

## **GROWING TREE II HEALTH AND SAFETY GUIDELINES FOR RE-OPENING**

Effective July 1<sup>st</sup> The Growing Tree II will re-open, pursuant to Executive Order 149 guidelines for Childcare. This guidance is heavily derived from guidance documents produced by the Federal Centers for Disease Control and Prevention (CDC); however, in many instances it has been supplemented or modified to reflect the needs of New Jersey.

We have developed the following guidelines to ensure that the health and well-being of our families and staff is our highest priorities. In the interest of limiting the opportunity for transmission to our vulnerable community, we are taking the following precautionary measures:

### **Health Check and Illness Policy - COVID 19**

**ALL STAFF and CHILDREN MUST CONDUCT A DAILY HEALTH CHECK BEFORE ENTERING THE CENTER. Parents will not be allowed in the building. Drop off instructions will be detailed below.**

The Director will screen staff upon arrival and teachers will screen 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, shall 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.

Should you or any household member have any of the following symptoms, we ask you to remain out that day and notify the center.

- Fever of 100.4 F or higher, now or in the preceding 72 hours (or would have, but have used fever reducing medicine)
- Cough
- Sore Throat
- Muscle Aches
- Difficulty Breathing
- New Loss of Taste or Smell
- Consistent with our COVID-19 Policy, the household will be required to remain out of the center for 14 days unless medical clearance is provided by a physician indicating that the presenting symptoms are

associated with a known non-COVID-19 illness. The physician's note must not be from a family member.

- Exclusion from the center is sometimes necessary to reduce the transmission of illness. For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within 1.0 hour of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.

Your household must remain out of the center if any member of your household has (or has been in close contact with anyone who has):

(a) A suspected or confirmed case of COVID-19 (for example – close contact at school, work, religious service, social gathering); **or**

(b) Traveled: internationally; or domestically, from any area which is the subject of travel restrictions under applicable state and local guidance.

14 days after the last potential exposure, your household may return **provided these three things have happened:**

(a) At least 10 days have passed since any household member first experienced symptoms; **and**

(b) Symptoms have improved for any household member that experienced symptoms (for example, cough or shortness of breath has improved); **and**

(c) The household has been fever-free for at least 72 hours without the use of fever-reducing medicines.

Please note, depending on the circumstances we may require you to obtain medical clearance before return to the center will be allowed.

**HOUSEHOLD MEMBERS:** include individuals who may not live in the household but may be staying there or are otherwise present in the household on a regular basis (e.g. nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the center.

**CLOSE CONTACT:** is defined by the CDC as (1) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time and can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or (2) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Considerations when assessing close contact include the duration of exposure and the clinical symptoms of the person with COVID-19.

WE will minimize group size and movement between groups. Teachers will be assigned to 1 group of children for the entire day. Spacing of combined classrooms groups within the facility allows for ten feet of separation

between groups at all times, including sleeping and play periods. Outdoor play shall be scheduled in staggered shifts.

- Staff will wear cloth masks while working. When feasible, children shall wear face coverings within the facility. Cloth face coverings WILL NOT be put on children under age two because of the danger of suffocation.
- We will continue to teach and reinforce healthy hygiene practices to prevent the spread of COVID-19.
- Parents and/or visitors are not allowed 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 childcare 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 shall be required to visit the facility after operating hours.
- Our EVS staff will implement enhanced cleaning and sanitation practices.

### **Growing Tree II procedures and safety implementations.**

#### **Classroom Environment**

- As per CDC Guidelines, classrooms will be limited to 10 children with two staff members. Required ratios will still be implemented according to age as per licensing.
- **Infant/ Children 2 ½ years old and up** will be utilizing Circus Room (Front Right). In accordance with CDC guidelines a partition will divide the two groups of children.
- **Infants:** Ms. Cathy –Teacher of Baby Butterfly will be working two days a week. (7:30-5:30). Ms. Lydia will be working three days per week with the same hourly schedule.
- **Toddlers: Children 18 months to 2 1/2 years old will** be in Shining Stars Room (Front Right). Entrance door #3 Ms. Jennifer (Head Teacher) will be working three days a week. (7:30- 5:30) with Ms.

Euridice (Teacher's assistant) and Ms. Lorena (Teacher's assistant)

- **Children 2 ½ years old and up:** Administrative door #2  
Ms. Charlene (Head Teacher) will be working three days a week (7:30-5:30) with Ms. Jessica (Teacher's assistant) will work two days per week with the same hourly schedule.

### **Classroom capacities will reflect CDC GUIDELINES:**

- Infants/Toddlers will be separated 6ft apart. Number of children will be limited based on the allowed 6ft spacing of the room according to CDC guidelines with discretionary social distance.
- Please see Arrival/ Departure Procedures. Information will provide detailed procedures for drop off/ pick up and will detail our social distancing plans.

### **School Access Points**

**Infants** will be dropped off and picked up through the main entrance administrative door #1 for drop off and pick up. Signage will be posted.

**Toddlers** – (18 months to 2 1/2 years of age) will access door #3 located on the right side of the building (3<sup>rd</sup> door) for drop off and pick up. Signage will be posted.

**Children 2 ½ and UP** will be dropped off and picked up through the main entrance administrative door #2. Signage will be posted.

### **Children Interaction**

According to CDC guidelines, classes will include the same group of children each day. Combining groups outside of the assigned classrooms will not be permissible. We will be practicing 6ft minimum of social distancing spacing. Floor markings and physical partitions will also be implemented. Children within the same groups will be allowed to play together however; while close contact is discouraged children will only be interacting within their own group.

### **Playground**

An assigned outdoor play schedule will be implemented. Classrooms will have a separate scheduled time to utilize the playground and walks around

the complex. Children will be walked around complex perimeters practicing social distancing. The teachers will utilize ropes to walk children and wagons for toddlers. Infants will also have their own strollers.

The playground will be sanitized after each use prior to another group having access.

### **Operating Hours/ Screening Procedures**

Hours of operations will be from 7:30 to 5:30 Monday- Friday.

As per DCF office of licensing, a daily log must be completed daily by 11:00am. This log will be sent to office of licensing.

This will include screening protocols. (Parents and children will be required to have temperature taken while keeping 6ft distance.)

We will have entrances set up according to classroom with the following:

- At each entrance, an assigned staff member will be waiting for children during drop off. Please follow sidewalk social distancing markings. (6FT)
- Teachers will assist parent and children one at a time to properly follow screening procedures. Please allow for extra time at arrival and pick up.
- The screening process will include temperature taken of child and adult and questions asked regarding child's general health. The screening results will be documented daily.  
(Sent to the DCF office of licensing)
- If the results of the health screening are approved, the parent/ guardian will sign in the child.
- Once the screening process is completed, a GT staff member will bring your child to the classroom.
- Parents and visitors are NOT permitted to enter the building.
- Early pick-ups: Parents are required to notify the office in order for child to be escorted to assigned door.
- Parents **MUST** wear a mask or face covering during drop off and pick up time.
- ALL staff members are required to properly use face mask at all times while working and caring for children.

### **Sanitation/Hygiene**

Children will be required to wash hands prior to entering the classroom. We

will teach and reinforce frequent hand washing with soap and water for at least 20 seconds. This will be implemented before meals, after outdoor time, after bathroom and prior to leaving for dismissal.

### **Face mask**

Children under the age of two will NOT be required to wear a face mask. Children 2 and up will be encouraged to wear face mask with the exception of mealtimes and periods of rest. All children are expected to have their own mask provided by parents. Child sized surgical masks will be available at the center in the event that an issue with a mask develops during the day. Please do not rely on these masks for daily use as they can be difficult to obtain.

### **Staff Safety Precautions that will be implemented**

Staff members will be tested for COVID and provide results to company prior to being cleared to work.

The company will provide all equipment to ensure the safety of the staff and children.

- Teachers will be behind a barrier during screenings times. Please keep 6 Ft apart during this time from teachers. They will instruct you on our guidelines at that time.
- They will have mask and face shields
- Shoe covers
- Gloves
- Hand sanitizers and other alcohol-based supplies to sanitize thermometers and to clean children's hands prior to entering.

(Reference sick policy in parent handbook) The sick policy will remain the same with additional implementations.

Temperatures will be taken at time of arrival and dismissal.

### **Food:**

All Containers and belonging MUST be properly labeled and dated. Trays will be provided individually for storage for each child in refrigerator.

- Food (BREAKFAST and LUNCH) will be provided by the parents.
- A 3pm snack will be provided by the school.
- Containers will be wiped down as they enter the classroom.

**NO peanuts: We are a peanut free school.**

## **STROLLERS**

Access to shed for stroller storage will now be accessible through the playground door. Signs will be provided in the direction of pathway.

**ALL PARENTS ARE RESPONSIBLE FOR CLOSING GATE UPON EXITING THE PLAYGROUND.**

Updated school policies will be provided to parents with COVID and safety protocols. Again, we would like to thank you for being patient and supportive. We look forward to welcoming our families back July 1st. Our main priority is to provide a safe environment and to ensure a comfortable and welcoming classroom setting for the children. As always, thank you for entrusting us with your children.

If you have any additional questions, please feel free to contact me.

Thank you.

Sandra Vasquez.

I have read the GROWING TREE II HEALTH AND SAFETY GUIDELINES FOR RE-OPENING and will abide by these requirements.

Child's Name: \_\_\_\_\_

Parent's Name (**Print**): \_\_\_\_\_

Parent's Name (**Print**): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_