

## **UPDATED COVID PLAN 11/13/2020**

Due to the COVID-19 health crisis, Hoboken Day Care 100, with guidance from the CDC, Hoboken Office of Emergency Management, Hoboken Health Department, New Jersey Office of Licensing and other health consultants, has created emergency operations plans tailored to our facility and our community. Please note that these plans are fluid until we hear definitive word from the above mentioned departments. Any changes to this plan will be sent to parents as soon as possible. Any changes from our original plan are highlighted in this document.

### **Prevent the Spread of Covid-19**

HDC100 has been planning ahead by trying to order adequate supplies to support hand hygiene as well as routine cleaning/sanitizing of objects and surfaces. We have ample stock of sanitizer, cleaning supplies, hand soap, child-safe surface cleaners, etc. Additional hand sanitizer dispensers have been installed throughout the building. As you know we have strict cleaning, sanitizing and handwashing guidelines regularly. Our new policies and protocols enhance these guidelines and help to ensure that we are doing everything possible to prevent the spread of COVID-19. We also had Picerno-Giordano Construction LLC spray an EPA registered botanical disinfectant solution over all surfaces including walls, chairs, tables, floors, toys, etc. The certificate for this treatment is posted on the front door of the center. Every other weekend the center is treated with germicidal foggers to help control the spread of germs. No visitors other than those for official purposes such as staff for Office of Licensing, therapists, police and fire, etc. shall be permitted.

### **Our staff are encouraged to take everyday preventative actions to prevent the spread of respiratory illness.**

- Staff members will have their temperature taken each morning before clocking in. Anyone showing a fever of 100.4 or higher will be sent home.

-Anyone who is not feeling well will not be permitted to work.

-Staff members must wear masks at all times. Refusal to wear a mask is grounds to be sent home. Wear it properly over both nose and mouth. Neck gaiters are no longer allowed.

-Staff members have received new t-shirts to wear along with their regular uniform tops. All staff members will also be changing into booties in **all** classrooms. This will, hopefully, prevent us from bringing in any outside germs on our clothing. All of these items will be washed at the center after being worn.

-Regular and frequent handwashing will continue. Employees shall wear gloves whenever appropriate and remove them after each use to prevent cross-contamination. Employees shall wash hands upon arrival at the child care center; immediately before handling food, preparing bottles, or feeding children; after handling food; before handling clean utensils or equipment; after using the toilet, assisting a child in using the toilet, or changing diapers; after handling of body fluids (e.g., saliva, nasal secretions, vomitus, feces, urine, blood, secretions from sores, pustulant discharge); after handling soiled items such as garbage, mops, cloths, and clothing; whenever hands are visibly soiled; after removing disposable gloves.

-Clean and disinfect frequently touched surfaces.

-Cover coughs and sneezes.

-High contact areas such as door handles, sinks, Purell stations, etc. will be cleaned every 60-90 minutes.

-Toys will be soaked/cleaned/washed after usage. Best practice is to wash items in dishwashers that can be submerged.

-Staff have been trained to look for signs of MIS-C. MIS-C or Multisystem Inflammatory Syndrome in Children is a syndrome that may occur in some children and may be associated with COVID-19.

## **Require sick children and staff to stay home.**

-Communicate to parents the importance of keeping children home when they are sick. Most pediatricians seems to be ordering Covid tests for children as a precautionary measure if the child has any cold/flu like symptoms. If your child is tested please provide Suzanne with a copy of the results to keep on file. It is better to err on the side of safety and get tested "just in case". While we cannot tell families what they can or cannot do on their time off we do caution everyone to be safe. Mask up, wash hands, socially distance and be vigilant. Do not travel to areas that are in high risk areas. If you travel to high risk areas or out of the country you will be asked to quarantine at home for two weeks upon your return. If someone gets sick or comes into contact with someone who is Covid positive it affects not only your family but all of our center's families and staff's families.

-Communicate the importance of being vigilant for symptoms and staying in touch with administration if they start to feel sick or see a child who may be sick.

-Establish procedures to ensure children and staff who come to the center sick or become sick while at the facility are sent home as soon as possible. As you know, we will message you on the Remind App and call you if we believe that your child has the criteria to be sent home (which can be found in the Illness Policy). Children must be picked up within one hour. No exceptions.

-Keep sick children and staff separate from well children until they can be sent home. Any child who is found to be exhibiting any signs or symptoms of being sick will be kept in Suzanne's office until they can be picked up. If Suzanne has left for the day the child will be kept in the main office until they can be picked up. If Suzanne and Theresa are not here the child will sit with Amelia in the break room.

-Sick staff members should not return to work until they have met the criteria to discontinue home isolation. If you have symptoms of Covid you will have to provide a negative test result to return to the center. Test appointments must be made 24 hours after onset of symptoms.

## **Have a plan if someone becomes sick.**

-CDC guidelines on cleaning and disinfecting the classroom, facility and child's personal belongings will be done as soon as possible.

-Office spaces where sick children have been isolated will be cleaned and disinfected as soon as the child has been picked up.

-If COVID-19 has been confirmed in a child or staff member we will close off the area the child/staff member was in to the best of our ability. Obviously, some of our rooms have some shared spaces/doorways so we will block them off as best we can. Any doors/windows that can be opened will be opened to allow for increased air circulation. All common areas that the child/staff member may have used such as bathrooms, lunchrooms and common areas will be cleaned and disinfected.

## **Monitor and plan for absenteeism among staff.**

Our normally part time high school staff who have been with us for a while will gain more hours and become part time (longer hours)/full time staff and have full staff responsibilities. They have completed the exact same training as our regular staff and are considered full teacher's assistants rather than simply teacher's helpers. We also have some candidates with years of previous experience who have reached out to me should any more full time spots be needed.

## **Social distancing strategies**

-Class sizes shall not exceed more than 15 children. The only class that we would consider increasing to that 15 student maximum would be preschool. Those children are older and better understand how to distance, wear masks and listen to the rules. Other classes will not exceed ten students. Infant 1 will not exceed 8 students.

-If possible, child care classes should include the same group each day and the same child care providers should remain with the same group each day. If we must combine at the end of the day for any reason classes will be kept at separate tables with separate toys until pick up. With

extra teacher's assistants and helpers in the building we should be able to keep each class separate for the entire day most days.

-We have availability in all classrooms at this time so if you know anyone who is looking for childcare please direct them to our website [hobokendaycare100.com](http://hobokendaycare100.com) or ask them to call the center (201)792-4666.

-Close person to person contact (hugging, wrestling, games such as tag, etc) shall be strictly limited and discouraged. Children want to be near their friends. This is a difficult rule to enforce but we will work very hard to make sure children stay apart as much as possible.

-Each class will have their own time to use the backyard area. No groups will combine for outdoor play. Outdoor time will be limited to no contact activities.

-If classes use the red buggies to take walks they must be wiped down and sprayed with Lysol after each use. Walks shall be limited to the immediate two block radius and no classes shall visit the public park areas.

-Infant 1 shall be the only class to use the blue strollers. Children will be seated in the same seat each time they go in the strollers. Strollers are to be wiped down and sprayed after each use.

-Infant 1 sit in/stand up toys (chairs, exersaucers, etc) shall be used by only one child. These items will be labeled for the individual child's use. We have more than enough equipment to do this for the short term. All toys on these items shall be wiped and sprayed after use. All fabrics in these items will be washed.

-Cribs and cots will be moved apart as much as is physically possible to help avoid transfer of germs. Children on cots will be placed 6 feet apart (to the best of our ability) and head to toe to further reduce viral spread. Cribs and cots will be wiped/sprayed down daily. Blankets will be stored separately in your child's cubby. Blankets will be washed on the sanitizing cycle on the class's wash day. If there is an uptick in Covid cases in the city and surrounding areas we may wash their items more frequently. If a child has nasal discharge or is coughing we will wash their items every day until it clears up. If you prefer to take them home to wash please let your child's teachers know. We have purchased Lysol Laundry Sanitizer to help with washing of cloth items.

-Current guidance states that anyone over the age of 2 is required to wear a mask. While we completely understand that asking children to keep masks on is a daunting task our staff will do whatever we can to ensure the masks stay on the children. We have purchased child sized masks to have on hand in case you do not have masks for your child. Masks shall not be worn at meal times or nap times. Masks shall never be used on children under the age of 2. Some children will struggle with this so we can provide disposable masks to practice with at home.

## **Arrival/Pick-Up Procedures**

-Since we already have staggered arrival times we would ask that you stick to the same drop off time each day as much as possible.

-While it may be a bit inconvenient at first, we prefer to have only one parent come to the center and remain outside the center for pick up-drop off. Less people congregating outside helps to limit any exposure to other families and to Suzanne or whoever is answering the door.

- No one will be permitted past the counter area. If you need to speak to a staff member you can speak to them by the counter only if absolutely necessary. I prefer for staff to speak to parents outside to the side of the door area, when possible. Urban League will be moving to a new phone system as of January so parents will not have to come inside to swipe their cards.

-A teacher will take your child and their belongings from you and bring them to their classroom. At the end of the day a teacher will deliver your child to you at the door.

- Masks must be worn by any adult entering the center at all times or picking up/dropping off. No exceptions. This applies to all staff, parents, therapists, delivery persons, etc.

-Children's temperatures will be taken upon arrival with a no-touch thermometer. Anyone showing a fever of 100.4 or higher will be sent home. Staff receiving the child will take note of any appearance of illness. If there is any question about the child's health the receiving teacher will bring the child immediately to Miss Suzanne or Miss Theresa for further evaluation. If the child appears sick in any way admission to the center may be denied.

-Children's hands will be cleaned as soon as they are given to their teachers.

-For Infant 1 and Infant 2, we will provide you with copies of the daily sheet to fill out at home. Please do not fill out paperwork in the center. All classes, if you need a message sent to the teachers or need to check in please contact Miss Suzanne via the Remind App and she will relay messages to the staff.

## **Clean and Disinfect**

-Caring for children requires that we adhere to certain standards for cleaning, sanitizing and disinfection of our facility. The New Jersey Department of Licensing has strict rules for this. Hoboken Day Care 100 has always gone above and beyond with cleanliness of the facility. With the COVID-19 crisis we will be intensifying our cleaning and disinfecting efforts.

-We will follow a set schedule for cleaning classrooms and will implement extra cleaning of high touch areas as specified above (high contact areas such as door handles, sinks, Purell stations, etc. will be cleaned every 60-90 minutes). Routinely cleaning and sanitizing toys and frequently touched objects like tables, chairs and shelving will also be ramped up. Bathroom toilets and sinks will be wiped down after each child uses the toilet. Changing tables, as always, will be cleaned in between each child's diaper change. At the end of each day the last teacher on duty will wipe down frequently used areas once again and spray Lysol when the children have all been dismissed for the day.

-All of our cleaning products are EPA registered and are safe for use around children.

-Toys that cannot be cleaned and sanitized will not be used. They will be stored away until it is deemed safe to bring them back into the classrooms.

-Toys that children have placed in their mouths or that have been contaminated by bodily secretions should be set aside and cleaned by hand by a person wearing gloves. Toys are cleaned with water and sanitizing solutions, rinsed and air dried. Toys can also be cleaned in our dishwashers on a sanitizing cycle.

-Dishes and tableware will be cleaned in the dishwashers.

-Cloth toys will be removed from play areas as much as possible. If cloth items remain (dress up clothes, etc) they will be washed in the sanitizing cycle of the washing machine and dried after use.

-Books are not considered to be high risk for transmission.

-The CDC has released information that surfaces are not considered to be high transmission for COVID-19. However, HDC 100 will be acting as though all surfaces are potentially high risk and we will continue to clean as such.

-Childrens bedding shall be stored separately in cubbies. Cots are labeled for each child. Bedding shall be cleaned weekly(or more frequently) in the sanitizing cycle of the washing machine. Any parent that wishes to take the bedding home shall send in a reusable shopping bag on Friday and teachers will send the bedding home.

-Infant items that have cloth coverings (Exersaucers, chairs, etc) shall be washed each week. These items are to be used by one child only so as to not cross contaminate.

## **Caring for Infants and Toddlers**

-When diapering a child adhere to Department of Licensing guidelines. Staff will wash their hands and the child's hands before they begin. Staff are to put on new gloves for each child and dispose of them after each change is finished. Staff will put on gloves, clean the child, remove

trash to trash can, replace the child's diaper, wash child's hands, tear off changing table paper, clean changing area with Sani-Cloth wipes and wash hands.

-It is important to comfort crying, sad and/or anxious children and they often need to be held. We completely understand that when the children come back/start with us to the center we will once again be turning their world upside down. There will be separation anxiety, sadness and trying to get back on a schedule. We will do our best to comfort every child during this trying time. To the extent possible when washing, feeding or holding young children staff can protect themselves by wearing uniform tops and t-shirt tops. Long hair should be pulled up. Staff must wash their hands, neck and anywhere else possibly touched by a child's secretions. If secretions are on the child's clothes staff should change the child and wash hands again. Parents will be asked to have at least two changes of clothes for each child in case they need to be changed. Contaminated clothes will be washed immediately in the sanitizing cycle of the washing machine.

-Staff shall wash their hands: upon arrival at the child care center; immediately before handling food, preparing bottles, or feeding children; after handling food, before handling clean utensils or equipment; after using the toilet, assisting a child in using the toilet, or changing diapers; after handling of body fluids (e.g., saliva, nasal secretions, vomitus, feces, urine, blood, secretions from sores, pustulant discharge); after handling soiled items such as garbage, mops, cloths, and clothing; whenever hands are visibly soiled ; after removing disposable gloves.

All children and staff should engage in hand hygiene at the following times: arrival to the facility and after breaks; after playing outdoors; after switching activities, before and after eating meals; whenever hands are visibly dirty.

All staff and children shall wash hands with soap and water for at least 20-30 seconds. After washing hands students over 3 years old can then use hand sanitizer. Children will be monitored to ensure they do not ingest sanitizer.

Additional hand washing posters have been placed in bathrooms and by all sink areas.

## **Food Preparation and Meal Service**

We will still serve breakfast and afternoon snacks but we will no longer provide lunch for the students. Parents will now be asked to send in a lunch box with your child's lunch each day. We do have two microwaves at the center so if food needs to be heated up we can do that for you. Infants will be asked to send in food for their children as well. Infant breakfast, lunch and and snacks will still be provided. All lunch boxes and containers should be labeled. We will provide water for your child for lunch each day. We will provide milk breakfast, lunch and afternoon snacks. You may send in an additional drink from home for your child for lunch but no juice or sugary drinks are permitted. Infant parents will still send in formula, breastmilk and

water for their children.-All meals will be served in your child's classroom. Chairs will be labeled for each child's individual use.

-Staff shall wash hands before serving children.

-Staff shall wear gloves when serving meals.

-Children shall wash their hands before and immediately after eating.

These are just guidelines and procedures that we will follow for the time being (as of 11/13/2020). Should we be given any further instructions we will add/edit what is listed here. This document will be posted on the [hobokendaycare100.com](http://hobokendaycare100.com) page and a link will be provided in the Remind App as well. If anyone has any questions or suggestions please reach out to Miss Suzanne.

There is always the possibility that we could get shut down again. If there is a COVID-19 outbreak in the community, local public health officials may recommend temporarily closing schools and childcare centers to help slow the spread of illness. Please note that my goal is **NOT** to close the center, if possible. If we are forced to close by the city or the state governments we will have to comply. Working parents can be prepared by having alternative childcare plans or talking with their employers about work from home options during school closings. Keep your fingers crossed that we do not have to go through that again.