

## YCA Covid-19 Policies and Procedures

**UPDATED 12/21/2020**

At Young Child Academy, we are following the practices and guidance provided by Washington State Public Health, CDC and our own licensing organization, DCYF. We realize we may not be able to control every aspect of this evolving coronavirus situation, but we aim to implement the best policies and procedures with the intent of ensuring the well-being of not just our children and parents, but of our staff as well. We ask for your assistance as we continue to implement best practices.

Staff and children who have symptoms of COVID-19 or test positive for COVID-19 need to follow the guidelines below, before returning to YCA. Examples of COVID-19 symptoms include:

**Cough, shortness of breath or difficulty breathing, fever (100.4° F or higher), chills, fatigue, muscle pain or body aches, headache, congestion or runny nose, nausea or vomiting, diarrhea, loss of taste or smell, etc.**

With the winter holidays upon us, we are taking extra precautions. We are also requesting parents/guardians complete the **Travel Screening Questionnaire Form** (last two pages) before their children return to YCA, if traveling, or if mingling with family and visitors from outside their immediate areas or COVID-19 pods. In addition, children returning to YCA must receive a negative test result for COVID-19 (and we must be provided that documentation) **IF** children are traveling for the holiday or if their families are entertaining visitors from outside their immediate areas or COVID-19 pods. Your participation is important to assist us in taking precautionary measures to protect everyone at YCA.

Below are our **COVID-19 Guidelines**:

- **A person who has a confirmed case of COVID-19 may return to YCA when it has been:**
  - 1) 10 days since symptoms began
  - 2) **AND** at least 24 hours since fever has resolved **without** fever-reducing medication
  - 3) **AND** a written note stating that the individual may safely return after being diagnosed with a contagious disease by a health care professional provider.
  
- **A person with COVID-19 symptoms but tests negative for COVID-19, may return to YCA when it has been:**
  - 1) At least 24 hours since fever has resolved **without** fever-reducing medication.
  - 2) **AND** symptoms have improved
  - 3) **AND** family provides documentation of the negative test result to YCA

- **A child with COVID-19 symptoms who does not get tested but exhibits symptoms, may return to YCA when it has been:**
  - 1) 10 days since symptoms began
  - 2) **AND** at least 24 hours since fever has resolved without fever-reducing medication
  - 3) **AND** symptoms have improved

***TEACHERS, STAFF, VISITORS, FAMILIES, CHILDREN, GUARDIANS, NANNIES, OR ANY HOUSEHOLD MEMBERS, MUST CONDUCT A DAILY HEALTH CHECK BEFORE COMING TO THE CENTER. Please look for covid-19 symptoms and stay home if any are present***

### **Once on site, the following practices will be implemented:**

- 1) In addition to morning temperatures taken at school upon arrival, **staff and children** will continue to have temperatures taken in the afternoon.
- 2) We ask that parents/guardians determine in advance, one person to be in charge of both pick up and drop off. During this pandemic, the same parent or guardian, whenever possible, should be bringing the children, and picking the children up. This minimizes exposure. This person should not have underlying health conditions or be over 60 years old.
- 3) We ask that parents, upon arriving at the school, do not engage with other children, other parents, or staff. If you need to share a message with teachers, please message them via the **ProCare app**.
- 4) A teacher will meet your child in front of his/her classroom door/sign-in area. That teacher (in the presence of the parent) will sign in the child, so as to minimize contagion of the screen pad. That teacher will assist with hand washing and the depositing of the child's belongings. Lunch boxes will be disinfected prior to depositing in the refrigerator. Please do not leave, until a teacher has met you and your child.
- 5) During this process, we ask that you stay six feet apart from whomever is in front of you, behind you or next to you.
- 6) Parents must wear face coverings during the drop off and pick up times.
- 7) Teachers will be wearing face coverings as well.
- 8) PreK students are required to wear a mask as well (except while eating or sleeping). Children ages 2-4 are strongly encouraged to wear a face covering. **Toddlers and infants are not allowed to wear masks due to strangulation hazards.**
- 9) throughout the day, staff will frequently sanitize commonly touched surfaces. For example, doorknobs, light switches,

**10)** We will close the school each afternoon at 5:30 for strenuous deep cleaning. When you arrive to pick up your child, please do not enter the classroom. Please wait for the teacher to bring your child and his/her lunch container to you. After 4:30 pm, and provided the group numbers are reduced, most children will be outside.

**11)** As with drop-off, please keep 6 feet apart from any child, teacher, or other parent, during pick up time as well. Masks are **required** during this time.

**12)** During the children's outdoor play time, and while under the supervision of classroom teachers, doors to the classrooms will remain open, allowing improved ventilation and fresh air to circulate throughout the facility.

**13)** Outdoor time, both play and learning, has increased in most classrooms

**14)** If any child exhibits symptoms of illness during the day, the child will be removed from the classroom and parents will be contacted immediately. Parents, please ensure you have availability to get to YCA when called, in such instances.

**If a case of covid-19 is confirmed at our facility, the following will be employed:**

- We will immediately notify the Public Health Department and DCYF licensor.
- We will immediately notify all staff and families. We will also provide a copy of the ["COVID-19 Fact Sheet for Families"](#)
- The center will be closed for a minimum of three days (the typical time the virus lives on surfaces) During that time, industrial cleaning will be employed to thoroughly clean and disinfect inside and out.
- We will advise people who had close contact and have symptoms to stay at home and away from others and to tell their doctor.
- We will advise people who had close contact with the sick individual and do not have symptoms to stay at home for 14 days from their last contact with that person and to look for possible symptoms.

**If we have to close our facility for clean and disinfect:**

Refer to [CDC's environmental Cleaning and Disinfection Recommendations](#)



## YCA TRAVEL SCREENING QUESTIONNAIRE

- Please **email** your completed questionnaire form before returning to YCA from holiday travel or if you been in close contact with someone who has traveled out of state.
- All information contained in this form will be treated as confidential information and must be kept in the child's file at YCA.
- If the answer to any following of the questions is "**yes**", we **request** the child receive a negative Covid-19 test result, before returning to YCA.

**Child's Name:**

**DOB:**

**Class:**

**Parent's Name:**

**Phone Number (mobile/home):**

**Has your child been on a cruise or flight in the past 14 days?**

Yes / No

**Has your child on a road trip outside of state in the past 14 days?**

Yes / No

**Has your child traveled internationally in the past 14 days?**

Yes / No

**Has your child been in close contact to anyone who has experienced any of the COVID symptoms in the past 14 days?**

Yes / No

**Has your child been in close contact to anyone who has tested positive for COVID-19 in the past 14 days?**

Yes / No

**Has your child been in close contact to anyone who has been on a flight or traveled outside of the United States in the past 14 days?**

Yes / No

**Has your child been in close contact to anyone who has been on a road trip outside of States in the past 14 days?**

Yes / No

**Is your child currently experiencing, or has experienced in the past 14 days, any of the following symptoms?** Yes / No

**Fever (greater than 100.4° F)**

**Cough**

**Shortness of breath or difficulty breathing**

**Sore throat**

**Congestion or runny nose**

**New loss of taste or smell**

**Chills**

**Head or muscle aches**

**Nausea, diarrhea, vomiting**

If you do decide to travel for the holiday, please check [Holiday Travel during the COVID-19 Pandemic](#) from CDC.