



## **COVID-19-Coronavirus Policy and Procedures Addendum to the VBDC Sick Policy**

Village Babies Development Center, LLC (“VBDC”) staff members, parents, children and all other individuals that will be allowed access into VBDC are required to strictly adhere to our current established sick policy as well as the COVID-19 policy and procedures. This policy takes precautions to limit the spread of disease and illness among staff members, parents/guardians, children and anyone else that will be present in the building.

VBDC shares the same concerns about the coronavirus (COVID-19) and its potential impact on the VBDC community. As we continue monitoring local and national health agencies, we will remain vigilant and proactive, in lieu of there being reported cases of COVID-19 in the South Orange/Maplewood community. Below is information about the additional steps that VBDC is taking to help minimize the spread of germs.

Due to COVID-19 precautions, it may be necessary to take your child to a health care provider on a more regular basis than usual. Please consider this with knowing that your child is in a group setting that requires that we be diligent and vigilant with regards to mitigating the widespread of any contagious illness.

### **Requirements**

The following requirements are intended to ensure adherence to appropriate health and safety procedures for mitigating and responding to the spread of COVID-19 and other contagious illnesses at VBDC.

#### **Requiring all sick individuals to stay home**

It is imperative and mandatory that anyone that is ill or if there is an ill family member in the home to not come to VBDC. Testing to rule out or confirm a diagnosis of COVID-19 when feeling ill is just as important. It is required that a staff member or child stay at home until they have met the criteria to discontinue isolation or self-quarantine:

[https://nj.gov/health/cd/documents/topics/NCOV/COVID19\\_Guidance%20Contacts\\_Case.pdf](https://nj.gov/health/cd/documents/topics/NCOV/COVID19_Guidance%20Contacts_Case.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

VBDC will exclude all individuals from entering the building if they:

- Are showing symptoms consistent with COVID-19, such as fever, cough, shortness of breath, chills, headache, muscle pain, vomiting, diarrhea, sore throat, rash, or flu-like symptoms, OR
- Have been in contact with someone with a known or suspected case of COVID-19.
- A physician’s note of medical clearance will **NOT** replace noted exclusions and at least 14 days in quarantine will be required.

- Have any other signs and/or symptoms of illness that is noted in our current Health and Safety Policy in the Parent Handbook.

### **Health Screening Prior to Admittance to VBDC**

***\*Parents, Guardians, and visitors will only be given access into the center under the following conditions:***

- ***Visitors permitted to enter the Center during operating hours now includes:***
  - ***Providers of therapeutic and treatment services (including Early Intervention Services program staff and any provider of services required by an Individual Education Plan);***
  - ***Parents visiting the Center for purposes related to the wellbeing of their child, including nursing of infants; and***
  - ***Other outside visitors, including entertainers and photographers, if they maintain six feet of separation from all children and staff and wear a mask. Where possible, Centers should consider hosting such visitors in an outdoor setting. If such visitor is permitted indoors, the Center must limit the visitor's movement and length of time within the facility.***
  - ***Authorized outside visitor is to observe the care provided to children (e.g. a Department of Children and Families DCF licensing inspector). Emergency services will always have access to the Center after completing the health screening.***

Prior to gaining full access into the building, everyone will be screened (temperature check, complete health screening form, and visual assessment) outside of the assigned vestibule of 391 or 401 for COVID-19 symptoms. Staff will be donning PPE during the health screening. A face shield will be worn in lieu of not being 6 feet away from the children or other individuals during drop off.

### **Daily health screening**

Your child's temperature must be taken at least (15) minutes prior to leaving to arrive at VBDC. For accuracy, please do not allow your child to ingest anything that can alter his/her temperature. Also ensure that the physical environment is not too hot or cold. If fever reducing medication was given within (4-6) hours of his or her temperature being taken, you must call the center to determine if your child is eligible for attendance.

Each individual that will be allowed into the building will be assessed for the following as per the NJ Department of Children and Families: <https://www.nj.gov/dcf/news/AttachmentA-OOL.DailyLog.ofAttendance.and.HealthScreenings.pdf>

Each individual who responds affirmatively when asked about the following shall not be admitted to the center:

- Elevated temperatures of **99.5** or greater will account for exclusion from the center and until such time as 24 hours has passed (without fever reducing medication) with normal temperature.
- Fever reducing medication was ingested within a 24-hour period.
- If they have been in close contact (within 6 feet for 10 minutes or more) with anyone diagnosed with COVID-19 in the past 14 days: or

- If anyone in their household has symptoms of respiratory and/or any other illness (e.g. fever, cough, shortness of breath, rash, diarrhea, vomiting, muscle pain, or a sudden loss of taste/and of smell).
- Any individual or member living in the same household who has travelled internationally or to areas identified as high risk within the U.S. will not be allowed to return to the Center until a 14-day isolation and/or self-quarantine (from the date of return to the US) has been completed. This would start with the first day that the individual has arrived at the place (e.g. home, hotel, etc.) in which they will isolate and/or self-quarantine.
- Non-essential staff, parents/guardians and visitors will be restricted from access beyond the vestibule.

### **Drop-off and Pick-up**

Children will wash their hands immediately upon entering the building in their designated classroom. Infant/toddlers will have their hands washed by a staff member. Hand sanitizer will not be used on children's hands due to the potential of ingesting the ingredients. Staff members will wash their hands upon immediate arrival and use hand sanitizer if soap and water is not readily accessible.

***\*Parents/guardians that are dropping off in the morning can only use the main entrance of 401 and the Birch Tree entrance of 391. The back entrance will be used for staff only unless otherwise given permission. Please call VBDC if you have any questions or concerns.***

- A set group of children will not be combined with other groups of children in the morning or afternoon.
- There will be up a 45-minute time frame for drop-off that will start at 8 AM and end at 8:45 AM. Children will be ready for pick starting at 4:30 PM. You must call or e-mail VBDC at [info@villagebabies.com](mailto:info@villagebabies.com) if you plan to pick up or drop off outside of the designated time frame.
- A child's primary teacher will use Tadpoles for recording your child(ren's) attendance. This will eliminate the communal use of kiosks or having to use a pen by multiple persons. Alcohol wipes will be used to frequently clean the screens or keyboards.
- Designated staff members will escort the children to his/her classroom after being screened.
- All parents, caretakers and staff must wear a mask during drop off and pick up.

### **Group Sizes and Physical Distancing**

VBDC will teach preschool age children (3-5 years) about physically distancing from each other from at least (6) feet and will remind them not to touch their faces, high five and to refrain from physical contact that can pose a threat (e.g. wrestling). Children will be expected to interact with each other in small groups as well as wear a mask during times when distancing (6) feet apart is not feasible. VBDC will strive to create an environment that allows for idealistic interactions in a realistic way for children.

***\*Children (2-5) years of age will wear a mask when feasible and when physical distancing is not possible. Additionally, a mask will be donned if they are sneezing, coughing due to allergies, in close contact with a staff member for medical care. If a child appears to become ill while in care a mask will be donned at that time. Staff members are always mandated to wear a mask and of face shield.***

***Children under the age of 2 cannot wear a mask for health and safety reasons.***

- Children shall not be in groups larger than (15) as per the DCF. If there are more than two groups of (15) children, the groups shall not congregate less than (10) feet in all directions from other groups or be separated by walls or physical partitions.
- VBDC will not have more than (2) groups of (10) children in a classroom.
- VBDC Preschool classrooms ages 25 months-5 years will be in groups no larger than 15 children with at least two staff members. NJ State ratios will be reinforced as mandated.
- VBDC Infant/Toddler classrooms ages 0-24 months will be in groups no larger than 8 children with two staff members.
- Children will be limited to how many individuals are permitted to use any one space or activity center at the same time. Materials will be cleaned and disinfected between the rotation of children in groups.
- Combining of children from different classrooms will not be allowed. Siblings may be grouped together if they can be together solely in place for pick up.
- The staff members will be consistent and parents will be notified immediately of any change within the classroom.
- Cots/Cribs and beddings will be positioned alternatively head-to-toe and six feet apart.
- Children will be maintained at least six feet apart from other groupings of children in common areas as much as possible.
- Toilet trained children will be in the bathroom with a staff member who will maintain an appropriate distance.
- Preschool children will have markings placed on the floor for children to assess where they should sit or stand to allow for physical distancing.
- Children will have a separate bin for their own items. Your child(ren's) primary teacher will provide you with a list of your child(ren's) needs that are specific to their age group.
- Children will be allowed to play and will not be disciplined or discouraged from interacting or socializing with other children in the group. There will be (2) staff members in the classroom to carefully observe the interactions between children. Wrestling and other types of inappropriate contact will be prohibited.
- If a child has bitten another child, the parents/guardians of the biter will be notified as well as the child that was bitten. If a child bites a child in excess of two times, attendance may be immediately suspended until the child has outgrown this phase or if the parents/guardians decide to withdraw their child. This supersedes our current Biting Policy.

### **Indoor/Outdoor Play**

VBDC will encourage and support learning through child's play. Children will be allowed to play and interact without fear or discipline. Our current Discipline Policy remains in effect and has not been revised due to the restrictions set forth by COVID-19. Children will engage in play (toddlers and preschoolers) and at times touch the same toys (**refer to cleaning and disinfecting policy below**). Infants and toddler staff members will remove any items that have been in a child's mouth and immediately disinfect the item. There will be a contamination bin in each room that will be out of the reach of children. The contaminated item will be immediately removed and disinfected.

- VBDC will allow for outdoor play in staggered shifts.

- Most of the day, weather permitting, the children will be outdoors.
- Infants/toddlers will utilize the front and rear play areas.
- Infants will be staggered in a multi-use stroller.
- The rear parking lot will be closed to traffic during certain times of the day to allow for the preschool children to ride tricycles and engage in other safe physical activities.
- If multiple groups are outside at the same time, they should have a minimum of six feet of open space between outdoor play areas or visit these areas in shifts so that they are not congregating. Children and staff should always wash hands immediately after outdoor play time.

### **Meals and Snack Time**

Meals and snacks will be provided in the classroom with the children spaced at least six feet apart at the table. We recommend parents bring disposable items. All food items **must be labeled with child's first and last name**. Staff will not touch food items or the food itself without gloves. Infant staff members will wear gloves for feedings. It is mandatory that staff members change their gloves and wash their hands before donning a clean pair of gloves in between children and/or if they are interrupted during a feeding and must move from the child.

- VBDC existing food safety practices will remain the same. No food items will be stored in classrooms overnight. Food must be provided daily.
- Meals and snacks shall be provided in the classroom only.
- Eliminate family-style meals.
- Staff will be conscious of how they deliver food and handle food containers and disposable spoons. When handling food items, do not touch food contact surfaces and ready to eat food without gloves, or utensils.
- Staff and children wash hands before and after meal/snack time.
- Staff will clean (soapy water) and sanitize table(s) (diluted EPA approved bleach solution) before and after each use by groups; remembering to wait a minimum of 2 minutes after the diluted bleach solution application to ensure disinfection (4 teaspoons of bleach per quart of room temperature water).
- Birthday party celebrations that would include gifts and/or food items are prohibited at this time.
- Outside food deliveries are permitted. (***this includes the food vendor Simply Gourmet that VBDC previously contracted for the children's meals***).

### **Managing Air Flow**

Children will spend most of their time outdoors weather permitting. While indoors, the classrooms will be properly ventilated.

- HVAC systems continue to be maintained as required by the Indoor Air Quality Standard set for the by the Department of Health and Human Services.
- HEPA Air Purifier-Medical Grade will be available for individual classrooms.
- Adjust the HVAC system and/or open windows according to the guidelines set forth by DCF.

### **Hygiene Practices**

- Frequent hand washing with soap and water for at least 20 seconds with proper technique will occur upon arriving at VBDC, when re-entering the classroom, before meals or snacks, after outside time, after using the bathroom, during diaper changing, prior to leaving for home and at any time deemed necessary when coming into contact with someone or something. Staff will assist infants and toddlers to ensure they are effectively washing their hands.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol for **adults only**.
- Children and staff will be taught and reminded to avoid touching their eyes, nose, and mouth as much as possible.
- Tissues will be readily available for coughs and/or sneezes. Hands will be washed immediately after. If a child (above the age of 2 years) is sneezing or coughing frequently due to allergies, a mask will be donned until the sneezing episode ceases. The child will be sent home if the sneezing is frequent and they are unable to tolerate a mask.
- Adequate supplies for good hygiene including clean and functional handwashing stations, soap, paper towels, alcohol-based hand sanitizers, and touchless trash cans will be readily accessible.
- VBDC has provided all staff members with PPE (including scrub tops and disposable large bibs). Staff will don their scrubs upon arrival and remove them prior to leaving for the day. The scrubs will be washed and maintained onsite. If their scrubs become soiled, additional scrubs are available.
- Staff will have separate set of shoes that will be worn only at VBDC. These shoes will be donned upon arrival when they are changing into their scrubs.
- Long hair will be pulled back and off the shoulder and long nails will be groomed and maintained at a feasible length.
- All washable items in the classrooms will be washed daily. VBDC has a washer and dryer on site.
- All area carpets have been removed from the classrooms as well as any items that harbor germs (e.g. stuffed animals, cloth books, plush toys etc.)
- All children must have at least two pairs of extra clothing and shoes. Any soiled items will be placed in a plastic bag.
- All infants/toddlers must have bibs. **\*Plastic bibs are preferred.**

#### **Enhanced Cleaning and Sanitizing** (Classrooms, common areas, gymnasium, and outdoor equipment)

Cleaning refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of the spread of infection.

Disinfecting works by using chemicals to kill germs on surfaces after an object has been cleaned. Killing germs that remain on surfaces after cleaning further reduces any risk of spreading infection. Attempting to disinfect without first cleaning an object will reduce the disinfectants effectiveness and potentially leave more germs on the object.

VBDC will have two janitorial staff onsite throughout the operational hours to clean and disinfect in conjunction with the administrative and teaching staff. The frequency of cleaning common areas, surfaces, equipment, high touch items (i.e. light switches, doorknobs) countertops, restrooms, playground equipment and toys (in conjunction with teaching staff) will occur at least every hour from opening until closing. EPA -registered and approved anti-viral disinfectant wipes will be used with

caution while children are in the immediate area until the chemical has dried. VBDC will ensure that there is adequate ventilation to mitigate the risk of inhaling the products used for sanitization. The evening janitorial staff will perform a deep cleaning after the closing of the center. Deep cleaning refers to additional cleaning and disinfecting of all areas, toys, and equipment.

Toys that children have placed in their mouths or are contaminated by body secretion or excretion will be placed in a contamination bin until they are cleaned. Staff will clean all items with detergent, sanitize with bleach and water solution, rinse and air dry.

Food preparation will be done at a sink separate from sinks used for other purposes.

Bedding will be kept separate and sent home daily for cleaning. Cots and cribs will be labeled for each individual child and sanitized daily and as needed.

### **Response Procedures for COVID-19 Symptoms or Exposure:**

Any confirmed or suspected exposure or diagnosis to COVID-19 occurring at VBDC will be immediately reported to all parents, staff, the local health department and DCF Office of Licensing. The South Orange local health department will determine the exact measures to be taken. The center may be instructed to close if there is an exposure or diagnosis. The length of the closure will be determined with the local health department.

- Staff or children with COVID-19 symptoms (cough, fever, shortness of breath, headache, muscle pain, chills, repeated shaking with chills, new loss of taste or smell) will be excluded from attending VBDC until medically cleared and isolated for 14 days.
- Children with household members who are known to have COVID-19 will also be excluded from the center until it is deemed safe to return by the local health department.

### **Children or staff members who develop symptoms of COVID-19 while at the facility:**

If your child presents with COVID-19 symptoms (cough, fever, shortness of breath, headache, muscle pain, chills, repeated shaking with chills, new loss of taste or smell) please keep your child home and it is recommended that are seen by a health care provider for a diagnosis. With the aforementioned symptoms, VBDC does recommend COVID-19 testing to be performed. Children who are tested must stay home until the COVID-19 test is negative and your child is symptom free (without receiving fever reducing medication) for a minimum of 24 hours. If your child tests positive, please inform Liz Lazration, RN or Dana Kearney, RN, Owner/Director immediately. Additional guidance will be provided.

- If a child or staff member develops symptoms of COVID-19 while at the facility, VBDC will immediately separate the person from the population until the ill person can leave the facility. ***\*Children are expected to be picked up within 30 minutes. If you are unable to arrive within 30 minutes, please arrange for an alternate person to pick up your child(ren). Children will be kept separate from the well population until they are picked up.***
- If the child has symptoms of COVID-19, the caregiver waiting with the child should remain as far away as safely possible from the child unless providing immediate and necessary care.
- If symptoms persist or worsen, VBDC will again notify parents and/or health department, emergency services for further guidance.

- Staff or parents/guardians **must** inform VBDC if the person is diagnosed with COVID-19 or any other illness.
- The local health department will provide guidance on whether a center should cease operations following the identification of a positive case at VBDC. The duration may be dependent on outbreak levels in the community and the severity of illness in the infected individual. Symptom free children and staff should not attend or work at another facility during the closure.
- All rooms and equipment will be cleaned and disinfected in accordance with CDC guidance and the local health department.

### **Children, a family member, or staff member who test positive for COVID-19**

- If VBDC learns of a COVID-19 positive case in their facility they will contact their local health department for guidance. All parents/guardians and staff will be immediately notified of **any** confirmed illness, including COVID-19.
- The local health department will provide guidance on whether a center should cease operations following the identification of a positive case at VBDC. The duration may be dependent on outbreak levels in the community and the severity of illness in the infected individual.
- Symptom-free children and staff should not attend or work at another facility during the closure.
- Diagnostic COVID-19 testing of staff, children and family's members at the center is recommended.

### **Short-term authorized visitor at the facility with confirmed or suspected COVID-19**

- If the infected individual with confirmed or suspected COVID-19 spent minimal time (i.e. 6 feet of distance with 10 minutes or less) in close contact with those in VBDC, the center will consult and work with the local health department to determine the appropriate course of action, which may include closure or exclusion.

### **Returning to VBDC after COVID-19 Diagnosis or Exposure**

A staff member or child who has symptoms of COVID-19, been diagnosed with or has been in contact with someone diagnosed or exposed to COVID-19, they cannot not be in attendance at VBDC until the criteria for lifting transmission based on precautions and home isolation have been met. Those criteria are as follows:

[https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef\\_Discont\\_Isolation\\_and\\_TBP.pdf](https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TBP.pdf)

- If the individual has a fever, cough, or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they should isolate at home and away from others until (72 hours) after the fever has dissipated and symptoms are alleviated. If symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- If an individual is diagnosed with COVID-19, they cannot return to VBDC for a minimum of 14 days after the onset of first symptoms. They may return under the following conditions:

- If the individual had a fever: 3 days after the fever ends AND there is an improvement in initial symptoms (e.g. cough, shortness of breath).
- If the individual did not have a fever: 3 days after there is an improvement in initial symptoms (e.g. cough, shortness of breath); OR 14 days after symptoms.
- Individuals diagnosed with COVID-19 should remain home and avoid contact with others until 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.
- If an individual believes they have had close contact with someone with COVID-19 but are not currently sick, they should monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person with COVID-19. They should not go to work or childcare and should avoid public places for 14 days.
- Post illness, it is mandatory that you bring or email to [dana@villagebabies.com](mailto:dana@villagebabies.com) and or [nurseliz@villagebabies.com](mailto:nurseliz@villagebabies.com), a medical note signed by a physician with a diagnosis, any treatment, test results, and a return date.

**Returning to childcare after other illnesses not related to COVID-19**

If your child has been ill other than a diagnosis of COVID-19, the following changes to our standard sick policy will be in effect until further notice.

- All children returning to the Center after illness must have a physician note of medical clearance before attending school.
- All respiratory illnesses must have confirmation of a negative COVID-19 diagnostic test.
- Parents/Guardians will be notified of any illness that requires the removal of a child or staff

**Policy and Procedures regarding allergy symptoms – (September 10, 2020)**

**Allergies**-If your child has been diagnosed with seasonal allergic rhinitis, it is **recommended** that you provide us with a note from your child’s health care provider with the following information:

-Specific nature of the allergen (e.g. tree, grass, ragweed pollen, etc.)

-Known reactions (e.g. watery/red or itchy eyes, congestion, wheezing or coughing)

-List any prescribed or over the counter medication being given specific to the allergic rhinitis.

- If your child(ren) has a persistent runny nose and/or congestion, they will be evaluated for the following and **sent home if**:

-his/her temperature is above 99.5.

-if the nasal discharge is discolored (white, green, dark yellow, brown, black and or bloody).

-post nasal drip which leads to frequent coughing, irritability and vomiting.

-actively wheezing or having trouble breathing due to severe congestion.

-unable to be consoled or engage in activities due to discomfort while in group care.

**Resource link:** <https://www.aaaai.org/Aaaai/media/MediaLibrary/Images/Promos/Coronavirus-Symptoms.pdf>

Revised 10/9/2020