



Last Update 8/4/2020

St. Anthony Preschool & Child Care is committed to maintaining the health and safety of all of the children and staff at the school. We have thoroughly reviewed CDC guidelines and DHS standards for safety in developing our detailed reopening plan.

COVID-19 Drop-Off and Pick-Up Procedures

Drop-Off Procedure

1. Please arrive at your designated drop-off time, as to not overwhelm the school. You will not be able to drop off your child after 9:00 AM due to the illness screening process.
2. Park in one of the six designated parking spots behind the school. Note that if all six spots are taken, you should line up in the drive-way and wait your turn for a parking spot. If the car line extends into the street, park in the church parking lot until the traffic moves. Please wait in your car if there is another family currently checking in.
3. **Any child 2 years or older must wear a mask to enter the school and throughout the day, unless not feasible due to physical or mental health conditions.**
4. Arrive at the door at the bottom of the ramp for check-in by Staff Greeter #1. There will be a check-in cart at the entrance of the door and we will be screening children and staff for signs of illness prior to entering the school. The greeter will instruct you to sanitize your child's hands. The greeter will then scan the child for noticeable illness and take their temperature with a no-touch thermometer. The absence and/or confirmed temperature will be documented.
5. Staff Greeter #2 will then escort the child to their classroom and assist them in washing hands immediately upon arrival to the classroom. We encourage you to use Tadpoles as the number one way to communicate any information needed to your child's teachers.

Pick-Up Procedure

1. Please arrive at your designated 15 minute interval pick-up time, as to not overwhelm the school while COVID-19 procedures are in place. You will not be able to pick-up your child after 5:00 PM.
2. Park in one of the six designated parking spots behind the school. Note that if all six spots are taken, you should line up in the drive-way and wait your turn for a parking spot. If the car line extends into the street, park in the church parking lot until the traffic moves. Please wait in your car, we will bring the children out to you. Due to safety concerns, we will only be able to hand the child off to you. We will NOT be able to put them in car seats.
3. The designated staff person for pick-up will gather the child's belongings, assist the child in handwashing, and escort them to the exit door at the bottom of the ramp. The staff member will then assist the child in sanitizing hands and escort them to the car.
4. Upon return in to the school, the staff member will immediately sanitize hands and begin assisting the next child.

Special Considerations

If a Child or Staff person is **confirmed COVID-19 positive**, the school will close for 48 hours. Please note that any child or staff member with a **fever over 100.4** will not be admitted to the school. Children and staff confirmed COVID-19 positive will need to be home for a period of 72 hours fever free and 10 days have passed since symptoms first appeared in order to return to the school. If your child has a diagnosed **illness not related to COVID-19**, they may return to school when they are **48 hours fever free WITH a doctor's note stating the nature of the illness unrelated to COVID-19 and/or stating that it is safe to return to school**. St. Anthony Preschool & Child Care School has the right to refuse service to any child displaying the following symptoms: fever, rash, flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, redness in the eyes and/or lips, extreme fussiness, coughing, shortness of breath, sore throat, runny nose, or gastrointestinal issues. Please see Illness Policy below for more information.

Infant car seats, stuffed animals, and other belonging from home will not be permitted in the school. Please make accommodations to send meals and bottles in labeled brown paper bags or disposable plastic bags. No lunch bags will be permitted in the school for the time being. Please refrain from sending food that needs to be warmed (infant bottles excluded) and from using containers that need to be sent home. Please label everything you can. ALL sippy cups will need to go home to be cleaned each night and return each day.

Please try to have one person designated as the pick-up and drop-off person. Please be mindful of dropping-off and picking-up during your designated time, as to not overwhelm the school.



Last Update 8/4/2020

COVID-19 Policy & Procedure for a Sick Child and/or Staff Member

Infection Control:

1. Perform temperature checks for children and staff upon arrival and as needed throughout the day.
2. Children 2 years or older must wear a mask to enter the school building and throughout the day.
3. Child Care Staff must wear a mask, except during outside activities when social distancing 6 ft. apart from other staff and children.
 - Child and Staff exceptions to wearing a mask:*
 - Individuals who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, mental health condition, or disability;
 - Individuals for whom wearing a mask while working would create an unsafe condition in which a task as determined by the local, state, or federal regulators or workplace safety guidelines.
 - Individuals who would be unable to remove a mask without assistance;
 - Individuals who are communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication.
4. Staff and Children who have tested positive for or showing symptoms of COVID-19 will not be allowed to enter the school building.
5. Staff and Children who have recently had potential exposure with a person with COVID-19 will not be allowed to enter the school building. It is strongly recommended and highly encouraged that they self-quarantine for a period of 14 days based on the CDC guidance.
 - a. A potential exposure means being in a household or having close contact within 6 feet of an individual with a confirmed or suspected COVID-19 case for at least 15 minutes during the case's infectious period.
 - b. Persons with COVID-19 are considered infectious from 2 days before onset of symptom until the end of isolation (discussed below in "Discontinuing at home isolation").
6. Staff and Children who have traveled from documented COVID-19 high risk areas determined by the local, state, or federal regulators are highly recommended to quarantine for 14 days and are symptom free.
7. Document on Tadpoles absence of symptoms such as fever, shortness of breath, new or change in cough, sore throat, rash, redness to eyes and lips.
8. Monitor children throughout the day for signs of runny nose, cough, **fever of 100.4 or higher**, or rash, flushed cheeks, rapid breathing or difficulty breathing, fatigue, redness in the eyes and/or lips, extreme fussiness, coughing, shortness of breath, sore throat, runny nose, or gastrointestinal issues that may develop during the day.
9. **"Sick-Space"**- St. Anthony Preschool & Child Care School will have a dedicated Nurse's Office (former copy room on 1st floor of building) and out of the classroom, where a teacher can care for a sick child while being separated from others until a family member can come pick up **within 1 hour** or sooner. While waiting for a sick child to be picked up and the child has symptoms of COVID-19, the caregiver should remain as far away as safely possible from the child (preferably 6 feet) while maintaining supervision.
10. During the time of the child's isolation an appointed teacher will wear a dressing gown, gloves, and a face mask, and a face mask will be placed on the child who is sick. The child's belongings will be placed in a disposable plastic bag and the teacher, the child, and the child's belongings will go to Nurse's Office along with their mat and a toy or book.
11. The sick child will use a separate bathroom from others in the Nurse's Office. The bathroom will be wiped down after use, using the 3 step cleaning process (Clean, Disinfect, & Sanitize) provided by the CDC guidelines.

12. A family member will pick up child at the door at the bottom of the ramp behind the school building. The family member will call the office (215-646-6150) to let staff know of their arrival and teacher will bring the child to the designated family member.
13. After the sick child exits the school building, the "Sick-Space" isolation room will be cleaned, disinfected, and sanitized.
14. The children from the class of the student who is sick will be relocated to the Playground (weather permitting) or a sanitized room in the facility. When entering back into the school each child will wash their hands and everyone will practice strict hand hygiene and other infection control practices.
15. While the children are not in their classroom, the classroom will be cleaned per CDC guidelines using the 3 step process; clean, disinfect and sanitize. All toys and all furniture will be cleaned, disinfected and sanitized as well.
16. Only one Teacher will document the sick child's symptoms on Tadpoles (minimal use of touchscreen devices per staff member).

If there is a positive case of COVID-19 in a child or adult who had been present in the School, we will inform the Office of Child Development and Early Learning (OCDEL) by contacting the appropriate Regional Office of Certification **OCDEL** Southeast Region at **215.560.2541** as per 55 Pa. Code §3270.136(d) and the Department of Health **DOH** at **1-877-724-3258** for further guidance.

17. If there is a positive of COVID-19 in a child or adult who was present in the School, school will **shut down for 48 hours**.

If COVID-19 is confirmed in a child or staff member:

If a Child or Staff person is confirmed COVID-19 positive, the school will close for 48 hours

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

The director will 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).

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

Staff Illness:

1. Stay home if staff member is ill with a fever of 100.4 or higher, rash, flushed cheeks, rapid breathing or difficulty breathing, fatigue, redness in the eyes and/or lips, coughing, shortness of breath, sore throat, runny nose, or gastrointestinal issues, OR if they have been in contact with a person or a child who has tested positive for COVID-19.
2. If a staff member has an **illness not related to COVID-19**, they may return to school when they are **48 hours fever free**; if no fever indicated and illness not COVID-19 related, the staff member must be 24 hours symptom free before returning to school.
3. Perform temperature checks at work when starting a shift and as needed.
4. Have multiple thermometers available for screening (Thermometers should be cleaned and disinfected between uses, following manufacturer's instructions for use).
5. Staff arriving with fever or symptoms will be sent home.
6. Document absence of fever, shortness of breath, new or change in cough, and sore throat.
7. Report any respiratory symptoms or any other symptoms that develop during their shift.
8. If a staff member becomes ill and/or has a fever during their shift, they must leave the school.
9. Based on currently available information and clinical expertise, students, and older adults who are at high risk for severe complications from COVID-19, such as those with compromised immune systems or respiratory conditions like severe asthma, should stay at home or get a doctor's note – (Based on CDC and DHS Guidelines).

Return to School for Staff and Children with Suspected or Confirmed COVID-19 Based on CDC Guidelines for COVID-19

Symptomatic Staff or Child with suspected or confirmed COVID-19

(Either strategy is acceptable depending on local circumstances):

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 10 days have passed *since symptoms first appeared*
2. **Test-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:
 - Resolution of fever without the use of fever-reducing medications **and**
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
 - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (**total of two negative specimens**).

Not Symptomatic Staff or Child with laboratory-confirmed COVID-19

(Either strategy is acceptable depending on local circumstances):

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:
 - 10 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. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.
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.

If Staff or Child had COVID-19 ruled out and have an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.