




Raritan Valley YMCA

A young child with light hair is focused on playing with colorful wooden blocks on a wooden table. An adult woman with dark hair is smiling and looking at the child. The scene is set in a bright, indoor environment, likely a childcare center.

SAFE REOPENING OF CHILDCARE

Policies and Procedures

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I. Introduction

The Raritan Valley YMCA is committed to ensuring the safety and health of our youth, families and employees in response to the COVID-19 pandemic. This guide outlines the policies and procedures that will be implemented during the reopening of our childcare centers. These standards are based on the guidelines and recommendations set forth by the Center for Disease Control (CDC), NJ Department of Children and Families (NJDCF) Child Care Licensing, as well as the State and local Health Department, and are subject to change.

II. Health and Safety Measures

Personal Protective Equipment

All staff will be required to wear a face mask when interacting with members, program participants, general public and other staff members. Masks must be worn properly. Cloth masks will be available for the staff.

Staff are encouraged to pack changes of clothes in the event of bodily fluid contamination.

Children over the age of 2 years are advised to wear a mask. This reflects the current licensing guideline and may be subject to change.

Hygiene Practices/Hand Washing

Practice frequent hand washing with soap and water for at least 20 seconds, and require handwashing upon arriving at the center, before meals or snacks, after outside time, after going to the bathroom, and prior to leaving for home. Help young children to ensure they are doing it effectively.

- Reinforce use of cloth face coverings among children, where appropriate, and staff. Face coverings are most essential at times when social distancing is not possible. Staff and children should be frequently reminded not to touch the face covering and to wash their hands frequently.

When washing, feeding or holding infants and toddlers:

- Staff 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 staff shall wash their hands after changing.
- Staff shall wash their neck, hands, and anywhere touched by a child's secretions.
- Staff shall change the child's clothes if secretions are on the child's clothes.
- All contaminated clothes should be placed in a plastic bag or washed

in a washing machine. Infants, toddlers and providers should have multiple changes of clothes on hand.

Enhanced Cleaning and Sanitation Procedures

- Staff will increase the frequency of cleaning toys, equipment, and surfaces, especially doorknobs, light switches, countertops, and restrooms.
- Staff shall clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles) multiple times per day and shared objects between use.
- If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering the area.
- Toys and items that are not easily cleaned or disinfected (e.g., soft or plush toys) will not be utilized in the program.
- Toys that children have placed in their mouths or are contaminated by body secretion or excretion shall be set aside until they are cleaned by hand by a person wearing gloves.
- On a daily basis, staff 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.
- Staff will ensure that HVAC systems continue to be maintained and operational.
- Bedding that can be washed will be used. Keep each child's bedding separate and store, in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin shall be cleaned weekly or before use by another child.
- Advise children, families, and staff to avoid touching their eyes, nose, and mouth with unwashed hands.

Health Screening at Entry

Children and staff will be screened for COVID-19 symptoms prior to entering or being admitted to the center each day.

- Daily temperature and symptom checks of staff and children should be

done upon entry. Ask parents/guardians to take their child's temperature upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.

- Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- 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.

Staff does not need to wear any personal protective equipment (PPE) beyond cloth masks during this process if they can maintain a distance of 6 feet.

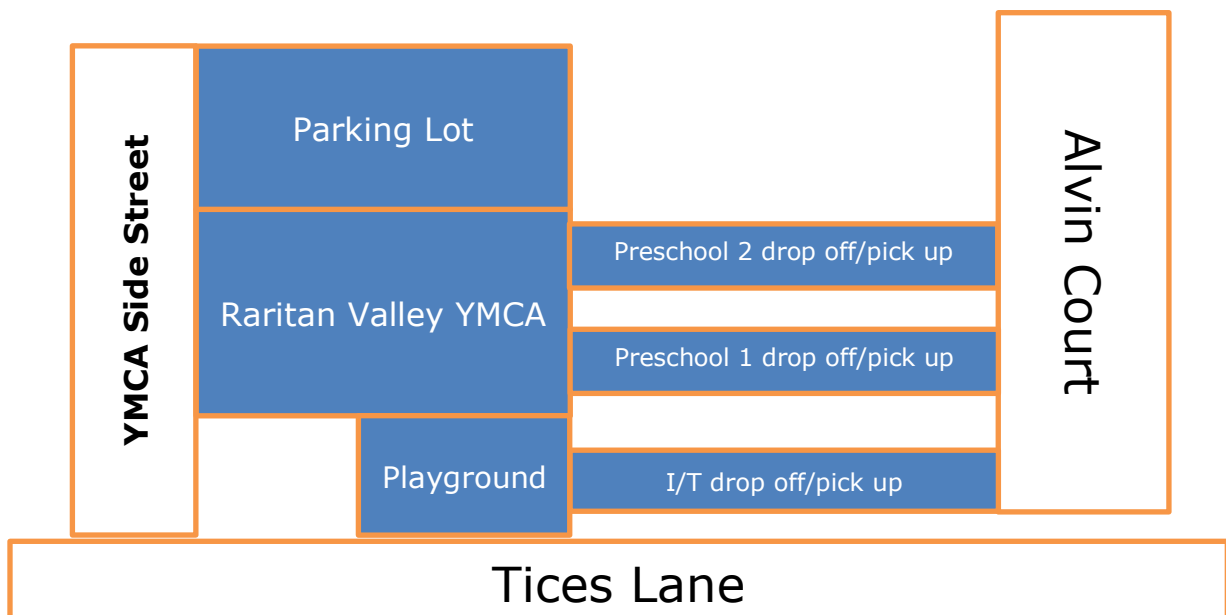
Children or staff who respond affirmatively when asked about the following shall not be admitted to the center:

- Ask if medications were used to lower the child's temperature.
- Ask if they are experiencing fever, cough, or shortness of breath, and/or symptoms of communicable disease like cold or flu?
- If they have been in close contact with anyone diagnosed with COVID-19 in the past 14 days.

Drop-off and Pick-up

Parents will not have access to the building. Children and staff will be screened for COVID-19 symptoms prior to entry. Screening will include temperature checks (may not exceed 100.4 degrees F), a symptom questionnaire, and handwashing upon entering.

Drop off and Pick up will take place outside of the building at designated areas (Please see the diagram below). Please note that drop off and pick up will be from 7am-9am and 5pm-7pm. If you are dropping your child after 9am, you will be required to call YMCA at 732-257-4114 and a staff will come to receive your child. Parents do not need to come out of the car. Same is for pick up. If you need to pick up your child before 5pm, Please call the Y and staff will bring your child to you along with all the stuff needs to go home for washing each day.



Designated Location – Infant/Toddler (Playground via Alvin Court)

- First, enter the YMCA parking lot via Tices Lane using the YMCA side street or via Alvin Court.
- Second, exit the parking lot and make a right onto Alvin Court.
- Lastly, drive towards the entrance of the playground.
- A staff member will be outside waiting for child drop-off and pick-up.

Designated Location –Preschool 1(Preschool 1 Room via Alvin Court)

- First, enter the YMCA parking lot via Tices Lane using the YMCA side street or via Alvin Court.
- Second, exit the YMCA parking lot and make a right onto Alvin Court.

- Lastly, drive towards the entrance of the preschool 1 (P1) room.
- A staff member will be waiting at the door for child drop-off and pick-up.

Designated Location – Preschool 2(Preschool2 Room via Alvin Court)

- First, enter the YMCA parking lot via Tices Lane using the YMCA side street or via Alvin Court.
- Second, exit the YMCA parking lot and make a right onto Alvin Court.
- Lastly, drive towards the entrance of the preschool 1 (P2) room.
- A staff member will be waiting at the door for child drop-off and pick-up.

The following guidelines will be implemented during drop-off and pick-up:

- Groups will not be combined in the morning or afternoon.
- Children and staff will be required to wash hands upon arrival, and wash hands or use hand sanitizer before and after signing in and out. No pen should be shared. Parents should use their own pen when signing in. If check-in is electronic, alcohol wipes will be provided to frequently clean the screens or keyboards.
- Parents should drop off children at the designated drop-off area, limiting adult entry into the facility.
- Staff will meet children as they are dropped off.

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.

Unless precluded by emergency circumstances, visitors to the facility shall be subject to the same screening procedures as children and staff and shall 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 should be made to minimize visitor contact with children and staff.

Visitors shall 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, the center must decline to allow them to enter.

Physical Distancing

Though complete physical distancing is difficult to achieve in a childcare environment because childcare staff will be in close contact with children, centers are required to implement strategies to minimize chances of viral transmission. These shall include, at a minimum:

- Eliminate large group activities: No field trips, assemblies, large meetings, and performances.
- Cancel or modify activities where children are likely to be in close contact: For example, modify physical education activities to reduce contact between children, avoid large gatherings or mixing of classes for group lessons.
- Reduce group size: Reduce group sizes to no larger than 10 people total, including children and adults. Keep groups together throughout the day; do not combine groups (e.g., on the playground, at opening and closing). As feasible, maintain the same groups from day to day.
- Maximize space between people: To maximize space between people in a group, limit rooms to 10 people total in typical childcare facilities. Large rooms can be divided into two rooms. When dividing a room, create a clear barrier (e.g., with cones, chairs, or tables) to ensure a minimum of 6 feet between the two groups.
- Aim to keep three to ten feet between individual children and minimize the amount of time children are in close contact with each other. For example, increase the distance between children during table work and limit the amount of time children spend standing in line.
- Limit item sharing: If items are being shared, remind children not to touch their faces and to wash their hands after using items. Only share items and toys that can be cleaned and sanitized.
- Teach staff, children, and their families to maintain distance from each other while at the facility: Educate staff, children and families about why physical distancing is important.

Outside Play

- Offer outdoor play in staggered shifts.
- Children and staff should always wash hands immediately after outdoor play time.
- Staff will be required to clean and sanitize all outside equipment after their activity is over and before the next group arrive to play.

Indoor Play – Gym

- Prior to Entry all children will be required to wash their hands.
- During Activities only ONE ball will be used per every 9 children. Staff will keep note of ALL equipment (balls, cones, etc) used during the allotted time period.
- After Activities ALL equipment will be sanitized with disposable wipes. ALL children must cleanse hands with soap and water OR hand sanitizer. ALL door knobs / handles will be sanitized with disposable wipes
- Properly dispose of tissues, gloves, and trash into garbage bin .

Meals and Snack Time

- Meals and snacks shall be provided in the classroom to avoid congregating in large groups.
- Eliminate family-style meals.
- Ensure staff are conscious of how they deliver food and handle silverware and plates (recommend disposables). When handling do not touch food contact surfaces and ready to eat food without gloves, or utensils.
- Ensure staff and children wash hands before and after meal/snack time.
- Staff should clean and sanitize table(s) before and after each use by groups.

Health Exclusion from the Center (Adults and Children)

Staff or children with a fever of 100.4 F or higher, cough, or shortness of breath will be excluded from the center. Children with household members who are known to have COVID-19 will also be excluded from the center.

If a child or staff member develops symptoms of COVID-19 while at the facility (e.g. fever of 100.4 or higher, cough, shortness of breath), 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 as far away as safely possible from the child (preferably, 6 feet).

If symptoms persist or worsen, they should call their health care provider for further guidance. Advise the employee or child's parent or caregiver to inform the facility immediately if the person is diagnosed with COVID-19.

If facility learns of a COVID positive case in their facility they should contact their local health department for guidance. See www.localhealth.nj.gov for contact information.

Facilities experiencing a confirmed case of COVID-19 among their population will work with the local health department to determine next steps. It may be advised by the health department that the center closes temporarily. 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.

Short-Term Visitors to the Facility with Confirmed or Suspected COVID-19

If the infected individual with confirmed or suspected COVID-19 spent minimal time (i.e. 10 minutes or less) in close contact with those in the childcare center, the center must consult and work with the local health department to determine the appropriate course of action, which may include closure or exclusion.

Returning After Suspected COVID-19 Symptoms

If a staff member or child has symptoms of COVID-19 or is a close contact of someone with COVID-19, they can return to the center if the following conditions are met:

- If the individual has a fever, cough, or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they should stay home and away from others until 72 hours after the fever is gone without fever reducing medication and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- If an individual is diagnosed with COVID-19, they must remain out of the facility for a minimum of 7 days after the onset of first symptoms. They may return under the following conditions:
 - If the individual had a fever: 3 days after the fever ends AND there is an improvement in initial symptoms (e.g. cough, shortness of breath);

- If the individual did not have a fever: 3 days after there is an improvement in initial symptoms (e.g. cough, shortness of breath); OR 7 days after symptom
- Individuals diagnosed with COVID-19 should remain home from work or the center and avoid contact with others until at least 3 days (72 hours) have passed since recovery (defined as resolution of fever without the use of fever-reducing medications) and improvement in respiratory symptoms (e.g., cough, shortness of breath); AND at least 7 days have passed since symptoms first appeared.
- If an individual believes they have had close contact to someone with COVID- 19 but are not currently sick, they should monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person with COVID-19. They should not go to work or childcare and should avoid public places for 14 days.

III. Preparing to open

Staff Training

Prior to returning to work, employees will be required to attend virtual training on the Raritan Valley YMCA Reopening Policies and procedures and onsite training on personal protective equipment (PPE), cleaning and disinfecting, social distancing and additional health and safety procedures. Staff will signoff to acknowledge upon completion of the online training and understanding of the policies and practices herein.

Preparing the Facility for Children

- Teachers should approach the return of children to the YMCA in the same mindset as we would plan the first day of school. Children will take time to adapt back into the setting and adjust to the changes made to the environment. Schedules and routines will be vital from day one. However, staff should be prepared to be flexible as per their social emotional and intellectual needs.
- All centers need to consider which rooms will be used, based on projected enrollment, space and furnishing needs and opportunities for 'mini-camp' for school age children.
- Classroom arrangements will be revised to accommodate changes in maximum group size and to allow for physical distancing. There should be enough tables and chairs to permit adequate spacing at play time.

- Cloth toys, books, wooden toys and toys that are not easily cleaned will be removed temporarily. Easily mouthed toys will also be temporarily removed from the Infant/Toddler classrooms. Loose/shared playground equipment such as balls, hoola hoops, scooters/ bikes and cars will be temporarily removed and placed in storage.
- School kits may be pre-assembled if possible for children to contain their own regular-use supplies including art materials and writing tools. Contents will be determined in collaboration with teachers.
- The daily schedule including curriculum, meals and naps will be re-designed to accommodate time for hand-washing, cleaning-sanitizing of surfaces and materials, as well as to help the children learn and adjust to physical distancing in the classroom.
- A drop-off area will be designated and equipped with appropriate PPE, disinfecting spray bottle, no contact thermometer, tent and table.
- A designated isolation area for sick children will be identified and equipped with the appropriate equipment and PPE.

Messaging to Families

Prior to opening, current enrolled families will receive information pertaining to the new health and safety guidelines. Virtual information sessions may be provided to present appropriate information and address any questions.

IV. Opening the Doors –Everyday

Cleaning Supplies and Equipment

The center will be stocked with cleaning supplies and equipment that will be easily accessible in classrooms and other areas of the center. Supplies include gloves (gloves are required for cleaning), paper towels, soap and water solution, and hospital grade disinfectant or bleach and water solution. Effective preparation and use of disinfectants is necessary to properly sanitize materials and surfaces. If using a bleach dilution, NEW bleach solution MUST be prepared every morning prior to the welcoming of children into classrooms. Spray bottles should be clearly labeled with the mix instructions if not already done so. The proper mix of bleach and water is:

- 5 tablespoons (1/3 cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water

Hospital grade EPA approved disinfectants that are approved for use by the

YMCA may also be available. Staff must follow the directions on the label for correct dilution and use.

All materials and surfaces must be cleaned with soap and water prior to the application of the disinfecting solution. Disinfecting solution must sit on materials and surfaces for 10 minutes prior to wiping. This instruction should be included on the spray bottle as well.

Group Size and Ratios

Group size and ratio will be determined based on current guidance from NJDCF Child Care Licensing. Groups will be reduced to 10 total including children and adults. The Senior Program Director will collaborate to determine classroom staff schedules including possible assignment of floating teachers for staff meals and breaks, support cleaning and other sanitizing requirements. Staff schedules will be reviewed and approved by the Executive Director.

Daily Classroom Schedule and Activities

- Children and staff should remain outside of three-to-six feet apart whenever possible.
- Classrooms, activities and materials should remain limited.
- Play areas will be established for one-at-a-time use or table activities enabling three to six feet of space between children individually working with materials.
- Shared materials should be avoided wherever and whenever possible. Materials should be cleaned and sanitized between uses. All classrooms should employ the use of a Dirty Toy Bin for frequent cleaning and sanitizing throughout the day. Unnecessary materials, toys and cloth-based items (stuffed animals, pillows, etc.) should be removed from classrooms and stored in closed plastic trash bags (the cloth-based items) until further notice.
- Groups will be assembled by age and not mix throughout the day. Groups should move individually through the building for outside time.
- Outside Time: Playground should be used by one group at a time and must be sanitized in between groups. No equipment should be used with children under 5 (hoops, balls, etc)
- Naptime: Cribs and cots should be minimally six feet apart, arranged "head to toe" during rest and nap. Bedding should be individually stored daily and sent home to be laundered weekly.

- Meals and Snacks: During meal and snack times, prior-existing food handling requirements are in play in accordance to childcare licensing requirements, including the use of gloves and/or utensils ALWAYS when handling children's food. Tables will be cleaned before and after meals. Staff changing diapers do not prepare lunch. Staff cannot eat with children. No family style meals. The Center will continue to use disposable plates and utensils to prepare and serve food to children, as will the children. Children must be seated three to six feet
- away from each other so that they will not touch each other or each other's food while eating. Staggered food times can be arranged to provide for meal- time social distancing.
- Staff and children MUST wash hands (see hand-washing signage) before and after meal-times. Tables, containers and surfaces must be cleaned and sanitized before and after as well (see bleach solution protocols).
- Child Comforting: Throughout the day, especially for infants/ toddlers, physical comfort will need to be provided. Gloves and masks should be worn whenever staff physically encounter children within three feet.
- Halls and classrooms must be limited to 10 total attendees including staff. Classrooms requiring more than one staff person will be limited to eight children. Appropriate, compliant signage should be posted as well.
- Restroom Use: Toilets and faucets must be cleaned and disinfected between toileting routines.

Isolation Area

A designated isolation area will be used for children who develop symptoms during the day and are waiting to be picked up by a parent or guardian. The isolation area should be away from other children and should not be the Director's office. Children should be kept comfortable via social distance. Staff monitoring this area when a child is sick, will be required to wear appropriate PPE including mask, gloves, face shield and protective gown. The isolation area will be disinfected after the child leaves the center.

Daily Cleaning/Sanitizing and Closing the Center

- Throughout the day, and following every use, tables and materials should be cleaned with soap and water, then sanitized with disinfectant. All wiping should be done with disposable paper towels and gloves. Both should be disposed after each use.
- Toys should be cleaned daily if used (weekly if not unused) in soap and

water and then disinfectant water bath.

- To close the Center at the end of the day, all surfaces and materials should be cleaned and sanitized one last time. Items should be taken off the floor and stored on tables for optimal night-time floor cleaning.
- Schedules will be created at each center to ensure every used area is sanitized.
- Bleach spray bottles should be emptied and left open to air out near the sink areas in preparation for the next morning's mixing of fresh bleach solution.
- Supplies should be restocked in each room, bathroom, and where ever morning drop off supplies are kept.

V. Maximizing Utilization

Survey responses may illuminate a need for partial day and or partial week scheduling options for families. Directors will review survey responses and create a utilization chart for their building.

Survey responses may discover a need for school age children needing care before traditional camps open. Directors will review survey responses and their licensed spaces to determine if they should offer school age care