

SOUTHFIELD COVID RE-OPENING PROTOCOLS

(revised 9.8.2021)

PLEASE NOTE: The policies/procedures outlined below are subject to change as the recommendations of the CDC, Office of Early Childhood, and the Central Connecticut Health District change. We endeavor to implement the best safety recommendations of the above agencies as they are developed. Parents will be notified through email and the SCC website of any changes.

SOCIAL DISTANCING STRATEGIES

- Childcare classes will include the same group of children and the same providers each day. When classroom providers are absent, substitutes from our substitute teacher list and trained in SCC Covid procedures will be booked for the required day/s.
- No special activities at this time. (such as festivals or group music programs)
- Will not mix groups of children at the beginning and/or end of the day. (This was a common practice prior to Covid)
- Fewer children will be allowed in each area at one time.
- Children must be brought straight to their classrooms upon arrival. Infant/Toddler families will drop off at the main lobby. Three's and Four's will be dropped off at their classrooms in the back of the school. Kindergarten children will be dropped off at the gym door in the back of the school. If a family has an infant/toddler and an older child/ren, that family may bring all children to the front door for drop off. A staff member will escort the older child/ren to their classroom.
- Infants/Toddlers are not required to wear masks in childcare facilities.
- Preschool and Kindergarten children will be encouraged to wear masks during the day except for during mealtimes, outdoor times, and naps. Please bring in 4 (four) masks for your child. 3 (three) of these will be kept at the Center as spares. Used masks will be sent home on a daily basis for laundering.
- Currently, group size for preschool is up to 20 children.
- Given the divisions in our infant program, we can have one group of up to 6 (six) children and another group of 6-8 children.
- We can have eight toddlers in our toddler program.
- Children will be napped 6 (six) feet apart if/when possible. Children will be placed head to toe on cots.
- Cot sheets and blankets will be taken home on a daily basis for cleaning.

- Staff will remain in their classrooms throughout the day when feasible.
Vaccinated staff may move to a second program/classroom as the need arises.

FULL-TIME ENROLLMENT

Families enrolling their children in the Southfield Children's Center should understand that we are a full-day program and that by choosing to enroll their child in our center they are committing to be part of our program on a full-time basis. We do not offer part-time or half day enrollment, and do not reduce our fees should a child be unable to participate for the full day for the duration of the school year. In order to keep routines and schedules as predictable as possible, we request that families establish regular pick-up and drop-off times for consistency and to minimize disruption in routines. If a child will be picked up before the end of the school day, it is expected that the child will not be returning to school except in specific, limited circumstances approved in advance at the discretion of the Director, such as leaving to attend a doctor's appointment or other similar event that will not be disruptive or impact programming.

COVID-19 AND COHORTING

This year, in light of the significant risks posed by COVID-19 and its variants, the Center has developed a number of additional protocols and policies designed to keep our community safe and to maximize our ability to remain open and continue to provide in-person programming for all of our families. As part of these protocols, we have committed to maintaining small group sizes among our children and creating identifiable cohorts during the school day. These cohorts help limit the mixing of groups of children, which is beneficial in preventing the spread of this virus among our children and staff, and help facilitate contact tracing and quarantining in the unfortunate event that this becomes necessary. In support of our cohorting efforts, families must understand that once a child is picked up for the day, the ability to re-enter our school environment may be more restricted than usual in order to preserve our student cohorts. As an extension of this policy, we also ask that families please carefully consider the activities that you and your child engage in outside of our program. While we have not, to date, required families to limit outside activities as a condition of enrollment, your actions and contacts outside of the Center undoubtedly influence whether we will be able to remain healthy and therefore open, in-person, and able to provide programming to your children. Finally, as always, should your child be ill or demonstrating signs of illness, or if you are aware that you or your child has been in close contact with someone who has tested positive for COVID-19, please let us know and keep your child home. It is our collective responsibility to ensure that our community remains healthy and safe.

Our COVID-19 related policies and protocols will undoubtedly continue to evolve in response to updated public health data and state and federal guidance, and we will notify our families regarding any changes to our policies, protocols, or other expectations as the year progresses.

ACCOMMODATING STUDENTS WITH DISABILITIES

Southfield Children's Center complies with the Americans with Disabilities Act and will provide reasonable accommodations or modifications to its policies and procedures for children with documented disabilities. Reasonable accommodations are ones that do not pose an undue burden on the Center or fundamentally alter the nature of our programs or services. As we continue to address the risks posed by COVID-19, it is important to note that an accommodation will not be considered reasonable if it will result in a direct threat to the school by compromising the health and safety of our children or staff.

PARENT DROP-OFF AND PICK-UP

Please stagger drop-off and pick-up times whenever possible.

Hand hygiene stations are set up in the lobby and at other classroom doors where necessary. Children will wash hands immediately upon entering the classroom and throughout the day.

Preschool children will be dropped off and picked up at the **REAR DOOR** of their individual classrooms. Kindergarten children will be dropped off and picked up at the **REAR GYM DOOR**.

Persons dropping off and picking up children are required to wear a mask.

Staff will sign children in or out.

Six-foot indicators have been placed on the sidewalk outside of the center to encourage appropriate social distancing.

Infants will be transported in their car seats; the handle will be wiped down and the car seat stored out of the children's reach each day.

Ideally the same parent should drop-off and pick-up the child every day.

SCREENING CHILDREN UPON ARRIVAL

- A temperature screening station will be set up in the lobby to take children, (infant and toddlers), and staff's temperatures upon arrival. Preschool and Kindergarten teachers will temp children as they are brought to their classroom doors for drop off. Touchless thermometers will be used. Persons who have a fever of 100.4 degrees or above, or other signs of illness will not be admitted to the facility. Children with a fever/illness will be excluded from the Center for 3 days and will require a doctor's note to be re-admitted to the Center. The following procedure will be followed when staff take a child's temperature:
 - Perform hand hygiene with either washing hands for 20 seconds with soap and water, or using a hand sanitizer with at least 60% alcohol

- Put on disposable gloves and mask
- A clean pair of gloves for each child
- Parents will be asked to confirm that the child does not have a fever, shortness of breath or a cough, and has not been exposed to anyone suspected of having Covid. Parents will also be asked if anyone in the household has traveled out of state. Staff will do a visual inspection of each child for signs of illness which include flushed cheeks, rapid breathing or difficulty breathing, fatigue or extreme fussiness.
- Please do not give your child any kind of medication prior to arrival at school designed to reduce a fever. Complete honesty when answering staff questions about your child/ren's potential Covid symptoms or exposure will help ensure the health and safety of our Southfield community.
- Children, (and staff), will be limited to bringing only essential items into the Center.

CLEANING AND DISINFECTING

- Staff will routinely clean, sanitize, and disinfect surfaces during the school day, such as doorknobs, light switches, classroom sink handles, countertops, cots, toilet seats and handles, tables, chairs, cubbies, and playground equipment, if used.
- We will use CDC approved products to use against COVID-19. Bleach and water meet these criteria.
- Staff will regularly wipe down commonly used surfaces and wash hands thoroughly after cleaning and removing gloves.

CLEAN AND SANITIZE TOYS

- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or are otherwise contaminated will be set aside until they are cleaned and sanitized
- Toys will not be shared between groups of children.
- Children's books, like other paper-based materials, are not considered a high risk for transmission and do not need additional cleaning or disinfecting procedures.
- Children's bedding will be taken home daily to be washed.
- **Absolutely** no toys from home are to be brought into the Center.

CARING FOR INFANTS AND TODDLERS

- SCC routine diapering procedures will be followed
- Children will be held and comforted. To the extent possible, when washing, feeding, or holding very young children, providers will wear smocks/gowns provided by SCC.

- Children's clothes will be changed if secretions are on the clothing. Provider's clothes should be changed if secretions are on the clothing. Multiple changes of clothing should be on site.
- Providers will wash hands before and after handling infant bottles. Bottles, bottle caps, nipples, and other equipment used for bottle feeding will be thoroughly cleaned after each use by washing in a dishwasher, or by washing with a bottle brush, soap and water, and sent home daily for cleaning.

HANDWASHING

- Existing handwashing procedures will be followed.
- Children will be supervised if and when using hand sanitizer to prevent ingestion. Other than while outside, it is expected that children will primarily utilize handwashing and have limited need for the use of hand sanitizer
- Children will be assisted with handwashing.

FOOD PREPARATION AND MEAL SERVICE

- We will continue to utilize our current food vendor. The delivery person will always be temped prior to entering the building and wear a mask and gloves while in the building.
- Each child's meal will be plated by an adult; family style meals are to be suspended.
- Provider's will ensure that children wash hands prior to and immediately after eating. Providers will practice this also.

USE OF PLAYGROUND AREAS AND GYM

- **INFANT AND TODDLER OUTDOOR SPACE**

Many of the moveable climbers and equipment have been removed from these areas. Infants will only utilize their outdoor area and toddlers will only utilize their outdoor area.

Any materials on the playground will be sanitized at the end of the day as only one group of children will be utilizing the materials

- **PRESCHOOL/KINDERGARTEN OUTDOOR SPACE**

Each group will have a specific time to utilize the outdoor playground space daily. Large equipment/climbers will generally be closed to the children. When a piece of equipment is open for use, it will be sanitized prior to use by another group.

Preschool and Kindergarten children may also utilize the grassy area behind the Center for gross motor activities and cooperative games. Materials will not be shared without being sanitized.

- **GYM**

Each group will have one day per week to utilize the gym space. All materials will be sanitized at the end of the day.

Please do not allow any children to play on the playgrounds when dropping off or picking up as the playgrounds have been sanitized for the next group's use.

GENERAL

- SCC hours of operation are 8:00 am to 5:00 pm. This allows one team of teachers to be with a group of children throughout the day, with a one-hour break and no mixing of groups/cohorts or children.
- Visitor's will be severely limited. They will always be temped prior to entry and be required to wear a mask while in the building.
- Parents and staff will sign our "Informed Consent and Social Contract" prior to enrolling or continuing at SCC.

(see next page for our Covid Travel Policy)

SOUTHFIELD CHILDREN'S CENTER COVID TRAVEL POLICY

POLICY: Unvaccinated staff and families with unvaccinated children traveling outside of CT (24 hours or longer) will need to self-isolate for 7 (seven) days, and obtain a Covid test between day 3 (three) and day 5 (five) of returning to CT. Children may return to the Center after a 7 (seven) day isolation and proof of a negative Covid test. If parents do not wish to have their children undergo a Covid test they may return to the Center, providing they have been symptom free, after a 10 (ten) day isolation. Any family/household member traveling outside of the U.S. must contact the Center beforehand to get the protocols that are current for that time. As Covid is on the rise again in the U.S., it is also on the rise in other countries.

PROCEDURES

All staff and families traveling out of state MUST provide their travel dates to Southfield Children's Center prior to their departure.

All staff and families traveling out of the country MUST provide their travel dates, destination(s), to Southfield Children's Center. Please call the Center and we will apply the latest protocols as outlined by the CDC, OEC, and the CT Public Health Department.

SCC NOTIFICATION

Families will IMMEDIATELY notify Center personnel if anyone in their household contracts or comes into close contact with a person/s identified as having Covid-19. The Center will seek guidance from the Local Health Department as to the appropriate response to this situation.

I HAVE READ AND UNDERSTAND THE INFORMATION ABOVE AND AGREE TO ABIDE BY THE SOUTHFIELD CHILDREN'S CENTER'S HEALTH AND SAFETY PROTOCOLS. FAILURE TO DO SO WILL RESULT IN DISENROLLMENT AT THE CENTER OR TERMINATION OF EMPLOYMENT.

Parent/Guardian/Staff Signature

Date

Parent/Guardian/Staff Printed Name

Student Name (if applicable)