

HOBOKEN DAY CARE 100

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Due to the COVID-19 health crisis, Hoboken Day Care 100, hopefully 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.

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.

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 who is not feeling well will not be permitted to work.
- Staff members must wear masks at all times.
- Staff members will be receiving new t-shirts to wear along with their regular uniform tops. All staff members have also been asked to leave two pairs of pants at the center to only be worn at

the center. Staff members will be changing into these clothes once they arrive at work. 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 30-60 minutes.

-Toys will be soaked/cleaned/washed after usage.

-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.

-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.

-Sick staff members should not return to work until they have met the criteria to discontinue home isolation.

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.

This is always a tricky one because staff must be properly trained and background checked before they can work at the center. Because these are difficult times we have reached out to the high schools in the area to secure substitute teaching staff once we are able to open. These new staff members will be fingerprinted and background checked as soon as we are able to secure them appointments. Our normally part time high school staff who have been with us for awhile will become full time staff and have full time staff responsibilities. They will complete the exact same training as our regular staff and will be considered full time 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. Dependent on how many students return and the possibility of how many students we may absorb should any centers in our area close down permanently due to extended closures will determine how many new hires we will have to make.

Social distancing strategies

-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. As such, we will not combine in the mornings or afternoons as we did in the past. With extra teacher's assistants and helpers in the building we should be able to keep each class separate for the entire day. No children will be moved to new classrooms for a while even if their birthdays state that they should be moved to a new classroom. We fully expect some of the children will have a tough time transitioning back to the center so our goal is to keep them with staff they know and get them settled into a routine before we make any moves.

-Because some of our children have aged out and will no longer be in the preschool class we will have plenty of room to lower class sizes until enrollment increases.

-Each class will have their own time to use the backyard area. No groups will combine for outdoor play.

-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. 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 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.

-We will follow whatever guidance is given to us regarding the use of masks by children. Current guidance states that anyone over the age of 2 may be 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 they are needed but children should have their own masks from home if that is the recommendation given to us for older children.

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 will only have one parent enter the center and remain at the counter at a time for pick up-drop off.

- No one will be permitted past the counter area. Sign in/Sign out as quickly as you can or we can sign in/out for you. Urban League parents please swipe your card as quickly as you can.

-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.

-Please no waiting in the lobby area. Only one parent at a time will be permitted at the counter area. If you are asked to wait outside please wait by the stroller parking area and maintain six feet of distance between the next parent, if applicable.

-When possible, we are asking that the same parent bring the child to/from school each day to limit the amount of people in and out of the building.

- Masks must be worn by any adult entering the center at all times. No exceptions.

-Hand sanitizing station is directly behind the counter area. Please sanitize hands before signing your child in-out.

-Children's temperatures will be taken upon arrival with a no-touch thermometer. 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. This will limit time that parents are in the center.

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 30-60 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 new 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 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 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; 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

Because of the tragic loss of Miss Julia, we will be partially doing away with our food program. We will still serve breakfast and afternoon snacks but we will no longer provide lunch for the students. There are many factors that went into making this decision. One, is that we obviously no longer have our cook. Second, we simply do not make money off of our food program. Between having to purchase food, supplies, etc it is not profitable for the center. This was not an easy decision to make. 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 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 only provide milk with breakfast 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. We may revisit this new meal plan down the road but for right now it makes better financial sense for the center. ***If anyone cannot provide meals for their child please see Miss Suzanne. We will be setting up a fund in Miss Julia's name for low income parents to ensure that their children receive meals each day.***

-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. Should we be given any further instructions we will add/edit what is listed here. This document will be posted on the 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.