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# **FOUR SEASONS CHILDCARE & PRESCHOOL**

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## **COVID-19 Health & Safety Plan**

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## **Transmission and Symptoms of COVID-19**

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, prevention practices and environmental cleaning and disinfection are important principles that are covered below.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## **Practices, Policies, and Procedures for Consideration**

All guidance below is strongly recommended in order to adhere to guidelines published by the CDC and DOH.

### **Drop-off/Arrival Procedures**

Four Seasons will post signage in drop-off/arrival area to remind staff and children to keep six feet of distance whenever feasible.

- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, individuals with serious underlying medical conditions should not pick up children because they are more at risk.
- Students and staff will wash hands as they enter the building. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets.
- Keep hand sanitizer out of children's reach and supervise use. If possible, place sign-in stations outside, and provide sanitary wipes for cleaning pens between each use.
- Children will be dropped off at specified classroom doors.
- Transport Infants in their car seats.

### **Screening Procedures**

The best way to prevent the spread of COVID-19 is to prevent it from getting inside the facility. Four Seasons will:

- Conduct a daily health screening of any person entering the building, including children, staff, family members, and other visitors to identify symptoms, diagnosis, or exposure to COVID-19.
- Not allow staff and children to enter the child care facility if:
  - They have tested positive for or are showing COVID-19
  - They have recently had potential exposure with a person with COVID-19.
    - ✓ A potential exposure means being in a household or having close contact within six feet of an individual with a confirmed or suspected COVID-19 case for at least 15 minutes during the case's infectious period.
    - ✓ Persons with COVID-19 are considered infectious from two days before onset of symptom until the end of isolation (discussed below in "Discontinuing at home isolation").
- Continue to monitor staff and child health throughout the day.
- Immediately isolate a child or staff member that develops fever, chills, shortness of breath, new cough, or new loss of taste or smell and send them and any family members home as soon as possible.
- If the child is over the age of 2 and can tolerate a face covering, the child should also wear a cloth face covering.

**PLEASE NOTE:** *Persons who have a fever of 99.9 degrees Fahrenheit or above, or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.*

Intensify cleaning and disinfection efforts:

- Four Seasons has developed a schedule for cleaning and disinfecting.
- Surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
- All cleaning materials must be kept secure and out of reach of children per regulations.

### **Clean and Sanitize Toys**

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.

### **Clean and Disinfect Bedding**

- Use bedding that can be washed. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly.

### **Face Masks**

Child care staff are required to wear cloth face coverings. Children 2 years old and older are required to wear a face covering as described in the [Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings](#), unless you fit one of the exceptions included in Section 3 of the Order.

If a child is outdoors and able to consistently maintain a social distance of at least 6 feet from individuals who are not a part of their household, they do not need to wear a mask.

If a parent, guardian, or responsible person has been unable to place a face covering safely on the child's face, they should not do so.

If a child 2 years old or older is unable to remove a face covering without assistance, the child is not required to wear one.

The Department of Health recognizes that getting younger children to be comfortable wearing face coverings and to keep them on may create some difficulties. Under these circumstances, parents, guardians, licensed child care providers in community-based and school settings or responsible persons may consider prioritizing the wearing of face coverings to times when it is difficult for the child to maintain a social distance of at least 6 feet from others who are not a part of their household (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper face covering size and fit and providing children with frequent reminders and education on the importance and proper wearing of cloth face coverings may help address these issues.

## **DEALING WITH CONFIRMED POSITIVE COVID-19 CASES AND EXPOSURE TO COVID-19:**

**The following pertains to all child care staff and household members**

**For confirmed positive COVID 19-cases:**

- If a child, family member living in the same household or staff member are awaiting test results, they may not return until results are received and are negative. If a person test positive, you may not return for at least 14 days and must have a negative retest result.
- Four Seasons will close for a period of 48 hours following the confirmed positive COVID-19 case of child or staff member in attendance so that the facility can be cleaned and disinfected properly.
- The staff shall inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health as per 55 Pa. Code §3270.136(b), §3280.136(b), and §3290.136(b).

\*An outbreak is defined as a single positive COVID-19 case.

- The facility must report positive COVID-19 cases to the Department of Health (DOH) as per 55 Pa. Code §3270.136(d), §3280.136(d), and §3290.136(d). The facility must also report positive COVID-19 cases to the Pennsylvania Department of Human Services (DHS).

## **Exposure to a person who tests positive for COVID-19**

Exposure is defined as being within six feet of the individual who tests positive for COVID-19 for a period of 15 minutes or more. It also means coming into direct contact with droplets from a COVID-19 positive individual. Persons who test positive are considered infectious 48 hours before the onset of symptoms. Persons testing positive but do not have symptoms are considered infectious two days after exposure (if known) or starting two days before test date (if exposure is unknown).

If a staff person, household member, or a child is exposed to an individual who tests positive for COVID-19:

- It is required that they self-quarantine for a period of 14 days based on the CDC guidance.
- If a child becomes ill at the facility, the operator shall notify the child's parent as soon as possible.
- The operator shall inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health as per 55 Pa. Code §3270.136(b), §3280.136(b), and §3290.136(b).
- The facility must report when a staff person, child, or household member is exposed to a positive COVID-19 case to the DHS and DOH.
- The facility should develop a process to inform child care staff of possible exposure to a positive COVID-19 case.

### **Discontinuing at home isolation**

There are different strategies for discontinuing home isolation. Options include a symptom based (i.e., time-since-illness-onset and time-since-recovery strategy) or test based strategy. Child care providers should utilize the strategy that is best for their facility and that maintains the health and safety of children in care.

#### **1. Symptom-Based Strategy**

Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 14 days have passed since symptoms first appeared.

#### **2. Test-Based Strategy**

Individuals who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- Negative COVID-19 test results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).

### **For Persons Who Tested Positive but have NOT had COVID-19 Symptoms in Home Isolation**

#### **1. Time-Based Strategy**

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 14 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.  
*If they develop symptoms, then the symptom-based or test-based strategy should be used.*

## 2. Test-Based Strategy

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Negative COVID-19 results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).

*The symptom-based, time-based, and test-based strategies may result in different timeframes for discontinuation of isolation post-recovery. Any individual who becomes ill should contact their medical provider for advice or testing. For any individual who has been exposed to COVID-19 as described above, or who tests positive for COVID-19, follow the information outlined above.*

## Reporting

In all instances when reporting to DHS, Four Seasons will provide:

- The name of the facility
- The address of the facility including the county
- The number of cases
- Identify if the positive case is a staff person, household member (of a GCCH or FCCH), child, or family member

This information must immediately be reported to your Certification Representative.

For questions regarding COVID-19, isolation, and quarantine, please contact DOH at 1-877-PA-HEALTH.

To report confirmed positive cases of COVID-19, please contact DOH at 1-877-PA-HEALTH or 1-877- 724-3258.

## Additional Resources

- [DHS provider resources](#)
- [Pennsylvania Key resources on COVID-19 \(coronavirus\) in Pennsylvania for ECE programs and professionals](#)Opens In A New Window
- [Department of Economic and Community Development — Pennsylvania COVID-19 PPE & Supplies Business-2-Business \(B2B\) Interchange Directory- to connect with Pennsylvania business selling supplies](#)

**ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY RELATING TO CORONAVIRUS/COVID-19** THE NOVEL CORONAVIRUS, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing.

Four Seasons has put in place preventative measures to reduce the spread of COVID-19; however, we cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the Four Seasons could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending Four Seasons. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the actions or negligence of myself and others, including but not limited to staff program participants of Four Seasons.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself in connection with my child(ren)'s attendance at Four Seasons or participation in Four Seasons programs. I understand that injury or illness would prevent my child from attending the program until cleared of symptoms and all program fees and tuitions are non-refundable and nontransferable, accommodations for lessons to be sent home may be possible.

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Signature of Parent/Guardian

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Printed Name of Parent/Guardian

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Date

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Name of Child

## COVID-19 Health and Safety Plan Affirmation Statement

The legal entity or the Board of Directors/Trustees for Four Seasons Childcare and Preschool reviewed and approved the Phased Child Care Facility Reopening Health and Safety Plan on July 27, 2020.

The Plan was approved by a vote of:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Affirmed on July 27, 2020.

By:

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

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