

# SAFEGUARDING OUR HEALTH



## GUIDANCE FOR ASSOCIATES RETURNING TO CENTERS

These guidelines have been created in response to COVID-19 for the protection and health of our associates. They are to be used in conjunction with the **Y in Central Maryland COVID-19 Workplace Guidelines** (click [here](#)). It is critically important that everyone follow these guidelines, and that we encourage and support each other in the implementation of these enhanced workplace protocols.

These guidelines will be implemented beginning on June 15, 2020 and will remain in place through Phase Two of Maryland's reopening plan at the Y in Central Maryland.

Every associate is required to review these prior to returning to their respective centers to work.

### GENERAL GUIDELINES

- Checking temperatures of children and associates upon arrival
- Wearing face masks at all times
- Mandating social distancing and keeping children in small groups
- Eliminating any large group activities
- Requiring children to stay home if they have any symptoms
- Mandating frequent hand washing with soap and water for at least 20 seconds
- Advising persons to avoid touching their face (especially eyes, nose, and mouth)
- Increasing our cleaning and disinfection routine to multiple times per day
- Covering coughs or sneezes with a tissue, then disposing of the tissue immediately
- Providing adequate supplies for good hygiene, including clean and functional handwashing stations, soap, paper towels, and hand sanitizer
- Restricting field trips and outside visitors and volunteers
- Ensuring adequate inventory of cleaning supplies and personal protective equipment (PPE)

## TASKS TO BE COMPLETED PRIOR TO RETURN

- Operations Managers should schedule a deep cleaning of the center prior to associates' return
- Associates should complete the new Y-mandated trainings prior to their return  
<https://mailchi.mp/01c5be4d81cc/ntj0xr4wvl?e=950abfa685>
- Associates should review the new cleaning and sanitation procedures for classrooms and restrooms
- IT should ensure that electronic devices/internet access are working accordingly
- Deputy Directors/Zone Managers should determine 'operating hours' in which the center will be available to associates
- Zone Managers should have a list of those associates entering and exiting the building
- Zone Managers should ensure inventory of cleaning supplies is available (Clorox Hydrogen Peroxide spray and wipes, bleach & water, gloves, etc)
- Zone Managers should ensure inventory of PPE is available (face masks, gloves, thermometer, daily temperature log, COVID-19 symptom check)
- Zone Managers should designate 'check-in' location for screening associates
- Zone Managers should meet virtually with those returning associates to discuss:
  - Training requirements  
<https://mailchi.mp/01c5be4d81cc/ntj0xr4wvl?e=950abfa685>
  - Daily screening requirements - taking/logging temperatures
    - Record each other's temperature in the Google Sheet  
<https://docs.google.com/spreadsheets/d/1gXyFIV870RXK6uastzTz55dzLd8LSSwyFT9Nqd2V1g/edit#gid=1044669661>
      - For a temperature of 100°F or higher, the child will not be permitted to enter and we'll follow the OCC Exclusion Guidelines and the guidelines in the Communicable Diseases Summary
      - A temperature of 100.4°F will be considered a COVID symptom; the child will not be permitted to enter and our VP, Quality & Risk Management should be notified for further instructions
    - Wipe down the thermometer and tablet and place in designated 'check-in' area
  - PPE requirements (face masks)  
[file:///C:/Users/zahnrr/Downloads/final\\_child\\_care\\_face\\_covering\\_guidance\\_4.23.20%20\(4\).pdf](file:///C:/Users/zahnrr/Downloads/final_child_care_face_covering_guidance_4.23.20%20(4).pdf)
  - Requirements for social distancing
  - Cleaning & sanitation requirements
  - Hours of 'operation'
  - Buddy system for safety (arrival and departure of associates)
  - Procedures for reporting symptoms, isolation, closures  
<https://docs.google.com/document/d/1yP27jgc9o27952igwqYJtryCxxkPPHFkMbFqNcU5z6qc/edit>



# CLEANING & SANITATION PROCEDURES

Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

Typically, this means daily sanitizing of surfaces and objects that are touched often, such as bathrooms, water coolers, desks, tables, light switches, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, and toys. Y associates should use EPA-registered disinfectants appropriate for cleaning surfaces in a safe and effective manner, including the use of gloves and ensuring proper ventilation.

This video, [COVID-19 Procedures for Child Care Providers](#), provides guidance on procedures which should be implemented in our early childhood programs



## REQUIREMENTS:

- Remove soft surfaces (area rugs, stuffed animals, etc.) from each program area/classroom
- Ensure that shoes are not worn into the classrooms
- Ensure hands are washed as follows:
  - prior to entering any new space/classroom;
  - before and after meals;
  - after toileting; and
  - upon coming inside from the playground
- Disinfect surfaces used most often (tables, chairs, faucets, door knobs) throughout the day
- Sanitize playground equipment between each use
- Sanitize all toys and equipment at the end of the day
- Assign associates to specific bathrooms. After use, the associate will wipe down all bathroom handles (door, toilet, sink, paper towel, etc.) with a Hydrogen Peroxide wipe

# DROP-OFF AND PICK-UP PROCEDURES

To minimize exposure of the COVID-19 virus, each center will designate a check-in area for parents to drop off children, a check-in associate, a check-out area for parents to pick-up children, and a check-out associate. Each program will implement the following drop-off and pick-up procedures

## Drop-Off Procedures

### Materials for Check-In Area:

- 1 box of gloves
- 1 bottle of hand sanitizer
- 1 temporal thermometer
- 1 container of disinfecting wipes or spray (to disinfect thermometer between temperature taking, tablets, and door handles)
- iPad for COVID questionnaire (Google)
- iPad for Tadpoles check-in (if applicable)
- Sign-In Sheet (if applicable)

### Process for Parents:

- One family in the drop-off area at a time
- Parent sanitizes hands and completes the following:
  - COVID Questionnaire
  - *Hands the completed questionnaire to the check-in person*
  - *Sign-In (Tadpoles or Sign-In Sheet)*
  - *Wait for child's temperature reading*
- Depart designated drop-off area

### Process for Designated Check-In

#### Associate:

- Greet parent & explain process (if needed)
- Record the child's temperature in Google
- A temperature of 100°F or higher, the child will not be permitted to enter and we'll follow the OCC Exclusion Guidelines and the guidance from the Communicable Diseases Summary
- A temperature of 100.4°F will be considered a COVID symptom; the child will not be permitted to enter and our VP, Quality & Risk should be notified for further instructions
- Wipe down door handle, thermometer, and tablets after the family leaves
- Associate and child wash their hands at designated sink
- Child removes shoes outside class door
- Check-in associate opens the door for the child to enter the classroom and announces the child's arrival (associate does not enter)

## Pick-Up Procedures

### Materials for Check-Out Area:

- 1 box of gloves
- 1 bottle of hand sanitizer
- 1 container of disinfecting wipes or spray (for use on tablet and door handles)
- iPad for Tadpoles check-in (if applicable)
- Sign-In Sheet (if applicable)

### Process for Y Associates at Pick-Up:

- Designated check-out associate will greet the family at the door and walkie/call the classroom
- The classroom teacher will help the child gather belongings for dismissal
- The teacher will walk the child to the check-out associate. If there is only one teacher, associates will need to position themselves to see both the classroom and the check-out associate and allow the child to walk to the check-out associate
- Once the child has met the check-out associate, then the associate will ask the parent/guardian to sign the child out (Tadpoles or Sign-Out Sheet)
- Parent/guardian and child depart designated pick-up area
- Check-out associate sanitizes tablet and door handles



# CLASSROOM HEALTH & SAFETY MEASURES

## Check-In and Check-Out Associates:

- Teams will identify designated 'check-in' and 'check-out' associates; these associates can also be assigned for preparation and distribution of meals and snacks; these associates are not permitted to enter the classrooms

## Teaching Teams:

- Teaching teams will be assigned to specific classrooms
- Each classroom will have a minimum of two (2) teaching associates
- Resource Aides may be assigned to specific classrooms for added support

## Associate Shifts:

- Associate shifts will be determined on a center-by-center basis according to the operational hours as specified on each license

## Classroom Ratios:

- We will adhere to an 8:2 ratio in each classroom
- Note: If the designated check-in or check-out associate is not available, one classroom can run a 9:1 ratio. The second teacher "assigned" to that classroom can get meals, snacks, materials for all of the rooms

## Cleaning:

- Disinfect surfaces used most often (tables, chairs, faucets, door knobs) throughout the day; sanitize **all toys and equipment** at the end of the day

## Social Distancing:

- Teachers should maintain social distancing in the classroom as much as possible
  - Minimize group size during center play
  - Separate children by assigning seats and table spaces for each child (use tape or a label to designate each child's spot)
- Classrooms should not combine at any time
- Teachers should remain in their classrooms at all times with the exception of bathroom and lunch breaks, and playground activities

## Hygiene:

- Children and associates should wash hands upon entering the classroom
- Children and associates should wash hands upon returning from the playground
- Children and associates should wash hands after use of the restroom
- Children and associates should wash hands before and after meals and snacks
- Children and associates should use a tissue as needed for coughing and sneezing
- Everyone should be reminded to avoid touching their face (eyes, nose, and mouth)
- Face masks should be worn at all times



**Ensure a full supply of face masks, temporal thermometers, and cleaning supplies**