



Parent Handbook Addendum

PHASE TWO: EHDN COVID-19 GUIDELINES

Until further notice El Hogar del Niño 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 our facility, we will clean and disinfect all surfaces in the isolation room or area after the sick child has gone home.
- If your child presents with a fever or COVID-19 related symptoms we encourage you to inform your child's medical provider as soon as you become aware of your child's health.

Child must be **symptom free for 24hrs** to be able to return and a **doctor's note will be required** upon arrival.

If COVID-19 is confirmed in a child or staff member El Hogar del Nino will

- Close off areas used by the staff and/or child who tested positive
- Opening outside doors and windows to increase air circulation in the areas.
- Waiting up to 24 hours or as long as possible before cleaning or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Cleaning and disinfecting all areas- such as offices, bathrooms, and common areas.
- **If tested positive**, take steps to care for yourself and notify us to help protect others in your home and our EHDN community.
 - EHDN will require staff/children/families to follow CDC quarantine period. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
 - If your child was identified of potential exposure, **all enrolled children and siblings will require to obtain medical clearance to be able to return to center.**
 - Consult with your or your child's healthcare provider immediately, EHDN will request proper doctor documentation for child and if siblings 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 face mask in a daily basis and providing an **additional face mask** to be kept in the classroom.
- EHDN will have additional cloth washable face mask available in case of an emergency. (Limited amount)
- During outdoor play, face coverings for children and staff are optional
- 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 in the classroom setting.

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 station at Alonso Building, 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 staff.
 - **Drop off time**
 - ***Limited Schedule:** 8:30am
 - ***Child Care approved:** 8:00am
 - Temperature check + screenings will be taken at Alonso Building (**corner building on 17th St and Loomis**)
 - You will sign your child in + sign parent handbook addendum (**policies and guidelines**)
 - You will be provided with a daily pass that is required for staff to accept and transport your child to their classroom.
 - No children will be accepted after 8:40 am
 - **Pick up time**
 - ***Limited Schedule:** 4:00pm
 - ***Child Care approved:** 5:00pm
 - To ensure a safe and fast pick up, we ask parents to please call 10 min before picking your child. This will provide staff safe and faster transportation of your child. (**Call Evelyn at (312) 733-5584**)
 - 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 or minor of 16 years of age.
 - **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 drop off and pick up consistently. If possible, seniors such as grandparents or those with serious underlying medical conditions limit from picking up or gathering in groups.

Screening children upon arrival

- ANY persons who has a **fever of 100.4^o (38.0^oC) 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
- Parents are responsible for providing extra:
 - Additional shoes for inside wear;
 - **Additional blanket which will NOT** be returned and will be washed in center;
 - Additional face mask

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:

- 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, 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.
 - 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.
- Mental Health remote observations will be videotaped and all information will maintain confidential.

Parent Engagement

- All parent events, trainings, workshops will be held virtually during the summer of the FY 2019-20.
- Preschool Transition Ceremony Drive-by Parade will be held **Friday, August 21st**. Parents of graduating children will receive additional information via email.
- EHDN will remain open for services during in service days **August 26th-28th**.
- FY20 Home Visits will be start **August 3rd** for returning children. Your assigned FSS and teacher will schedule and complete a virtual HV with you.
- Parent Orientation will be held virtually **August 17th-21st**
- 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 Oder can be mailed
 3. Debit/credit card can be processed by phone

****If you have any questions in regards your co-payments please contact EHDN finance department at (312) 733-5584 ext:253***

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.

- FY20 Initial Home Visits will be conducted virtually by teacher and assigned FSS.

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

- ✚ CDC Early Childcare Guidelines
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#open>
- ✚ Policies and procedures surrounding telehealth visits with Early Intervention:
http://www.wiu.edu/coehs/provider_connections/pdf/20200406livevideovisits.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.



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



Mental Health: Consent for General Classroom Observation and Exchange of Information

I, _____ give permission to the Community Partnership Program

Name of Parent/Guardian

Mental Health Consultant to complete virtual observations and exchange information about

_____ with El Hogar Del Nino for recommendations and/or referrals.

Child's Name

General observations are completed for Early Head Start and Head Start programs in efforts to encourage appropriate social-emotional development in the classroom setting. In light of COVID-19 implications, current accommodations have been made in order for continued mental health consultation services while prioritizing safety. The purpose of the virtual general observation is to provide staff with further support in creating and maintaining a positive classroom environment.

I am fully aware that this service will be non-intrusive and does not pose any threats to my child. Video observations will remain confidential and will serve as support for teaching teams and administrative staff; I am under no obligation to follow advice or proceed with any services suggested. However, it is acknowledged that an attempt to render services was made by staff at

El Hogar Del Nino.

Agency

Signature of Parent/Guardian

Date

Signature of Program Director

Date

Updated 5/26/2020