

**It Takes A Village  
Childcare Center  
Policies for  
COVID-19  
Health and Safety**

**July 2020**

**9th**

*These policies are from guidance documents produced by the Centers for Disease Control and Prevention (CDC). It has been supplemented or modified to reflect the needs of New Jersey.*

**Summary of Requirements**

All of the Enrollment Policies prior to Covid-19 remain in effect unless otherwise stated.

Effective June 15, 2020, and until further notice:

\*Parents must have on file current contact information including email, job number, cell number and designated pick up people aforementioned contact information. Information must be updated as needed.

- Screen staff and children for fever and other COVID-19 symptoms prior to entry to the program facility each day. Children and staff with a fever in excess of 100.4 degrees Fahrenheit, or exhibiting other symptoms of COVID-19, will not be allowed to enter the facility, nor will persons that have exposure to persons known to have COVID-19 during the preceding 14 days.
- Minimize group sizes and movement between groups. Groupings shall not exceed 10 children, and interactions between groups must be limited. Staff shall be assigned to and remain with one group.
- Ensure that the spacing of groups within the facility allows for ten feet of separation between groups at all times including Nap, Outside Play, Large Group and WorkTime. Outdoor Play will be scheduled in staggered shifts.
- Control crowding at pick up and drop off times.
- Sharing of supplies, food, toys and other items will be strictly limited. Make sure an adequate supply of school, art and other supplies to preclude the need for sharing

of items. Student's belongings will be kept separate in individual storage bins and/or cubbies and sent home at the end of the day for washing.

- Field trips and other off-site activities are prohibited with the exception of daily walks.
- Close person to person contact (hugging, wrestling, games involving touching or tagging) shall be strictly limited and discouraged.
- Staff are required to wear cloth masks while working unless doing so would inhibit the individual's health. If a staff member refuses to wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the staff person at the point of entry, It Takes A Village must decline to allow them to enter.
- When feasible, students will be encouraged to wear face coverings within the facility and during walks. Cloth face coverings should NOT be put on children under age two because of the danger of suffocation.
- Continue to teach and reinforce healthy hygiene practices to prevent the spread of COVID-19.
- Visitors will not be permitted to enter the Center during operating hours, with the exception of emergency or law enforcement personnel in their official capacity, and Department of Children and Families personnel for child protection or child care licensing purposes. All others, including persons providing maintenance or repair services, prospective customers, prospective employees, entertainers or speakers, and third-party therapists or service providers will be required to visit the facility after operating hours.
- Parent/designated people will not be permitted to enter the Village.
- Parents/designated people must wear a masks when near and around the Village Grounds.
- Parents/ designated people must adhere to social distancing signage.
- Implement enhanced cleaning and sanitation practices using EPA approved products for schools/childcare centers.
- Plan for and abide by procedures detailed herein for response to COVID-19 exposure in the center. It Takes A Village will immediately notify their county department of health and the DCF Office of Licensing of any known or suspected COVID-19 exposure in the facility.

\*It Takes A Village will complete the DCF Office of Licensing daily log each day by 11:00 AM.

- It Takes A Village will ensure that required notices and wall signs are posted as indicated on entry and exit doors, in diapering areas, and in restrooms.

## **Requirements in Detail**

### **Arrival of Students for Crowd Control**

8:00am-8:40am

#### Walking Students:

Wait at designated 6 feet apart signage until called.

#### Students in Cars:

Call the school at 201-985201-9855.

We will take your number.

Once you receive the return call, bring your child to the designated area for the Screening and Admittance Procedure.

### **Screening and Admittance Procedure:**

For privacy purposes and to aid in eliminating or minimizing exposure risk during screening, the immediate entryway/ vestibule of the Village 2 and 3 will be the designated area for the Screening and Admittance Procedure.

Screening Staff will wear a mask and a face shield as parents must wear a cloth face covering as well.

Social distancing signage will be available and must be adhered to.

#### Student Screening and Admittance

\*Time Frame 8:00 to 8:40

\*Please arrive prior to 8:40.

\*Parents must wait at the entryway/ vestibule until they are giving the okay to leave.

\*We must conclude the Student Screening and Admittance Procedure at 8:45 am.

#### Procedure for Walking Students:

Wait in designated area at 6 feet apart signage until called.

#### Procedure for Students in Cars:

Call the school at 201-985-9555.

We will take your phone number.

Once you receive the return call, bring your child to the designated area to begin the Screening and Admittance Procedure

### Employee Screening and Admittance Procedure:

For safety purposes, staff must arrive at least 20 minutes before start time to allow for Screening and Admittance Procedure.

Early Childhood Educators will conclude the Screening and Admittance Procedure by clocking in via email in the entry/vestibule after clearing the Screening and Admittance Procedure.

Early Childhood Educators/Parent Connection:

Parents can inform Screening Staff of any pertinent information for the day.

Communication Logs will be utilized to share immediate information between Early Childhood Educators and Parents.

Otherwise, parents can email [itavinfo@gmail.com](mailto:itavinfo@gmail.com) for Covid-19 concerns including:

- \*Suspected cases-showing symptoms or possible exposure
- \*Confirmed cases
- \*Policy Clarity

For All Entering the Village:

Persons that have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above or other signs of illness will not be admitted to It Takes A Village. Parents are encouraged to be alert for signs of illness in your children and to keep them home when they are sick.

Symptoms of allergies, teething are similar to Covid-19 symptoms. Your child may be sent home or not admitted to school based on the symptoms. A doctor's note will be required to return to school.

Children and staff will be screened for fever or signs of COVID-19 illness prior to entry to the program.

Please note that It Takes A Village will include the information collected during the screening process in the Daily Log Report for the Office of Licensing including the time of arrival and departure and name of parent or designated person. We strongly encourage families to use the same pick up and drop off person/people.

Screening Method to be Used:

### Reliance on Barrier/Partition Controls

Screening will take place in the vestibule of It Takes A Village 2 and 3. One person at a time.

\*\*\*\*Parents must wait right outside the entrance door until the screening procedure is completed before leaving the school's premises.

\*Screening Staff will be protected by a mask and a face shield

\*Screening Staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

\*Screening Staff will conduct the temperature screening as described below:

1. Screening Staff and student will stand on social distancing signage.

\* Staff will make sure their face stays behind the barrier at all times during the screening.

2. Perform hand hygiene before and after putting on gloves. ○ Use a hand sanitizer with at least 60% alcohol.

3. Put on disposable gloves.

4. Check the child's temperature with contact less thermometer

Contactless Thermometer Safety includes:

\*In using a disposable or non-contact (temporal) thermometers and did not have physical contact with the child, staff do not need to change gloves before the next check.

\*In using non-contact thermometers, staff must clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.

5. Staff will make sure their face stays behind the barrier at all times during the screening.

6. Parents will be asked a series of questions. We strongly encourage families to use the same pick up and drop off person/people.

Questions may include:

\*Have you or anyone in your household had any of the following symptoms in the last 21 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?

\*Have you or anyone in your household been tested for COVID-19?

- \*Have you or anyone in your household visited or received treatment in a hospital, nursing home, long-term care, or other health care facility in the past 30 days?
- \*Have you or anyone in your household traveled in the U.S. in the past 21 days?
- \*Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19?
- \*Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?
- \*To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19?
- \*Have you given your child any fever reducing medication within the past 24 hours?

After passing the Screening and Admittance Procedure, students will be escorted to their classroom by a staff member.

### **Departure of Students for Crowd Control:**

Parents can pick up their children as early as 2pm.

#### **Walking Students:**

Call 201-985-9555 when you are outside of the school.  
Your child will be brought to the designated pick up area.

#### **Students in cars:**

Same as above except, please wait in your car until we call you to meet us at the designated pick up area.

\*\*\*Reminder: Parents and/or designated pick up people will be prohibited from entering the screening area to ensure social distancing.

### **Group Sizes and Social Distancing within the Village**

#### **Classroom Grouping**

Students will be grouped into groups of no more than 10. This grouping helps with contact tracing. Classrooms shall include the same group of children each day and the same staff shall be assigned to care for each group each day. Groups will congregate not less than 10 feet in all directions from other groups or be separated

by walls or other physical partitions. Combining or mixing groups will NOT be permitted.

Sharing of supplies, food, toys and other high touch items (art supplies, school supplies, equipment etc.) will be strictly limited. It Takes A Village will ensure an adequate supply of school, art and other supplies to preclude the need for sharing of items.

Student's belongings will be kept separate in individual storage bins or cubbies and sent home each day for washing.

If items must be shared, they shall be used by one group at a time and cleaned and disinfected between uses.

Spacing of groups may be reduced to six feet during nap or sleep periods, if necessary. Cots or bedding will be positioned alternatively head-to-toe to minimize potential virus transmission between children.

Use of shared spaces (entry ways, restrooms) will be carefully controlled to ensure that children and staff maintain at least six feet of separation from children or staff from other groups. Floor markings, physical partitions or other safeguards will be used as necessary.

### **Outside Time**

Outside Time on shared playgrounds will be staggered to prevent mixing between groups. Simultaneous use of outdoor play spaces is permissible if at least six feet of separation can be maintained between groups, and centers are encouraged to partition available space, where possible, to allow for increased Outside Time. Children and staff must wash their hands upon returning from Outside Time.

Close person to person contact (hugging, wrestling, games involving touching or tagging) will be strictly limited. It Takes A Village will not frown on otherwise known as age appropriate behavior, but will make clear that extra caution is necessary during this time.

### **Face Coverings**

Staff shall be required to wear cloth masks while working unless doing so would inhibit the individual's health. If a staff member refuses to wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the staff person at the point of entry, It Takes A Village will decline to allow them to enter.

When feasible, children shall be **encouraged** to wear cloth face coverings within the center.

Cloth face coverings should NOT be put on children under age two because of the danger of suffocation and should never be placed on a child during nap or sleep periods.

### **Meal Time**

Meals and snacks will be provided  
In the classroom.

Meals will be delivered to the classroom and dishes picked up from the classroom.

Staff will handle food only when wearing gloves. Gloves are changed when picking up the food and serving the food.

Disposable utensils, plates and bowls will be used for all meals.

### **Students with Special Needs**

It Takes A Village will require an updated Care Plan for Special Needs Students.  
Therapy can not be conducted at the school.

### **Activities**

Field trips and other off-site activities are prohibited with the exception of off-site activities within walking distance of the facility, if social distancing can be maintained throughout. Permissible activities may include, for example community walks.

### **Visitors**

Visitors will not be permitted to enter the center during operating hours with the exception of emergency or law enforcement personnel in their official capacity, Department of Children and Families personnel for child protection or child care licensing purposes and persons providing emergency repair services within the center that cannot be reasonably delayed until the center is closed. All others, including persons providing non-emergency maintenance or repair services, prospective customers, prospective employees, entertainers or speakers and third party therapists or service providers shall be required to visit the facility after operating hours.

External entertainers and visitors shall not be permitted access to the center.

Unless precluded by emergency circumstances, visitors to the facility shall be subject to the same screening procedures as children and staff, and will be denied admission on the same basis unless the center is legally precluded from denying access (e.g. a law enforcement agent with an appropriate warrant).

To the greatest extent feasible, unless the purpose of the authorized outside visitor is to observe the care provided to children (e.g. a DCF licensing inspector), all reasonable efforts will be made to minimize visitor contact with children and staff.

Visitors will be required to wear cloth masks while visiting the center unless doing so would inhibit the individual's health. If a visitor refuses to wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the individual by the business at the point of entry, It Takes A Village will decline to allow them to enter.

### **Promoting Healthy Hygiene Practices**

It Takes A Village will role model, practice and reinforce washing hands and covering coughs and sneezes among students and staff.

It Takes A Village will role model, encourage and support use of cloth face coverings among students, where appropriate.

Staff and students will be frequently reminded not to touch the face covering and to wash their hands frequently.

It Takes A Village will have adequate supplies to support healthy hygiene behaviors including:

- \* soap in touchless dispensers, \* hand sanitizer with at least 60 percent (for staff and older children who can safely use hand sanitizer) in touchless dispensers
- \*touchless faucets
- \*touchless garbage cans
- \*gloves
- \*masks
- \*tissues
- \*disposable mealtime supplies

Students and staff shall practice frequent hand washing with soap and water. Staff and students will wash hands with soap and water for at least 20 seconds.

They will be required to wash their hands:

- \*When entering the classroom    \*Before meals or snacks
- \* Before and after Outside Time
- \*After going to the bathroom
- \* Prior to leaving for home

\* Before entering solo sand and water play

Students will be monitored to ensure proper handwashing technique is being used.

It Takes A Village will set up touchless hand hygiene station at the entrance to the facility so that staff and students can sanitize their hands before entering as well as around the Village and on the playgrounds.

### **Infant and Toddler Care**

When washing, feeding or holding infants and toddlers:

- Infant Toddler Team Members can protect themselves by wearing a large button-down, long-sleeved shirt or smock and by wearing long hair up off the collar. The shirt must be changed if there are secretions on it and they will wash their hands and the student's hands after changing.
- Infant Toddler Team Members will wash their neck, hands, and anywhere touched by a child's secretions.
- Infant Toddler Team Members will change the student's clothes if secretions are on the student's clothes.
- All contaminated clothes should be placed in a plastic bag or may be washed out. Infants, toddlers and Infant Toddler Team Members MUST have multiple changes of clothes on hand.

### **Enhanced Cleaning and Sanitation Procedures**

It Takes A Village will increase the frequency of cleaning toys, equipment, and surfaces, especially doorknobs, light switches, countertops, and restrooms. Use sanitizer to clean keyboards and electronics and wash hands after use. It Takes A Village will clean, sanitize, and disinfect frequently touched surfaces (e.g, playground equipment, door handles, sink handles) multiple times per day and shared objects between use. Cleaning shall be in accordance with the CDC's Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes. A summary poster of which is attached to these standards and required to be posted prominently in centers. The [complete guidance](https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfectingdecision-tool.html) is on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfectingdecision-tool.html>.

On a daily basis, It Takes A Village will clean and then disinfect surfaces and objects that are touched often. This includes restrooms, water coolers, desks, countertops, doorknobs, computer keyboards, hands- on learning items, faucet handles, phones and toys. Disinfecting methods will utilize Environmental Protection Agency [approved disinfectants](https://www.epa.gov/pesticide-registration/list-ndisinflectants-use-against-sars-cov-2) for use against COVID-19. (more information and product lists available here: <https://www.epa.gov/pesticide-registration/list-ndisinflectants-use-against-sars-cov-2>)

If groups of children are moving from one area to another in shifts, cleaning measures will be completed prior to the new group entering the area.

Materials and items that are not easily cleaned or disinfected (e.g., soft or plush toys) will not be utilized in It Takes A Village. Items brought from home will NOT be allowed. Machine washable cloth toys will not be used at all.

Materials that children have placed in their mouths or are contaminated by body secretion or excretion shall be placed in the sanitation bin until they are cleaned by hand by a person wearing gloves. They will be cleaned with water and soap, rinsed, sanitized with an EPA-registered disinfectant and air-dry.

### **Student Bedding**

It Takes A Village will only use bedding that can be washed. Each student's bedding will be kept separate and stored in individual bins, bags and cubbies. Cots and mats will be labeled for each child. Bedding that touches a student's skin will be sent home daily for cleaning.

### **Central Air and Air Purifiers**

It Takes A Village will ensure that HVAC systems continue to be maintained and operational. To the extent practicable, windows will be opened frequently to allow fresh air flow, and HVAC systems should be adjusted to allow for more fresh air to enter the facility.

Filters for HVAC and Air Purifiers will be checked regularly and changed as needed.

## **Response Procedures for COVID-19 Symptoms or Exposure**

Any confirmed or suspected exposure to COVID-19 occurring in a child care center must immediately be reported to both the local department of health and the DCF Office of Licensing.

### **Children or staff members who develop symptoms of COVID-19 while at the facility**

- If a student or staff member develops symptoms of COVID-19 while at the facility (e.g. fever of 100.4 or higher, cough, shortness of breath), we will immediately separate the person from the well people until the ill person can leave the facility. If the child has symptoms of COVID-19 (e.g. fever, cough, shortness of breath), the caregiver waiting with the child should remain at a minimum 6 feet apart from the child but can be monitored visually.

Child will be secluded in the former Enrollment Room in Village 3. Parent and/or designated person will be contacted for immediate pick up. Please ensure pick within maximum of 20 minutes.

- If symptoms persist or worsen, parents should call a health care provider for further guidance. Please contact the Village immediately if the person tests positive for COVID-19.

### **Children or staff members who test positive for COVID-19**

- Centers that become aware of a COVID-19 positive case in their facility shall contact their [local health department](#) for guidance.
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- Health officials will provide direction on whether a center should cease operations following the identification of a positive case in the facility. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual. Symptom free children and staff should not attend or work at another facility during the closure.
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- All rooms and equipment used by the infected person, and persons potentially exposed to that person, should be cleaned and disinfected in accordance with CDC guidance. Centers uncertain about the extent of potential exposure shall clean and sanitize all rooms.

### **Cleaning and Disinfecting after a Suspected or Confirmed COVID-19 Case**

For additional guidance on the cleaning and disinfection of rooms or areas that those with suspected or confirmed COVID-19 have visited, please see the Centers for Disease Control and Prevention's Coronavirus Disease 2019 [Environmental Cleaning and Disinfection Recommendations](#)

### **Returning to Child Care After COVID-19 Diagnosis or Exposure**

If a staff member or child contracts or is exposed to COVID-19, they cannot be admitted to a center again until the criteria for lifting transmission based precautions and home isolation have been met. Those criteria are included in the Department of Health's guidance available here:  
[https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef\\_Discont\\_Isolation\\_and\\_TBP.pdf](https://www.nj.gov/health/cd/documents/topics/NCOV/COVID-QuickRef_Discont_Isolation_and_TBP.pdf)

**It Takes A Village**

**Covid-19**

**Response Team Members**

Tyra Maple

Peter Maple

Andrette Fuqua Maple

Contact email:

[itavinfo@gmail.com](mailto:itavinfo@gmail.com) for Covid-19 concerns including:

\*Suspected cases-showing symptoms or possible exposure

\*Confirmed cases

\*Policy Clarity