



ELIZABETH MASCIA CHILD CARE CENTER

## Parent Handbook

Elizabeth Mascia Child Care Center

Revised Covid Guidelines

July 2022

We have revised our procedures and protocols to conform to best practices during the Covid-19 pandemic. Our goal is to keep our children, staff and their families safe and healthy while in our care. We follow the recommendations of the Centers for Disease Control (CDC), Westchester County Health Department and Office of Children and Family Services, in formulating these protocols.

We will provide updates on any procedures and protocol changes over time. Please contact the Executive Director or Nurse for any clarification or questions you may have **914-631-2126** or [Director@masciachildcare.org](mailto:Director@masciachildcare.org)

### General Information:

**Center hours:** Monday through Friday 7:00 am - 6:00 pm

**\*As of July 5, 2022, parents may enter the building wearing a mask, for morning drop-off only, in addition to guest readings and birthday celebrations.**

## Arrival and Dismissal Protocols

### Upon Arrival:

- Families will arrive at staggered times, ring the center doorbell, take theirs and their child's temperature at the entrance and walk their child to their classroom. If a family chooses to opt out of entering the center, a staff member will escort the child to their classroom.
  - If the thermometer reading shows 100.4° F or higher for either the family member or child, they may not proceed to enter the building.
  - Your child should not attend if they have any of the following symptoms:
    - Has the child had a fever of 100.4° F or higher within the last 24 hours?
    - Did the child have a cough, sore throat, body aches or headache?
    - Did the child have any shortness of breath or difficulty breathing?
    - Did the child have chills or repeated shaking with chills?
    - Did the child have a new loss of taste or smell?
    - Did the child have any gastrointestinal upset (nausea, vomiting or diarrhea)?
    - Is the child's baseline different - lethargy, paleness, flushed skin, rashes, unusual spots, swelling or bruises?
- We will limit the amount of time classes are merged.
- Parents need not sign children in and out at the beginning and end of each day. Staff may sign children in and out.
- Families will apply sunscreen to their child at home. Staff will re-apply as needed. A non-medication consent form is required.

### Daily Health Checks for Children

- Our staff will monitor the children for coughing, sneezing, diarrhea, runny noses, stomach aches, rashes, redness, and headaches as is our usual practice.
- Children will be isolated and sent home if symptomatic.
- We require documentation for any pre-existing conditions, such as asthma, seasonal allergies and/or food allergy to have on record.
- If the staff believes a child is ill, his/her temperature will be taken. Children will be sent home if a temperature of 100.4° F or above is recorded.
- Children will be encouraged to cover their mouth and nose for coughs and sneezes
- No nebulizers may be used at this time per OCFS. Utilization of inhalers with spacers is permitted.

## At Dismissal

- Children will be brought to parents outside the front entrance unless dismissed from outdoor play areas.
  - Parent will call or ring the Center doorbell upon arrival when ready to pick up the child at the front door.
  - A Staff member will escort the child to the parent. If children are outside playing at dismissal, please wait outside the gate, or at the perimeter of the field, or at the courts.

## Cleaning and Sanitizing Protocols:

- Children will be supervised during frequent and thorough hand washing throughout the day.
- Each child will have their own personalized plastic container for supplies (crayons, playdough, markers, scissors, and glue sticks) to minimize sharing.
- Surfaces – counters, tables, and chairs will be cleaned with soap and water, then sanitized with a diluted bleach solution throughout the day: upon arrival, before and after snacks and meal time, after table-top playtime. Disinfectant cleaner will be used with 4 teaspoons bleach per quart water in a spray bottle. This solution is changed daily.
- Toys will be cleaned with diluted bleach solution after playtime.
- Equipment such as strollers and ride-ons will be sprayed with the diluted bleach solution before and after use.
- Cloth toys or any equipment with fabric coverings have been removed from the classrooms' play areas. Bedding and naptime stuffies are permitted, but will be sent home every Friday for washing to be returned on Monday.
- Hand sanitizer will be used when soap and running water are not available
- Additionally, all classrooms, bathrooms and common areas are cleaned daily by our professional cleaning service.
- Sinks, toilets, and door handles are wiped down throughout the day.

## Outdoor Play

- EMCCC playground is open for our use at this time. (NY State and the Village of Tarrytown have the authority to determine when our playgrounds can open.)
- Use of the playgrounds and grounds are restricted to EMCCC children only during Center operation.
- We will strive to maximize use of the outdoors for play and snacks whenever possible.
- Outdoor tables will be lined with paper when used for eating.
- When required by NY State or OCFS, children will be required to wear masks for outdoor activities.

## Mask

We are a “mask positive” environment and support masked people in our child care program working and learning alongside unmasked people.

- Staff will have the option to wear masks throughout the day. Staff will wear masks when engaging in other classrooms. Staff will also wear masks when we have a Covid exposure in the building.
- Children 2 years of age and older have the option of not wearing a mask, except when we have a Covid exposure in the building
- Any family members entering the building, must wear a mask while in the center.

## Social Distancing

- While children are not easily distanced during play time, we will encourage social distancing where possible and teach them that 6 feet equals 2 adult arms’ lengths. Our staff will practice social distancing at all times possible.
- During rest time cots will be separated by 3 feet.

## Meal and Snack Preparations

- Our food service has provided us with information about their meal preparation and safety measures. They meet the health guidelines required to provide healthy and safe meals for our children. We will continue to utilize their service to provide meals daily.
- We will have no family-style dining at this time. Meals are individually served for each child.

## Children returning to Center after Illness

- In order to return to school after presenting with any of the symptoms noted below, one must have clearance from administration:
  - A fever of 100.4° F or higher within the last 24 hours
  - A cough, sore throat, body aches or headache
  - Shortness of breath or difficulty breathing
  - Chills or repeated shaking with chills
  - A new loss of taste or smell
  - Any gastrointestinal upset (nausea, vomiting or diarrhea)
  - Child’s baseline different - lethargy, paleness, flushed skin, rashes, unusual spots, swelling or bruises
- If a student has been tested for COVID-19 and is negative, he/she can return to school only if:
  - Child is fever free without the use of fever reducing medicines and they have felt well for 24 hours (if applicable)
  - It has been 24 hours since the last episode of diarrhea or vomiting (if applicable)
  - Any other symptoms are improving and child is well enough to attend.

\*Diagnoses such as a virus or cold do not meet this requirement in the absence of a negative COVID test.

\*Should you choose to not get your child tested for COVID-19 and they do not have an alternative diagnosis, they will be required to remain home for 5 calendar days from symptom onset.

## **Individual Who Tests Positive for COVID-19**

If your child tests positive for COVID-19 regardless of vaccination status, one should:

- Inform Administration, so we can inform anyone considered a close contact
- Inform your child's primary doctor

\*\*A child of any age or adult who tests positive for COVID-19, regardless of vaccination status:

- Anyone with a positive COVID test must stay out of child care program for at least 5 days.
- Anyone who has tested positive for COVID and who is not experiencing symptoms, must isolate for 5 days. After 5 days, they may return to the program.
- Day 1 of isolation for someone not experiencing symptoms is the first full day following a positive test. Day zero is the day you test positive. A well-fitting mask should be worn by anyone over the age of two, on days 6 through 10.
- Anyone who has tests positive for COVID and is experiencing symptoms must isolate at least 5 days. Day 1 of isolation for someone who is day symptoms first began. Day zero is the first day symptoms began. They may return to the program after 5 full days AND must be fever-free for 24 hours without medication AND must have improving symptoms before returning. A well-fitted masks must be worn by anyone over the age of two on days 6 through 10.
- Those under two and those who cannot wear a well-fitted mask must continue to isolate outside of the child care center for days 6 to 10.

## Individual Exposed to Covid

In a case that a child or staff test positive for Covid-19, EMCCC will contact OCFS and Westchester County Health Department and identify close contacts.

Notification will include all persons that have been:

- In the same classroom group as the student /staff who have tested positive for COVID-19
- Or any student/ staff who have been within 6 ft. of the person who has tested positive for COVID-19 for a total of 15 minutes or more over a 24-hour period.

\*All close contacts will need to adhere to the following:

- If the person:
  - Has received all recommended vaccine doses, including boosters (if eligible) **OR** had confirmed COVID within the past 90 days (tested positive using a viral test) **OR** an unvaccinated child who is attending school and who also attends a child care program part of the day:
  - No quarantine is required before they may return to the program, unless they are experiencing symptoms
  - If a person under quarantine develops symptoms, they must follow the isolation guidance as stated in the previous section.
  - Anyone over the age of two should must wear a well-fitted mask around others for 10 days while in the program.
  - If they haven't had confirmed COVID in the last 90 days, testing is encouraged on day 5 when possible
- If the person:
  - Has not received all recommended doses of the vaccine, including boosters for anyone ages 12 and older (if eligible) **OR** is completely unvaccinated
    - Adults and children may return to the program after 5 days if they are not experiencing symptoms
      - A well-fitted mask must be worn by anyone over the age of two for days 6 through 10.
      - If a person under quarantine develops symptoms, they must follow the isolation guidance as stated in the previous section.
      - Those under two and those who cannot wear a well-fitted mask must continue to isolate outside of the child care center for days 6 through 10.
      - Testing in encouraged on day 5.

*\*These are our latest updated policies and protocols in regards to Covid-19. Here at EMCCC the health and safety of our children, families and staff come first. We will continue to monitor the CDC, OCFS and WCHD for any updates.*