HEALTH & SAFETY PLAN
SCHOOL AGE CHILD CARE
YMCA OF READING AND BERKS COUNTY

Reading YMCA
Reading School District
Wyomissing Area School District
610-378-4701

Tri Valley YMCA
Fleetwood Area School District
610-944-6515

Mifflin Area YMCA
Governor Mifflin School District
610-750-5036

Adamstown YMCA
Adamstown School District
717-484-4996

For questions or to register for care, please contact your local YMCA branch.
www.ymca-berkscounty.org
Willow Creek School Age
Health and Safety Plan for School Age Child Care

Background
This plan is designed to help the YMCA program area staff employ a thoughtful approach to offering an inclusive, transformation before and after school experience in a way that ensures the health and safety of staff and participants and their families.

This plan is designed using guidance from the Office of Child Development and Early Learning (OCDEL), CDC, Department of Health and Caring for Children as defined in OCDEL Announcement C-20-06 Revised 7-8-2020.

PURPOSE:
To provide YMCA child care facilities with a plan for operating a childcare facility during the Novel Coronavirus (COVID-19) pandemic. This guidance covers policies and procedures providers should implement during the COVID-19 pandemic. It also provides a plan on how to handle a positive COVID-19 case or exposure to a positive COVID-19 case in YMCA childcare facilities.

Topics addressed in this plan include:
1. Transmission and Symptoms of COVID-19
3. Social Distancing in the Child Care Setting
4. Face Masks
5. Confirmed positive COVID-19 Cases and Exposure to COVID-19
6. Reporting
7. Additional Resources
8. Contact Information

TRANSMISSION AND SYMPTOMS OF COVID-19:
COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, prevention practices and environmental cleaning and disinfection are important principles that are covered below.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
PRACTICES, POLICIES, AND PROCEDURES:

Staff Training:

- All staff will be trained internally by the YMCA of Reading and Berks County's Management Team. Staff will be trained on the following topics during staff in-service days prior to providing care:
  - Pick up and Drop off policies
  - Cleaning Procedures
  - Social Distancing and Safety Protocols while providing care during Covid-19
  - Direct and Indirect Exposure to Covid-19
  - Mandated Reporting Training/Stewards of Children
  - First aid/CPR/AED
  - Fire Safety
  - Minimum of 6 hours of required DHS training
  - Exposure Control/Bloodborne Pathogens

Child Drop-off/Arrival Procedures:

This pandemic has changed the way we look at education and our daily practices and procedures in a group setting. Changes in Procedures and Practices have been developed to support the health and safety of children, families and our staff and to do all we can to remain open for families. The changes are meant to ward off Coronavirus and they are based on thorough research and guidance being recommended by experts such as the CDC.

Drop Off and Pick Up Procedure and Child(ren)/Family Daily Health Screenings:

In order to reduce direct contact and limit the risk for coronavirus transmission, the YMCA is restricting access to its facility to its essential staff and children enrolled in the program. Accordingly, families WILL NOT be permitted to enter the building during drop off and pick up. Instead, a staff member will greet each family at the Front Door Drop Off Area and the subsequent procedures will be followed:

- Families will be greeted at the Front Door Drop Off Area by a staff member.
- Families will be required to wear masks when interacting with Staff during drop off and pick up, and will be asked to sanitize their hands upon arrival with provided hand sanitizer, located at the entryway.
- Daily Health Check Questionnaire:
  - Each morning before Drop Off, each family will be greeted at the Front Door Drop Off Area by a staff member assigned to complete Daily Health Check Questionnaire (Appendix A) with family before child(ren) will be admitted to the program.
  - Staff will ask family each question on the Health Check Questionnaire in order to avoid having the parent/family member touch the document and pen/pencil.
  - Staff Member will take the family member’s and child’s/children’s temperature.
  - If a family member’s answers ‘yes’ to any of the questions in the Questionnaire or if either child/children or sibling fails the temperature check (equal to or greater than 100.4 degrees F), their child/children may not enter the program.
  - If there are no issues with the Health Check Questionnaire or Temperature Check, the Staff Member will:
    - Escort child along with his/her belongings into the program.
    - Take the child to the nearest handwashing location.
• Direct/assist child in washing their hands.
• Store belongings in child’s appropriate location assigned location.

• Upon arrival to pick up their child, parents will call 610-944-6515 to announce their arrival and a staff member will bring their child to Front Door Drop Off Area.
• All childcare areas will be sanitized before, during and after child care areas utilizing CDC recommended bleach/disinfection solution.

Staff Policies for Entry to Work:
Our employees have chosen to work at the YMCA of Reading and Berks County and are responsible for avoiding exposure to the COVID-19 virus to the greatest extent possible. They are not only responsible for their own health, but the health of the children and families they care for, and the community in which they live. They are responsible for exercising proper hand washing and exposure precautions along with social distancing with every activity they partake in (grocery shopping, getting gas, going to the post office, etc.) We ask all employees to be mindful of how their actions can affect the health of all within our programs.

• Daily prior to beginning work at our program, the Center Director will ask each staff to answer the following Daily Health Check Questionnaire (Appendix B) and will take each staff member’s temperature.
  • If the Center Director is not available for daily health screenings, a Program Director, Branch Executive, or Senior Staff Member will assume health screening responsibilities.
• Staff who answer no to all questions and successfully pass the temperature check may report to work as usual.
• Staff that either answer ‘yes’ to any question or fail the temperature check may not enter the program.
• Staff that may not enter the program shall keep in touch with the Director to share their health status and to determine appropriate time for returning to work.
• Staff will be asked to wash their hands upon their arrival to the program and throughout their shift.

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it’s important that everyone practices healthy hygiene behaviors.

Staff members or teachers age 65 or older, or with serious underlying health conditions, are encouraged to talk to their healthcare provider to assess their risk and to determine if they should stay home.

Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If a child in care has underlying health conditions, a special care plan may be required from a physician. The YMCA will follow children’s care plans for underlying health conditions such as an asthma action plan.

THE YMCA plans to cover programs in the event of increased staff absences, utilizing substitutes and management staff.

Additional Screening Procedures
If a child or employee falls ill during the childcare program, the YMCA will:
• Immediately isolate a child or staff member that develops fever, chills, shortness of breath, new cough, or new loss of taste or smell and send them home as soon as possible.
• While waiting for a sick child to be picked up, a YMCA employee will stay with the child in a place isolated from others. If the child has symptoms of COVID-19, the YMCA employee will remain as far away as safely possible from the child (preferably 6 feet) while maintaining supervision. The YMCA employee will wear a cloth face covering. If the child is over the age of 2 and can tolerate a face covering, the child will also wear a cloth face covering.
Persons who have a fever of **100.4 degrees** Fahrenheit or above, or other signs of illness will not be admitted to the facility. The YMCA will encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.

**Routine Disinfecting/Sanitization Procedures**

The YMCA will post signs in highly visible locations (e.g., facility doors, lobby, restrooms) that promote everyday protective measures and describe how to stop the spread of COVID-19 such as by properly washing hands and properly wearing a cloth face covering. Signage for handwashing and signage for face coverings will be supplied by the YMCA.

Caring for Our Children (CFOC) provides national standards for cleaning, sanitizing and disinfection of educational facilities for children, which the YMCA has adopted. Toys that can be put in the mouth will be cleaned and sanitized. Other hard surfaces, doorknobs, and floors will be disinfected.

**Intensify cleaning and disinfection efforts:**

- The YMCA will develop a schedule for cleaning and disinfecting. See Appendix C.
- The YMCA 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, sink handles, countertops, nap pads, desks, chairs, cubbies, and playground structures using the appropriate bleach solution.
- The YMCA will use all cleaning products according to the directions on the label. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- All cleaning materials will be kept secure 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 and Equipment:**

- 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 staff member wearing gloves--clean with water and bleach, rinse thoroughly, sanitize with an EPA-registered disinfectant, rinse thoroughly again, and air-dry.
- Toys that need cleaning will be set aside and placed in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Dish pan and water will be kept out of reach from children. Washing with soapy water is an ideal method for cleaning. Enough toys and materials will be available so that the items can be rotated through cleanings.

**How to clean and disinfect**

*The following information will be provided to our staff members regarding cleaning:*

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
- High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
• Recommend use of water and bleach.
  Follow the instructions on the label to ensure safe and effective use of the product.
  Many products recommend:
  o Keeping surface wet for a period of time.
  o Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
• Always read and follow the directions on the label to ensure safe and effective use.
  o Wear skin protection for potential splash hazards
  o Ensure adequate ventilation
  o Use no more than the amount recommended on the label
  o Use water at room temperature for dilution (unless stated otherwise on the label)
  o Avoid mixing chemical products
  o Label diluted cleaning products
  o Store and use chemicals out of the reach of children
• You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.
• Diluted household bleach solutions will be used on all surfaces.
  o Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
  o Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
  o Bleach Formulas

  **SANITIZING SOLUTION**
  - 2 tsp. (Clorox Bleach) to 1 gallon water
  - WASH AND RINSE IF SOILED, SPRAY SOLUTION – ALLOW TO SIT FOR 2 MINUTES
  - RINSE WELL and AIR DRY
  - **SOLUTION MUST SIT FOR 2 MINUTES**

  **DISINFECTING SOLUTION**
  - ½ Cup (Clorox Bleach) to 1 gallon water
  - PREWASH IF SOILED, SPRAY SOLUTION – ALLOW TO SIT ATLEAST 5 MINUTES
  - RINSE WELL and AIR DRY
  - **SOLUTION MUST SIT FOR ATLEAST 5 MINUTES**

• Bleach solutions will be effective for disinfection up to 24 hours.
• Alcohol solutions with at least 70% alcohol may also be used.
• For soft surfaces such as carpeted floor, rugs, and drapes
  o Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
  o Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
  OR
  o Disinfect with an a bleach and water solution.
  o Vacuum as usual.
• For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines
  o Consider putting a wipe able cover on electronics.
  o Follow manufacturer’s instruction for cleaning and disinfecting.
    o If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.
• Wear disposable gloves for all tasks in the cleaning process, including handling trash.
• Wash your hands often with soap and water for 20 seconds.
• Wear PPE at all times.
• Always read and follow the directions on the label to ensure safe and effective use.
• Additional key times to wash hands include:
  o After blowing one’s nose, coughing, or sneezing.
  o After using the restroom.
  o Before eating or preparing food.
  o Before and after providing routine care for another person who needs assistance (e.g., a child).
• Outdoor areas, like playgrounds and parks generally require normal routine cleaning, but do not require disinfection.
  o Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
  o High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  o Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

**Cleaning and disinfecting the facility if someone is sick**
• The YMCA will close off areas used by the person who is sick.
  o YMCA does not necessarily need to close operations, if they can close off affected areas.
• The YMCA will open outside doors and windows to increase air circulation in the area, if possible.
• The YMCA will wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, we will wait as long as possible.
• The YMCA will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
• The YMCA will vacuum the space if needed. We will use a vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
• Once area has been appropriately disinfected, it will be opened for use.
  o Employees without close contact with the person who is sick can return to work immediately after disinfection.
• If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  o The YMCA will continue routine cleaning and disinfection. This includes everyday practices that we normally use to maintain a healthy environment.

**SOCIAL DISTANCING IN THE CHILDCARE SETTING:**
If possible, childcare cohorts WILL include the same group each day, and the same YMCA employees will remain with the same group each day. The YMCA will limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising. The YMCA will cancel or postpone special events such as festivals, holiday events, and special performances.

**Program Activities and Social Distancing:**
• The YMCA will use social distancing (6 feet apart) within groups as much as possible.
• The YMCA will adhere to cohort groups. Playground, bathroom, and multiuse spaces will be staggered to keep groups separate.
• Each child’s belongings will be separate from others in an assigned space.
• Each child will be assigned labeled art supplies, writing utensils to minimize sharing, items will be disinfected regularly throughout the day.
• Activities will be planned that do not require close physical contact between multiple children.
• No toys/items from home will be permitted, except school age backpacks.
**Ratios and Registration:**
Due to COVID-19, registration for school age care will be different this year. Following the recommendations from the State of Pennsylvania, our maximum enrollment will be less and staff to child ratios will decrease. Because of the circumstances, any child who registered before COVID-19 will be guaranteed a spot.

This year we will ask all parents to complete a schedule commitment form to let us know their childcare needs. This information will help us accommodate as many families as we can.

**Face Coverings:**
All YMCA staff and children are required to wear cloth face coverings.

The Department of Health recognizes that getting younger children to be comfortable wearing face coverings and to keep them on may create some difficulties. Under these circumstances, parents, guardians, licensed child care providers in community-based and school settings or responsible persons may consider prioritizing the wearing of face coverings to times when it is difficult for the child to maintain a social distance of at least 6 feet from others who are not a part of their household (e.g., when standing in line at school). Child care staff will provide children with frequent reminders and education on the importance and proper wearing of cloth face coverings may help address these issues.

**Confirmed Positive COVID-19 Cases & Exposure To COVID-19:**
The following pertains to all YMCA staff, program participants and their families.

**Confirmed positive COVID 19-cases:**
- If an individual tests positive for COVID-19 he/she should not enter the program and must notify the program director immediately.
- The program director will notify HR and Director of Education.
- The individual must quarantine for 14 days.
- Follow the “Discontinuing at home isolation” guidance below for timelines on returning.
- The childcare program will close for a period of 48 hours following the confirmed positive COVID-19 case so that the facility can be cleaned and disinfected properly.
- The Branch Executive/Director/HR will inform employees, the School District, program participants and parents of enrolled children of their exposure.

**Exposure to a person who tests positive for COVID-19:**
Exposure is defined as being within 6 feet of the individual who tests positive for COVID-19 for a period of 15 minutes or more. It also means coming into direct contact with droplets from a COVID-19 positive individual. Persons who test positive are considered infectious 48 hours before the onset of symptoms.
- Persons testing positive but do not have symptoms are considered infectious 2 days after exposure (if known) or starting 2 days before test date (if exposure is unknown).
- If a staff person, household member, or a child is exposed to an individual who tests positive for COVID19:
  - It is strongly recommended and highly encouraged that they self-quarantine for a period of 14 days based on the CDC guidance.

**Becomes ill during program hours:**
If an individual becomes symptomatic, he/she is sent home and is expected to quarantine and follow the “Discontinuing at home isolation” guidance below for timelines on returning.

**Discontinuing at home isolation:**
Drafted – 7/9/2020
There are different strategies for discontinuing home isolation. Options include a symptom based (i.e., time-since-illness-onset and time-since-recovery strategy) or test based strategy.

**Symptom-Based Strategy**
Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared.

**Test-Based Strategy**
Individuals who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- Negative COVID-19 test results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).

**For Persons Who Tested Positive but have NOT had COVID-19 Symptoms in Home Isolation:**

**Time-Based Strategy**
Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used.

**Test-Based Strategy**
- Negative COVID-19 results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens). The symptom-based, time-based, and test-based strategies may result in different timeframes for discontinuation of isolation post-recovery.

Any individual who becomes ill should contact their medical provider for advice or testing. For any individual who has been exposed to COVID-19 as described above, or who tests positive for COVID-19, follow the information outlined above.

**Reporting:**
In all instances the any cases of COVID-19 will be reported to the following parties:
- YMCA Human Resources
- YMCA Director of Early Education
- The PA Department of Human Services
- The PA Department of Health
- The School District or Organization where the program takes place

All direct and indirect exposure Covid-19 cases will be reported. The Director of Early Education will contact DHS and the Department of Health for further guidance for each possible case. The Director of Early Education will communicate the District and families regarding guidance made by the Department of Health. The YMCA will utilize the Remind App to communicate all closure, quarantine, and any necessary schedule changes with families.
Additional Resources:

Office of Child Development & Early Learning
Announcement C-20-06 Revised
[link]

Guidance for Child Care Programs that Remain Open
[link]

Contact Information:

Shelley Eppihimer  
Director of Early Education  
610-378-4728  
seppihimer@ymca-berkscounty.org

Dori Bornstein  
Director of Human Resources  
610-378-4744  
dbornstein@ymca-berkscounty.org

Brandon Shurr  
Executive Branch Director  
610-944-6515  
bshurr@ymca-berkscounty.org
YMCA SCHOOL AGE Staff Daily Health Check

Employee Name: _______________________________    Date: ________________

When you arrive for work, please see the director, who will complete this Daily Health Check with you.

<table>
<thead>
<tr>
<th>In the past 14 days have you...</th>
<th>Yes or No?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Been in close contact with someone confirmed or being tested for COVID-19?</td>
<td>Y / N</td>
</tr>
<tr>
<td>Traveled domestically (anywhere in the country)</td>
<td>Y / N</td>
</tr>
<tr>
<td>Traveled internationally (out of the county)?</td>
<td>Y / N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you have any of the following symptoms?</th>
<th>Yes or No?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature above 100.4°F (check temperature w/ forehead thermometer)</td>
<td>Y / N</td>
</tr>
<tr>
<td>Cough</td>
<td>Y / N</td>
</tr>
<tr>
<td>Sore throat</td>
<td>Y / N</td>
</tr>
<tr>
<td>Runny nose</td>
<td>Y / N</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>Y / N</td>
</tr>
<tr>
<td>Mild flu-like illness (fatigue, chills, muscle aches)</td>
<td>Y / N</td>
</tr>
<tr>
<td>Gastrointestinal intestinal issues (nausea, vomiting, or diarrhea)</td>
<td>Y / N</td>
</tr>
</tbody>
</table>

Temperature Check – Temperature must be below 100.4°F   Y/N

Staff that answers “YES” to any of the above questions or fails the temperature check may not enter the building and shall not report for work. Staff should follow CDC or local Public Health Department guidance and/or protocol.

Further guidance can be accessed on the CDC website:
**YMCA SCHOOL AGE Child Daily Health Check**

**Child’s Name: ________________________________**    **Date: ______________**

### DAILY FAMILY HEALTH CHECK – QUESTIONNAIRE

Prior to child/children drop off, staff will ask family to answer the following:

<table>
<thead>
<tr>
<th><strong>In the past 14 days have you or your child...</strong></th>
<th><strong>Yes or No?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Been in close contact with someone confirmed or suspected to have COVID-19?</td>
<td>Y / N</td>
</tr>
<tr>
<td>If you are a healthcare worker, are you symptomatic?</td>
<td>Y / N</td>
</tr>
<tr>
<td>Traveled domestically (anywhere in the country – including NH)?</td>
<td>Y / N</td>
</tr>
<tr>
<td>Traveled internationally (out of the county)?</td>
<td>Y / N</td>
</tr>
<tr>
<td>Have you given your child any symptom relieving medication (Tylenol, Ibuprofen, Cough Medicine, Lozenges) in the last 24 hours?</td>
<td>Y / N</td>
</tr>
</tbody>
</table>

### Do you or your child have any of the following symptoms?

<table>
<thead>
<tr>
<th><strong>Symptom</strong></th>
<th><strong>Yes or No?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature above 100.4°F (check temperature w/ forehead thermometer)</td>
<td>Y / N</td>
</tr>
<tr>
<td>Cough</td>
<td>Y / N</td>
</tr>
<tr>
<td>Sore throat</td>
<td>Y / N</td>
</tr>
<tr>
<td>Runny nose</td>
<td>Y / N</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>Y / N</td>
</tr>
<tr>
<td>Mild flu-like illness (fatigue, chills, muscle aches)</td>
<td>Y / N</td>
</tr>
<tr>
<td>Gastrointestinal intestinal issues (nausea, vomiting, or diarrhea)</td>
<td>Y / N</td>
</tr>
<tr>
<td>Rash</td>
<td>Y / N</td>
</tr>
</tbody>
</table>

**STAFF will take Family member and Child’s Temperature daily upon Drop Off**

<table>
<thead>
<tr>
<th><strong>Temperature</strong></th>
<th><strong>Must be below 100.4°F</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Family member Name:</td>
<td></td>
</tr>
<tr>
<td>Child’s Name:</td>
<td></td>
</tr>
<tr>
<td>Child’s Name:</td>
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<tr>
<td>Child’s Name:</td>
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<tr>
<td>Child’s Name:</td>
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</tr>
</tbody>
</table>

If family member answered “NO” to all these questions, he/she may drop-off their child. If family member answered “YES” to any of the above, the child and parent or family member may not enter the facility. Staff will direct families to the following CDC resource to determine their next steps.

## Routine Schedule for Cleaning, Sanitizing, and Disinfecting

<table>
<thead>
<tr>
<th>Areas</th>
<th>Before Each Use</th>
<th>After Each Use</th>
<th>Daily (At the End of the Day)</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food Areas</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food preparation surfaces</td>
<td>Clean, Sanitize</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>Use a sanitizer safe for food contact</td>
</tr>
<tr>
<td>Eating utensils &amp; dishes</td>
<td>Clean, Sanitize</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; Use of an automated dishwasher will sanitize</td>
</tr>
<tr>
<td>Tables &amp; highchair trays</td>
<td>Clean, Sanitize</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Countertops</td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>Use a sanitizer safe for food contact</td>
</tr>
<tr>
<td>Food preparation appliances</td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mixed use tables</td>
<td>Clean, Sanitize</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>Before serving food</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>Clean</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Child Care Areas</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic mouthed toys</td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pacifiers</td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>Reserve for use by only one child; Use dishwasher or boil for one minute</td>
</tr>
<tr>
<td>Hats</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Clean after each use if head lice present</td>
</tr>
<tr>
<td>Door &amp; cabinet handles</td>
<td>Clean, Disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sweep or vacuum, then damp mop, (consider micro fiber damp mop to pick up most particles)</td>
</tr>
<tr>
<td>Machine washable</td>
<td></td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td>Launder</td>
</tr>
<tr>
<td>Areas</td>
<td>Before Each Use</td>
<td>After Each Use</td>
<td>Daily (At the End of the Day)</td>
<td>Weekly</td>
<td>Monthly</td>
<td>Comments</td>
</tr>
<tr>
<td>-----------------------------</td>
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</tr>
<tr>
<td><strong>Child Care Areas</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dress-up clothes</td>
<td></td>
<td></td>
<td>Clean</td>
<td></td>
<td></td>
<td>Launder</td>
</tr>
<tr>
<td>Play activity centers</td>
<td></td>
<td></td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drinking Fountains</td>
<td></td>
<td></td>
<td>Clean, Disinfect</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Computer keyboards</td>
<td></td>
<td></td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td>Use sanitizing wipes, do not use spray</td>
</tr>
<tr>
<td>Phone receivers</td>
<td></td>
<td></td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Toilet Areas</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Handwashing sinks &amp; faucets</td>
<td></td>
<td></td>
<td>Clean, Disinfect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Countertops</td>
<td></td>
<td></td>
<td>Clean, Disinfect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilets</td>
<td></td>
<td></td>
<td>Clean, Disinfect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors</td>
<td></td>
<td></td>
<td>Clean, Disinfect</td>
<td></td>
<td></td>
<td>Damp mop with a floor cleaner/ disinfectant</td>
</tr>
</tbody>
</table>