

COVID-19 Health and Safety Plan Summary:

KnowledgePoints Learning Academy – Haverford location

(Updated 8/10/2020)

- A. **Social distancing strategies**
- B. **Drop-off and pick up procedures**
- C. **Screening procedures upon arrival**
- D. **Face coverings**
- E. **Cleaning, sanitation, and disinfection procedures**
- F. **Sick Policies**
- G. **Communication of exposure**

APPENDIX

- I. Health and Safety Plan Acknowledgement form

A. Social Distancing Strategies

- When possible, child care classes will include the same group each day, and the same child care providers should remain with the same group each day.
 - Keep each group of children in a separate room.
 - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
- Special events such as festivals, holiday events, and special performances are canceled or postponed.
- All in-person tours, and parent visitations are suspended at this time.

B. Drop-off and Pick-up Procedures

- Hand hygiene stations will be set up at the entrance of the facility, so that parents and children can clean their hands before they enter. Hand sanitizer will be provided. Use of hand sanitizer by children will be used only under direct supervision.
- Students are signed in and out by staff members. When possible, the sign-in station may be placed outside. Pens will be provided with a receptacle for used pens. Each pen will be used by a single individual before being placed in the USED receptacle. Used pens will be sanitized daily before being available for use again.
- When possible, students will be assigned staggered arrival and drop off times.
- Staff will greet children at the entrance as they arrive.
- We recommend that parents have the same parent or a designated person drop off and pick up the child every day.

C. Screening Procedures Upon Arrival

- KnowledgePoints will take their child's temperature upon arrival at the facility with the use of non-contact thermometers. Staff will maintain at least 6 feet of distance away from the parent/guardian.
 - The staff will conduct a temperature screening from behind the door or personal protection barrier. Staff will wash hands immediately afterwards.

- Staff will clean non-contact thermometers with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client.
- Confirm that the child does not have fever, shortness of breath or cough.
- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Persons who have a fever of 100°F or above or other signs of illness will not be admitted to the facility.
- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.

D. Wearing Face Coverings

- All persons over 2 years old should wear face coverings when within the facility including staff, students, and parents.
- Face coverings are required to be worn whenever it is not possible to maintain 6 feet of distance between individuals.
- Face coverings are not required to be worn when staff or students are outside or on the playground provided 6 foot of distancing can be maintained.
- Face coverings can be removed for the purposes of eating, provided 6 feet of distancing is maintained.
- After eating is completed, students and staff should resume wearing face coverings.
- Face coverings can be made of cloth or household items and should be machine washable.
- Parents and staff are encouraged to wash face coverings routinely.
- Parents and students are strongly encouraged to acquire personal face coverings to ensure the proper fit and cleaning. When students or staff are unable to provide their own personal face coverings, KnowledgePoints will provide disposable face coverings.

E. Cleaning and Disinfection Efforts

- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, cubbies, and playground structures.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths will be set aside until they are cleaned by hand by a person wearing gloves. Soiled toys will be cleaned with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, rinsed again, and air-dried.
- Machine washable cloth toys will be used by one individual at a time or will not be used at all. These toys will be laundered before being used by another child.
- Toys will be used by a single group or learning center and not shared with other groups unless they are washed and sanitized before hand.
- NOTE * Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Routine Schedule for Cleaning, Sanitizing, and Disinfecting recommended by Caring for Our Children (CFOC) which provides national standards for cleaning, sanitizing and disinfection of educational facilities for children.

| Food Areas | | | | | | |
|----------------------------------|---------------------------------------|-----------------------|-------------------------------|---------------|----------------|---------------------------------------|
| Areas | Before Each Use | After Each Use | Daily (end of the day) | Weekly | Monthly | Comments |
| Food preparation surfaces | Clean, Sanitize | Clean, Sanitize | | | | Use a sanitizer safe for food contact |
| Tables | Clean, Sanitize | Clean, Sanitize | | | | |
| Countertops | | Clean | Clean, Sanitize | | | |
| Mixed use tables | Clean, Sanitize (before serving food) | | | | | |
| Refrigerator | | | | | Clean | |

| Child Care Areas | | | | | | |
|------------------------|-----------------|-----------------|------------------------|-----------------|---------|---|
| Areas | Before Each Use | After Each Use | Daily (end of the day) | Weekly | Monthly | Comments |
| Door & cabinet handles | | | Clean, Disinfect | | | |
| Floors | | | Clean | | | Sweep or vacuum, then damp mop, (consider micro fiber damp mop to pick up most particles) |
| Dress-up clothes | | | | Clean (laundry) | | |
| Play activity centers | | | | Clean | | |
| Drinking Fountains | | | Clean, Disinfect | | | |
| Computer keyboards | | Clean, Sanitize | | | | Use sanitizing wipes, do not use spray |
| Phone receivers | | | Clean | | | |

| Toilet Areas | | | | | | |
|-----------------------------|-----------------|----------------|------------------------|--------|---------|---|
| Areas | Before Each Use | After Each Use | Daily (end of the day) | Weekly | Monthly | Comments |
| Handwashing sinks & faucets | | | Clean, Disinfect | | | |
| Countertops | | | Clean, Disinfect | | | |
| Toilets | | | Clean, Disinfect | | | |
| Floors | | | Clean, Disinfect | | | Damp mop with a floor cleaner/ disinfectant |

F. **Sick Policy** These policies are to ensure children and staff who come to KnowledgePoints sick or become sick while at our facility are sent home as soon as possible.

- Sick children and staff are required to stay home.
- Persons who have a fever of 100°F or above or other signs of illness will not be admitted to the facility.
- A designated isolation area (such as a cot in the corner of the room) is provided for use when a student or staff member exhibits signs of being sick while at the facility. Any student or staff member suspected of being sick will be kept separate from well children and staff until they are able to safely leave the facility.

- Students or staff who are sick with other illnesses NOT related to COVID-19 and have NOT had direct exposure to a confirmed case of COVID-19 should not return to KnowledgePoints until they have met the following criteria
 - You have had no fever for at least 24 hours (that is one full day of no fever **without** the use of medicine that reduces fevers)
AND
 - other symptoms have improved

- Students or staff exhibiting symptoms of COVID-19 or having direct exposure to a confirmed case of COVID-19 should not return to KnowledgePoints until they have met the following criteria to discontinue home isolation.
 - You have had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - At least 10 days have passed since your symptoms first appeared.

G. Communication of exposure

- Parents must notify KnowledgePoints if an enrolled child is suspected of having COVID-19 or having direct contact with a confirmed case of COVID-19.
- In the event that a staff member or enrolled student is suspected of having COVID-19 or confirmed to have COVID-19, KnowledgePoints will notify parents immediately that an unspecified student or staff member has been suspected or confirmed of having COVID-19.
- KnowledgePoints will notify the Dept. of Health (DOH) and Child Care Certification that a suspected or confirmed case of COVID-19 has occurred at our facility.
- KnowledgePoints will comply with follow-up guidance from the DOH or Certification pertaining to remediation, quarantine and directives for temporary closure to address additional cleaning and sanitation. Parents will be notified by KnowledgePoints staff of any changes that result from such guidance.



Health and Safety Plan Acknowledgement

Child's Name: _____ Parent's/Guardian's Name: _____
Please Print *Please Print*

KnowledgePoints Learning Academy's Extended Day Programs or School Programs are licensed by the Commonwealth of Pennsylvania, Department of Human Resources. In response to the COVID-19 pandemic, we have instituted an updated Health and Safety Plan that follows the guidelines provided by the Department of Health (DOH) and the Child Care Certification. These guidelines were derived from the Centers for Disease Control (CDC) guidance documents for the reopening of schools and child care providers.

I affirm that I have been provided with a written copy of the Health and Safety Plan for the KnowledgePoints Learning Academy. I understand that the Health and Safety Plan may change in response to updated and revised guidelines from the DOH and the CDC.

Parent/Guardian Signature

Date

If you believe your child is at higher risk for severe illness or has complex health needs, please describe in more detail below. A staff member will contact you to discuss your individual needs and any unique safety protocols that may be required.

KnowledgePoints Learning Academy
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