

## COVID-19 Health and Safety Plan Summary:

**LifeSpan Day Care Inc.**

**Plan Date:** 07/10/2020

**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
<ul style="list-style-type: none"><li>* <b>Use of face coverings (masks or face shields) by all staff and visitors</b></li> <li>* <b>Use of face coverings (masks or face shields) by older children (as appropriate)</b></li></ul>	<p><b>Staff:</b> Masks are provided for all staff. Staff must wear their mask while working with children indoors. Staff may remove their masks during outdoor play but should continue to follow social distancing guidance. Proper mask wearing instruction sheet has been distributed to staff. Staff are responsible for laundering their masks, aprons and smocks. Staff will provide instruction on proper use of masks for children in their care and encourage/reinforce use.</p> <p><b>Children:</b> Parents will provide masks for their child, labeled with their name. Parents are responsible for laundering their child's masks. Children 0-2 yrs. are not required to wear masks. Older children are expected to wear masks during care. Masks can be removed for eating meals and snacks, nap/rest periods and outdoor play – given that they are maintaining social distancing protocols.</p> <p>Doctor's notes are not required at this time for staff or children who meet exclusionary guidance for mask wearing: children/staff with special needs, asthma or other respiratory issues.</p> <p><b>Visitors:</b> No visitors have been allowed since Governor Wolf's Stay at home orders were in place since 3/13/2020. Parents are not permitted in the classrooms. Daily parent drop off and pick up using the front entrance of each facility only. Students are</p>

screened and temped upon arrival daily. No visitor signs are posted at each entrance. Vendor deliveries are restricted and personnel must wear masks to enter. No one is allowed in classroom spaces except staff and students.

## 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>Clean air exchanges are done daily: open doors and windows regularly.</p> <p>High touch areas like kiosks, door handles, keyboards, timeclock, phones, and sinks are done a minimum of twice daily. <b>For the routine schedule for cleaning, sanitizing and disinfecting guidance from Caring for our Children, Appendix K.</b></p> <p>Increased frequency of cleaning and sanitizing has been implemented since March 2020.</p> <p><b>See tab 7 for LSDC checklists.</b></p> <p>All water fountains have been temporarily closed.</p> <p>Smocks and aprons have been provided to staff in the early learning centers.</p> <p>Frequent cleaning of toys and instructional materials; rotating toy bins and removing mouthables in infant/toddler rooms. Rotate materials in use and out of use for disinfecting for play.</p> <p>Obtain additional materials of frequent use like art supplies crayons, markers, scissors, pencils.</p> <p>Each child was provided a blue bag for their nap items to be contained/separate from others' and individually labeled cubbies are used in classroom spaces. No other items from home are permitted.</p> <p>Offered online cyber learning alternatives during closures.</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, to the maximum extent feasible or group management to limit cross-group interactions.</b></p>	<p>Classroom table spacing guidance- every other seat. Moving tables to 6ft or more apart. Classroom markings for line up and # of students permitted per center in all rooms ages 3 and up. Keep to same groups/classrooms throughout the day. CDC recommends no more than 25 children: including staff in school settings.</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>We serve all meals and snacks in classrooms. Each is individually plated and we avoid buffet style or family style meal service. Avoid sharing of food and utensils. Disposable plates, cups and utensils are used in all centers.</p>
<p><b>*Hygiene practices for children and staff including the manner and frequency of hand-washing and other best practices</b></p>	<p>See signage samples in Appendix B Free digit resources on CDC's communications resources main page have been posted at main entrances and parent boards.</p> <p>Hygiene-Increase hand washing frequency to every 1-2 hours and between activities for both staff and children. Hand sanitizer available throughout building for staff/adults. Sanitizer at front desk for parents upon entry. No touch trash cans are in each classroom as recommended. Staff will reinforce hygiene practices including hand washing, cough your</p>

<b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b>	cough/sneeze. Signage posted throughout buildings in prominent areas and bathrooms-include - temp check point, no visitors, travel restriction policy, COVID-19 info sheets, proper mask wearing, handwashing, stay healthy tips sheets.
<b>Handling outdoor play consistent with the CDC Considerations.</b>	Outdoor classroom activities encouraged more often. Increased outdoor play times. Playground schedules indicate one group/class at a time. Playground equipment cleaned regularly after each use.
<b>Limiting the sharing of materials among children in care Staggering the use of communal spaces and hallways</b>	Limited sharing of materials such as art supplies: teachers will divide materials to create individual sets of common materials. Toys, play materials and instructional materials will be sanitized daily
<b>Adjusting transportation schedules and practices to create social distance between children</b>	Staggered drop off and pick up times. Bus transportation is provided by local bus company; children will follow protocols as required including wearing masks on the bus.
<b>Limiting the number of individuals in facility rooms and other facility spaces, and interactions between groups of children</b>	LifeSpan will coordinate before/after school care and holiday care with each cooperating school district according to their school calendar. Extended day options will be provided if schools modify start/end times.
<b>Coordinating with children regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b>	
<b>Other social distancing and safety practices</b>	

**Monitoring Children and Staff Health**

Requirement(s)	Strategies, Policies and Procedures
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**\* Monitoring children in care and staff for symptoms and history of exposure**

**\* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure**

**\* Returning isolated or quarantined staff, children, or visitors to school**

**\*Reporting to DOH and Certification**

**\*Notifying staff, families, and the public of facility closures**

Daily temps taken and recorded for all staff and children in attendance. No- touch infrared thermometers have been purchased for all centers. No one will be admitted with a fever of 100 degrees or more or signs and symptoms of the coronavirus. Staff are encouraged to stay home if they are sick or will be sent home. Parents are reminded to keep their child home if they are sick. Parents must report any illness to the office.

**Staff will sign disclosure statement. See parent letter (May 2020)**

Staff illness and child illness tracking logs are completed. Sick children will be brought to the front office(isolated) for care while they await parent pick up. Deep cleans for those classroom areas affected will begin at close of business the day of the incident.

**Reporting: Follow all guidance in Interim Guidance for Certified Child Care Facilities operating during the novel Coronavirus Pandemic Announcement C-20-06 \*revised 7/8/20 ( or latest version as updates occur)**

We also have implemented a travel restriction for staff and families based on the current PA DOH office recommendations for self quarantine of 14 days if visiting a state on the current hot spot list. See memo posted near time clocks.

All COVID illnesses will be reported to the Certification office at OCDEL and the local Dept. of Health. as required. DOH will contact those identified through contact tracing procedures. LifeSpan will comply with all requests from both DOH/OCDEL certification which includes contact tracing, mandated isolations or quarantines or shutdowns of the facility.

Parent notifications:

Lifespan uses multiple communication strategies for parent notifications using Himama and procare messages, Facebook, our LifeSpan website; Monthly center-based newsletters includes a health/safety section; Weekly camp newsletters; Remind app May 2020 parent letter sample

## 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><b>Unique safety protocols for children with complex needs or other vulnerable individuals</b></p>	<p>Strict adherence to daily screening protocols and sick policies for all children and staff. Consult with health consultant, Sharon Breish, as needed throughout the pandemic.</p> <p>All staff and children will be wearing masks indoors, throughout the day of care. Gloves are also provided for staff. Face shields are optional and provided for those staff requesting a shield preference.</p> <p>The Task of the Mask, and We are Back in School social stories can be used for teaching supports about comfortability of masks and new protocols at school.</p>
<p><b>Strategic deployment of staff</b></p>	<p>All staff with higher risk were instructed to follow up with the doctor for guidance. Doctor's notes were submitted given instructions for employment guidelines to Human Resources. Staff were excluded from work per doctor's note.</p> <p>Staff, especially administrative staff and support staff, we will need to be creative and flexible to ensure student safety while adhering to supervision responsibilities.</p>

Nicole Fetherman, Executive Director is the pandemic coordinator for all LifeSpan Day Care programs.

Pandemic team:

Nicole Fetherman, Executive Director

Sally Prior, Chief Operating Officer

Shane McGuire, Chief Financial Officer

Thane Gehret, Director of Plant Operations

Matt Linsenbigler, Director of Environmental Services

Shannon King, Human Resource Director

Sharon Breish, RN, Health Consultant; Community Representative

Jennifer Lavin, Director, East Greenville

Michael Hoffman, Director, Allentown

Robyn Jardine, Director, QT summer camp/school age & Pre K Counts

Heather Engle, Asst. Director QT child

## COVID-19 Health and Safety Plan Affirmation Statement

The Legal Entity or the Board of Directors/Trustees for **LifeSpan Day Care Inc.** reviewed and approved the Phased Child Care Facility Reopening Health and Safety Plan on **July 2020**.

The plan was approved by a vote of:

**Yes**

**No**

Affirmed on: **July 21, 2020**

By:

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

*Nicole Fetherman, Executive Director*

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