



# **Mt. Lebanon Extended Day Program COVID-19 Health and Safety Plan**

**July 2020**

**Mt. Lebanon Extended Day Program  
250 Mt. Lebanon Blvd. Suite 414  
Pittsburgh, PA 15234**

## MLEDP HEALTH AND SAFETY PLAN

Nothing is more important to us than the safety of our families, children and staff which is why we are working hard to implement additional policies for cleanliness and preventive measures which follow the CDC, Dept. of Education and OCDEL recommended guidelines.

As we prepare for the start of school and the re-opening Mt. Lebanon Extended Day Program (MLEDP), we are continuing to monitor the rapidly evolving public health situation around COVID-19, the new coronavirus. Based on currently available information, we have developed the following guidelines in addition to our existing policies and procedures.

Please note these guidelines are subject to change and may be amended, as necessary.

Transmission Mitigation Strategies Upon Arrival at MLEDP	
<b>DROP OFF AND PICK UP:</b>	
	<ul style="list-style-type: none"><li>• <b>6 FOOT DISTANCE</b> must be maintained from others.</li></ul>
	<ul style="list-style-type: none"><li>• <b>MASKS:</b> Staff, Parent or Guardian and children are required to wear masks when entering the center.</li></ul>
	<ul style="list-style-type: none"><li>• Only ONE Parent or Guardian at a time will be permitted in the center to sign the child in and out. (<i>Ideally this will be the same person each day</i>) Hand sanitizer station will be at the parent station. Staff and parent/guardian must use the hand sanitizer or wash hands upon arrival. Children will be required to wash hands upon arrival at the center.</li></ul>
	<ul style="list-style-type: none"><li>• <b>TEMPERATURE SCREEN.</b><ul style="list-style-type: none"><li>➤ Staff wearing mask and shield will take the child's temperature using a touch less thermometer. The child will not be permitted to stay if the temperature reading is 100.4 or higher</li></ul></li></ul>
	<ul style="list-style-type: none"><li>• <b>HEALTH SCREEN QUESTIONS</b><ul style="list-style-type: none"><li>➤ Staff will ask the parent/guardian a series of screening questions. If it is determined that the child has recently, or is currently displaying any symptoms, they will be asked to remain out that day and return per the Sickness policy outlined in this document.</li></ul></li></ul>

### Social Distancing and Other Safety Protocols

- **Face Masks:** Staff, children, parents, guardians, and all visitors to the center will be wearing masks. Face coverings are most essential at times when social distancing is not possible. Staff and children will be frequently reminded not to touch the face covering and to wash their hands frequently. Information will be provided to all staff on proper use, removal, and washing of cloth face coverings. Staff and children may bring and wear their own masks. Masks will also be available at each center. Center Directors will monitor and enforce the MLEDP mask policy.

**Mask Exceptions:**

*If a child is outdoors and able to consistently maintain a social distance of at least 6 feet from individuals who are not a part of their household, they do not need to wear a mask. If a parent, guardian, or responsible person has been unable to place a face covering safely on the child's face, they should not do so. In this case, we will prioritize the wearing of a mask to times when it is difficult for the child to maintain a social distance of at least 6 feet from others who are not a part of their household (ie; standing in line, kindergarten bus)*

- **Center Activities:** If possible, center activities will include the same group of children and staff each day.
  - *Social distancing will be practiced as much as possible including the number of children per table. Staff will focus on maintaining a distance of 6 feet from other staff members. As feasible, children will sit on the same side of the table to prevent facing each other.*
  - *Occupancy: Occupancy will be limited at each center to allow for a distance of 6 feet separation to the maximum extent feasible OR group management will be maintained to limit cross-group interactions. The same children and staff will remain with the same group to the extent possible. We will plan activities that do not require close physical contact between multiple children.*
- **Field Trips:** There will be no special trips or outside visitors to the Centers. The Library visits for Kindergarten will be suspended until further notice.
- **Snack:** Snacks will be comprised of individually packaged treats and MLEDP will provide disposable cups and water. Staff will continue to wear gloves when serving snack. Sharing of food is prohibited.

**Monitoring Children and Staff Health**

**All Staff, Families, Children, and their Household Members must conduct a daily health check before entering MLEDP.**

- Should you or any household member have any of the following symptoms, we ask you to remain out that day and notify MLEDP.
  - Fever of 100.4 F or higher
  - Cough
  - Sore Throat
  - Muscle Aches
  - Difficulty Breathing/shortness of breath
  - Chills
  - New loss of taste or smell
- Consistent with our revised Sickness Policy outlined in this document, the household will be required to remain out of the center for 14 days unless medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-19 illness. The physician's note must not be from a family member.
- Temperature (using a non-touch thermometer) and health screenings on children and staff

will take place prior to entry to MLEDP each day when entering the center. Prior to entry, the Staff will ask the adult dropping the child(ren) off a series of questions regarding potential symptoms and take the child(ren)'s temperature using a touchless thermometer. If it is determined the child(ren) or staff is currently displaying, or recently displayed any symptoms, they will be asked to remain out that day and return per the revised Sickness Policy. These screening questions are: 1. Do you have a new onset cough, new loss of taste or smell, or shortness of breath? 2. Have you traveled out of the United States within the last 14 days? If so, quarantine for 14 days is required. 3. Have you traveled to any US state that is experiencing widespread community transmission? (This list is subject to frequent adjustments. *(As of 7/13/2020 this list includes: Alabama, Arizona, Arkansas, California, Delaware, Florida, Georgia, Idaho, Iowa, Kansas, Louisiana, Mississippi, Nevada, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Utah)* It is recommended that you quarantine for 14 days if you travel to places with widespread community transmission, however it is not required. 4. Have you had known exposure to a COVID-19 positive individual? Staff are responsible for self-monitoring and adhering to the guidelines in this document.

- Should any child or staff member exhibit symptoms during the day, additional screening, such as additional temperature checks, will be conducted. If a child meets any of the symptom criteria outlined above, they will need to be picked up within thirty (30) minutes of notification to the family per CDC guidelines. To reduce the risk of transmission of illness, if such a situation occurs and in accordance with CDC guidelines, your child will remain isolated (with staff supervision) from all other children present, asked to wear a mask, and will be kept comfortable and will continue to be observed for symptoms until they are picked up.
- Each family will complete a temporary "Release Persons" form for their child(ren). This release person needs to be available to pick up a sick child within 30 minutes of notification from MLEDP. Each family member will be asked to complete a waiver to allow the use of hand sanitizer by their child(ren).
- Non-essential visitors are not permitted in MLEDP.
- Vulnerable/High Risk Groups: Staff with underlying medical conditions are encouraged to consult with their Doctor and abide by the health and hygiene guidelines. Parents are encouraged to speak to staff about how we can best support their child's needs.

#### Revised Sickness Policy in Response to COVID-19

The health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission of the virus within MLEDP and our communities, we are taking the following precautionary measures in addition to our standard Sickness Policy:

**Your household must remain out of MLEDP if any member of your household has (or has been in close contact with anyone who has):**

1. A suspected or confirmed case of COVID-19 (for example- close contact at work, religious service, social gathering); or
2. Traveled Internationally or
3. From any area which is the subject of similar travel restrictions under applicable state and local guidance.

**Your household may return 14 days after the last potential exposure, provided the following three criteria have been met:**

1. At least 7 days have passed since any household member first experienced symptoms, and
2. Symptoms have improved for any household member that experienced symptoms (for example, cough or shortness of breath has improved); and
3. The household has been fever-free for at least 72 hours without the use of fever-reducing medicines.

Please note, depending on the circumstances we may require you to obtain medical clearance before return to MLEDP will be allowed.

**Definitions:**

**Household Members:** include individuals who may not live in the household but may be staying there or are otherwise present in the household on a regular basis (e.g. relatives, nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the center.

**Close Contact:** is defined by the CDC as (1) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (15 minutes) and can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or (2) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Considerations when assessing close contact include the duration of exposure and the clinical symptoms of the person with COVID-19.

**For Medical Professionals:** If contact occurs while wearing recommended personal protective equipment or PPE (e.g., gowns, gloves, NIOSH-certified disposable N95 respirator, eye protection), that contact will NOT be considered close contact for purposes of this policy.

**Additional Considerations and Guidelines**

**MLEDP will be adding the following procedures to our normal operations:**

- Teach and reinforce frequent hand washing and covering coughs and sneezes (with tissue, shoulder or elbow) among children and staff. Teach and reinforce use of cloth face coverings among all staff. Avoid touching eyes, nose, mouth or face whenever possible.

*Hand washing for 20 seconds will occur frequently throughout the day including: upon entry into the center, after contact with bodily fluids, before and after activities, before and after snack, returning from outside.*

- We will have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, tissues and disinfectant wipes.
- We will post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering at the parent station and conspicuously throughout the center.
- Kindergarten children while riding the bus will wear masks. Children will be seated at the rear of the bus first and windows will be opened, weather permitting. Kindergarten bus seats and railing will be carefully disinfected and social distancing will be implemented to the maximum extent feasible.
- Our Pandemic Team will consist of the Executive Director, Assistant Directors and Center Directors. The Center Directors will be designated as our Health & Safety Center Leader. They will be responsible for ensuring that all new social distancing, cleaning/disinfecting and other guidelines are being followed appropriately at each center.

#### Cleaning, Sanitizing, Disinfecting and Ventilation

- We will implement an even more rigorous cleaning routine. The Pandemic team will ensure that staff clean, sanitize, and disinfect frequently touched surfaces (for example, door handles, sink handles, light switches, tables, phones, touch screens, learning materials) multiple times per day and shared objects between use.
- We will avoid use of items (for example, soft or plush toys) that are not easily cleaned, sanitized, or disinfected.
- We will ensure safe and correct application of disinfectants and keep products away from children.
- We will increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. We will not open windows and doors if doing so poses a safety or health risk (for example, allowing pollens in or exacerbating asthma symptoms) to children using the facility.

#### Scheduling and Tuition Information

##### Tuition Payments:

Our Current policy regarding absences remain in effect. If it becomes necessary to close operations due to a school closure relating to Covid 19, refunds for a closing that lasts longer

than two weeks will be considered at that time.

MLEDP is currently assessing the impact of all the new guidelines and potential changes, such as the increase in needed supplies such as thermal no-touch thermometers, masks, gloves, hand sanitizer, disinfectant and will inform you of any required tuition adjustments.

**Plan Adjustments:**

Adjustments to this Health and Safety Plan will be made as needed to comply with any changing requirements from the Center for Disease Control (CDC), Allegheny County Health Department, PA Department of Health, the Office of Child Development and Early Learning and the Mt. Lebanon School District. We also realize that knowledge regarding COVID-19 is constantly changing and we will monitor that as new information becomes available.

**Communication**

On-going communication will be provided to Families and Staff regarding any changes to this Health and Safety Plan. Communication will occur via email and posting to the MLEDP website.

Any confirmed Covid-19 outbreak will be reported to MLEDP Families, MLEDP Staff, Mt. Lebanon School District (building principal), Dept. of Health (1-877-724-3258), Dept. of Human Services (1-888-856-2774 Covid 19 hotline), and OCDEL of Western PA (412-565-5183).

***Failure to comply with all aspects of this Health and Safety Plan will result in possible enrollment and employment termination.***

**COVID-19 Health and Safety Plan Affirmation Statement**

The Board of Directors for Mt. Lebanon Extended Day Program reviewed and approved the Child Care Facility Reopening Health and Safety Plan on 7/22/2020.  
Date


The plan was approved by a vote of 12-0.

Yes

No

Affirmed on 7/22/2020  
Date

By

  
Signature of Legal Entity Representative

Lauren D. Buczkowski  
Print name of Legal Entity Representative