation from a doctor.

The school will take the following steps to prevent and to react to infection by the following methods with the knowledge that the virus is spread from person to person through contact.

**• Implement physical distancing strategies**

1. Nap time, mats should have as much distance between them as possible. Fold large mats to conserve space and position children head to toe when close.
2. Classrooms will be rearranged to provide as much space to our students as possible.
3. Table time, lunch and snacks will be offered with additional seating to offer more distancing when needed and in two seating times for larger class sizes.
4. Drop off spot, pick up spot. Only staff members will walk through the classrooms to limit the exposure of multiple adults.
5. Limit the playground schedule one class at a time per playground area. Outside is the best means of physical distancing, therefore we will fully utilize the playground areas.
6. No extra curriculum classes or visitors inside to limit exposure to more adults. The exception will be for therapists meeting IEP needs.
7. Classroom rosters will remain consistent.

**• Intensify cleaning and disinfection efforts**

Consistent and frequent cleaning is more effective than a deep clean after hours. Current information shows the virus does not live for extended periods of time on surfaces, therefore frequent disinfection throughout the day is more effective.

1. Clean and Disinfect every toy every day using mesh bags each night
2. Hand washing station in every class to promote soap and water hand washing at every transition.
3. Clean the playground equipment after each class
4. Limit the number of toys accessible at one time. Other options will be kept in each class to easily rotate the manipulatives.
5. Streamlined classroom arrangements for easier cleaning
6. Disinfect frequently touched surfaces, specifically morning, noon, night and when the class is outside.
7. Windows will be open in accordance with safety requirements for upper floors and or ventilation fans through the air conditioning units will be utilized to promote ventilation.
8. Food will be handled using food handling gloves. No food will be prepared or heated except in the infant room, Lunch and 2 snacks daily will be served and will be provided by families except optional pizza Fridays. We are unable to serve breakfast upon arrival.

**• Personal Belongings**

1. Staff will keep their personal belongings in a contained bag or in a separate and designated personal area.
2. Every child will have a zippered backpack large enough to fit their coat, extra change of clothes and lunchbox. Each lunchbox will be emptied into an individually labeled bin in the refrigerator in each class.
3. Drink cups and water bottles should be in the backpack at drop off and will be returned each day to their personal backpack as well. If you would like your child to have milk with lunch, please pack a milk cup which will also be sent home each day. Water cups/bottles will be kept in individual spaces for use throughout the day. All cups, infant bottles, water bottles will be sent home every day.
4. Nap mats in separate storage spots with lovies from home. No other toys should travel from home to school to be shared in the classroom.

**• Modify drop off and pick up procedures**

1. Parent Drop-Off and Pick-Up will remain outside at a designated protected area chosen to maintain physical distance for parents coming and going. This recommendation is to help us limit the amount of exposure inside the school by limiting the number of people in and out of the school each day.
   1. Parents will walk or carry your child to the area and will verbally sign your child in by greeting the designated staff members who will take your child’s temperature and brief health screen and any information about your child’s evening or morning. This greeter will wash or sanitize their hands after each temperature taken with a non-contact forehead thermometer.
   2. A staff member will be the drop off/pick up volunteer to walk all children to their classroom with personal belongings and at the end of the day, walk all children back to their parent or guardian and sanitize their hands after helping each child.
   3. Infants could be transported in their car seats. We will store car seats out of children’s reach.
2. Hand hygiene stations/sinks will be in each classroom to enable children and staff can clean their hands before they join the group.
3. All adults will wear face mask or covering while on the premises.
4. We will attempt staggering arrival and drop off times according to the needs of our families and plan to limit direct contact with parents as much as possible.
5. We will not be able to serve breakfast during drop off and maintain strict non cross contamination measures. Please help us by eating breakfast before drop off.
6. Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html).
7. At PICK UP time, please message though Bloomz when you are on your way. We will have your child’s belongings packed up and will meet you when you arrive.

**• Implement screening procedures upon arrival**

1. Sign in for parents is verbally acknowledging the child and family is illness free, fever free
2. HDD will perform a visual health check of staff and students for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
3. A child or adult with a temperature of 100.4 or coughing or respiratory distress will not be entered into the school until symptoms subside for at least 24 hours.

**• Maintain an adequate ratio of staff to children to ensure safety.**

1. When possible, we will keep full time staff with the same groups maintaining consistent exposure to the same adults.

**• Personal Protection Equipment**

1. Face masks for under two is a safety hazard and facemasks for older children in childcare are not required.
2. All adults will wear a face mask or covering for drop off and pick up. When feasible, staff members will wear face coverings within the facility and a picture of ourselves uncovered on our apron.
3. Gloves will be worn:
   1. For all diapering and while assisting in the bathroom
   2. While cleaning
   3. While handling food

**• Decision Making for exposure to Covid-19**

1. Communication to staff and parents concerning confirmed cases will be timely
2. All decisions about implementing school-based strategies (e.g., dismissals, event cancellations, other social distancing measures) should be made locally, in collaboration with local health officials who can help determine the level of transmission in the community. Information about level of transmission is available in [CDC’s framework for mitigationpdf icon](https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf).
3. When a confirmed case has entered a school a letter from a doctor will be required to return to school. The letter will include the date treated, the diagnosis, or presumed diagnosis, and recommendations for safe return to school.
4. If the family member of a student is ill, the family will still be required to quarantine together, and the child excluded from school.
5. Any school in any community might need to implement short-term closure procedures again regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures regardless of the level of community spread:
   1. Coordinate with local health officials. Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials. These officials will help administrators determine a course of action for their child care programs or schools.

In conclusion, these guidelines are a compilation of current recommendations and the adaptations to our own buildings and programs. This pandemic has been a constantly evolving event and will continue to follow this course for quite some time. Our responsibility as your preschool and childcare is to work closely with you to continue to create a happy, healthy, safe environment for all. Although the new procedures are purposefully sterile, we are a home and school community full of care and compassion and we will still bring this to you and your child’s Diddle experience. We look forward to a day in the future where walking through your child’s school building without a mask returns to normal, however for now we will adapt and proceed. We will remain diligent in communicating through Bloomz including pictures and video. We will arrange virtual tours before school is officially reopened to highlight our newer safety protocol.

