

Sun, Moon, and Stars Learning Center

# COVID 19 Procedures

With new developments and the continual changing status of COVID-19, we here at Sun, Moon, and Stars Learning Center wanted to give you a full update on all procedures we have implemented and will be implementing as of May 4, 2020 for the foreseeable future.

HHSC Child Care Licensing prohibits any person except the following from accessing our operation: SMS staff; persons with legal authority to enter, including law enforcement officers, HHSC Child Care Licensing staff, and Department of Family and Protective Services staff; professionals providing services to children; children enrolled at SMS.

### **General Preparedness and Planning**

We want to encourage everyone to take general everyday preventive actions to prevent the spread of this, or any respiratory illness.

- Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- Clean and disinfect frequently touched surfaces.
- Cover cough and sneezes.
- Cover your mouth and nose with a cloth face covering when you have to go out in public.
- Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.

\*\*Please note that if you travel for the weekend, or any other reason, and stay overnight anywhere (Hotel, Private Cabin, Air B&B, Etc.) other than a relative's house you will not be able to bring your child to SMS until you have self-quarantined at home for at least 14 days.

### **Parent Drop-Off**

All health checks (or pictures of) must be texted daily to 512-650-7687, **BEFORE** the child is dropped off. We ask for full honesty and transparency on the health checks to ensure we have a safe and healthy environment for all students, parents, and staff.

- If you are working from home currently (Low Risk) but are planning to return to work outside of the house (High Risk), **we require at least a 24-hour notice BEFORE** you switch to working outside of the house! **This information cannot simply be added to**

**your child's daily health check! You will need to email Mrs. Shalini with the email subject; 'Changing Work Status'.**

- **If you are wanting to return your child to the center, we require a 48-hour notice.** This is to give us time to determine and verify which group (Quarantined or Non-Quarantined) your child will be placed in.

These are extremely important, and for the safety of our students, staff, and center.

**Drop-Off will occur from 8am-10am Monday through Friday.** We will close the gates at 9:30 am for the safety of students inside the center. Please call 512-650-7687 so that the office can send out your groups teacher to you and collect your child. Depending on what building your child's group will be in will determine which entrance you will drop them off at.

**Green Building- You will drop off at the front entrance door**

**Red or Grey Buildings- You will drop off at the large corridor gate.**

**Yellow Building- You will drop off at the back gate.**

We ask that you stay in your seat, in the car. A staff member in your child's daily group, with personal protective equipment (PPE) on, will come to greet and screen the child before removing them from the car. This includes:

- Asking the parent/guardian to confirm that the child's health check was sent via text to (512) 650-7687.
- Asking the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Making 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.
- Checking the child's temperature

Anyone who have a **fever of 99.6° or above**, or other signs of illness will not be admitted to the facility. This is the threshold set by the City of Austin Health Authority. To help keep our community safe, be on the alert for signs of illness in your children and to keep them home when they are sick.

Once the staff member takes the child out of the car, the thermometer will be immediately wiped down with an alcohol wipe (or isopropyl alcohol on a cotton swab) that contains at least 60% alcohol between each child. The child will then have their hands washed for 20 seconds in the bathroom with soap and water. The staff member will take any and all bags/belongings to be sprayed and disinfected.

## Children in the Classroom

The child will then be walked to her/his group. **Groups are of 10 or less students.** Students are in the same groups each day with the same two teachers. **Teachers will not switch groups.** There are two categories of groups for children to be placed in; Quarantined and Non-Quarantined.

- Quarantined: Children whose household members are **not** going out to work out of the house and are self-quarantining at home (low risk).
- Non-Quarantined: Children who have a household member who is going out side of the house to work, such as essential workers (high risk).

Siblings will be kept in the same building or group, if possible. This is to avoid contaminating other buildings unnecessarily. Students will **not** be allowed to switch groups for any reason! Our student's health is more important than social comforts.

## What is allowed in the Classroom

Our priority is always on the health and safety of our students. Therefore, until further notice, the following items will **not** be allowed in the school:

- Cloth bags. Lunch and other items should be packed in plastic bags, such as, gallon sized Ziplock bags or a plastic grocery bags so we are able to fully disinfect the bag. If a teacher sees a cloth bag or lunch box, you will be asked to take it home and bring it back in an acceptable bag.
- Blankets, sheets, and pillows.
  - We will adjust classroom temperatures to provide a comfortable environment for our students during nap time.
  - Each student will be designated a crib/mat from that classroom to use daily.
  - Each is sprayed and disinfected every day to ensure cleanliness.
  - Students on mats are placed 6 feet apart and sleep in an alternating pattern of head to feet in order to further reduce the potential for viral spread.
- Toys. Students will not be allowed to bring in any toys during this time. Show and share will be modified to process art of what the child would have brought in. The students will then show and share the picture that they color!

## **Playing inside the Classroom**

When the weather does not allow us to be outside in the fresh air we will play inside our classrooms.

- Play areas will be spread out through the classroom to maintain distance.
- Only toys that can be cleaned and disinfected everyday will be permitted for the students to play with.
- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Toys will not be shared with other groups of students.
- Toys that need to be cleaned will be place in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy warm water is the ideal method for cleaning.

## **Outside the Classroom**

- Children will be allowed to a single designated play area throughout the day. These play areas will be disinfected twice daily; during naptimes and after all students have gone home.
- We will stay outside as much as the weather permits to take full advantage of the fresh air. We will never go outside if the temperature is over 95<sup>0</sup> or under 45<sup>0</sup>.
- Outside activities include scavenger hunts, storytelling, hide and seek, yoga, dancing, and art!

## **Caring for Infants and Toddlers**

### **Diapering**

When changing a child, staff will wash their hands and wash the child's hands before they begin, and wear gloves. Following safe diaper changing procedures. Procedures are posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)

- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, staff will wash their hands (even if they were wearing gloves) and disinfect the diapering area. If the surface is dirty, it will be cleaned with detergent or soap and water prior to disinfection.

### **Washing, Feeding, or Holding a Child**

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Staff protect themselves by wearing personal protective equipment (PPE), a long-sleeved shirt, and by wearing long hair up off the collar in a ponytail or other updo.

- Any soiled clothes will be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers must have multiple changes of clothes on hand in the child care center.

### **Healthy Hand Hygiene Behavior**

- All children, and staff will engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After handling animals or cleaning up animal waste
  - After playing outdoors or in sand
  - After handling garbage

- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- We will assist children with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff will also wash their hands.

### **Lunches**

- Child care providers will wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding will be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and warm water.
- Food preparation will not be done by the same staff who diaper children.
- Sinks used for food preparation will not be used for any other purposes.
- Caregivers will ensure children wash hands prior to and immediately after eating.
- Caregivers will, as always, wash their hands before preparing food and after helping children to eat.
- If on the pavilion for lunch we will only allow four students to sit at the tables together at a time.

### **Parent Pick-Up**

- Parents MUST call the center (512-650-7687) at least 5 minutes before they come to pick their child up. This is to give the office enough time to notify the teacher, and to give the teacher time to collect the student's things and take them potty/ change diaper once more.
- Parents MUST call (512-650-7687) again when they are in the parking lot. If you do not call their will be no way to communicate to the teachers of your group to bring your child to you.
- The parent will be reminded by the office personal of which entrance/exit to pick their child up from.

Yellow Building- Back Gate

Red and Grey Buildings- Large Green Corridor Gate

Green Building- Front Door

- The same staff members who collected the students in the mornings will also bring them out to the parents.

- Parents will be allowed to collect their child at their car, to buckle them in themselves.
- For the safety of our staff and other students, you are highly encouraged to wear a face mask when you come to pick up, especially if you are going to be within 6 feet a staff member.
- If you are late to pick-up there is a \$1 per minute per child late fee. If you are more than 10 minutes late it is a \$2 per minute per child late fee.

**\*\*Note** that we have noticed that the majority of parents want to pick their children up from 4:30pm-5:00pm! This has led to long lines and even waiting times in the SMS parking lot. However, parents are encouraged to temporarily park at the Seton Clinic or the Austin Regional Clinic (ARC) and walk to the SMS parking lot to pick-up your student. **If you have concerns about walking with your child or waiting in the SMS parking lot we highly encourage you to pick up before 4:30pm!**

**If someone is or becomes sick.**

- We will have an isolation area (such as a mat in a corner of the classroom) that can be used to isolate a sick child.
- We will follow CDC guidance on how to disinfect your building or facility if someone is sick.
- The sick person will not be allowed to return to SMS for 72 hours **and** must have a clearance from a doctor.
- If a fever of 99.6 or higher persists over 72 hours (that is three full days of no fever without the use medicine that reduces fevers) we will require said staff/student to get a COVID-19 test.
- If COVID-19 is confirmed in a child or staff member:
  - The building that the sick person was in will be immediately closed. All students and staff from that building will be sent home for a 14-day home isolation.
  - **All parents and staff must be notified that day.**
  - 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.



# **Staff procedures**

## **General Preparedness and Planning:**

Take everyday preventive actions to prevent the spread of respiratory illness.

- Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- Clean and disinfect frequently touched surfaces.
- Cover cough and sneezes.
- Cover your mouth and nose with a cloth face covering when you have to go out in public.

## **Entering the workplace:**

**Once Staff has entered Sun, Moon, and Stars they are not to leave the property. This is to be absolute in our care and protection of our students.**

- The building you are assigned to will determine how you enter and exit the property and where you will pick up and drop off students in your groups;

Yellow Building- Back Gate

Red and Grey Buildings- Large Corridor Gate

Green Building SS1&2 Rooms - Front Door

Green Building SS3 Room – SS3 Ramp Door

- At your door, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Check your temperature. If your temperature is 99.6 or above, or other signs of illness will not be admitted to the facility. This is the threshold set by the City of Austin Health Authority.
- Wash hands with soap and water for at least 20 seconds.
- Spray/ disinfect all personal belongings.
- Put on required PPE (personal protective equipment). A facemask, eye protection (glasses, goggles, disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves.

- On your personal time cards hand write what time you clocked in. Until further notice staff will keep their time cards in their designated classrooms. This is for your safety, to avoid staff overcrowding the front office in the mornings and afternoons.

### **Parent Drop-Off:**

Drop-Off will occur from 8am-10am Monday through Friday. Be sure to remind parents to stay in their seat, in the car. **You will only greet and collect students from your daily group, and only from your designated point of entry.** With personal protective equipment (PPE) on, you will come to greet and screen the child before removing them from the car. This includes:

- Asking the parent/guardian to confirm that the child's health check was sent via text to 512-650-7687. You cannot take the child from the car unless they confirm have sent it.
- Asking the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Making 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.
- Take the child's temperature.
  - If performing a **temperature check on multiple individuals**, ensure that you use a **clean pair of gloves for each child** and that the **thermometer has been thoroughly cleaned** in between each check.
  - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
- Anyone who have a fever of 99.6<sup>0</sup> or above, or other signs of illness will not be admitted to the facility. This is the threshold set by the City of Austin Health Authority.
- Immediately wipe the thermometer down with an alcohol wipe (or isopropyl alcohol on a cotton swab) that contains at least 60% alcohol between each child.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.

## Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, and air-dry or clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should not be used at all.
- Do not share toys with other groups.
- Set aside toys that need to be cleaned. Washing with warm soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- **Students will not be allowed to bring in any toys during this time.** Show and share will be modified to process art of what the child would have brought in. The students will then show and share the picture that they color!
- Any Playdough or Slime must be on an individual mat or plate clearly marked with the child's name. **Hands must be washed before and after any sensory play!** After, the sensory item can be saved in a Ziplock bag marked clearly with the student's name.

## Outside Play

We will stay outside as much as the weather permits to take full advantage of the fresh air.

- Children will be allowed to a single designated play area throughout the day. These play areas will be disinfected twice daily; during naptimes and after all students have gone home.
- We will never go outside if the temperature is over 95<sup>o</sup> or under 45<sup>o</sup>.
- If on the pavilion only allow three students to sit in a triangle at the tables together at a time.

## Caring for Infants and Toddlers

### Diapering

When changing a child, wash your hands and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)

- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

### **Washing, Feeding, or Holding a Child**

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Child care providers can protect themselves by wearing personal protective equipment (PPE), a long-sleeved shirt, and by wearing long hair up off the collar in a ponytail or other updo.

- Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Child care providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.

### **Healthy Hand Hygiene Behavior**

- All children, and staff should engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After handling animals or cleaning up animal waste

- After playing outdoors or in sand
- After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Assist children with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff should also wash their hands.

### **Lunches**

- Child care providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and warm water.
- Food preparation should not be done by the same staff who diaper children.
- Sinks used for food preparation should not be used for any other purposes.
- Caregivers should ensure children wash hands prior to and immediately after eating.
- Caregivers should wash their hands before preparing food and after helping children to eat.
- If on the pavilion only allow three students to sit in a triangle at the tables together at a time.

### **Staff Lunches**

- Once Staff has entered Sun, Moon, and Stars they are not to leave the property.
- Staff must remain in their class/ overflow class while maintaining 10 feet distance from all others. Or may use their car for lunch.
- All staff will be in pairs of two. This is to allow the teachers to remain in their class for restroom and lunch breaks.
- Any food delivered should be in a closed bag/box and be sprayed and disinfected before it comes into the building.
- Wash your hands after you sanitize any delivered food containers.
- Staff must thoroughly wash their hands for 20 seconds with soap and warm water before clocking back in.

## **Naps**

- Students are not allowed any blankets, sheets or pillows. Staff can adjust the classroom temperature based on your student's needs.
- Each student will be designated a crib/mat from that classroom to use daily.
- Students on mats should be placed 6 feet apart and sleep in an alternating pattern of head to feet in order to further reduce the potential for viral spread.
- Any bedding that touches a child's skin should be sprayed and disinfected with a bleach water solution that is made every morning to ensure cleanliness. After, mats are to sit out for 10 minutes to allow the bleach water solution time to fully disinfect the child's mat.

## **Intensify cleaning and disinfection efforts:**

- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games.
- Throughout the day staff are responsible for spraying and cleaning objects/surfaces in their rooms with high frequency use such as doorknobs, light switches, classroom sink handles, countertops, desks, tables, chairs, and soiled toys **every two hours**.
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling any harmful fumes.

## **Parent Pick-Up**

- Parents will call the center 10-15 minutes before they come to pick their child up. The office will contact the teachers in the group via walkie talkie. This is to give the teacher time to collect the student's things and take them potty/ change diaper once more.
- Once a parent has arrived the office will again communicate through the walkie talkies so that the staff member can take the child to that buildings designated exit to the parking lot.
- The same staff members who collected the students in the mornings will also bring them out to the parents.
- Parents will be allowed to collect their child at their car, to buckle them in themselves.

**If someone is or becomes sick.**

- Plan to have an isolation area (such as a mat in a corner of the classroom) that can be used to isolate a sick child.
- Be ready to follow CDC guidance on how to disinfect your building or facility if someone is sick.
- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation area after the sick child has gone home.
- The sick person will not be allowed to return to SMS for 72 hours **and** with clearance from a doctor.
- If COVID-19 is confirmed in a child or staff member:
  - The building that the sick person was in will be immediately closed. All students and staff from that building will be sent home for a 14-day home isolation.
  - **All parents and staff must be notified that day.**
  - 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.