

COVID-19 Health and Safety Plan Summary

PathStone Child & Family Development Services

Locations in Pennsylvania: *Adams County, Berks County, Carbon County, Chester County, Franklin County*

Locations in New Jersey: *Atlantic County, Cumberland County*

Plan Date: July 22, 2020

Anticipated Reopening Date, if applicable:

Locations in Pennsylvania: *Adams and Franklin County: July 23, 2020; Berks and Chester County: August 17, 2020; Carbon County: September 2, 2020*

Locations in New Jersey: *July 6, 2020*

INTRODUCTION

Given the COVID-19 (Coronavirus) crisis that is spreading through our country, we want to assure you that we are monitoring the situation closely. Based on information we have at this time, we will continue to operate PathStone to minimize disruption to you and your family. If the situation should change, we will notify you immediately.

Effective immediately, and for the foreseeable future, we will be taking extra precautions to ward off Coronavirus. We are taking these extra steps to support the health and safety of your children, your family and our staff.

Please take note of the following changes to our current internal policies and procedures:

Check-In and Pick-Up

- Families will be greeted either outside in a designated safe location or directly inside the entrance doorway where a staff member will greet you and your child. Parents and other family members will not be permitted inside the child care program. Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren) during a routine daily health check and ask parents the following questions upon arrival:
 - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have a fever, cough and/or shortness of breath?

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- Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
- Children and staff will be required to wash their hands immediately upon entering the building and routinely throughout the day. When children are received for drop-off, they will be escorted to their designated classroom where their hands will be washed immediately.
- Upon your arrival to pick up your child, a staff member will bring your child to you. Doing so will limit direct contact and help us to maintain social distancing.

Healthy Environment

- We will separate children into smaller groups that fall within state or local guidelines.
- We will not share equipment and will clean equipment between uses.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with at least once daily.
- We will perform an enhanced deep cleaning and disinfecting regularly throughout the day and every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's regularly with soap and water for at least 20 seconds (noted by the CDC as the most effective preventive measure).
- Non-emergency visitors and volunteers will be allowed in the building while children are in our care.

Meal Preparation & Service

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation and feeding.
- Each child's meal will be plated and served by staff, instead of served family-style.
- Children and staff will social distance during meal times.

Child Health

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at child care, will be isolated from other children until they can be picked up.

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Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share devices or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

Below you will find specific strategies, policies, and procedures in place to protect our staff, children, and families.

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Facilities are required to share with staff and children this summary on their website.

Face Masks

Requirement(s)	Strategies, Policies and Procedures
<p>* Use of face coverings (masks or face shields) by all staff and visitors</p>	<p>1. All staff will be assigned a cloth face mask and will wear a face covering at all times.</p>
<p>* Use of face coverings (masks or face shields) by older children (as appropriate)</p>	<p>2. All staff have been trained on face mask requirements as well as proper wearing procedures.</p> <p>3. Center Administrator's will monitor the use of facemask requirement at all times.</p> <p>4. Visitors will not be allowed entry into our facility without a facemask. An approved entry system is in place to monitor entry of visitors. Non-emergency visitors will only be allowed in the building</p>

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Requirement(s)	Strategies, Policies and Procedures
	<p>when children are not in session. All visitors must answer a health screening including a recording of current temperature prior to entry. An assigned individual will ask health screening questions and take the visitor's temperature prior to entering. Documentation of all visitors will be kept on file.</p> <p>5. All children 2 years of age will be assigned a face shield provided by PathStone, the children will wear the face shield upon entry to our facility and will be removed upon exit of our facility. Face Shields will be removed when children are eating.</p>

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by children (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<ol style="list-style-type: none"> 1. Cleaning and Disinfecting will be completed regularly throughout the day and at minimum daily throughout the facility. 2. Daily Cleaning and Disinfecting Assignment Schedule will be followed completed. Staff training has occurred on Cleaning and Disinfecting requirements. 3. Soft toys, dress up clothes, and furnishings that cannot be disinfected have been removed from all classrooms 4. Daily Classroom Cleaning and Disinfecting Checklists will be completed for each classroom in operation at minimum daily. 5. Center Comprehensive Health and Safety Checklist and Monthly Safe Environment Checklists will be completed daily; these checklists

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Requirement(s)	Strategies, Policies and Procedures
	<p>demonstrate regular monitoring of safe environments including cleaning and disinfecting throughout the facility.</p> <p>6. Where transportation is providing to children: cleaning and disinfecting will occur prior to children getting on the bus and immediately when children get off of the bus. Bus will be cleaned before pick-up and after drop off of children. No more than one child will be assigned to one seat on the bus. Children will wear face coverings prior to entering the bus. Pre-screening of children will be conducted prior to entering the bus.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<p>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.</p> <p>Restricting the use of common areas, and consider serving meals in alternate settings such as where the child care is being provided</p> <p>*Hygiene practices for children and staff including the manner and frequency of hand-washing and other best practices</p>	<ol style="list-style-type: none"> 1. Classrooms will be open at limited capacity. Infant and Toddler rooms will have a maximum of 8 children and Preschool classrooms will have a maximum of 10-14 children. 2. Classrooms have been set up and structured in a way to where there is 6-feet apart for children to participate in meal times (Breakfast, Lunch, Snack). 3. Teachers will be role models and remind children to social distance, wash hands, and other proper hygiene practices. 4. Curriculum activities will reflect social distancing, wearing face coverings, taking care of our bodies. 5. Meals are served in the classroom, children will remain in classroom and will not be permitted to use common areas outside of classroom.

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Requirement(s)	Strategies, Policies and Procedures
<p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>6. Playground will be cleaned and disinfected prior to each use by one group (classroom). No more than one group will be using the playground at any time.</p>
<p>Handling outdoor play consistent with the CDC Considerations.</p>	<p>7. Playground Checklist will be completed to reflect cleaning and disinfecting safety before and after each group uses the playground.</p> <p>8. Training has been provided to staff on proper handwashing procedures for adults and children.</p>
<p>Limiting the sharing of materials among children in care</p>	<p>9. Each sink is labeled with a Handwashing poster to display 20 seconds of hand washing in English and Spanish.</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>10. Staff will sing with children to demonstrate proper hand washing of 20 seconds. Children will sing a song while washing hands.</p>
<p>Adjusting transportation schedules and practices to create social distance between children</p>	<p>11. Staff and children will wash hands regularly throughout the day.</p> <p>12. Teachers will implement hygiene activities within their classroom lesson plans</p>
<p>Limiting the number of individuals in facility rooms and other facility spaces, and interactions between groups of children</p>	<p>13. Entrance Door has COVID-19 Symptom signs that caution entry if displaying signs and symptoms.</p> <p>13. Masks Required upon entry posted at the entrance of the facility.</p>
<p>Coordinating with children regarding on site care, transportation protocol changes and, when possible,</p>	<p>14. Floor markers to remind individuals to stay 6 feet apart are displayed throughout the facility.</p> <p>15. Each child has their own individualized bin of crayons, scissors, markers (materials used regularly throughout the day)</p> <p>16. Infants are assigned toys such as teething toys etc.</p>

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Requirement(s)	Strategies, Policies and Procedures
<p>revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	<p>17. Cleaning and Disinfecting Bins are in each classroom to place mouthed and dirty toys in. Disinfecting toys occurs daily.</p> <p>18. Each classroom has enough toys to be individualized when necessary.</p> <p>19. Staff are on staggered shifts to eliminate contact with other individuals.</p> <p>20. Children are on staggered shifts for pick up and drop off to minimize exposure.</p> <p>21. PathStone is recommending that 1 individual is assigned to pick-up and drop off children.</p> <p>22. Classroom do not combine with other classrooms/groups of children. Upon entry to the facility each child will remain in the classroom assigned to.</p>

Monitoring Children and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring children in care and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining children, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>1. Employee Screening is conducted and responded to via text through Alert Media daily prior to individuals reporting to work.</p> <p>2. Employees are required to document current temperature, health screening responses daily on their individual sign in log.</p> <p>3. Children are screened prior to entering facility daily.</p> <p>Guardians/Parents are asked the following questions and documented on the child's individual daily log:</p>

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Requirement(s)	Strategies, Policies and Procedures
<p>* Returning isolated or quarantined staff, children, or visitors to school</p> <p>*Reporting to DOH and Certification</p> <p>*Notifying staff, families, and the public of facility closures</p>	<ol style="list-style-type: none"> 1. Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days? 2. Have you had close contact with Anyone Diagnosed with COVID-19 in the PAST 14 Days? 3. Do you, your child, or anyone in your household have a fever, cough and/or shortness of breath? 4. Are the following symptoms present?: Cough, Shortness of Breath, Fever 5. Has Fever Reducing Medication Been Administered? <p>Designated Staff Person performs a visual check on the child and a temperature check prior to entering facility.</p> <p>4. Suspected and Confirmed cases are immediately reported to PathStone’s HR Department.</p> <p>5. Report will be given to DHS representative and Department of Health on all Confirmed Cases.</p> <p>6. Employees and children who are showing symptoms or tested positive will be required to be quarantined for a minimum of 14 days.</p> <p>7. A Workplace Exposure Letter will be submitted to all staff, families, and other individuals that were in the facility.</p> <p>8. Families and Staff will receive a phone call and letter to notify of closure when closures are necessary.</p> <p>9. Closure notice will be posted on entrance of facility.</p> <p>10. After quarantine period has ended for an employee, a Self-Certification must be completed prior to returning to work; report will be given directly to PathStone’s HR department.</p>

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	<p>11. After quarantine period has ended for a child, a physician's note is required for child to return back to program.</p> <p>12. Employees must respond appropriately to the pre-screening daily questions upon return to be cleared to work.</p> <p>13. Upon drop off of child, daily screening questions must be answered by guardian/parent at drop off location, child must pass the pre-screening assessment and temperature check prior to entry into facility. Doctor note must be obtained and placed in child's file prior to return.</p> <p>14. Cleaning and Disinfecting of facility will be completed when exposures exist.</p>

Other Considerations for Children and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting children and staff at higher risk for severe illness</p> <p>Unique safety protocols for children with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>1. Staff will be wearing face coverings and smocks at all times. Accommodations for be Remote Services versus Center Based Services can be made for children.</p> <p>2. Special Needs Care Plan will be on file; care plan will be followed for children with complex issues.</p> <p>3. Required accommodations will be made to the fullest extent possible based on children Special Needs Care Plan.</p> <p>4. Program will work with the family and child's Primary Care Physician to determine best practices for the child while participating in our program for center based services.</p>

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COVID-19 Health and Safety Plan Affirmation Statement

The Legal Entity or the Board of Directors/Trustees for PathStone Corporation reviewed and approved the Phased Child Care Facility Reopening Health and Safety Plan on July 23 and 24, 2020.

The plan was approved by a vote of:

Yes

No

Affirmed on: **July 24, 2020**

By: Holly Strait, Senior Director Child & Family Development Services



(Signature of Legal Entity or Legal Entity Representative)

Nita D' Agostino, Senior Vice President, Direct Services

(Print Name of Legal Entity or Legal Entity Representative)