



COVID-19 RESPONSE HEALTH AND SAFETY PROTOCOLS AND PROCEDURES

Revised: July 17, 2020



Safety First

Our first priority at The Owl's Nest Childcare Center is to make sure that the children, families and staff are safe and safeguarded, to the best of our ability.

We are implementing CDC recommendations for childcare centers as well as the Guidance for New Jersey Child Care Facilities established by the New Jersey Department of Children and Families.

We are diligent to maintain the strictest of precautions. Among the most precautions are:

- ✓ Request that all employees, parents and children stay home if they have a fever over 100.4 degrees, have flu-like symptoms or have potentially been exposed to COVID-19.
- ✓ Restrict access to anyone who exhibits the above symptoms.
- ✓ Restrict access to the classrooms to children and staff only.
- ✓ Maintain a drop off and pick up procedure that restricts the number of individuals in our vestibule at one time.
- ✓ Perform routine, thorough cleaning of the entire facility, including toys, furniture, equipment and doorknobs.

The following pages will detail all new procedures that we, at The Owl's Nest, enforce along with all new protocols for our families.

Note: Please understand that this is a rapidly changing situation and the protocols, procedures and guidelines in this document may change with time as the current state of the pandemic evolves.

What we did PRIOR to reopening

- ✓ The HVAC system was adjusted to allow for more fresh air to enter the facility.
- ✓ The HVAC system's air filter was changed and will continue to be changed on a monthly basis.
- ✓ A thorough top-to-bottom cleaning of the entire center was performed including toys, furniture, floors, bathrooms, kitchen, etc.
- ✓ The entire center was treated with CleanSeal CS4, an anti-microbial disinfectant that is a totally "green" and safe product that prevents COVID-19 contamination for 60-90 days. For more information on CleanSeal CS4, a FAQ page can be found at the end of this document.
- ✓ All staff members were trained on these new health and safety protocols and procedures.

New Protocols and Procedures

General Procedures:

Drop-off and Pick-up – Updated 7/17/2020:

- Parents should drop off and pick up children in the vestibule. Only staff and children will be permitted in the center.
- A staff member will escort the child to their classroom in the morning and will escort the child from the classroom to the vestibule in the afternoon.
- In order to maintain social distancing, only one family should be in the vestibule area at one time. If you arrive and another family is in the vestibule, please wait outside until the family departs before entering the building.
- Staff members will be checking children in and out of Brightwheel upon arrival and departure.
- Parents that utilize subsidies do not need to use the pin pad to check in and out. Attendance sheets are submitted to Norwescap.
- The center doors will be open during peak arrival and departure hours. The center doors may be locked during off-peak hours. Should you arrive while the doors are locked, please ring the doorbell located to the right of the door for admittance.

Screening and Admittance – Updated 7/17/2020:

- Children and staff will be screened for fever and other COVID-19 symptoms prior to being admitted into the center each day using a non-contact thermometer. Parents will be asked to check their child's temperature with the center supplied thermometer and show the thermometer reading to the staff member. Children and staff with a fever in excess of 100.4 degrees Fahrenheit, or exhibiting other symptoms of COVID-19, will not be allowed to enter the center, nor will persons that have had exposure to persons known to have COVID-19 during the preceding 14 days.
- Parents are asked to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Children and staff will be routinely checked for temperature and other COVID-19 symptoms throughout the day. Should a child or staff member present a fever of 100.4 degrees or higher or exhibit other symptoms during a routine check, the child or staff member must go home. Parents will be notified, and the child must be picked up within 30 minutes.

Implement Social Distancing Strategies:

Though complete social distancing is impossible to achieve in a childcare environment, we will implement strategies to minimize chances of viral transmission. These strategies include but are not limited to:

- Eliminate large group activities: No assemblies, large meetings, performances, presentations.
- Reduced group sizes: Children will remain with their classmates throughout the day and will not be grouped with children from other classrooms in the mornings, the afternoons or during outside play times.

Face Coverings and Masks – Updated 7/17/2020:

- Staff will be required to wear cloth masks or face shields while working unless doing so will inhibit the individual's health.
- Children age 2 and over will be encouraged to wear face coverings within the facility periodically throughout the day. Cloth face coverings should NOT be put on children under age two because of the danger of suffocation. Masks will not be worn by children while napping.
- Please make sure the children arrive at the center wearing their masks. Should you forget a mask for your child, the center will provide one for the child and may choose to pass the cost along to the parents.

Travel and 14 Day Quarantine – Added 7/17/2020:

In an effort to prevent the spread of COVID-19, the State of New Jersey has issued an incoming travel advisory that all individuals entering New Jersey from states with a significant spread of COVID-19 should quarantine for 14-days after leaving that state. We ask that all employees and families inform us if traveling to one of the states on the list (please monitor the website [covid19.nj.gov](https://www.covid19.nj.gov) for an updated list) and self-quarantine for 14 days after your return. Full tuition will be charged during the 14-day quarantine period.

Activities:

- Sharing of supplies, food, toys and other high touch items will be limited. Children will have their own pencil box with art supplies that will be labeled and not shared with other children.
- Activities that are likely to bring children into close contact will be canceled or modified. For example, games and sports involving direct physical contact will be replaced with no contact activities or sports.
- External entertainers and visitors will not be permitted access to the center.

Items from home:

- Please make every effort to limit the number of items that you bring into the center. Snack will be provided at 8:00 am, so please refrain from bringing snacks or breakfast items from home. We also supply cups for water and milk, so please refrain from bringing cups from home.
- Toys from home will not be permitted in the center.
- Stuffed animals and/or security blankets that children need for comfort will remain in their bags during the day and may only be used during nap time.
- Children's belongings will be kept separate in their individual cubbies or bag and sent home each day for washing.

Visitors:

- Visitors will not be permitted to enter the center during operating hours, with the exception of emergency or law enforcement personnel in their official capacity, Department of Children and Families personnel for child protection or child care licensing purposes, and persons providing emergency repair services within the center that cannot be reasonably

delayed until the center is closed. All others, including persons providing non-emergency maintenance or repair services, prospective customers, and prospective employees will be required to visit the facility after operating hours.

- Unless precluded by emergency circumstances, visitors to the facility will be subject to the same screening procedures as children and staff, and will be denied admission on the same basis unless the center is legally precluded from denying access (ex: a law enforcement agent with an appropriate warrant).
- To the greatest extent feasible, unless the purpose of the authorized outside visitor is to observe the care provided to children (ex: a DCF licensing inspector), all reasonable efforts should be made to minimize visitor contact with children and staff.
- Visitors will be required to wear face masks while visiting the center unless doing so would inhibit the individual's health. If a visitor refuses to wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the individual by the center at the point of entry, the center will decline to allow them to enter.

Promoting Healthy Hygiene Practices:

- The center will teach and reinforce washing hands and covering coughs and sneezes among children and staff.
- The center will teach and reinforce use of face coverings among children, where appropriate, and staff. Face coverings are most essential at times when social distancing is not possible. Staff and children will be frequently reminded not to touch the face covering and to wash their hands frequently.
- The center will have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), and tissues.
- Children and staff will practice frequent hand washing with soap and water for at least 20 seconds, and will be required to wash their hands upon arriving at the center, when entering the classroom, before meals or snacks, after outside time, after going to the bathroom, and prior to leaving for home. Children will be monitored to ensure proper technique.

Enhanced Cleaning and Sanitation Procedures:

- The center will increase the frequency of cleaning toys, equipment, and surfaces, especially doorknobs, light switches, tabletops, and restrooms. The center will clean, sanitize, and disinfect frequently touched surfaces (ex: playground equipment, door handles, sink handles) multiple times per day and shared objects between use. Cleaning will be in accordance with the CDC's Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes, a summary poster of which is posted on the bulletin board in the vestibule.
- Toys that children have placed in their mouths or are contaminated by body secretion or excretion will be set aside until they are cleaned by hand by a person wearing gloves.
- The center will clean and then disinfect surfaces and objects that are touched often on a daily basis. This includes restrooms, water coolers, tabletops, doorknobs, hands-on learning items, faucet handles, phones and toys.

Response Procedures for COVID-19 Symptoms or Exposure:

Any confirmed or suspected exposure to COVID-19 occurring at The Owl's Nest will immediately be reported to both the Warren County Department of Health and the DCF Office of Licensing.

Children or staff members who develop symptoms of COVID-19 while at the facility – Updated 7/20/2020:

- If a child or staff member develops symptoms of COVID-19 while at the facility (ex: fever of 100.4 or higher, cough, shortness of breath), they will immediately be separated from the well people until the ill person can leave the facility. If the child has symptoms of COVID-19, the caregiver waiting with the child will remain as far away as safely possible from the child (preferably, 6 feet).
- Employees or the child's parent/caregiver must inform the center immediately if the person is diagnosed with COVID-19.
- In accordance to guidance from the Warren County Department of Health, children and employees should self-quarantine/isolate for 72 hours (3 full days) after all symptoms have completely subsided. Employees and children may return to the center once the 72 hours have passed.

Children or staff members who test positive for COVID-19:

- **Should we become aware of a COVID-19 positive case at our facility, we will contact the Warren County Department of Health for guidance.**
- **Health officials will provide direction on whether the center should cease operations following the identification of a positive case in the facility. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual. Symptom free children and staff should not attend or work at another facility during the closure.**
- **All rooms and equipment used by the infected person, and persons potentially exposed to that person, will be cleaned and disinfected in accordance with CDC guidance referenced above.**

Returning to Child Care After COVID-19 Diagnosis or Exposure:

If a staff member or child contracts or is exposed to COVID-19, they cannot be admitted to the center again until the criteria for lifting transmission-based precautions and home isolation have been met.

Attestation:

The New Jersey Department of Children and Families, our center’s licensing agency, has asked that I, as owner of The Owl’s Nest, attest to the following statement. I include this attestation to show you the commitment and responsibility that we have taken on at The Owl’s Nest Childcare Center.

I attest that I am the responsible owner, operator or representative for the child care center specified below, that I have received and read the Guidance for New Jersey Child Care Facilities on COVID-19 Related Health and Safety Requirements, and that I and all other owners, operators and staff of my center are prepared and able to implement and abide by these rules.

I understand that these are requirements mandated by law, and of critical importance to ensuring the health, safety and well-being of children entrusted to the care of my center.

I further acknowledge and understand that failure to abide by these rules may result in my center being prohibited from operating for the duration of the COVID-19 public health emergency, and may also result in the suspension or revocation of my child care center license.

Parent Acknowledgement:

I have read The Owl’s Nest Childcare Center’s document titled “COVID-19 Response Health and Safety Protocols and Procedures” in its entirety and will comply with the parent’s portion of responsibilities. I will follow all the new protocols and procedures as detailed within the document.

Parent/Guardian

Date

Parent/Guardian

Date



CLEANSEAL CS4

COMMON QUESTIONS FROM CUSTOMERS

QUESTION...*Does CS4 stop Coronavirus/Covid-19 contamination?*

ANSWER...*YES. Read on below how and why it works.*

QUESTION...*What is CS4?*

ANSWER...*CS4 is a commercial grade spray-on anti-virus, anti-bacteria, anti-mold disinfectant that terminates all such micro-organisms and mico-toxin growth on contact. Additionally, once a surface is treated with CS4 the product will continue to ward off virus, bacteria and mold for 60+ days.*

QUESTION...*Is CS4 safe to use around people and pets?*

ANSWER...*Yes. CS4 is a totally "green" product which contains only ingredients which are rated as non-toxic, non-allergenic, non-flammable, non-hazardous. All components of the product are rated as "food grade".*

QUESTION...*Is CS4 approved by the CDC or EPA for treating Coronavirus/Covid-19?*

ANSWER...*NO...Because the CDC and the EPA do not "approve" or recommend any manufacturers specific product. However, our CS4 product exceeds the CDC's published recommended standards for mitigating Coronavirus/Covid-19. The CDC states that only disinfectants that contain 60-70% alcohol are "effective" in combating the problem. Our CS4 product contains 72% alcohol and therefore exceeds the CDC standard for treating the virus.*

QUESTION...*Is there an odor associated with a CS4 application?*

ANSWER...*Yes. CS4 has a very mild, non-irritating, non-allergenic lemon smell which dissipates within a few minutes following application. This smell comes from the food grade lemon extract which is contained in the product.*

QUESTION...*Do I have to evacuate my home or business during a CS4 treatment?*

ANSWER...*NO. You do not have to leave during CS4 treatments...just un-plug electronic devices, put away papers which may get damp, and get out of the path of the sprayer to prevent getting wet.*

QUESTION...*Do I have to wipe CS4 off a surface once it is applied?*

ANSWER...*NO. In fact do not wipe the product off a treated surface...let it dry. After the product dries (in a few minutes) the treated surface is protected from contamination. It is alright to clean a treated surface afterward but do not use any petroleum or acid based cleaners as these can cause the CS4 protection to degrade.*
