

**Just Like Home Preschool & Nursery**  
**2129 South 11th Street**  
**Philadelphia, Pa 1918**

**COVID-19 MONITORING, REPORTING, SYMPTOMS AND EXPOSURE COVID-19 MONITORING, REPORTING, SYMPTOMS AND EXPOSURE**

It is important to understand that children who are enrolled in Just Like Home, have the possibility to be in contact with staff members and other children (and by extension, their families) who are at risk of exposure to COVID-19 in the community. No amount of restrictions, guidelines or policies will eliminate all risk of exposure to COVID-19, as the virus can be transmitted by persons who are not symptomatic and/or prior to showing signs of infection.

**Arrival/Drop Off-** Just Like Home will allow 1 family at a time to drop off. Please remain socially distant if another family is at the door. Please give us time to complete the intake procedure.

**If there is overcrowding at the door we will need to implement a timed drop off schedule. Each child will have a designated arrival time.**

**Drop-off and Pick-Up.** Each day, families should assess their child(ren) for any symptoms of “COVID-19 like illness.” If any symptoms are present, the child(ren) should **NOT** come to school. If any family members are feeling unwell, they should not escort children to JLH. As explained below, we request that families notify JLH if their child has “COVID-19 like illness” or symptoms, as well as your plan of action.

Please note that family members will not be allowed to enter the classrooms or buildings during drop-off and pick-up.

**New Drop-off Procedures** To the extent possible, only one family member should bring their child to door for drop-off and pick-up each day. This is to limit interactions to as few individuals as possible. Families are encouraged to avoid having high-risk individuals perform drop-off and pick-up for their own safety. High-risk conditions should be determined by the individual’s health care provider. Examples include people aged 65 years and older; people who are pregnant; and people who have certain health conditions, such as a weakened immune system or a respiratory condition. All individuals who drop off or pick up a child must wear a face mask. **ALL CHILDREN MUST ARRIVE WEARING A MASK.** JLH will provide a mask to anyone that needs one

Adults will need to maintain physical distancing of at least 6 feet between families during drop-off, pick-up and whenever possible.

Drop-off will take place between set hours each day (according to your signed agreements).

In order to successfully stagger drop-offs and to limit exposure, it is important to keep to your drop-off schedule consistent. **There will be no early drop-off to minimize handoffs, to**

**minimize the daily staff required, and to adequately separate children according to classrooms.**

**New Pick-Up Procedures** Pick-up will take place between set hours each day 4:00 pm to 5:15 pm daily. Plan for early pick-up should be communicated to the child's teacher at least 24 hours in advance whenever possible. The pick-up family member will meet the child at the designated pick-up location.

A staff member will bring each child to the pick-up person. In order to reduce as much contact as possible, we ask that families disperse from outfront of the facility.

Staff members will need to limit direct contact with families as much as possible. Teachers will coordinate methods for giving families electronic or phone updates about their children.

Daily teacher conference schedules were previously shared. Please feel free to reach out if you have questions.

### **Monitoring and Reporting**

All children and staff members will have their temperatures checked upon entry, and will quickly be assessed for signs of COVID-19 (fever, body aches, cough, shortness of breath, vomiting, diarrhea, loss of sense of smell and/or taste). Please wait outfront until the staff has completed the health screen.

Parents/guardians are also requested to check and record temperatures of their child(ren) at least once a day while at home.

Just Like Home maintains an active log of all children and staff for the purpose of tracking illness trends and COVID-19 symptoms and infections. This data will be reviewed weekly to help guide operational decisions.

If you, your child, or a family member is diagnosed with COVID-19, contact [justlikehomepreschool@gmail.com](mailto:justlikehomepreschool@gmail.com) so that we can perform proper contact tracing and mitigation within our facilities. This information will be kept confidential. This information should be reported to the school first and clients should allow the facility proper time (within 2 business hours) to notify families prior to customers posting their own updates. JLH has created a COVID disclosure statement that, if signed, gives us permission to legally share information of a non-enrolled individual (ie. household member) is infected. The notice that will be released will state, " A FAMILY MEMBER OF A CHILD IN OUR PROGRAM TESTED POSITIVE FOR COVID on \_\_\_\_\_ and the child last attended school on \_\_\_\_\_". This information will be shared school wide (within 24hours of JLH finding out) and direct contact will be given to those families should a classroom be required to close for a 48 hr period.

### **Guidelines for Sick and Symptomatic Staff, Children and Families**

JLH will follow all HIPPA LAWS and will keep all symptoms and COVID-19 testing/diagnosis for staff, children and their families confidential at all times.

JLH will not allow children, staff, or parents or guardians on site if they: Are showing signs of "COVID-19 like illness" (based on the most up-to-date CDC guidance).

COVID-19 like illness is defined by: At least one of the following symptoms within the last 24 hours: fever 100.4 or higher, new cough, or new shortness of breath/difficulty breathing.

At least two of the following symptoms within the last 24 hours: chills, muscle or body aches, headache, sore throat, new loss of taste or smell.

We will ask questions upon drop off every Monday Morning: Have you been in close contact with someone who has a confirmed or suspected COVID-19 infection in the past 14 days; or with someone who is currently undergoing testing for possible COVID-19 infection and results are pending.

**If your child experiences any of the symptoms above when they are not at school, please contact [Justlikehomepreschool@gmail.com](mailto:Justlikehomepreschool@gmail.com)**

If a staff member discovers that a child has a fever 100.4 or "COVID-19 like illness" during the school day, the child will be removed immediately from the classroom and made comfortable in the area by our front entrance while they wait to be picked up. Children will be guided to a cot that is at least 6 feet from other people in the room.

Families will be contacted to pick-up their child and are asked to arrive within 60 minutes from the time they receive the call. Families should call when they arrive outside of the facility. JLH will inform all families in the sick child's classroom of an illness within 2 business hours.

We will inform all families in the sick child's classroom via email or phone call, if a child or staff member is sent home for a fever or other COVID-19 symptoms. If a child or staff member is diagnosed with confirmed COVID-19, a follow-up message will be sent to the classroom. In this situation, all children and staff members in that classroom will need to self-quarantine at home for 10 days (with the first day being the last time that the child with COVID-19 was in contact with the other children/staff).

Areas that were used by a child or adult with a confirmed COVID-19 positive test will be closed off for at least 48 hours and not used until after cleaning and disinfection.

Children or staff members who have symptoms of "COVID-19 like illness" that include fever, new cough, shortness of breath or difficulty breathing (above the child's baseline, chills, muscle or body aches, headache, sore throat, loss of taste and/or smell, but have no documented positive test, can return to school if:

1. Initial COVID-19 testing is negative and the individual meets the center's normal criteria for return after an illness (i.e., no fever for at least 72 hours);

2. A clinician has evaluated the child or staff member and documented an alternative diagnosis which does not require the child remain home and the individual meets the center's normal criteria for return after an illness (i.e., no fever for at least 72 hours);

3. All of the following are true: At least 10 days have passed since the onset of symptoms; AND The individual has been fever-free without use of any fever-reducing medications (e.g., acetaminophen (Tylenol) or ibuprofen (Motrin, Advil)) for 72 hours; AND Other symptoms (e.g., cough, runny nose) are improving.

**Note that repeat COVID-19 testing is not required to return to school**

If a child or staff member has a confirmed diagnosis of COVID-19: Just Like Home will report confirmed cases to OCDEL. All children and staff in the same classroom or who have come in close contact with the individual who tested positive (defined as greater than 15 minutes of interaction less than 6 feet away) will quarantine at home for 14 days from the day of last exposure. Anyone who develops symptoms during that time should contact their healthcare provider to request testing. In accordance with PDPH guidance, the COVID-19 positive individual should remain home until all of the following are true: At least 10 days have passed since the onset of symptoms and The individual has been fever-free without use of any fever-reducing medications (e.g., acetaminophen (Tylenol) or ibuprofen (Motrin, Advil)) for 72 hours; Other symptoms (e.g., cough, runny nose) are improving.

**Note: At this time, the COVID-19 positive individual does NOT need a repeat COVID-19 test or a doctor's note in order to return to the center.**

If a family member believes that they or their child has had an exposure to COVID-19 outside of school (within 6 feet or less for more than 15 minutes with a person confirmed to have COVID-19), but are not themselves sick, the individual should notify Just Like Home: They will be required to self-quarantine and not go to work, child care, school, or public places for 10 to 14 days (after the last day they were in close contact with the COVID-19 infected person). Self-monitor for symptoms of COVID-19 (fever, cough, shortness of breath, nausea/vomiting, diarrhea, body aches, loss of sense of smell or taste) for 10 days (after the last day they were in close contact with the COVID-19 infected person).

Upon receiving information about this potential exposure, JLH will notify any potential contacts of this possible exposure by email to families in the classroom(within 2 business hours). The impact of this information on JLH will be determined on a case-by-case basis.

We will work with the Philadelphia Department of Health to decide if/when closing the Center is appropriate or required. This information will be communicated to our JLH community so parents can make the necessary arrangements for childcare.

Each family will need to complete a short survey acknowledging that you have received and read our COVID-19 Family Handbook and agree to follow the policies and procedures outlined.

### **Items from Home**

Children should not bring toys from home. If a child needs to bring an item from home to JLH, we encourage a labeled book placed in the child's tote bag. A child may carry a "nap buddy" ,but it must be in their backpack as they enter and can only be taken out during naptime.

1. A sheet for crib or light blanket for rest time
2. Several changes of clothes that will be kept at school
3. Toddler cup or preschool/school age water bottle bottle
4. Children should have: Two face masks while in our care

Certain items will be sent home daily including: soiled clothing , toddler cups ,water bottles will be sent home daily for washing and should return each day.

Nap items will be sent home weekly (on Fridays) for laundering.

### **Mask Wearing**

We will practice putting masks on and taking them off while in school. Each child will have a designated mask hook to hang their mask on while sleeping and eating.

We have already found that children are doing better with mask wearing than we ever expected.

All adults must wear masks that cover their nose and mouth.PLEASE NOTE WE HAVE 2 HEARING IMPAIRED TEACHERS WHO WEAR HEARING DEVICES THEY HAVE PERMISSION TO WEAR FACE SHIELDS AS TO NOT IMPEDE ON THEIR ABILITY TO COMMUNICATE WITH PARENTS, STAFF AND CHILDREN. IF PARENTS NEEDS TO SPEAK TO THEM PLEASE KEEP IN MIND YOUR MASK PROHIBITS THEM FROM READING YOUR LIPS. PLEASE STEP BACK TO SAFELY DISTANT TO COMMUNICATE OR ASK FOR ASSISTANCE.

Masks are required to be worn by school-age children when inside and are NOW encouraged when outside. Please wash cloth masks daily or dispose of single-use masks daily. This is a very important step in mask wearing. We encourage families to help their child learn to independently put on and remove masks.

### **Handwashing and Personal Sanitization**

Staff will wash hands often with soap and water for at least 26 seconds.

At a minimum, children and staff should wash hands prior to arrival, upon entering the classroom, before and after meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing/coughing. If soap and water are not readily available, an alcohol-based hand sanitizer with at least 60% alcohol will be used. Teachers will change a

child's clothes if secretions (e.g., drool/mucous) are on the child's clothes. Contaminated clothes will be placed in a plastic bag to be sent home to wash.

### **Physical Distancing Guidelines**

We know that it will not be possible to prevent young children from coming in close contact with one another and their teachers. Instead, the goal is to limit the number of people in close contact in order to lower the risk of transmission. Each classroom will be viewed as a family unit and the following guidelines will be followed: Most of our classroom group sizes will be reduced to allow more physical distancing between children. Teachers will consistently be with the same group of children each day. Classroom spaces will be arranged as much as possible to encourage children to spread out throughout the room. Physical distancing during snack and lunch time will be met by reducing the number of children seated at each table. Classrooms will become like a family unit. We will create a buddy system for classrooms in the event a staff member is out so the children are exposed to the same 2 teachers. The 6 foot distancing limit will not be applicable within individual classrooms. Cots will be placed head to toe and spaced out as much as possible. All Nonessential visitors will be restricted.

### **Emotional Needs + Communication**

Emotional security is as important as physical safety and we want to assure families that your child's emotional needs will be foremost in our thinking about the care we will provide. We fully expect that the first few days of returning will be difficult children, and their families too. Just Like Home requests that you please communicate concerns directly to school, so we can offer some comfort and answers to your questions.

Teachers WILL be able to hold, touch and comfort children and be in close proximity to them. Most children will NEED hugs and our teachers will be there for them.

### **Sharing of Toys and Cleaning of Toys**

Sharing toys and other classroom items is another developmentally appropriate action of all young children. We have reduced the amount of toys and activities in each classroom and rotate toys frequently. Toys have been removed from the classroom that cannot be sanitized and easily washed. Toys will be cleaned, sanitized and disinfected on a regular basis throughout the day. Toys that cannot be easily cleaned and sanitized will not be used. Toys that have been put in a child's mouth will immediately be put into dirty bins for cleaning and disinfecting. Toys that have been used by a small group of children will be rotated out of circulation and cleaned after use.

### **Cleaning, Sanitizing and Disinfecting**

Our cleaning company has received instruction to pay extra attention to cleaning frequently touched surfaces such as doorknobs, light switches, sink handles and bathrooms. We have added extra days to our cleaning contract to ensure safety. Our staff members have been retrained on proper procedures of disinfecting. We have also made changes to our bathroom

schedule, they will be cleaned after a single use. Prior to closure we completed this task 3 times a day.

**Outdoor Play**

As weather permits, children will go outside daily. The outdoor climbing equipment will be wiped down with disinfectant after each group leaves the backyard. During the summer months we will be using sprinklers to run through and cool off. Please send your child in a swimsuit ,water shoes and a towel on their designated water days. Please label all items.Children will wash hands before going outside and after they return to their classroom.

**Outdoor Walks**

Parents will be notified before we leave the facility.

**Travel and Gatherings Restrictions Policy**

Anyone in the household ( or staff member) of an enrolled child who travels to a state currently listed on PA's travel advisory list should self-quarantine for a 14-day period. The quarantine period begins on the date of return to Philadelphia or surrounding areas. This is true regardless of whether or not you or your child receives a COVID-19 test.

**Planned Activities**

JLH will properly inform parents of any and all activities that deviate from our normal routine. Please see monthly calendars for updates

**JLH staff members will adhere to all safety measures set in place by the City of Philadelphia in regards to COVID 19 a link will be attached to our website for all standards set in place.**

**We ask parents with enrolled children to make the same commitment.**

**JLH makes the commitment to share all information regarding COVID health and safety within JLH legal limits. All information will be shared to the appropriate classes within a 2 hour window.**

**I (we) have read all of the Just Like Home COVID Policy Handbook and agree to all safety measures set in place.**

**Name\_\_\_\_\_Date\_\_\_\_\_**

**Name\_\_\_\_\_Date\_\_\_\_\_**

