



July 17, 2020 Health and Safety Plan  
Amended August 26, 2020  
**New Daily Documentation added 10/7/2020**

Parents,

Below is the official **Health and Safety Plan for South Hills Child Development Center Inc dated July 17, 2020, amended August 6, 2020 and now updated again August 26, 2020.** *Parents will NOT be required to complete another Release and Liability Waiver as your last signature covered all future additions/addendums. All current and incoming parents/ guardians should review this plan carefully and complete the required documents included within the PDF to submit upon their return to the school.*

This plan dated July 17, 2020 will be uploaded to all South Hills' families via the parents' Drop Box folders, emailed to all current families, distributed as a paper copy in each child's Take Home Folder, and posted on the home page of the South Hills website [www.shills.info](http://www.shills.info).

**This plan supersedes the Reopening Plan dated May 17, 2020** and the Health and Safety Plan of August 6, which addressed the May 26, 2020 reopening of South Hills following our mandated closure.

## Overview

As the founder, owner and administrator of South Hills Child Development Center Inc, Connie Kerr Vogt has the primary responsibility for the school and all operations. South Hills is a private business, and there is no board of directors; she is the sole stockholder in the S corporation. All changes to the plan are her responsibility. Connie is responsible for drafts and writes this Health and Safety Plan, keeps it updated and current for all stakeholders. She is also the designated person who makes all decisions as the Plan Developer and the Main Responder. The Responder (also referred to as the Response Team) coordinates response efforts and decisions in the event of a confirmed positive case of Covid-19 or exposure among staff and students. She is also responsible for making decisions for action steps during changes of county or state designation, locating and purchasing materials, resources or support to implement the requirements under each domain (Phase Yellow, Green, etc), and for arranging Professional Development that might be required to support staff, students, family or other stakeholders. Connie Kerr Vogt will also be responsible for ensuring that this plan is fully implemented. If not physically present at the school when decisions regarding this plan are required, she can be contacted via phone.

The Reopening Plan for South Hills Child Development Center Inc. is based on guidance from the following:

1. CDC Guidance for Child Care Programs,
2. OCDEL (Office of Child Development and Early Learning),
3. Erie County Department of Health,
4. OSHA (Occupational Safety and Health Administration),
5. PA KEYS guidance on complying with CDC via webinar trainings,
6. Outside legal guidance also based on CDC
7. [www.PA.gov](http://www.PA.gov) announcements and updates.

South Hills is licensed through both the PDE (Pennsylvania Department of Education) and DHS (Department of Human Services). Schools and child care centers are to follow the guidelines from the above mentioned entities, while still adhering to state regulations established by PDE and DHS. PDE, DHS and OCDEL provide valuable support, guidelines, updates as well as best practices to keep children, staff and families safe and well informed. PDE and DHS require that we create this Health and Safety Plan to share with staff and parents, and to follow the guidelines of CDC. This plan will be on file to share at their request. It is an extension of the Reopening Plan from May 17 that has already been sent to all staff and parents prior to our May 26 reopening.

**DHS has the authority to cite schools/child care centers in four critical elements during their inspections.** South Hills annual inspection will take place sometime in August or early September. *The following is from an announcement by OCDEL:*

1. **Child care staff must wear face coverings indoors; they must also wear face coverings outside where staff are unable to maintain the 6-foot social distance, unless a medical reason prevents the staff from wearing a face covering.** This includes anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the face covering without assistance.
2. **The child care program must establish and implement a screening procedure to assess for symptoms of COVID-19 for staff and children prior to entering child care space and mingling with others.** CDC guidance should be followed in developing the screening procedure.

3. **The child care program must have a written health and safety plan that aligns with CDC guidance to minimize the risk of COVID-19.** The safety plan must be communicated to staff and enrolled families. **At a minimum the safety plan must address:**
  - A. Screening procedures,
  - B. Child drop-off and pick-up policies,
  - C. Sick policies,
  - D. Mask policy, and
  - E. Cleaning/sanitation procedures.
  
4. **The child care program must adhere to the reporting of suspected or confirmed cases of enrolled children or staff with COVID-19** and complying with follow-up guidance pertaining to remediation, quarantine and directive for temporary closure to address additional cleaning and sanitation.

This Health and Safety plan, as well as our original Reopening Plan, was structured in alignment with the “*CDCs Interim Guidance for Administrators of US K-12 Schools and Child Care*” and their supplemental “*CDC Guidance for Child Care Programs that Remain Open.*”

As of May 8, 2020 PA was in Phase 2 or the Yellow phase of reopening. Phase two “*expands to all children with enhanced social distancing measures.*”. **Erie County is currently in Phase three or Green phase (June 26, 2020) which means “remaining open with social distancing measures.”**

South Hills sought parents’ comments and suggestions via two weekly phone calls to each family from March 17-May 22 to determine and stay current with the needs of our parents and consider their thoughts, comments and suggestions regarding the physical reopening of school. During that time, South Hills offered live and recorded sessions via Zoom Academy that presented daily lessons in reading, math, science, technology, fine motor, music, Sign Language, Spanish as well as two live group meetings daily. Weekly letters were sent to parents throughout our closure to keep parents informed and address any concerns or questions. Parents were encouraged to send their children to the Zoom Academy classes regardless of their ability to pay during the closure. We wanted the children to continue their learning experiences from home and keep them moving forward in their education. We appealed to foundations who were providing scholarships for our students; they agreed to continue providing funds for these students to participate in distance learning with us. Live sessions gave all the students the opportunity to connect with their teachers as well as their peers, which was a major concern.

This plan will be disbursed to parents via an email, paper copy, Dropbox and our website.

During the summer 2020 session, starting June 15, South Hills responded to the needs of parents and reopened with the offering of Zoom Academy (distance learning) as well as in-person learning. **The fall session began on August 24, 2020, and Zoom Academy has ended (August 21) and only in-person attendance will be available.**

**If there is a closure, either by state order or due to a case of confirmed Covid-19 in our school, South Hills will close for a designated amount of time and Zoom Academy will again be available for the duration of the closure.** Erie County Department of Health will determine the closing plan if Covid-19 is confirmed at the school.

Upon reviewing the entire HEALTH AND SAFETY PLAN, **please refer to the “List of Items for Parents to Gather for the Fall Term”** at the end of this document for a full summary of items that parents will be required to provide for their children beginning with our fall term (August 24) or earlier. **THIS LIST DIFFERS FROM THE REOPENING PLAN'S LIST** as we have learned much over the summer as we have progressed and improvements/changes are being implemented.

**ALL PARENTS ARE REQUIRED TO SIGN A PARENT/GUARDIAN RELEASE AND LIABILITY WAIVER LOCATED AT THE END OF THIS DOCUMENT, STATING THAT YOU HAVE READ AND AGREE TO ALL INFORMATION INCLUDED IN THIS HEALTH AND SAFETY PLAN, AS WELL AS ALL FUTURE REVISIONS, AND ACCEPT ALL RISKS ASSOCIATED WITH SOUTH HILLS' HEALTH AND SAFETY PLAN. The Staff of South Hills will also have an Acknowledgment to sign.**

*Please note this plan and future plans may be superseded by updates from the state of PA, CDC and/or OCDEL at any time, as well as by improved practices at South Hills.*

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# SAFETY PRACTICES

Below is a list of our safety initiatives that we will continue to implement. Areas in **RED** designate new policies or expanded policies from the original. **BOLD** designates areas of importance. Anything in *ITALICS* is taken directly from CDC. Prior to re-opening on May 26, the school was carefully cleaned and disinfected, including door knobs, light switches, vents, touch points throughout the school, carpeting, floors, toys, materials, furniture, bikes, diggers, garden tools, balls, and all other touch points. **Please read our additional safety practices carefully:**

## Face Masks & Hygiene

- We will be teaching and reinforcing hand washing skills to staff and children as specified by CDC.
- We will be teaching and reinforcing use of cloth face masks to staff and children.
- **Effective July 8, 2020, as announced by Governor Wolf of PA, it is MANDATORY that children WEAR FACE MASKS both inside and outside when children cannot consistently stay within 6 feet of each other. Parents no longer have the option to decide if they want their children to wear masks. The Opt in/out form still remains on this document in the event of future changes.**
- **Children should each have at least FOUR masks at school each day, stored in a small zipped clearly marked bag that will be kept inside the clear book bag. When masks are taken off for eating, drinking, nap time, or mask breaks, they will be placed in this case. Masks should be laundered at home DAILY.**
- **Children MUST be able to take face masks on and off independently. Parents are encouraged to practice this at home.**
- **Face masks must not have dangling strings and must be pre-tied so they can be easily put on without requiring tying!**
- **“Mask breaks” are permitted when children are over heated, have been wearing masks consistently for a long period of time, or when children have hands on their faces excessively. Children will be spaced 6 feet apart during “mask breaks”.**
- **Masks do not need to be worn by children indoors or outdoors if they can be consistently 6 feet away from each other.**
- **Children will not be made to feel they have made a ‘poor choice’ if they cannot keep their mask on. No child will be disciplined for not being able to wear a mask! The South Hills’ staff is sensitive to the emotional life of children, and we know it is hard for children to be masked for the majority of the day. This will be treated lightly; we will reinforce mask wearing, and will speak with parents if a child has difficulty with a mask.**

- **Staff members are required to wear protective face masks at all times. Staff members must have at least two sets of masks in a bag. Masks must be washed daily.**
- **Parents/visitors are required to wear protective face masks at all times.**
- Masks are NOT to be worn during napping, snacks, meals, and hydration periods.
- **FURTHER CLARIFICATION:** Our original policy permitted parents to choose whether their children would wear masks or opt out of mask wearing, as we are aware that children touch their faces much more often when wearing masks, and some have great difficulty keeping them on. As of July 8, however, universal mask wearing in PA was ordered by the Governor, and even children above 2, whether in summer camp, child care, etc were ordered to remain masked unless a 6 foot distance could consistently be maintained. We can achieve this indoors when children work on mats, tables, etc, but outdoors children gather to play together and it is nearly impossible to keep them 6 feet apart. On hot days, outdoor time is more limited due to the fact that it is challenging to notice a child in heat distress with a mask, and often wearing sun glasses and hat, and children are more active on the playground. South Hills has outdoor classrooms in which the children meet and complete their activities and studies—it is nearly impossible to keep 10-12 children 6 feet apart during these group projects and discussions. Therefore, children must be prepared to be masked most of the day. We do take frequent ‘mask breaks’, giving each child space outdoors to rest and breathe fresh air without a mask. The heat index is always monitored hourly, and posted on the door for teachers to adjust outside time accordingly.
- We will ask the parents help teach their children not to take the face masks off unless instructed to do so by a teacher, and to not to lay them on any surface if they do remove them. The rule will be **“On your face or in the case”**. We will reinforce this positively.
- **Children with compromised respiratory systems and who have an asthma plan** posted at the school are generally recommended not to wear face masks, but please consult your physician and send directives to us through your physician with signature and date included which will be included on the child’s asthma plan. **No child with an asthma plan can attend without this physician directive!**
- South Hills will be posting the required signs “Stop the Spread”, “Properly Wash Hands”, Protective Measures” and “Properly Wearing a Face Covering.”
- South Hills is required to have adequate supplies of soap, disposable gloves, tissues, hand sanitizer, disinfectant and hand soap. This has been a challenge for many preschools, but we are fortunate to have a solid source for most supplies, **with the exception of disinfectant wipes and gloves at this time. SOUTH HILLS WELCOMES ANY DONATIONS OF DISINFECTANT WIPES AND GLOVES!!**
- **SUNSCREEN MUST BE APPLIED BEFORE A CHILD’S ARRIVAL AND VERIFIED ON THE CLASSROOM LIST THAT WILL BE PROVIDED BY THE STAFF MEMBER UPON ARRIVAL.** Children will have sunscreen reapplied in the afternoon and gloves will be changed between sunscreen application on each child as has always been our practice. **Applying sunscreen to your child in the morning will save our school 850 gloves EACH WEEK. and 2-3 hours of instruction time weekly.**

## Ensure Social Distancing

- Keeping children 6 ft apart is not practical, possible, or even emotionally/socially supportive for children. *“In child care/preschools, social distancing is more focused on keeping children in the same group (pod) with the same teacher/s and following the same schedule.”* **PA Governor Wolf mandates that children should be kept 6 feet apart as of July 8, 2020.**
- **South Hills has adjusted their outdoor schedules so an entire pod goes outside at the same time, rather than mixing with children across the hall.**
- **At nap time, however, children will need to mix for approximately 1.5 hours as nappers move to the YG pod and non-nappers move to the BP pod. We have no other viable alternative due to staff and additional rooms. During afternoon PreK Enrichment classes for our full day 4 year old and older students, children will be mixed with a maximum of four children from another pod for one/half day per week (11:30-5:30 At day’s end, children will be in their assigned pod, no longer mixed with other groups.**
- Staff may no longer leave early on a rotating basis as students can no longer be mixed in other groups to reduce class sizes.
- Staff are expected to stay 6 feet apart from each other as much as possible.
- Music and Sign Language/Spanish will be presented to individual pods to reduce the mixing of children.
- **South Hills will limit gatherings, events, celebrations, and presentations.**
- **South Hills will cancel volunteers, guests, and activities with other groups.** This includes parent guest readers, family members and all other presenters. **We are contracted to an Artist in Residence for the summer School Age Camp, and all parents have been notified. The Artist has all clearances and is an experienced teacher who will be social distancing and will be masked throughout the residency. Parents have overwhelmingly agreed to this residency for their children.**
- **We will space naptime bedding beyond the required 3 feet and further if possible and have children nap head to toe.**
- **South Hills will separate children as much as possible for snacks and meals at tables. But children will most likely NOT be 6 feet apart during this time due to spacing issues. Keep in mind the directives say “as much as possible”. And in the CDC, the 6 ft is not mentioned, just “separated as much as possible” We promise to do our best.**
- Cooking projects will be suspended until further notice.
- The sandbox is also closed until further notice.
- Hugging, holding, comforting children is permitted by teachers but should be avoided as much as possible.



## Limited Sharing

- If your child naps, please bring a small to medium sized **clear plastic individual storage container (much like blankets/sheets are sold in – 15x18x4** approximately) that will hold **one light blanket** just large enough to lay on the mat and fold over the child at naptime. **NO PILLOWS** please (Children who bring them never use them.) Our storage is QUITE LIMITED and we need to be able to see the blankets as well as stack these containers so please do not vary from this requirement. Slumber bags are no longer accepted.
- Your child's belongings must be kept separated in a large plastic see through backpack to be taken home and cleaned daily! Please label this container CLEARLY WITH YOUR CHILD'S FIRST AND LAST NAME. This backpack can ONLY hold a coat, jacket, sweater, face mask case, and a lunch box and will be stored in your child's cubby. Think WINTER when purchasing your new back pack as winter garb take up much space!
- Your child's back pack must be taken home every night for cleaning and for face masks and personal items to be laundered and returned.
- We are currently providing each child with his/her own crayons, pencil, markers in a labeled zip loc bag so there will be no sharing of basic high touch materials. HOWEVER, you will see a **supply list** later in this document and we request each child have their own pencil box and supplies provided from home at the start of the new term on August 24 or earlier. These will not be shared and we will keep parents informed if refills are needed.
- Children will no longer be able to practice pouring at hydration periods, snack or lunch times. Teachers will pour water for children in disposable cups to ensure children are drinking appropriate amounts of water throughout the day.

## Parent Drop-Off and Pick-Up

**READ EXTRA CAREFULLY, PLEASE!**

### DAILY PARENT DOCUMENTATION

- **Parents MUST take their child's temperature before coming into the school** which will be documented by the parent on a **DAILY DOCUMENTATION** page (attached at the end of this plan). **This MUST be signed by the parent and given to the staff member before the child can be admitted into the school.** This form acknowledges that **the child does not have a fever (above 100.4 without the aid of a fever reducer), shortness of breath, runny nose, or a cough etc as detailed later in this document on an Illness Chart.**
- The Daily Documentation further verifies that the child and child's family members show no signs of illness and that the child has had no contact with anyone symptomatic of Covid-19 within 14 days.
- If the child has had contact with anyone symptomatic of Covid-19, the child must be confirmed for admission by a physician's signed and dated verification following a 14 day isolation period.

- Children returning from a foreign country must be quarantined for 14 days before returning to South Hills with a written physician permission form as must families with children traveling to any states that Governor Wolf announced require 14 days isolation.
- **NO CHILD CAN BE ADMITTED WITHOUT A PARENT FORM SIGNED AND DATED DAILY.**

## **CURRENT ARRIVAL & DEPARTURE PROCEDURES**

- Upon arriving at South Hills, parents will bring their child to the foyer, observing social distancing of 6 feet between parents. One family in the foyer at a time.
- Parents are required to wear masks.
- **Parent and child are required to apply hand sanitizer.**
- Upon entering the foyer, parents will ring the bell if no staff is in the office or at the door. **PLEASE DO NOT ENTER THE BUILDING.**
- Please wait for a staff member to arrive and receive your signed and dated DAILY DOCUMENTATION and complete the staff portion.
- **The staff member will document a visual inspection of the child using social distancing, looking for signs of illness which could include cough, flushed cheeks, runny nose, rapid breathing or difficulty breathing (without recent physical activity), fatigue or extreme fussiness. See the list further in this document.**
- **Staff are NOT required to wear PPE (PPE: goggles, disposable face shield, gown, gloves) except for a face mask for this choice of screening method but can choose to wear PPE at any time.**
- Parent will sign the class list on the clipboard in the foyer verifying that they have applied sunscreen to their child, as required.
- Once cleared for admission, your child will be escorted to his/her classroom by the staff member. Your child will wash his/her hands and a staff member will remove any LABELED AND BAGGED items to be refrigerated to the classroom refrigerator.
- As the parent exits the foyer, the next parent can enter.
- **In case of inclement weather, please stay in your car and as a parent exits, the next parent can enter. Be kind. Be fair. Be mindful.**
- **Please allow extra time in the morning and afternoon for Drop-off and Pick-up as our staff is limited and it will take time to walk each child to their classroom and return to screen the next. If available, two staff members will assist with this duty, but it is highly unlikely that will be a reliable option.**
- When a parent arrives in the foyer for their child after school, the parent will ring the bell or wave to the person in the office (**PLEASE DO NOT ENTER THE BUILDING**), and the staff member will retrieve their child and his/her belongings. Practice social distancing. One family in the foyer at a time. Please remember to wear masks.

- South Hills acknowledges the enormous importance of our daily communication by teachers with parents, and that is a major concern of ours. We will be sending communication as frequently as we can at drop off and pick up to be relayed by the staff member walking children between foyer and classroom, via email, Take Home folders, Dropbox, etc. Still, it just doesn't feel the same as when we can share your child's classroom with you!

**AFTER AUGUST 24, WE PLAN TO BE ADMITTING PARENTS INTO THE SCHOOL AND THE ROUTINE WILL CHANGE:**

- Please enter the foyer one parent and child at a time. A staff member will check your required DAILY DOCUMENTATION OF CHILD'S HEALTH AND AN ADDITIONAL DAILY PARENT/GUARDIAN HEALTH DOCUMENTATION (Please find this further in this document and on our website) **PLEASE complete these at home** and have it ready to **immediately hand to us upon entering the foyer in order to keep the line of children admitted to the school moving forward.** No one wants to be late to work! **Hand sanitizer must be used by both parent and child before entering the school.**
- The staff member assigned to the door will permit 6 parents at a time to take their child into their classroom. **ALL PARENTS WILL ENTER THEIR CHILD'S ASSIGNED POD THROUGH THE YELLOW/BLUE/RED CLASSROOM (determined by your child's class assignment), DESIGNATED BY THE COLOR OF THE DOOR FRAME!** Parents will assist their children to locate their assigned cubby, where children will place their belongings, and then wash their hands.. **Parents will then exit through the GREEN/PURPLE/ORANGE CLASSROOM, watching for others in the hallway and practicing social distancing** (Our main hallway is exactly 6 feet wide). Once a parent exits, our staff will permit the next parent to enter the building.
- When parents arrive for their child, the same procedure will take place. A maximum of 6 parents will be admitted at a time.
- In case of inclement weather, please stay in your car and as a parent exits, the next parent can enter. Be kind. Be fair. Be mindful.
- Please leave extra time as dropping off/picking up time may mean delays, especially when it is winter boots/gloves/hat/mitten time and parents must wear boot covers to enter the building. Think about making life as easy as possible for yourself when purchasing winter attire for your child. Simple is best these days!

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

- **South Hills will actively clean, sanitize and disinfect surfaces and objects that are frequently touched, especially toys, manipulatives, and games.** Cleaning, sanitizing, and disinfecting is already a part of South Hills' protocol but we will now be wiping down handles, light switches, classroom sink handles, countertops, desks, chairs, cubbies, tables, some playground structures, bike handlebars, bathrooms, and any objects shared between uses such as keyboards, iPads, and other electronic equipment. A timer is set for hourly cleaning of these areas by administrative staff and Program Assistant.

- **South Hills is temporarily banning cloth or plush toys which cannot be used or brought from home due to cleaning difficulties.**
- South Hills will open windows for air circulation as much as possible, especially early in the morning. The cleaning crew opens windows in the evening and into the night.
- **As always, water lines will be opened and water will run** at least 60 seconds prior to opening each day to minimize the risk of water related diseases.
- Even though water fountains will be kept disinfected, drinking fountain use will be discouraged. We prefer to have children drink from 5 oz cups to monitor their water intake.
- All toys/materials will be disinfected in between use of each individual child.
- Teachers will carry disinfecting wipes with them on the playground to disinfect bike handles, digger handles, tables and any other high touch surfaces with potential risk.
- **Donations of disinfecting wipes and gloves would be most welcome!**
- From Connie: My husband, Jerry, and I clean the school daily and will be posting the checklist of cleaning schedule in the foyer each day for your reference.
- **Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.**

## Cleaning and Disinfecting Bedding

- **Please do not send any more slumber bags—instead a thin, small blanket that can 'wrap around' your child as they must have a top and bottom covering by state regulation would be more suitable.**
- **Bedding should be placed in the child's individual storage container approximately 18x15 or smaller (similar to what blankets/sheets are sold in) clearly labeled with the child's FIRST AND LAST NAME!**
- Mats for napping are always labeled for each child
- **Pillows are discouraged** and the staff confirms that those who have them rarely use them.
- This will serve two purposes: (1) Parents will have an easier time washing the blanket weekly, which is now required, and (2) we will be able to store them much easier.
- **BEDDING IS NOW REQUIRED TO BE CLEANED WEEKLY.**
- **IT IS EXTREMELY IMPORTANT TO REMEMBER YOUR CHILD'S BLANKET AT THE BEGINNING OF EACH WEEK AS WE WILL HAVE EXTREMELY LIMITED EXTRAS!**

## Holding, Hugging Routine

- If a child needs comfort due to crying, sadness, or anxiety, they need to be held. Teachers are not to initiate hugs, but can quickly accept them.
- Teachers should change the child's clothes if secretions are on the child's clothes.
- Teachers must wash their hands, neck, and anywhere touched by a child's secretions.
- Teachers must change their clothes if secretions are on the teacher's clothing. Teachers are advised to have several changes of clothing available each day.
- **Contaminated clothes will be placed in a plastic bag and taken home to be washed in a washing machine.** The plastic bag will be stored out of the classroom out of reach of children.
- To protect staff, teachers are encouraged to wear an over-large button down, long sleeved shirt over their clothing and wear long hair up off the collar in a ponytail or other updo.

## Healthy Hand Hygiene Behavior

- As always, children and teachers will engage in hand washing at the following times:
  1. When arriving to South Hills
  2. When entering a new room
  3. Before and after preparing food or drinks
  4. Before and after eating or handling food
  5. Before and after administering medication or medical ointment/sunscreen
  6. After using the toilet or helping a child use the bathroom
  7. After coming in contact with bodily fluid
  8. After playing outdoors or in sand/water
  9. After handling garbage
  10. After teacher breaks
- Children and teachers will wash hands with soap and water for at least 20 seconds.
- After assisting children with handwashing, teachers will also wash their hands.
- We will place additional posters describing handwashing steps near sinks.

## Food Preparation

- Sinks will be sanitized after each food prep use.
- Teachers will ensure children wash hands prior to and immediately after eating.
- Teachers will wash their hands before/after serving food, assisting child with food, and after helping children to eat. Gloves are required when serving food or assisting children with food.

## Plan for: If a Teacher or Child Becomes Sick

- **Any teacher, parent, or child who has had contact with anyone with symptoms of Covid-19 cannot be present at South Hills for 14 days and must be confirmed for admission by a physician's signed and dated verification.**
- **Teachers or children who are ill must stay home and self-monitor for symptoms of Covid-19. Guidelines for teachers are provided on the Teacher Bulletin Board.**
- **Children will be continually monitored for any signs of illness, as usual, especially if deemed high risk. Staff can request additional PPE at any time, and are encouraged to use additional PPE if high risk.**
- Parents will be contacted if their child becomes ill and requested to come immediately for their child. Any ill child will be isolated and supervised in the office or the Activity Room with adult supervision until the child's parent arrives. The child must wear a face mask.
- We are required to notify the Erie County Department of Health, staff, and families immediately of any potential case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- As required, we will close off areas used by any sick person and will not use them until they have been cleaned, sanitized, and disinfected. CDC guidelines will be strictly followed.
- **In the event a person diagnosed with COVID-19 is determined to have been in the school and poses a risk to our community, South Hills will close for 2-5 days minimum or as directed by Erie County Department of Health so that we might have time for cleaning as directed. Depending on the situation, some staff/students may be quarantined for 14 days. The Erie County Department of Health will give us the appropriate directives, which will be shared immediately with parents via a phone call, group email, and/or DropBox. Please set your DropBox for notification alerts.**

## Maintain Healthy Operations

- We will monitor absenteeism to identify any trends in teacher or child absences due to illness. This might indicate spread of COVID-19 or other illness.
- **Parents should notify South Hills immediately (P: 814-838-7114) if their child is experiencing any Covid-19 related symptoms or if any family member has come into contact with Covid-19.**
- We will continue to notify parents and teachers via our regular communication channels (School-wide emails, DropBox, the South Hills Website, and Phone Calls) on any updates related to Covid-19.
- We will continue to monitor State and local health department notices daily about spread of COVID-19 in the area and adjust operations accordingly.

- Where a community is deemed a significant mitigation community, child care programs will close, so parents should always have a back up plan for child care. If we are required to close, please give us time to relaunch our virtual learning experience via Zoom Academy.
- Parents and teachers should review and understand all COVID-19 symptoms posted on the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> as well as [www.PA.gov](http://www.PA.gov) Staff will be trained prior to re-opening and updated training as needed via Staff meetings, which may be more frequent.

## List of Items for Parents to Gather for the Fall Term or Earlier:

1. A one-time signed documentation regarding your preference for face masks (See the **FACE MASK OPT-IN/OPT-OUT** form included at the end of this Reopening Plan). **This is included but now ON HOLD due to Governor Wolf's announcement mandating masks for all**
2. A signed and dated **DAILY DOCUMENTATION OF CHILD HEALTH ASSESSMENT** which is also included at the end of this Reopening Plan. **COPY THIS PLAN DOCUMENTATION FOR YOUR DAILY USE! IT HAS CHANGED SINCE OUR REOPENING PLAN.**
3. A signed and dated **DAILY PARENT DOCUMENTATION OF PARENT HEALTH ASSESSMENT** once we are able to have parents in the building again, which we plan to do at the start of the fall term, August 24, 2020 **COPY THIS DOCUMENTATION FOR YOUR DAILY USE!**
4. **IF YOUR CHILD IS ON AN ASTHMA PLAN**, an **ADDITIONAL** signed and dated authorization by the child's physician **must** be on file in order for your child to return to South Hills! Please consult your physician and send directives to us through your physician with signature and date included which will be included on the child's asthma plan.
5. A one-time waiver stating that **BOTH** parents have read and agree with this **HEALTH AND ASSESSMENT PLAN** and understand the risks associated with returning to school **must be signed and dated** ). The plan is found at the end of this document. **No child will be allowed to enter the building without BOTH parents providing a signed copy of this waiver!**
6. **IF YOUR CHILD NAPS**, a **18x15 or smaller plastic zipped container**, labeled with FIRST and LAST name and a **small thin blanket** to lay on the mat and wrap over your child.
7. **FOUR FACE MASKS** (labeled with FIRST and LAST name) per child
8. A **ZIPPERED BAG OR CASE TO HOLD FACE MASKS** (labeled with FIRST and LAST name)
9. IN ADDITION, we are making the request of parents to **bring their own school supplies**, as we are no longer permitted to have children share materials unless they are disinfected between uses. Please read this list carefully and supply only what is requested:

- **A 4 1/2" X 8" plastic pencil box, clearly labeled with your child's first and last name, to hold the supplies.** *Please do not deviate from this size container, as we will stack them to conserve space!*
- **Please place inside this container:**
  - 1 box of 24 Crayola Crayons
  - 1 box of (10) basic colored **WASHABLE** thick markers
  - 1 box of (10) **WASHABLE** thin markers
  - 1 box of (12) colored pencils
  - 1 pair of Fiskars child's scissors
  - 1 black, fine dry erase marker
  - 2 glue sticks
  - 1 eraser

10. An old cloth adult t-shirt (for use as a paint shirt) clearly labeled with first and last name.

11. Donations of disinfectant wipes and gloves are optional, but would be greatly appreciated!

#### **ADDITIONAL RESPONSIBILITIES FOR PARENTS/STAFF:**

- Wash face masks **DAILY**; wash blankets **WEEKLY! PLEASE REMEMBER** to return blankets for nap weekly and face masks/cases **DAILY**. There will be no extras available!
- Complete **DAILY** the **Daily Documentation of Child Health Assessment AND Parent/Caregiver Health Documentation** to complete **BEFORE** arrival at South Hills! Staff must complete their required **Staff Health Documentation. PLEASE COPY SEVERAL SO YOU ARE PREPARED TO COMPLETE THIS DAILY.**
- Continue to monitor for updates from us via school-wide emails, Dropbox, and on our website ([www.shills.info](http://www.shills.info)).



Please check this required **Illness Chart** from [pema.pa.gov](http://pema.pa.gov) and DO NOT come to work if you are a South Hills teacher/or DO NOT send your child to South Hills if s/he is ill **with one or more symptoms from Group A OR two or more symptoms in Group B or are taking fever reducing medication**

<b><u>Group A</u></b>	<b><u>Group B</u></b>
Fever (100.4 or higher)	Sore throat
Cough	Runny nose/congestion
Shortness of breath	Chills
Difficulty breathing	New lack of smell or taste
	Muscle pain
	Nausea or Vomiting
	Headache
	Diarrhea

**Make plans in advance for your child's care in the event of illness!**

**South Hills Child Development Center, Inc**  
**Daily Documentation of Health Assessment**

**DATE** \_\_\_\_\_

1. Please list **printed name and current temperature below** (all family members can document together)

2. Please initial:

\_\_\_\_ I verify that I have had NO KNOWN contact with anyone who has Covid-19, am NOT symptomatic with potential Covid-19, and have NOT been in contact with anyone who has returned from foreign travel within the past 14 days. I have not traveled within the past 14 days to any of the states that Governor Wolf announced would require mandatory quarantines

**No one will be admitted to South Hills with a temperature above 100.4 or signs of illness**

3. Signature \_\_\_\_\_

South Hills Staff Signature \_\_\_\_\_ Time of arrival \_\_\_\_\_

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**South Hills Child Development Center, Inc**  
**Daily Documentation of Health Assessment**

**DATE** \_\_\_\_\_

1. Please list **printed name and current temperature below** (all family members can document together)

2. Please initial:

\_\_\_\_ I verify that I have had NO KNOWN contact with anyone who has Covid-19, am NOT symptomatic with potential Covid-19, and have NOT been in contact with anyone who has returned from foreign travel within the past 14 days. I have not traveled within the past 14 days to any of the states that Governor Wolf announced would require mandatory quarantines

**No one will be admitted to South Hills with a temperature above 100.4 or signs of illness**

3. Signature \_\_\_\_\_

South Hills Staff Signature \_\_\_\_\_ Time of arrival \_\_\_\_\_



## Parent/Guardian Release & Liability Waiver—Health and Safety Plan

1st Child's Name \_\_\_\_\_ Birth Date: \_\_\_\_\_

2<sup>nd</sup> Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### Acknowledgment, Waiver and Release of Liability - COVID-19

I/We, the undersigned, hereby acknowledge my/our receipt of the South Hills Child Development Center, Inc's Reopening Plan, dated May 17, 2020 (as amended, restated, or replaced from time to time, the "Plan"). I/We hereby acknowledge that the Plan, among other things, sets forth my/our obligations and duties associated with the operation and safety practices, procedures and precautions at SOUTH HILLS CHILD DEVELOPMENT CENTER, INC. (the "Operator") amidst the COVID-19 virus and novel coronavirus pandemic and governmental directives, including the reopening requirements mandated by Operator, as well as by all appropriate federal, state, and local governmental authorities.

I/We understand and agree that it is my/our responsibility to read and comply with the terms, conditions, requirements, and policies set forth in the Plan and any revisions made to the Plan. I/We understand that the Plan describes important information about Operator and the attendance of my/our child/ren at Operator, including various safety precautions and practices affecting my/our child/ren while at Operator.

I/We further hereby agree and acknowledge that, despite Operator's best efforts to mitigate the COVID-19 virus at its facility(ies), Operator: (i) cannot and does not have the ability to supervise every employee's child's, parent's, customer's, or patron's actions or activities throughout the entire day; and (ii) cannot and does not guarantee with any degree of certainty that I/we or my/our child/ren will not contract and/or be exposed to the COVID-19 virus.

In conjunction with the foregoing, I/we, the undersigned, are the parent(s)/guardian(s) of the above named child/ren and, in conjunction with the Plan and in utilizing and taking advantage of the child care services provided by Operator, and intending to be legally bound, I/we acknowledge and agree to (and do hereby) waive, release and hold harmless Operator, and its shareholders, directors, officers, managers, partners, members, agents, employees, heirs, successors and assigns (collectively, the "Releasees"), from any and all claims, losses, demands, actions, suits, costs, and charges in connection with or arising out of provision of the child care services, including, but not limited to, bodily harm or injury to my/our children, including such as may be associated with the COVID-19 virus, except only for such loss, harm or injury occasioned by the gross negligence or intentional misconduct of or by Releasees.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_