

Extended School Care COVID 19 Health and Safety Plan			Updated 10/14/20
Screening Procedures			
Action Steps	To be Implemented by:	Materials, Resources, Supports Needed	Professional Development Recommended
Parents will be asked to screen their children daily prior to attending care or school for a fever or symptoms of illness. Children exhibiting a fever or symptoms of illness should stay home.	Parents	Health screening posters in sign in area. Illness policy as listed in the parent handbook will be followed.	Information communicated to parents via email, plan posted on the website and at each program location. Plan communicated to staff at 10/22/20 Back to School Meeting
Staff will be asked to screen themselves prior to coming to work for a fever or symptoms of illness. Staff exhibiting symptoms of illness should stay home.	Child care staff	Health screening posters in staff area. COVID-like illness card.	Information communicated to staff at the 10/22/20 Back to School Meeting.
Staff will continue to monitor child and staff health throughout the day.	Child care staff	Health screening posters in staff area. COVID-like illness card.	Information communicated to staff at the 10/22/20 Back to School Meeting.
Immediately isolate staff and children who develop a fever or other symptoms of illness during program time and send them, along with any family members home as soon as possible. (Children in isolation must continue to be supervised from a 6ft distance.)	Site Director/Group Supervisors	Designated quarantine area.	Information communicated to staff at the 10/22/20 Back to School Meeting.
Sign in and Out			
Action Steps		Materials, Resources, Supports Needed	Professional Development Recommended
Parents and guardians will be asked to wait in the lobby or at the cafeteria door when signing children in and out of care. Staff will sign in children and bring them into the child care area or bring children to the parent and sign them out of care.	Parents and child care staff	Social Distancing Posters hung in sign in/out and child care areas.	Information communicated to parents via email, plan posted on the website and at each program location. Plan communicated to staff at 10/22/20 Back to School Meeting.
Parents and guardians will be asked to send the same person for drop off and pick up each day.	Parents		Information communicated to parents via email, plan posted on the website and at each program location. Plan communicated to staff at 10/22/20 Back to School Meeting.
If possible those with serious underlying medical issues should not pick up children as they are more at risk.	Parents		Information communicated to parents via email, plan posted on the website and at each program location. Plan communicated to staff at 10/22/20 Back to School Meeting.
Hand sanitizing station shall be provided at entrances for parents.	Custodial staff	Sanitizer provided at each entrance.	Information communicated to parents via email, plan posted on the website and at each program location. Plan communicated to staff at 10/22/20 Back to School Meeting.
Children will be asked to wash their hands upon entering the child care area.	Child care staff		Information communicated to staff at the 10/22/20 Back to School Meeting.

Face Masks				
Action Steps	To be Implemented by:	Materials, Resources, Supports Needed	Professional Development Recommended	
All staff, adults and children who enter the school building will be required to wear a face mask or covering.	Parents and child care staff	Staff, parents and students should come to the school/program wearing a face mask. Posters reinforcing face mask requirement shall be posted in child care area.	Information communicated to parents via email, plan posted on the website and at each program location. Plan communicated to staff at 10/22/20 Back to School Meeting.	
Cleaning and Sanitizing				
Action Steps	To be Implemented by:	Materials, Resources, Supports Needed	Professional Development Recommended	
Routinely clean, sanitize and disinfect tables, materials, high touch areas and bathrooms following CDC guidelines.	Child care staff and custodial staff	wipes, cleaning materials, sanitizer	Information communicated to staff at the 10/22/20 Back to School Meeting.	
Toys that cannot be sanitized should not be used.	Site Director/Group Supervisors	storage space away from the child care area	Information communicated to staff at the 10/22/20 Back to School Meeting.	
Materials and toys that have been used and need to be cleaned shall be placed into a soiled bin until they can be sanitized.	Child care staff	wipes, cleaning materials, sanitizer, soiled bins	Information communicated to staff at the 10/22/20 Back to School Meeting.	
Social Distancing				
Action Steps	To be Implemented by:	Materials, Resources, Supports Needed	Professional Development Recommended	
Children shall be grouped together each day with the same children and staff.	Child care staff	Social distancing posters	Information communicated to staff at the 10/22/20 Back to School Meeting.	
Children shall be kept in separate groups for outdoor play, meals and activities.	Child care staff	Social distancing posters	Information communicated to staff at the 10/22/20 Back to School Meeting.	
All children and staff shall social distance up to 6 feet when possible.	Child care staff	Social distancing posters	Information communicated to staff at the 10/22/20 Back to School Meeting.	
Children will be given assigned seats in the program space to assure social distancing.	Group Supervisors/Site Director	seating charts	Information communicated to staff at the 10/22/20 Back to School Meeting.	
Staff and children shall wash hands upon arrival, before eating, after toileting, after touching bodily fluids, after using art materials and when coming in from outside.	Child care staff	handwashing signs posted	Information communicated to staff at the 10/22/20 Back to School Meeting.	
Limiting shared materials.	Child care staff		Information communicated to staff at the 10/22/20 Back to School Meeting.	
Staggering use of hallways, communal space.	Group Supervisors/Site Director	2 way radios	Information communicated to staff at the 10/22/20 Back to School Meeting.	
Action Steps	To be Implemented by:	Materials, Resources, Supports Needed	Professional Development Recommended	
All meals and snacks shall be served to children by adults.	Child Care Staff	Food provided by SNS staff.	Information communicated to staff at the 10/22/20 Back to School Meeting.	

1	If a student or staff member tests positive or has been exposed to someone with COVID-19 and have developed symptoms, the Department of Human Services and the Department of Health will immediately be contacted and will take over contact tracing/quarantining.		
2	All protocols in terms of notification and communication will be followed under the advice of the DOH/DHS.		
3	Per the Department of Human Services guidelines, the child care area of the facility effected will be closed for 24 hours for cleaning following a confirmed case of a child or staff member who has been in attendance.		
4	Parents will be informed when there is a probable case or a confirmed case of COVID 19.		
5	Staff will be informed when there is a probable case or a confirmed case of COVID 19.		
6	Children or staff who have been exposed to an individual who tests positive shall self quarantine for 14 days based on CDC guidance.		
7	Please contact Marjie Scott, program coordinator with questions at 215-853-1038 or scottme@npenn.org.		