



COVID-19 POLICY

Introduction

Child care is a critical part of the public health emergency response team. Our goal is to be there to support families of essential workers. We are prepared to change our business practice to maintain critical operations. This may include enrolling on a temporary basis children of various ages of essential personal.

Social Distancing Strategies

NQACC staff and families will work with the local health officials to determine a set of strategies appropriate for the center. We will use preparedness strategies and consider the following social distancing strategies that may be deemed appropriate and necessary as circumstances evolve.

- Classrooms will include the same roster of students each day, and the same teachers will remain with the same teaching team.
- All special events such as festivals, holiday celebrations, and special performances will be canceled or postponed.
- Parents are asked not to come to the school except for dropoff and pickup, and this includes birthday celebrations, reading time, and other enrichment activities, in order to keep interactions to an absolute minimum.
- Enrichment programs, chapel, and gym/playground times will be altered to reduce transmission.
 - Classrooms will not mix or join together, keeping each classroom in a separate location. We will stagger playground times and keep groups separated for special activities.
- Arrival and drop off times and procedures may change to accommodate social distancing. Possible adaptations are listed below:
 - Staggering arrival and pick up times by classrooms or family last names.
 - Limiting dropoff and pickup to a single caretaker, except in the case of emergency.



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- Limiting the movements of parents/guardians within the center.

Guideline for onset of Illness

Child

If a child shows any of the COVID-19 symptoms during the day. Office staff will remove the child and contact the parent/guardian immediately. The child will then be monitored, such as if the child had a fever (100° F or higher) we will have the child rest for 5 minutes then retake the temperature. The child will be kept in the office and parents/guardians will be asked to pick their child up as quickly as possible. The office staff will fill out an illness report for the family. The child and family will be asked not to return until they have been cleared to do so by a physician.

Employee

Employees who appear to have any of the COVID-19 symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees and children. That staff member will be asked to go home for the day and follow up with their primary care provider.

Employees will then follow up with the director with what their primary care provider said. The director and the employee will then work together to determine what the next steps will be.

If the employee has a confirmed case. The directors will then notify other employees and parents of possible exposure. Confidentiality will be required and maintained per the Americans with Disabilities Act.



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Guidelines for onset of Illness while at Home

Child or Family Member

If a child or family member living within the same house becomes sick with any of the COVID-19 symptoms we ask that you notify us and keep your child at home. Follow our COVID-19 Illness Policy to understand the return to school policy. If symptoms are consistent with the outbreak, please phone your primary care provider and ask for guidance. We ask that parents then discuss what the primary care provider says to determine the next steps for returning to the center and if needed notifying the proper and required people.

Employee

If an employee or roommate/family member living within the same house becomes sick with any of the COVID-19 symptoms the employee will contact the directors. If symptoms are consistent with the outbreak, the employee will phone their primary care provider and ask for guidance. Employees will then inform the director of the primary care provider's guidance. The director and the employee will then work together to determine what the next steps will be, in line with physician guidance.

If the employee has a confirmed case: The directors will notify other employees and parents of possible exposure. Confidentiality will be required and maintained per the Americans with Disabilities Act.

If NQACC has a Confirmed Case

If there is a confirmed case at NQACC the directors will be responsible to notify staff, families, local health officials, and the state licenser. From there the directors and admin team will follow the guidelines set forth by the Center for Disease Control, State Licenser, and City/State Health Departments.

The center will be closed for a minimum of 72 hours for deep cleaning and sanitation.



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A short-term dismissal may be required to allow time for the local health officials to gain a better understanding of the situation impacting the center. Local health officials will help the directors and admin team determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread.

Daily Center Routines

Children

Upon Arrival

- Perform hand hygiene with the help of the classroom teacher.
- Temperature checks on anyone entering the center.
 - If the thermometer touches a child, it must be disinfected before and after use of checking the child's temperature with an alcohol wipe or disinfectant wipe.

Throughout the Day

- Children will perform hand hygiene with the help of the classroom teacher.
- Temperature checks before nap time.
 - If the thermometer touches a child, it must be disinfected before and after use of checking the child's temperature with an alcohol wipe or disinfectant wipe.
- Staff will change the child's clothes if they become contaminated and placed inside a plastic bag.
- Keep classroom size as small as possible and in accordance with social distancing guidelines.
- At nap time, ensure that children's cots are spaced out as much as possible, ideally 6 feet apart.

Staff

- Upon arrival and before nap staff will get their temperature checked by an administrator.
- Staff have been provided PPE (Masks & Gloves) and are encouraged to wear them when in close proximity (less than 6ft) to children and other staff members.



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- Staff will continue to wash hands and use hand sanitizer before and after working with children.
- Staff are encouraged to wear long hair up and off the collar.
- Staff will bring a spare change of clothes in case of contamination.
 - Contaminated clothes should be placed in a plastic bag.

Arrival and Departure Procedures

Adjustments to arrival and departure times may be needed to help with social distancing and is at the discretion of the directors and administration team.

Drop-Off Procedures (Arrival)

- If possible the same parent/guardian 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 drop-off children.
- Any toys, stuffed animals, and other items from home will not be allowed in classrooms.
 - Items such as hats, sunglasses, headbands, and masks that do not stay on the child all day will be considered a toy as well.
 - Sun items such as sunglasses and hats will be allowed if it is kept at the center and allowed to be sanitized at the end of each day.
 - If you wish for your child to wear a face mask, that will need to be sanitized every evening. If the child plays with the mask and it becomes a health risk the directors may ask that you keep it at home.
- Drop-off will be under the skybridge. Children will get their temperatures checked and then will be escorted/walked to their classrooms.
 - Administration will be strategically positioned to help guide children safely to their classrooms.
 - Administration will sign children in for parents.
- Classroom teachers will assist the child with hanging coats, coming into the classrooms, and washing hands. Each classroom will have a designated teacher watching and assisting children with proper hand washing.



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Pick-Up Procedures (Dismissal)

- Pick-up will take place under the sky bridge. Administration will be present to assist getting children to their parents/guardians.
 - Once the parent/guardian is confirmed we will call the classroom to have a teacher escort that child down.
 - Classroom teacher will help the child wash their hands, and gather any belongings.
- If possible the same parent/guardian 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.
- Families should not linger in the parking lot or on the playgrounds to help with social distancing.

Cleaning & Disinfecting

- Continue to use a three step method for cleaning surfaces such as tables and chairs.
 - Clean with soap and water then wiped with a paper towel
 - Rinse with clear water then wipe with a paper towel
 - Sanitize/Disinfect with bleach solution then allow to air dry or to remain on the surface for at least 2 minutes.
- Continue to use the bleach mixture and continue to make fresh bleach solutions daily.
 - Disinfecting Solutions
 - 1 Quart of Water & 1 ½ Teaspoons of Bleach
 - Sanitizing
 - 1 Quart of Water & ¼ Teaspoon of Bleach
- Bathrooms will be sprayed with bleach solution (Disinfectant Solution) during nap times.
- Continue to follow the Bloodborne Pathogens guidelines and policy for all bodily fluids.
- At the end of every day, clean and deep sanitize any toys or surfaces used by the children that day.
- Clean and sanitize all door knobs and handles at nap time and at the end of the school day.



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Soft surface Cleaning

- Soft toys, dress up clothes, and other fabric like toys will no longer be used in the classrooms.
- All nap time items will be kept at the center. A laundry schedule will be implemented to keep nap time items cleaned and ready for each day.

Electronics

- Classroom tablets and computers will be sanitized at the end of the day.
- Learning Genie will be suspended during this time.
- Computers and tablets used by school aged children for distant learning will be kept in their cubby until needed. It will be the parents responsibility to disinfect it before and after bringing it to the center.

Travel

If you, a family member living with your child, or your child has traveled outside the state of WA please notify us for additional guidance. When returning you may be asked to do a 14 day quarantine or a release from your primary care provider.



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Any child with any of the below symptoms will be sent home immediately and asked not to return until 72 hours of symptom free without medication. We may also ask that you consult a physician or provide a physician's release before coming back. If household members are also experiencing any of the flagged symptoms please refrain from bringing your child to the center.

Flagged Symptoms:

- Temperatures that are 100.0°F or higher
- Persistent cough
- Diarrhea or Vomiting
- Shortness of breath, pain in chest, or unusually tired
- Sore Throat
- Headache
- Muscle Pain
- Chills
- Appearance/Behavior: Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. Unable to participate in normal activities.

Each child will be observed daily for signs of illness. Children who are contagious must be sent home. When notified that your child has become ill, you will be expected to pick up the child as soon as possible. When you arrive to pick your child, you will be given an illness report that explains why we are sending your child home and the conditions for their return to school.



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Acceptance of new COVID-19 Procedures for children/families/staff at North Queen Anne Child Care

Anyone who is using the center must read, sign, agree and follow the policy and procedures in order to be participating in NQACC programs.

I have read and fully understand North Queen Anne Child Care's procedures for COVID-19. I also understand that this document can be changed at any time with or without notice by the directors and administration team.

I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to keep myself and family following Social Distancing rules set by the Governor at any given time.

Family/Staff Signature

Date