Parent Handbook Addendum

**PHASE ONE: EHDN COVID-19 GUIDELINES**

Until further notice El Hogar del Nino will implement the following guidelines in order to provide a safe and healthy environment. As we progress through the Covid-19 pandemic. This addendum will be updated as needed.

EHDN is encouraging our team to take everyday preventive actions to prevent the spread of respiratory illness. Such as

- Washing hands often with soap and water. If soap and water are not readily available, hand sanitizing stations throughout the building equipped with alcohol-based hand sanitizer solution with at least 60% alcohol is readily available.
- Washing hands with soap and water if hands are visibly dirty.
- Cleaning and disinfecting frequently touched surfaces.
- Covering cough and sneezes.
- Covering the mouth and nose with a cloth face covering or face shield.
- Cloth face coverings will NOT be put on babies and children under age two because of the danger of suffocation.
- Limit nonessential visitors such as but not limited to consultants, therapist, vendors, parents and postponement of classroom volunteers

Per our policy. EHDN will require sick children and staff to stay home. EHDN will

- Communicate to parents the importance of keeping children home when they are sick.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Ensure children and staff who come to the child care center sick or become sick while at your facility are sent home as soon as possible.
- Keep sick children and staff separate from well children and staff until they can be sent home.
- Make sure sick staff members should not return to work until they have met the criteria to discontinue home isolation.

EHDN has implemented a plan if someone is or becomes sick. Such as

- Planning to have an isolation room or area that can be used to isolate a sick child.
- Following 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 room or area after the sick child has gone home.
- **If COVID-19 is confirmed in a child or staff member:**
  - Closing off areas used by the person who is sick.
  - Opening outside doors and windows to increase air circulation in the areas.
Waiting up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.

- Cleaning and disinfecting all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If tested positive, take steps to care for yourself and help protect others in your home and community.
- Consult with your or your child’s healthcare provider immediately, EHDN will request proper doctor documentation for child to safely return to center.

Face Mask Policy:

- EHDN requires all adults, staff and children over 2-year-old to wear a face mask in our premises.
- Parents are responsible for supplying your child’s mask in a daily basis.
- EHDN will have additional cloth face mask available in case you forget your child’s face mask. They will be kept in the agency and washed daily.
- We encourage you to continue practicing and modeling with your child on wearing a face mask.
- EHDN teaching staff will continuously encourage, model and work on strategies to support your child with wearing a face mask.

Social distancing strategies:

- Classes will include the same group each day and the teacher each day.
- EHDN has canceled or will be postponing special events such as festivals, holiday events, parent/family events and special performances until further notice.
- EHDN will alter daily group activities that may promote transmission. Such as
  - Keeping each group of children in a separate room.
  - Limiting the mixing of children, such as staggering playground times and keeping groups separate.
  - Ensuring that children’s naptime furniture (cots, or cribs) are spaced out as much as possible, ideally 6 feet apart. Such as placing children head to toe in order to further reduce the potential for viral spread.
- Staggering arrival and drop off times and/or have teachers come outside the facility to pick up the children as they arrive. Our plan for curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.

Parent Drop-Off and Pick-Up

- Hand hygiene stations will be set up at the entrance of the facility, so that children can clean their hands before they enter. Since a sink with soap and water is not available, EHDN will provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. We will keep hand sanitizer out of children’s reach and supervise use. We will also provide sign-in stations outside, and sanitary wipes for cleaning pens between each use.
- Arrival and drop off times will be strictly enforced. EHDN will aggressively plan to limit direct contact with parents as much as possible.
  - Staff will greet children outside as they arrive and will be taken to their respective classrooms by FSS.
  - **Drop off time** 8:30am Monday through Friday
    - No children will be accepted after 8:40 am
  - **Pick up time** 4:00pm Monday through Friday
    - We highly encourage all children to be picked up on time as daily cleaning and disinfecting will follow after pick up time.
    - We understand that life emergencies happen, please call our center to notify us you are running late.
    - If late pickups are consistently and unannounced, we will encourage e-learning option.
    - We will not release to a non-listed person in the emergency contact list.
  - **Early Dismissal**
    - For early dismissals please call FSS office in advance to request an early dismissal.
    - FSS will notify teachers to have child ready by the requested time.
    - FSS/Staff will transport your child to the entrance doors. Please bring a photo ID for child to be released.
  - Infants will be transported in their car seats.
- Ideally, EHDN highly recommends that the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

**Screening children upon arrival**

- ANY Persons who has a **fever of 100.4°F (38.0°C) or above or other signs of illness should will not be admitted to the facility.** We encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.
- EHDN will be asking parents/guardians to take their child’s temperature either before coming to the facility.
- Ask the parent/guardian to confirm that the **child does not have fever, shortness of breath or cough.**
- 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.
- Employees will stand behind a physical barrier, such as a glass or plastic window or partition that can serve to protect the staff member’s face and mucous membranes from respiratory droplets that may be produced if the child being screened sneezes, coughs, or talks.
- While performing a temperature check on multiple individuals, instruments will be cleaned thoroughly in between each check.

**Intensify cleaning and disinfection efforts:**
• EHDN has developed a thorough schedule for cleaning and disinfecting.
• EHDN 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, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
• EHDN will use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
• All cleaning materials will be kept locked 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.

Clean and Sanitize Toys

• 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 will be set aside until they are cleaned by hand by a person wearing gloves. Cleaned with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, rinsed again, and air-dried.
• Machine washable cloth toys will not be used at all.
• EHDN will not share toys outside of the classroom.
• Toys that need to be cleaned will be set aside. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Washing with soapy water is the ideal method for cleaning.
• 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.

Clean and Disinfect Bedding

• During nap time. EHDN will use bedding (sheets, blankets) that can be washed. Each child’s bedding will be kept separate, and stored in individually labeled Ziploc bags.
• Cots will be placed 6ft apart from each other and they will be facing the opposite direction.
• Each cot will be labeled individually for each child.
• Children will not be required to wear the face mask during nap time.
• Bedding that touches a child’s skin will be cleaned weekly

Diapering

When diapering a child, teacher must wash hands and wash the child’s hands before the process begins. Teacher must wear gloves. Procedures will be posted in all diaper changing areas. Steps include:
After diapering, employee will wash their hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. 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:

- Teachers will protect themselves by wearing a long sleeve with El Hogar T-shirts and/or scrubs, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Teachers should wash their hands, neck, and anywhere touched by a child’s secretions.
- Teachers should change the child’s clothes if secretions are on the child’s clothes. They should change the shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes will be placed in a plastic bag.
- Children and teachers will have multiple changes of clothes on hand in the center.
- Teachers will wash their hands before and after handling infant bottles. 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 water.

Healthy Hand Hygiene Behavior

- All children, staff, and authorized personnel 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.
• Supervise children when they use hand sanitizer to prevent ingestion.
• Assist children with handwashing, including infants who cannot wash hands alone.
  o After assisting children with handwashing, staff should also wash their hands.
• Posters will be displayed describing handwashing steps near sinks.

Food Preparation and Meal Service

• Family style meals will be temporary suspended until further notice. Each meal will be individually packed and teachers are responsible for wearing gloves when opening each child’s packed meals.
• Food preparation will not be done by the same staff who diaper children.
• Teachers will ensure children wash hands prior to and immediately after eating.

Inclusion Policy

In response to COVID-19, in person therapy has been temporarily suspended by the Early Intervention Program and will continue to serve families through means of telehealth.

• EHDN will follow procedure and policies to minimize safety risks associated with outside providers entering/leaving the building.
• The safety of staff and children is prioritized and will result in the continuation of remote services.
• CDC and EHDN recommend social distancing and cloth face covering to keep your child safe in public settings where social distancing may be difficult. We understand that it can be challenging if your child has intellectual disabilities, sensory issues, or other special healthcare needs.
• Keeping your children at home and sheltering in place is recommended as it can lower stress created by social distancing and cloth face covering recommendations.
• If your child is receiving remote services through Early Intervention, please coordinate with your service providers to ensure services can accommodate parent/caregiver’s schedule as 1:1 therapy will not be possible in the classroom setting at this time.
• To protect confidentiality/privacy of peers, video conferencing in classroom is not allowed. Parents must be present and complete remote services independently at this time. Diverse Services Coordinator may provide support/follow up with providers and parents to ensure the service delivery is effective and as collaborative as possible.
• Individualization of activities/curriculum will continue to take place in the classroom facilitated by teaching team.

Parent Engagement

• All parent events, trainings, workshops will be held virtually during the summer of the FY 2019-20.
• Parent Policy Committee/ Program Governance meetings and trainings will continue to held virtually in a monthly basis.
• Parents concerns and complaint can be discussed with your assigned family support specialist. If there’s any concerns you would like to address with your teacher(s)/administrators, please schedule a date/time for a virtual/phone conference with your FSS.
• Upon your child’s return to center please bring extra clothing and extra pair of shoes in a labeled plastic bag.
• Your Child care co-payments can be made the following way:
  1. Check or Money Order dropped off at reception at front door. PLEASE NOTE WE WILL NOT accept CASH until further notice.
  2. Check or Money Order can be mailed
  3. Debit/credit card can be processed by phone

E-Learning

In response to COVID-19, EHDN is extending the learning opportunities to children’s home environment in order to ensure that learning continues even though children are not able to attend class at El Hogar. We know that parents are the first teacher of their children and have the greatest impact on children’s development and long-term success. Teachers will team with parents and support them in guiding their child’s education in the home environment during the COVID-19 outbreak. Through the sharing of activities and resources, teachers and parents will work together to ensure that our children’s cognitive, social emotional, linguistic and physical development continues to be supported in their home environment. Teachers will individualize activities and will prepare bagged learning resources to send home to support structured learning in the home.

• 2nd Home Visit and 2nd Parent Teacher Conference are being conducted virtually and by phone during the months of May and June.

For further information, guidance directly from Official sites, please visit links below:

- CDC Early Childcare Guidelines
- Policies and procedures surrounding telehealth visits with Early Intervention:
  http://www.wiu.edu/coehs/provider_connections/pdf/202006livevideovisits.pdf
- Frequently Asked Questions regarding Early Intervention starting telehealth visits:
  https://eiclearinghouse.org/einotes/telehealth-intro/
- Developmental Disabilities
  https://www.cdc.gov/ncbddd/childdevelopment/conditions.html

Changes to COVID-19 response/policies, will be communicated to staff and parents in a timely manner through our website.

Updated June 16 2020
Parent Receipt Signature

Please read, sign and return it to FSS

I have received a copy of the Parent Handbook Addendum and I have had the opportunity to ask any questions that I may have. I agree to follow El Hogar del Nino Policies to the best of my abilities.

Child’s Name: _______________________________   Rm: ____________
Child’s Name: _______________________________   Rm: ____________
Child’s Name: _______________________________   Rm: ____________
Child’s Name: _______________________________   Rm: ____________
Child’s Name: _______________________________   Rm: ____________

Parent Printed Name

__________________________________________

Parent Signature   Date