



## Legacy Center Policies and Procedures

Fall 2020

*Until further notice the following changes/additions are being made to the Parent Handbook.*

In order to exercise caution, remain in compliance with the new health and safety guidelines for childcare, and limit opportunities for exposure to the COVID-19 virus, the following policies and procedures are being followed:

The operating hours of the Legacy Center are 7:30am-5:30pm. This will help us with scheduling and allow extra time for cleaning at the end of the day.

All staff and children will undergo a daily health check upon arrival; anyone showing any signs or symptoms of illness or who has been exposed to another person with any such symptoms will not be allowed to enter the building.

### **Drop-off procedure:**

- Bring your child to the health check-in station at the door. Please wear a mask and observe social distancing guidelines of remaining 6 feet away from other people.
- You will be asked to sign a form confirming that your child has not been exposed to anyone who has tested positive or who thinks they could have COVID-19, and that they nor anyone in your household exhibits any of the following symptoms: cough, fever (temperature above 100.4), chills, shortness of breath or difficulty breathing, new cough, or new loss of taste of smell.
- Your child's temperature will be taken (with a forehead thermometer) and recorded at the time of check-in. You are welcome to bring and use your own thermometer from home.
- Once the health check is completed and you have signed them in, a staff member will escort them to their classroom.

### **Pick-up procedure:**

- Come to the door to sign your child out for the day.
- A staff member will bring your child to you from their classroom.

### **Preventing Spread in the Center:**

During the day the children will continue to practice frequent handwashing and teachers will continue to thoroughly sanitize the classroom. Toys that cannot be washed or sanitized have been removed from the classroom. Naptime blankets and lovies will be sent home daily to be laundered. Sheets will be washed and cots disinfected each day. Only one class will play on the playground at a time; playground structures will be sprayed with disinfectant after each use. Activities that combine children from different classrooms will not be scheduled: Soccer Shots, Lionheart Fitness, Chapel, etc. At the end of the day extra measures will be taken to sanitize and disinfect the toys and classrooms. In addition, our cleaning contractors have been certified in the newest methods of sanitizing and disinfecting, including fogging the facility in the evenings.

All staff members are to wear cloth face coverings while they are within six feet of others; we are requiring children ages 3 and up to wear cloth face coverings as well. They must have a new one to put on after each snack/meal. They will not wear them for naptime. They will need a new one to put on after nap. Please teach them the correct way to put them on/take them off. Teachers will be assisting them with the face covering routines including changing and handwashing.

**Revised Sick Policy:**

During the day we will do health checks: take temperatures and monitor children for any signs or symptoms of illness.

Changes in behavior or mood	Looking different from normal
Complaining of not feeling well	Pulling at ear(s)
Runny nose or eyes	Cough
Unusually warm skin	Eating or drinking more or less than usual
Vomiting	Having abnormal stools, diarrhea, or unusual odor
Not urinating	Being off balance or walking unevenly

If a child or staff member develops any symptoms of COVID-19, they (and their family members) will be sent home. They will be excluded from childcare until they can answer YES to all of the following questions:

- Has it been at least 10 days since symptoms first appeared?
- Has it been at least 24 hours since the person had a fever (without using fever-reducing medicine)?
- Has there been symptom improvement, including cough and shortness of breath?

If a child has been in close contact with someone who has had symptoms of COVID-19, they should quarantine at home for 14 days and be monitored for symptoms.

Children who exhibit symptoms and test negative for COVID-19 may return to the Center once they have felt well and are fever-free for 24 hours (without using fever-reducing medication).

If a child or staff member at the Legacy Center has shown symptoms of illness and are excluded from care, all families of the affected classroom will be informed, maintaining the privacy of the individual. If possible, all children and staff in that classroom will be kept in a contained cohort and not mingle with other staff or children from separate classrooms. This will continue until a negative COVID-19 test result is obtained. If for any reason children and staff who were close contacts are not able to remain in a separate cohort, the classroom will be closed for the 14-day quarantine period.

If a child or staff member tests positive for the COVID-19 virus, the entire Center may be required to close for the 14-day quarantine period. The Durham County Health Department will be contacted, as required, and we will work with them to identify close contacts for follow-up and contact tracing.

We have been certified to reopen based on our compliance with the current health and safety guidelines. The certificate is displayed with the required COVID-19 signage outside of the facility. If we reach a point where we are unable to get required supplies (soap, paper products, Clorox, gloves, hand sanitizer, etc), we will be required to close.

*All of the above policies and procedures have been created in an effort to follow the health and safety guidelines required by the NC Dept of Health and Human Services. For further information, the Child Care Strong NC Public Health Toolkit is available at <https://files.nc.gov/covid/documents/childcare/NC-Interim-Guidance-for-Child-Care-Settings.pdf>. Our policies and procedures are subject to change based on additional revisions or updates to their regulations.*