

# COVID-19 POLICIES AND PROCEDURES

## Drop-off and Pick-up

- For the health and safety of our parents, family member and authorized persons will not be permitted inside the school until further notice.
- Families will place a sign with their child's name clearly visible in the front window of their vehicle.
- Parents will remain in their vehicle and will be greeted by a staff member.
- If someone other than the parent is picking up the child, please send an email that day from the parent with the name of the pick-up person with a description of the vehicle and license plate number.
- Prior to parents leaving, a trained staff member will take the temperature of their child(ren) with an infrared thermometer that does not require physical contact with the child's skin.
- We will also ask parents the following questions each day before they drop off their child(ren). These questions are to keep your family, other families, and our teachers safe and healthy. If a parent answers **yes** to any of these health questions, your child **will not be permitted** to stay for that day.
  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. Do you or anyone in your household have a fever, cough, and/or shortness of breath?
  3. Do you or your child(ren) have any other signs of communicable illness such as a cold or the flu?
  4. Have you given your child any fever-reducing medications in the past 24 hours?
  5. What is the estimated pick-up time for your child?
- You are asked to call, (773)-442-4540, prior to arrival at the end of the day, allowing enough time for staff to ready your child for pick-up. Please allow 10-15 minutes for pick-up.
- Upon arrival to pick-up your child, a staff member will escort your child to your vehicle. Doing so will limit direct contact and help us maintain social distancing.
- Director and/or staff will sign your child in and out.
- We ask that parents use hand sanitizer on children as they are exiting the car and before entering the building.
- Children, 2 years of age and older, are required to wear a mask both in class and outdoors.

## **Healthy Environment**

- Children will remain in their own classroom to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Children will not share playground equipment with other classrooms at the same time. Playground equipment and outside play materials will be sanitized between uses.
- High touch surfaces, such as door handles, light switches, faucets and play materials that children and staff come in contact with will be sanitized throughout the day. There will be an enhanced cleaning after closing. We will also ask our cleaning service to sanitize the school as per protocol.
- Staff will wash their hands per the CDC and state licensing guidelines throughout the day.
- Tours will not be conducted until further notice to help reduce the possible risk of exposure to COVID-19.
- Enrichment programs are temporarily suspended until further notice, limiting the number of visitors inside the center.
- Children will not use the school's drinking fountain but will be provided fresh drinking water throughout the day served from pitchers in disposable cups.
- Families will be required to send two sets of clothing for emergency use.
  - Clothing will need to be sealed in a Ziploc bag with the child's first and last name.
  - Emergency clothing will need to be provided to staff members during drop-off.
  - If your child is potty training additional changes of clothes would be most helpful.
- A pair of shoes to remain at school is also required. Your child will change shoes when they arrive at school into their "indoor" shoes. Before they go home or leave the building to play or go for walks, they will change back into their "outdoor" shoes.
- Children are not permitted to bring the following items from home unless specified by the Director: backpacks, water bottles, pillows, and toys from home.
- During nap time, children's cots will be spaced out to reduce the spread of germs from coughing and sneezing.
  - We are recommending that a child sized sleeping bag or two blankets to be used for naptime. This will limit contact to the cots and will also help reduce the spread of germs.
- Families are requested to bring 2 paper towel rolls and a box of facial tissue.

## **Meal Preparation & Service**

- All surfaces will be cleaned before meal preparation.
- All meals and snacks will be served in the classroom.
- Staff will follow proper handwashing guidelines before and after meal preparation.
- Staff will wear gloves while preparing and serving all meals and snacks.
- Each child's meal will be plated and served by staff.

## **Child Health and Wellness**

- Staff will receive information and training on COVID-19 symptoms as well as preventive measures.
- If a child shows symptoms common with COVID-19, we will distance the child from other children as much as we can and notify the child's parents.
- Children who start to experience symptoms of respiratory illness, including a fever of greater than 100 degrees while in our care, will be isolated from other children in a separate room until they can be picked up. Children showing symptoms of illness will need to be picked up immediately, with no longer than one-hour lapse time from the time of receiving the call to pick-up. If you are unable to pick up your child within the designated time allowed, you will need to make other arrangements for someone to pick up your child within the hour. For the safety of your child, the school will need to be notified who will be picking up your child.
- If your child is sent home with a fever, they must remain at home for 72 hours fever free without the use of fever-reducing medication.
- If sent home with vomiting or diarrhea, your child must be symptom free for 24 hours before returning to school.
- If a child or parent tests positive for COVID-19, we will contact our licensing representative and the local health department for current guidance. We might close the classroom for a few days and deep clean. The family would follow isolation guidance.
- Anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.

## **Staff Health and Wellness**

- Staff will have their temperature checked at the beginning of each shift and must call to notify the Director if they develop a fever of greater than 100 degrees, as well as self-monitor for signs and symptoms of COVID-19.
- Staff are required to wear a face mask and/or face shield during the day.
- Staff will not be allowed to work if they are feeling ill, develop a fever or start experiencing respiratory symptoms.
- Sick staff members will not return to work until they have met the criteria to discontinue home isolation per the CDC guidelines.
- Staff will wash their hands immediately upon entering the school, throughout the day and upon leaving the school in accordance with DCFS and CDC requirements.
- If a teacher or staff tests positive for COVID-19, we will contact our licensing representative and the local health department for current guidance. We might close the classroom for a few days and deep clean. The staff member would follow isolation guidance.
- Anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.

### **Isolation and Discharge of Sick Children and Staff**

If a child or staff member is diagnosed with COVID-19, he or she may not return to the Child Care Center until **ALL** three of the following are met:

- Individual is free from fever without the use of fever-reducing medications for at least 72 hours.
- Individual is no longer showing symptoms, including cough.
- It has been at least 10 days since the onset of the individual's illness.

If the child or staff member has symptoms consistent with COVID-19 and subsequently is determined by a medical provider to not likely have COVID-19, the child or staff member may return to the Child Care Center if the following is met:

- No fever for 72 hours without the use of fever reducing medications (fever is defined as temperature greater than 100 degrees).
- Negative test for COVID-19 or;
- A note from a medical provider documenting no clinical suspicion of COVID-19 infection.

Alternatively, a child or staff member diagnosed with COVID-19 may return if they have no fever, respiratory symptoms have improved, and they have received two negative test results in a row, at least 24 hours apart.

If a child or staff member has tested positive for COVID-19 but has had no symptoms, they can return after 10 days have passed since the test, or they have received two negative test results in a row, at least 24 hours apart.

### **Communication**

- If a child or staff member becomes ill, is sent home with an illness, or tests positive for COVID-19, we will contact you immediately by email.
- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will contact you by email.
- If you have questions or concerns, I can be reached at [c-hidaka@neiu.edu](mailto:c-hidaka@neiu.edu) or (773)-442-4540

Your patience and understanding are greatly appreciated. Please be sure sign and return the acknowledgement form upon returning to the child care center.



Christina Hidaka  
Child Care Center Director  
Northeastern Illinois University

# Parent Acknowledgement Form

## COVID – 19 Policies and Procedures

I have received and read the COVID -19 Policies and Procedures. I understand and agree that my child and family must follow all safety measures to lower and prevent the risk of spreading COVID-19.

Child's Name	
Parent's Signature	
Classroom	
Date	

\*\*\*\*\* Please Return to the Office