



### COVID-19 Child Care Plan

**Facility Name: Wesley Preschool and Play Care**

**Contact Name: Oveta Fullman, Program Director**

**Kate Weiss, Administrative Assistant**

**Contact Information (phone and email):**

**(302) 678-8987 [preschooldirector@wesleyumc-dover.com](mailto:preschooldirector@wesleyumc-dover.com)**

**[preschool@wesleyumc-dover.com](mailto:preschool@wesleyumc-dover.com)**

**Facility Address: 209 S. State Street Dover, DE 19901**

### Preparedness and Planning

- Wesley Preschool and Play Care will encourage staff to practice every day preventative measures such as frequent hand washing, refraining from touching your face, covering a cough or sneeze with an elbow, wearing a cloth mask, and practicing social distancing (keeping at least 6 feet of distance between you and another person). Children and staff are not expected to socially distance, though we continue to encourage this among adults when possible.
- Wesley Preschool and Play Care will post signage recommended by the Division of Public Health.
- Wesley Preschool and Play Care will follow the current requirements for cloth face coverings. For childcare providers, these practices include:
  - All childcare providers and/or staff working in childcare facilities must wear cloth face coverings while at work.
  - Providers must follow DPH guidance regarding face coverings for children.
  - Wesley Preschool and Play Care must provide these cloths face coverings to staff if staff do not already have them
  - Wesley Preschool and Play Care must provide access to hand sanitizer for staff
  - Wesley Preschool and Play Care must deny entry to anyone over the age of 12 who is not wearing a face covering if one is not available to be provided to that person.

- Wesley Preschool and Play Care will use trained substitutes in the absence of staff when necessary.
- Wesley Preschool and Play Care will encourage staff who may be at higher risk for COVID-19 to contact their health care provider to determine whether they should stay at home.
- Wesley Preschool and Play Care staff have participated in trainings to aid in mental health and coping

### **Arrival/Drop-Off/Pick up Screening Procedures**

- Wesley Preschool and Play Care will remind staff to stay at home if they are sick and remind parents to monitor children for signs of illness and keep them home if they are sick.
- Wesley Preschool and Play Care will practice social distancing/cloth face masks at arrival/drop-off times and pick-up times to limit direct contact with parents as much as possible. We are unable to stagger drop off and pick up times.
- Wesley Preschool and Play Care will adhere to the following screening practices for adults and children entering the facility:
- Adults who drop off and pick up children must do so at the entrance to the facility, not the classroom, unless the classroom has its own separate entrance where the child can be safely dropped off. Staff will receive the children and see that they arrive safely in their classrooms.
- Wesley Preschool and Play Care will ensure that staff and children do not have an elevated temperature before entering the facility.
  - Wesley Preschool and Play Care will use a no contact/touchless thermometers (forehead/temporal artery thermometers).
  - Staff will enter the facility with face covering and wearing gloves per CDC recommendations, take child's and parent's temperature at entrance,
  - Staff will enter the facility with face covering and wear gloves according to CDC recommendations, take their temp and fill out the screening before proceeding to clock in for the day.
- Each staff member will clean the thermometer after each temperature is taken with alcohol solution of at least 60% and a cotton swab, as to not spread infection and follow the manufacturer's directions to disinfect the thermometer.
- Staff screening for fever will wear gloves and face masks per CDC recommendations.
- If a staff member or child reports or is noted to have body temperature at or above 100.4 degrees Fahrenheit, they must be sent home.
- Providers must also ensure that each incoming staff member and child (or the child's parent may answer on their behalf) is screened with a basic questionnaire each time they enter the child are facility. The questionnaire shall include at least the questions below:
  - 1. Do you have any of the following symptoms: fever, cough, shortness of breath/difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, vomiting, nausea, diarrhea, headache, congestion/runny nose sore throat

with no known underlying cause (such as seasonal or chronic allergies), or new loss of smell or taste?

- ❖ If NO, proceed to the next question.
- ❖ If YES, but symptoms have a known cause (asthma, COPD, chronic sinusitis, etc.), the provider should weigh the risks for COVID-19 exposure and may consider sending the staff member or child home.
- ❖ If YES (for fever of 100.4 or higher), or the staff member or child is otherwise symptomatic and considered at risk for COVID-19 exposure, the staff member or child may not be admitted to the facility and should be advised to consult a health care professional for further guidance, and/or obtain a COVID-19 test. The staff member or child should not return until a health care provider has provided a return to work/child care document.
  - If a COVID-19 test was taken **and a positive result was returned**, the staff member or child must isolate at home for 10 days following the first diagnostic test, or the first day of symptoms (whichever came first), and the individual has been symptom-free for at least 24 hours without the use of any medication to reduce symptoms. A health care provider or the Division of Public Health can provide a letter stating that the individual has been released from monitoring to the patient but this is not required.
  - Individuals should continually monitor for symptoms after an exposure to a COVID-19 positive person. If any symptoms develop, immediately self-isolate and contact your health care provider or DPH to report the change in symptom status. In addition, you should continue to strictly adhere to prevention recommendations—wear a face covering, wash hands frequently, social distance by staying 6 feet away from others, and avoid gathering with those outside their household.
  - Note that a negative test is relevant for the point in time at which the test was taken. It does not mean the staff or child will not develop COVID-19 in the future. The staff member or child should remain at home for a total of 7 days after symptoms have resolved defined as resolution of fever without the use of fever-reducing medication and improvement in respiratory symptoms (e.g. cough, shortness of breath); and at least 10 days have passed since symptoms first appeared before being permitted to return to work or child care.
  - Three days after symptoms resolve, patients are no longer required to self-isolate at home; however, they must continue to practice strict social distancing, avoid sustained close contact with others and maintain good hand hygiene, for the remaining four days (for a total of seven days) before returning to work.
  - Staff or children who have been excluded may return after this 7-day period however should continue to recognize the risk of infectiousness and self-monitor for symptoms.

- ❖ Staff members should consult medical professionals if desired or needed and should adhere to screening decisions made by the primary care provider or DPH medical personnel as appropriate.
  - ❖ If at any time a doctor confirms the cause of the staff member or child's fever or other symptoms is not COVID-19 and provides written documentation of approval for them to return to work or care, then the provider shall follow the appropriate DELACARE Regulations and their facility's policies in regard to return to work or child care.
- 2. Have you been in *close contact* with a person with confirmed COVID-19 infection while they were infectious (starting 48 hours prior to the onset of symptoms, or the date of the test for those without symptoms, until the end of the person's isolation period)? *Close contact* means:
- You were within 6 feet of someone who has COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period;
  - You provided care at home to someone who is sick with COVID-19;
  - You had direct physical contact with the person (hugged or kissed them);
  - Your shared eating or drinking utensils; or
  - They sneezed, coughed, or somehow got respiratory droplets on you.
- ❖ If NO, the staff member or child may proceed with work or may receive child care at the facility.
  - ❖ If YES, the staff member or child who are close contacts of a confirmed COVID-19 case will be required
    - to stay at home and maintain social distancing through the end of their quarantine period (10 days from the date of their last exposure to a positive case or a 7-day quarantine with a negative test on or after Day 5 of quarantine.
    - Monitor yourself daily for symptoms, including checking your temperature. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. If you develop symptoms, contact your health care provider to see if you should be tested for COVID-19. In addition, you should continue to strictly adhere to prevention recommendations—wear a face covering, wash hands frequently, social distance by staying 6 feet away from others, and avoid gatherings with persons outside their household.
    - Quarantine can end after 10 days from the date of your last exposure as long as no symptoms have developed OR after Day 7 of quarantine with a negative test result taken on or after Day 5 of quarantine as long as no symptoms have developed.  
**While the test can occur on Day 5 or later, quarantine cannot be discontinued earlier than the end of Day 7.**
    - If your test is positive, you must isolate for 10 days following your first test or your first day of symptoms (whichever came first) AND self-isolate until it has been a least 24 hours since you have had a fever without using medications to decrease fever.

## Facility Access

What can I expect at Wesley every day when I bring/pick up my child from school/camp/childcare?

- Upon arrival parents will park in the designated open parking spots and walk their child to the portico.
- Before entering the building, the temp of the child and the parent will be taken by a designated staff member. If a child has a body temperature at or above 100.4 degrees Fahrenheit, they must be sent home.
- If a designated staff member is not at the portico the parent must ring the doorbell and wait for a staff member to greet you before entering the facility.
- Parents/ Guardians must have face covering. Only 3 parents are permitted inside at one time.
- Please exercise social distancing during pick up and drop off utilizing the marked spaces on the ground.
- The parent/guardian will then enter the building stopping at the designated table and proceed to record their child's temp and fill out the daily screening survey.
- Hand sanitizer with at least 60% alcohol will be provided next to the Screening survey for parents
- A designated staff member will receive the child and make sure that he or she arrives at the classroom safely. **Parents /Guardians are not permitted to go to any classrooms**
- **Preschool/Camp only pick up**- at the end of Camps designated staff members will have children at the door under the portico for parent pick up
- For pick up- Parents will ring the doorbell and a designated staff member will escort the child from their classroom to the entrance
- Wesley will suspend the use of all outside contractors, enrichment programs, and entertainment, except:
  - Contractors doing work outside of childcare hours (ensure that proper cleaning/sanitizing has been conducted before children re-enter the facility or areas where work was being done)
  - Physical therapy/Occupational therapy appointments
  - Early Childhood Mental Health Consultants

## **Stable Groups and Social Distancing/Revised Group Size, Ratio Requirements, and Staffing**

Wesley Preschool and Play Care will adhere to the following ratios and group sizes, and these additional requirements:

- The maximum allowable group size is 15 children (or smaller, as indicated by DELACARE Regulations);
- Groups will consist of the same children and staff each day, and mixing of groups will be restricted as much as possible
- Groups will always be kept at least 6 feet apart
- Support coping and resilience among employees and children.
- All staff will receive training in the new health & safety actions.
- Wesley Preschool and Play Care will use a substitute in the absence of an employee when deemed necessary. The substitute will be:
  - ❖ certified through DOE
  - ❖ CPR & First Aid certified
  - ❖ receive COVID-19 plan training equivalent to all regular staff

## **Sanitation and Cleaning Practices/ Guidelines for Cleaning and Disinfecting the Environment**

- Wesley Preschool and Play Care will adhere to the following additional cleaning and sanitizing practices:
    - ❖ Wesley Preschool will continue to follow DELACARE Regulations. In addition, to the following:
      - Suspend use of sand play.
      - Suspend use of play-doh or other clay-like materials.
      - Suspend use of shared toys that children wear on their faces such as masks and goggles, except masks or goggles that are worn by an individual child and stored separately for that individual child.
      - Suspend use of water table play.
      - Staff and children MUST wash hands upon entering the classroom and upon leaving.
      - All hard surfaces must be sanitized twice a day and as needed.
      - Toys will be separated for sanitizing immediately after being placed in a child's mouth.
      - All frequently touched surfaces (doorknobs, light switches, faucets, and phones) will be sanitized frequently throughout the day.
      - Toys that cannot be cleaned and sanitized will not be used.
      - Machine washable cloth toys will not be used at all.
      - We will not share toys with other groups of toddlers, unless they are washed and sanitized before being moved from one group to the other.
      - Avoid sharing electronic devices, toys, books, other games, and learning aids.
      - We will keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas and taken home each day and cleaned, if possible.
      - Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (art supplies, equipment etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
      - Ensure safe and correct application of disinfectants and keep products away from children.
      - Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors
  - Wesley Preschool and Play Care will clean all toys at the end of each day following CDC recommendations.
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- Wesley Preschool and Play Care will ensure that meals, are individually plated.
- Wesley Preschool and Play Care will minimize the use of soft toys or other toys that cannot be easily cleaned or laundered.

### Hand Washing

- Hands will be washed 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 describing handwashing steps will be placed near sinks.

### Diapering and Toileting

- When diapering a child, the staff will wash their hands and wash the child's hands before they begin, and wear gloves. Following safe diaper changes procedures will be in place:
  - ❖ Prepare (includes putting on gloves)
  - ❖ Clean the child
  - ❖ Remove trash (soiled diaper and wipes)
  - ❖ Replace diaper
  - ❖ Wash child's hands
  - ❖ Clean diaper station
  - ❖ Wash hands
- After diapering, the staff will wash their hands (even if you were wearing gloves) and disinfect the area with a fragrance-free product that is EPA-registered as a sanitizing or disinfecting solution. *NOTE: DELACARE Regulations state that the diaper-changing area must be cleaned with soap and water prior to disinfecting.* If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.

### Face Covering

- Cloth face coverings are recommended for children ages 2-4 when feasible by the CDC. *It is not mandatory for your child to wear a cloth covering while at Wesley Preschool and Play Care.*
- It is strongly recommended that children ages 5-12 in child care wear face coverings, if doing so will not either pose a health risk to them, encourage unnecessary touching of the face, create behavioral challenges, or if they cannot safely put on and take off the face covering.
- A child should not wear a face covering if it poses any health risks, such as choking, strangulation, difficulty breathing, constant touching of the face, or inability to remove or put on a mask without assistance.
- Face coverings will never be worn during nap time or during meals and may be removed for outdoor activities if social distancing can be maintained.
- For questions or guidance, childcare facilities should contact [HSPContact@delaware.gov](mailto:HSPContact@delaware.gov).
- All child care providers and/or staff working at Wesley Preschool and Play Care must wear cloth face coverings covering the nose and mouth at all times while at work except;

- ❖ During nap time when children are sleeping, staff may remove the cloth face covering IF social distancing is maintained and the mask is readily available to reposition properly on the face when approaching children and others.
- ❖ During outside play, staff may remove the cloth face covering IF social distancing is maintained and the mask is readily available to reposition properly on the face when approaching children and others.
- If a staff member or other adults in a child care facility cannot wear a face covering due to a medical condition documentation from the individual's health care provider is required but does not require the health condition. Documentation must be available for review upon request by DPH or OCCL.
  - ❖ Individuals with such documentation are required to wear a face shield at such times that a facial covering would be required.
- Wesley Preschool will provide cloth face coverings to staff if staff do not already have them.
- Wesley Preschool provide access to hand sanitizer for staff
- Anyone over the age of 12 who is not wearing a face covering, is not permitted to enter the facility if one is not available to be provided to that person.

### **Outside Play**

Fresh air and Vitamin D, both easily found outdoors, not only help build our immune systems but also encourage natural social distancing.

- Wesley Preschool and Play Care will continue to use our playgrounds with certain restrictions. Groups of children will be separated from each other throughout their day, including during outdoor play. Only one group of children will be on a single playground at one time. The equipment will be wiped down to the greatest extent possible between classes.
- The number of children in each group is limited to a maximum group size for that age group and children from different classrooms may not be combined or mixed.
- Face coverings may be removed for outdoor activities if social distancing can be maintained.

## Point of Contact/What if someone gets sick at Wesley Preschool and Play Care?

**Parent's Point of Contact: Oveta Fullman/Kate Weiss**

**Phone Number: (302) 678-8987**

- If a child or employee tests positive for COVID-19, Kate Weiss will contact the Division of Public Health at **1-888-295-5156** or **hspcontact@delaware.gov** to discuss next steps.
- Wesley Preschool and Play Care will then contact DPH at **dphcall@delaware.gov** or 2-1-1 for cleaning guidance specific to their facility.
- We will notify OCCL within one business day in the event that they decide to close the facility.
- If sick, children and/or staff will remain separate from well children and staff until they can be sent home. *We ask that parents pick children up within an hour at the most.*
- A classroom will be designated for anyone who exhibits COVID-like symptoms during hours of operation and ensure that children are not left without adult supervision.
- If at any time a doctor confirms the cause of the staff member or child's fever or other symptoms are not COVID-19 and approves them to return to work or care, then Wesley Preschool and Play Care staff and families will follow the appropriate DELACARE Regulations and the preschools policies regarding returning to work and childcare.
- If a sick child has been isolated in our facility, we will clean and disinfect surfaces in our designated isolation room or area after the sick child has gone home.
  - ❖ Positive **COVID-19 is confirmed** in a staff member, child, or family member, it is important to act quickly and follow your Emergency Plan. We will begin taking the following steps:
    - Close off any areas that child, staff member or family member had direct access to
    - 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 and to reduce risk to individuals cleaning
    - Ensure safe and correct application of disinfectants and keep products away from children
    - Clean and disinfect all areas the infected person had access to, such as offices, bathrooms, hallways and common areas
    - Sick staff members and children will not be able to return until they have met CDC criteria to discontinue home isolation
    - A designated staff member will inform those who have had close contact to person diagnosed with COVID-19 to stay home and self- monitor for symptoms, and follow CDC guidance if symptoms develop
    - Notify local health officials, staff, and families immediately of any possible cases of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws
    - In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, Wesley Preschool may consider closing for a few days