



COVID 19 Public Health Emergency Operating Policies and Procedures Parent Manual

The following policy and/or procedural changes will be followed by Over the Rainbow as set forth by the Connecticut Office of Early Childhood (OEC) during this public health emergency. As the situation continues to evolve, OTR will always abide by the requirements set forth by the OEC. While we understand that some of these requirements might not be ideal for the traditional “child care” setting and might cause disruption to your day, know that everything we are doing is to reduce the risk of spreading any infectious disease. While the provisions listed herein will be our current operating procedures, please be advised that things may change day to day. OTR is doing everything we can to keep all our children and staff safe and healthy. If at any time you decide to disregard or do not agree to follow any of the policies and procedures, then care for your child will be immediately terminated.

HEALTH SCREENING

All staff and children are required to be screened for any observable illness, including cough or respiratory distress. To confirm temperature below 100 degrees fahrenheit and to answer a series of health screening questions before entering the building.

What will you be asked?

- Have you or a member of your household traveled outside of the country in the past 14 days?
- Have you or a member of your household had any of the following symptoms today or in the past 14 days?
 - Fever of 100 degrees fahrenheit or higher
 - Dry Cough
 - Shortness of Breath
 - Chills
 - Loss of taste or smell
 - Sore Throat
 - Muscle aches
- Have you been in contact with someone who is thought to have or has tested positive for COVID-19 in the past 14 days?
- Have you been instructed by a medical professional to self-quarantine due to possible exposure to COVID-19?

If you answered “yes” to any of the above questions, then your child will not be allowed to enter any OTR facility. Your child will not be allowed to enter the OTR facility until you can answer “no” to all of

the above questions. If your child's health condition is due to a pre-existing condition (ex: wheezing due to asthma), then a doctor's note may be required to confirm. Please be advised, your child may not be allowed to attend until the note from the doctor is received.

If you answered "no" to all of the above questions, then your child's temperature will be taken. If the temperature reading is below 100 degrees Fahrenheit, your child will then be permitted to attend for the day and escorted to his/her classroom. If your child's temperature is 100 degrees Fahrenheit or greater, then your child will not be allowed to enter the building per Executive Order 7Q. Furthermore, if your child does have a temperature of 100 degrees Fahrenheit or greater, then they will not be allowed to enter any OTR facility for a minimum of 2 weeks and must also be fever free without fever reducing medication for a minimum of 24 hours.

When taking a temperature, if 6 feet of distance cannot be maintained, then the person taking the temperature will be wearing personal protective equipment (PPE). This will consist of a mask.

SICK CHILD

If, during the day, any of the following symptoms appear, then your child will be separated from the rest of the people in the center. You will be contacted immediately and **MUST** pick up your child within 1 hour of being notified.

Symptoms include:

- Fever of 100 degrees fahrenheit or higher
- Dry Cough
- Shortness of Breath
- Chills
- Loss of taste or smell
- Sore Throat
- Muscle aches

Per CDC regulations, at this time, any person exhibiting any signs stated above will need to follow the following:

- If you have not had a test to determine if you are still contagious, you can come back to the center after these 3 things have happened:
 - You have had no fever for at least 72 hours (this is three full days of no fever without the use of medicine that reduces fever)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

If it is determined and confirmed by a medical professional that the symptoms are due to something else (ex: strep throat) we will follow our original sick policy.

DROP OFF/PICK UP

Parents/guardians will not be permitted to enter the facility beyond the designated drop off and pick up area. This procedure change is for the safety of all persons present in the facility and to limit the risk of exposure. Please advise any emergency contact and or alternate pick-up/drop-off persons of this procedural change.

After your child passes his or her health screening, he or she will be escorted to a classroom by an OTR staff member. When coming to pick your child up, please come to the designated area for pick up and a staff member will bring your child to you.

If there is an emergency requiring you to enter the facility beyond the designated drop off and pick up area, then YOU MUST wash your hands immediately upon entering and wear a mask. While in the facility, you must practice social distancing and remain 6 feet from all other people, except your own child.

MASK/FACE COVERINGS

All staff are required to wear a mask or cloth face covering that covers the nose and mouth while working within 6 feet of another person, child, or adult, except to the extent an employee is using break time to eat or drink. OTR shall issue such masks or cloth face coverings to all employees. If any employee has his or her own mask or cloth face coverings that he or she would like to use instead, the employee may do so. (only if it covers the nose and mouth to an extent substantially similar to those provided by OTR) The Director or designee has sole discretion to determine if an employee's own mask or face covering meets this standard and her decision is final. ALL EMPLOYEES WILL BE REQUIRED TO WEAR A MASK OR FACE COVERING unless doing so would be contrary to an employees' health or decree. The employee shall provide the medical documentation requirements necessary to exempt an employee from wearing it while on duty. Any employee claiming such an exemption must notify the director in writing. Children are not required to wear a mask while in a child care setting. The prescribed is per the CT Governor Executive Order 7BB.

HAND/RESPIRATORY HYGIENE

Staff and children will engage in regular hand washing with soap and water for at least 20 seconds and this will be done:

- When coming in contact with any child
- When entering a classroom for the first time
- Before and after eating
- After sneezing, coughing, or nose blowing

- After using the restroom
- Before handling food
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment like toys, computer keyboards, etc.

All staff and children will be required to do the following:

- Cover cough and sneezes with tissues or the corner of their elbow
- Encourage children, when appropriate to cover coughs and sneezes with tissues or the corner of their elbow
- Dispose of soiled tissues immediately after use
- Wash hands after each cough or sneeze

GROUP SIZE, CLASSROOM AND TEACHER ASSIGNMENTS

Class sizes will be limited to no more than 10 children per 'Memo 15, Reduced Group Size and Enhanced Health procedure for Child Care Programs During COVID-19 Emergency'. If at any time, our enrollment is to exceed 30 children in one day, we will need to get prior approval from OEC to continue operating.

Whenever possible, children will be placed in their "normal classroom". However, due to decreased enrollment, children may be placed in another classroom. Although this is not required, whenever possible, children will be placed in the classroom they will remain in throughout the day from the beginning of the day. We will always place children with similar age peers and always maintain required ratios (1:4 for 0-3 years old and 1:10 for 3-12 years old).

Teachers will be assigned to work with their "normal" age group. Whenever possible teaching staff your child is familiar with will be working in their classroom. Please be aware that not all staff will be working due to a variety of reasons. We will do everything we can to ensure your children are with caregivers they know and trust. While it is not required, OTR will do everything we can to ensure there are as few staff as possible entering and exiting your child's classroom (ex: covering lunch breaks).

INTENSIFIED CLEANING AND DISINFECTION

As per our usual operating procedures, all cleaning, sanitizing and disinfecting procedures will be in place. Communal spaces will be sanitized between groups (ex: playground). When children will be vacating a space for an extended period of time (ex: leaving classroom to go to playground) then an administrator will go into the classroom to disinfect the space given there will be ample time for the disinfectant to sit and evaporate per the instructions of the disinfecting solution before children are to return to the room.

COVID-19 EXPOSURE NOTIFICATION

In February 2020, COVID-19 was added to the list of Reportable Diseases. OTR is required to report such disease cases of COVID-19 infection immediately to the Connecticut Department of Public Health and to the local department of health in Cheshire/Hamden.

If a child or staff member, who has been present in the program, is diagnosed with COVID-19, OTR must notify families and staff about the exposure. Please be advised that we are NOT required to share with you the child or staff member's name but will share with you the date of possible exposure and classroom that may have experienced exposure.

Parents must immediately notify OTR administration if you become aware of any person with whom your child or yourself has had contact with exhibits any of the symptoms listed above (health screening), is advised to self-isolate, quarantine, or has tested positive. We must also be notified if anyone from your place of employment is presumed positive or tests positive for COVID-19 whether or not you have had direct contact with that person.

Acknowledgment of Over the Rainbow's COVID 19 Public Health Emergency Operating Policies and Procedure Parent Manual

I, _____ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by Over the Rainbow will result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of actions unnecessarily exposes another employee, child, or their family member to COVID-19.

I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

Child's Name: _____ DOB: _____

Parent/Guardian's Name: _____

Parent/Guardian Signature: _____

Parent/Guardian's Name: _____

Parent/Guardian Signature: _____

OTR Administrator Signature: _____