

Old Lyme Children's Learning Center COVID-19 Guidelines and Initiatives

As voted on by OLCLC Board of Directors on 6/30/2020

Updated 7/23/2020

***All changes and updates to this booklet as of 7/23/2020 are indicated in red

Dear OLCLC Families and Staff,

The COVID-19 pandemic has presented unexpected challenges to childcare centers across the country. Now, centers are faced with navigating the reopening process. There are a number of considerations to take into account when looking to reopen. The health and safety of children, families, and child care staff is our main priority. Health and safety practices that are necessary to mitigate the spread of COVID-19 must be implemented in a manner that maintains trusting relationships between providers, children, and families; and supports child development and well-being.

We have worked diligently to include **as many possible strategies and scenarios** in this document. We know that things are changing frequently during this current health crisis and we may have to change these policies and initiatives as new guidance and information is released. We will keep families informed of any updates as they occur. This guide will help you to better understand the reopening plan that we have developed to allow us to confidently resume operations at OLCLC during these challenging times. We used the guidance from the Center for Disease Control, Connecticut's Office of Early Childhood, our local health officials at Ledge Light Health District, **and our OLCLC Nurse Consultant Kate Lennard, BSN, RN, CEN, EMT-B** when creating this guide. The policies and guidance in this document are specific to the COVID-19 pandemic. Unless otherwise specified, all licensing regulations and other requirements still hold firm. This guidance document is being issued on **July 24, 2020**, and is subject to updates as necessary. If needed, changes to these policies and details will be included in our weekly Friday emails.

We also would like to stress the importance of constant communication between families, staff, and OLCLC administration. We will communicate with you regularly and hope that you will communicate with us regularly as well. Feel free to reach out via email or phone call if you have any questions or concerns.

Health and Safety is an integral part of OLCLC's mission. **We understand that many symptoms of COVID-19 are similar to other illnesses, but to be as responsible as possible, we cannot risk the health and safety of the entire OLCLC community by allowing your child/a staff member to participate if a member of your household (or anyone the child/staff member is exposed to) presents these symptoms.** We count on our staff and families to work with us to integrate Health and Safety into everything we do to minimize risk to our staff, children, and community. We are committed to providing working conditions and child care services that are safe and healthy. At the end of this booklet, you will find an acknowledgement form. Please sign and return this form prior to your child's return to program.

We cannot thank you enough for your patience during this challenging, unprecedented time. We cannot wait to be back at the center with you all!

Stay well,
Alison and Pat

Section #1:

Connecticut Requirements for Child Care During COVID-19

OEC has issued the following requirements for all child care facilities (including license-exempt programs) to reduce the risk of spreading any infectious disease while operating during this public health emergency. All guidance is based upon medical advice from the CDC, DPH, and the Governor's Office.

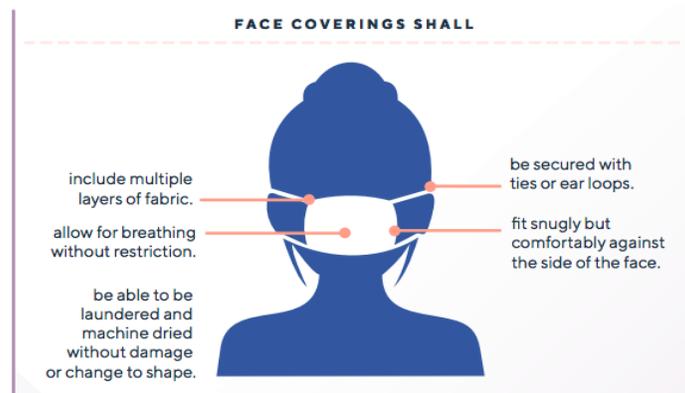
- All staff must use face coverings at all times.
 - All staff will keep their face covering on even when coughing or sneezing. Face coverings will be replaced when soiled.
- The capacity of each classroom will be determined based on OEC's current enhanced requirements for group size.
 - NOTE: Children should stay in the same group each day so that, if an outbreak should happen to occur, we are able to properly implement contact tracing.
- Take temperatures of staff and children prior to entering the facility (see Section 5: Health Screening Procedures). Parents' temperatures will be taken at drop off and they will not be permitted to enter the facility at any time until further notice. A staff member will bring your child to their designated program/classroom at drop-off.
- We will exercise enhanced cleaning, sanitizing, and disinfecting in all programs based off of recommended cleaning schedules from OEC and NAEYC.
- We will avoid touching the eyes, nose, or mouth with hands.
- We will require anyone showing signs of sickness. If any child, parent, staff member, or any household member shows signs of sickness, we ask that the child or staff member stays home. **We ask that families be as transparent and honest with us in order to protect the entire OLCLC community.**
- In order to keep the OLCLC community safe, if you or your child come into known contact with COVID-19 individual, we ask that you not return to the center for 14 days.
- We will implement social distancing to the best of our abilities (see Section 3: Social Distancing).
- We will practice frequent handwashing for at least 20 seconds:
 - Before coming into contact with any child
 - After sneezing, coughing, or nose blowing
 - Before handling food and eating
 - After using the restroom
 - After touching or cleaning surfaces that may be contaminated
 - After using any shared equipment like toys, computer keyboards, or mouse
- We will help children practice frequent hand washing in the same scenarios listed in the bullet points above
 - If soap and water are not available, we will use a 60%+ alcohol-based hand sanitizer

- If you or anyone in your household travels to a Connecticut Government Travel Advisory State(s), <https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-CT>, or travels internationally, then you and your child are directed to self-quarantine and self-monitor for 14 days or provide proper documentation of a negative COVID-19 test AFTER your return.
 - We trust that our OLCLC community will be transparent and honest in regards to their travel in order to do the right thing and help protect us all.
 - If you or anyone in your household travels to a Connecticut Government Travel Advisory State(s), <https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-CT> or travels internationally, then you and your child are directed to self-quarantine and self-monitor for 14 days or provide proper documentation of a negative COVID-19 test AFTER your return.
 - If you or anyone in your household plan to travel outside the state of Connecticut (including Connecticut Travel Advisory States or internationally), we would appreciate to be notified at least 48 hours prior to the child or staff member's return to program so that the proper precautions may be put in place if needed. OLCLC administration has the right to ask for further details about your travel itinerary and transportation.
 - **OLCLC reserves the right to exclude a child or staff member who is exhibiting COVID symptoms and require self-isolation for 14 days with the recommendation to seek medical advice from their provider.**
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Section #2: Mask-Wearing

- All staff will use face coverings at all times.
- Face coverings (provided by parent) will be **required** while in the classroom for children over the age of 2 where it is more difficult to practice social distancing requirements. Face coverings **will not** be removed for outside play.
 - We recommend at least 5 face coverings (if possible, disposable) per child (labeled with your child's name/initials) to ensure that enough face coverings are available should one become soiled.
 - Soiled masks will be returned with your child at the end of each day in a sealed bag with the expectation that the masks will be **laundered/replaced and returned** at your child's next drop-off.
- Individuals will be careful not to touch their eyes, nose, and mouth when removing their face covering, and wash hands immediately after removing.
- Face coverings recommended are non-surgical cloth masks. N-95 respirators or surgical masks are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.
 - Face coverings must:
 - Include multiple layers of fabric
 - Allow for breathing without restriction

- Be able to be laundered and machine dried without damage or change to shape
- Be secured with ties or ear loops
- Fit snugly but comfortably against the side of the face



Section #3:

Social Distancing and Group Size

- OLCLC will not have any special events, visitors, etc. including holiday events and performances.
- OLCLC will continue to follow licensing regulations regarding staffing, ratios, and group sizes.
- In order to limit the number of people each individual is interacting with, OLCLC will implement the following strategies:
 - At nap time, OLCLC will ensure that children's naptime cots (or cribs) are spaced out as much as possible, ideally 6 feet apart; and place children head to toe in order to further reduce the potential for viral spread.
 - We will space children, ideally 6 feet apart, during meal or snack times.
 - We are aware that working in these settings during this emergency is a challenge. There are risks and we trust that staff and families will work together to maintain the health and safety of the children in our care.

Section #4:

Drop-Off and Pick-Up Procedures

DROP-OFF: We require families to remain in their vehicles until the Daily Health Check Station becomes available at drop-off. Parking is limited in the driveway, so you may need to park on Lyme Street while waiting. These procedures reduce exposure, and help keep children and staff safe.

- Hand hygiene stations will be set up at the entrance of the facility **for children to** clean their hands before they enter. Hand sanitizer of at least 60%+ alcohol will be provided at the Daily Health Check Station and will be kept out of children's reach. Staff will supervise use.

- The OLCLC Daily Health Check Station will be placed outside, and sanitary wipes will be provided for cleaning supplies between each use.
- Staff will sign children in and out of care.
 - Child care providers will greet children outside as they arrive.
 - The intake staff member will deliver the child to their classroom.
 - OLCLC's new Daily Sheets are designed to give families detailed and specific information on their child's day. If families are looking for more information, families are welcome to email or call your child's teacher to ensure that we practice social distancing and to limit potential exposure at drop-off and pick-up times.
- OLCLC requests that the same parent/guardian drops off and picks up the child every day.
 - OLCLC requests that COVID-19 at-risk individuals do not drop-off or pick-up children (see Section 8: Sick Procedures).
- To protect the health and safety of children and staff, OLCLC cannot permit family members or visitors into the building at this time.
 - For the time being, family fobs will be disengaged and no new fobs will be issued until further notice.
 - Other necessary representatives (nurse consultant, OEC licensing agent, professional cleaning staff, etc.) to the facility shall be limited.
- Items from outside the center (pacifiers, toys, personal comfort items such as "lovies," etc.) will not be allowed past the Daily Health Check Station.
- We encourage parents to have an age-appropriate conversation with their children about what drop-off, pick-up, and saying goodbye will look like when they return to program to make the transition smoother for your child.

PICK-UP: In the afternoons, families should call their child's program to notify staff that they have arrived. Staff will notify families when your child's program is safe to approach the designated pick up door. Please abide by labelled places to stand.

- Phone Numbers:
 - Infants: 860-434-1728 ext. 205
 - Toddlers: 860-434-1728 ext. 206
 - Preschool: 860-434-1728 ext. 207
- Designated Drop-Off/Pick Up Doors:
 - Infants: Side Door
 - Toddlers: Main Building Front Door (facing Lyme Street)
 - Preschool: Preschool Front Door (with awning)

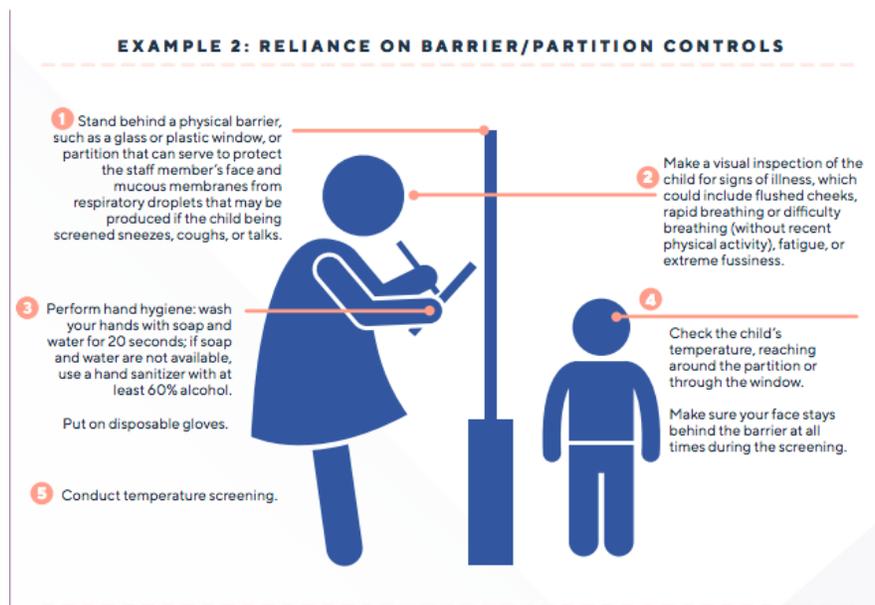
Section #5: Health Screening Procedures

- OLCLC requires that staff and children be screened for **any illness** and to confirm temperature below 100 degrees Fahrenheit prior to entering the program.
 - Symptoms lists will be updated regularly and will be posted at the Daily Health Check Station as well as throughout the classroom.
 - Screening includes assessing health by taking temperature with a non-contact infrared thermometer.
 - Staff or children who have a temperature of 100 degrees or higher are not permitted into the program per Executive Order 7Q (See Section 8: Sick Procedures).
 - In addition to a temperature check, intake staff will ask families the following questions at drop-off, so please be prepared to answer them each day. Responses to these questions will be recorded on your child's Daily Sheet. The questions are as follows:
 - Have you or your child been exposed to an individual with COVID-19?
 - Have you or your child been exposed to anyone with symptoms of COVID-19? If yes, what were their symptoms?
 - Do you or your child have any signs or symptoms of illness? If yes, please specify.
 - *OLCLC staff will also do their own assessment for signs of illness
 - Have you or your child traveled by any form of public transportation or outside of the state of CT in the past 14 days?
 - If YES and you travelled to a state on the Connecticut State Advisory list, have you quarantined for 14 days AFTER your return?
 - Did you get a COVID-19 test? If so, please provide documentation of your results.
 - Is your child taking any medications (prescription or OTC)?
 - Does your child have sunscreen applied?
 - ****Please bring your own pen to sign your child's Daily Health Check**
- Disinfection of the thermometer will be incorporated as needed into screening procedures.
- During the Daily Health Check, OLCLC staff reserves the right to deny a child access to program if they display COVID symptoms or any other symptoms of illness.

Only OLCLC staff and the nursing consultant (**Kate Lennard, BSN, RN, CEN, EMT-B**) will have access to health information taken during each Daily Health Check.

- OLCLC will rely on social distancing (at least 6 feet apart), physical barriers/partitions, and personal protective equipment to ensure the health and safety of everyone:

- Staff will take both child and parent's temperature upon arrival. If the child or parent has a temperature of 100.0 degrees or more, they will be asked to leave for the day. If a child has a temperature, their siblings will be asked to leave for the day as well to prevent the spread of illness.
 - See Section #8 for more details.
- Ask the parent/guardian to confirm that the child does not have a shortness of breath, cough, or other symptoms of illness.
- OLCLC staff will make a visual inspection of the child for shortness of signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 - **OLCLC staff will continue to monitor for signs and symptoms of illness (including a temperature check) throughout today. OLCLC reserves the right to call you to pick up your child for ANY sign or symptom of illness.**



- When performing Daily Health Checks, staff will properly sanitize their hands and wear appropriate PPE.
- After each screening, OLCLC staff will use an alcohol-based hand sanitizer that contains at least 60% alcohol; or wash hands with soap and water for at least 20 seconds.
 - If hands are visibly soiled, soap and water shall be used before using alcohol-based hand sanitizer.

Section #6: Cleaning and Disinfecting

Definitions:

- **Cleaning:** Physically removing all dirt and contamination, oftentimes using soap and water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.

- Sanitizing: Reducing germs on inanimate surfaces to levels considered safe by public health codes or regulations. Sanitizing may be appropriate for food service tables, high chairs, toys, and pacifiers.
- Disinfecting: Destroying or inactivating most germs on any inanimate object, but not bacterial spores. Disinfecting may be appropriate for diaper tables, door and cabinet handles, toilets, and other bathroom surfaces.
- Detergent: A cleaning agent that helps dissolve and remove dirt and grease from fabrics and surfaces. Soap can be considered a type of detergent

OLCLC will follow the NAEYC Cleaning, Sanitizing, and Disinfection Frequency Table:

Routine Schedule for Cleaning, Sanitizing, and Disinfecting:

Areas	Before Each Use	After Each Use	Daily (At the End of the Day)	Weekly	Monthly	Comments
Food Areas						
• Food preparation surfaces	Clean, Sanitize	Clean, Sanitize				Use a sanitizer safe for food contact
• Eating utensils & dishes		Clean, Sanitize				If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; Use of an automated dishwasher will sanitize
• Tables & highchair trays	Clean, Sanitize	Clean, Sanitize				
• Countertops		Clean	Clean, Sanitize			Use a sanitizer safe for food contact
• Food preparation appliances		Clean	Clean, Sanitize			
• Mixed use tables	Clean, Sanitize					Before serving food
• Refrigerator					Clean	***Handles will be cleaned daily (or more frequently if needed)
Child Care Areas						

• Plastic mouthed toys		Clean	Clean, Sanitize			
• Pacifiers		Clean	Clean, Sanitize			Reserve for use by only one child; Use dishwasher or boil for one minute
• Hats			Clean			If head lice present, hats will be disposed of
• Door & cabinet handles			Clean, Disinfect			
• Floors			Clean			Sweep or vacuum, then damp mop, (consider micro fiber damp mop to pick up most particles)
• Machine washable cloth toys				Clean		Laundry
• Dress-up clothes				Clean		Laundry
• Play activity centers				Clean		
• Drinking Fountains			Clean, Disinfect			
• Computer keyboards		Clean, Sanitize				Use sanitizing wipes, do not use spray
• Phone receivers		Disinfect	Clean, Disinfect			
Toilet & Diapering Areas						
• Changing tables		Clean, Disinfect	Clean, Disinfect			Clean with detergent, rinse, disinfect
• Potty chairs		Clean, Disinfect	Clean, Disinfect			
• Handwashing sinks & faucets			Clean, Disinfect			
• Countertops			Clean, Disinfect			
• Toilets			Clean, Disinfect			
• Diaper pails			Clean, Disinfect			

• Floors			Clean, Disinfect			Damp mop with a floor cleaner/ disinfectant
Sleeping Areas						
• Bed sheets & pillow cases				Clean		Clean before use by another child
• Cribs, cots, & mats				Clean		Clean before use by another child
• Blankets					Clean	

Cleaning and Disinfecting Outdoor Areas:

- The CDC states that “the targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people.” OLCLC will:
 - Disinfect hard surfaces on playgrounds between uses by different groups of children or when bodily secretions get on surfaces.
 - Children will wash their hands before and after using the playground.
 - Hand sanitizer will be available for use if a child or staff member sneezes, blows their nose, etc.
 - We will have a trash receptacle for disposal of soiled tissues, gloves used during sanitizing, etc.
 - We will close off areas or structures that are hard to clean.
 - Communal sandboxes will be closed for the time being.

Cleaning and Disinfecting Bedding:

- Each child’s bedding will be kept separate in individually labeled bins provided by families. Cots and mats will be labeled for each child.
- Bedding that touches a child’s skin shall be cleaned weekly (or more frequently as needed) by OLCLC staff.

Cleaning and Sanitizing Toys:

- Toys that cannot be cleaned and sanitized shall not be used.
- Toys used for infants shall be kept separate, washed, and disinfected at least daily. Toys for toddlers, including floor and riding toys, shall be washed and disinfected at least weekly and as needed.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions shall be set aside until they are cleaned by hand.
- A dishwasher will be used for dishwasher safe toys, manipulatives, and equipment.
- We will not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.

- We will set aside toys that need to be cleaned in a separate container marked for “soiled toys”.
- We will have enough toys so that the toys can be rotated through cleanings.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission, but will be cleaned and disinfected regularly based on OEC and NAEYC cleaning schedules.

Section #7:

Washing, Feeding, Diapering, or Holding a Child

To the extent possible, when washing, feeding, or holding very young children:

- OLCLC staff will protect themselves by wearing long-sleeve scrub jackets; and by wearing hair up off the collar in a ponytail or other updo.
- When diapering a child, wash your hands and the child’s hands before you begin, and wear gloves; follow safe diaper changing procedures.
- OLCLC will continue to follow the universal precautions and procedures for diapering and toileting.
- Child care providers will wash their hands, neck, and anywhere touched by a child’s secretions.
- Child care providers will change the child’s clothes if secretions are on the child’s clothes; they will change the button-down shirt if there are secretions on it, and wash their hands again.
- Contaminated clothes will be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers will have multiple changes of clothes on-hand.
- Child care providers will wash their hands before and after handling infant bottles prepared at home.
 - Clean, prepared bottles shall be provided by the parent at drop-off.
- Programs will follow their current food policies in regard to food brought from home.

OLCLC Handwashing Policy:

- **Staff shall wash their hands:**
 - When entering the program/classroom
 - Before and after changing a child’s diaper
 - Hand hygiene *after* diaper changing must always be performed. Hand hygiene *before* changing diapers is required only if the staff member’s hands have been contaminated since the last time the staff member practiced hand hygiene
 - After toileting or assisting a child using the toilet
 - Before eating or handling food, preparing bottles, or feeding children
 - After handling bodily fluids (saliva, nasal secretions, blood, vomit, etc)

- After handling soiled items, such as garbage
 - Whenever hands are visibly soiled
 - **Children shall wash their hands:**
 - When entering the program/classroom
 - Before and after each diaper change
 - After toileting
 - Before eating meals or snacks
 - After blowing their nose, coughing, or sneezing
 - Before and after water or sensory play (though this will not be a current program activity at this time)
 - After playground use/outdoor play
 - Whenever hands are visibly soiled
 - **Proper handwashing technique:**
 - Wet the hands and apply a small amount of liquid soap to the hands
 - Rub hands together vigorously with soap and water for at least 20 seconds (about two rounds of the “Happy Birthday” song)
 - Wash all surfaces of the hands, including the backs of the hands, palms, wrists, between fingers, and fingernails
 - Rinse hands thoroughly to remove the soap lather
 - Dry hands with a single use disposable towel
 - Turn the faucet off with the towel
 - OLCLC staff will be supervising all handwashing to ensure that each child practices proper handwashing technique.
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Section #8: SICK PROCEDURES

OLCLC has always excluded ill children and staff from our program and will continue to do so through this current pandemic. Due to the current health crisis, we are even more closely monitoring illness in our children and staff and will be more vigilant in excluding children/staff from program. We trust that the OLCLC community will honor and respect these decisions and will collaborate and cooperate with OLCLC should an illness arise.

Sick Children and Staff Will be Excluded from the Center When:

- Staff or children who have a temperature of 100 degrees Fahrenheit or higher are not permitted into the program per Executive Order 7Q.
- It is vitally important that parents keep their children home if they are sick
 - If a child has a fever of 100 degrees Fahrenheit or higher, the child (and their siblings) cannot attend the program that day and until the child has been fever-free per OLCLC’s licensing requirements (for 48 hours without the aid of fever-reducing medications).

- Children and staff will be required to stay home if they experience ONE episode of vomiting or diarrhea.
- Anyone who is excluded from the center due to illness will not return until they have met the criteria to discontinue home isolation.

If Someone is or Becomes Sick While at the Program:

- If a child or staff member becomes sick with symptoms of COVID-19, OLCLC administration will contact Ledge Light Health District and Connecticut Department of Public Health if there is a suspected case of COVID-19 for further guidance.
- If a child or children develop an elevated temperature or symptoms of illness throughout the course of the day, the child will wait outside (weather permitting) in a covered area with a staff member until their parent/guardian arrives. If weather does not permit waiting outside, the child will be isolated into an individualized space separate from other children and staff as much as possible at the discretion of the staff and administration.
 - Staff with the child will wear appropriate PPE (face shield, face covering, scrub jacket, etc.)
 - All areas, toys, and equipment where the ill individual spent time will be thoroughly cleaned and sanitized
 - This isolation area will be cleaned and sanitized thoroughly after the child has gone home.
- **The program families will be notified via email if any child within the program is sent home sick (while maintaining confidentiality). Families will be updated regularly as guidance/diagnosis is provided by the child's pediatrician and the OLCLC Nurse Consultant.**

Monitoring and Planning for Absenteeism Among Staff:

- We have developed plans to cover classes in the event of increased staff absences.
- If there is insufficient staff, a program (or the entire center) may be forced to close until the sufficient number of staff members (based on OEC regulations) meet OLCLC health criteria.

If COVID-19 Is Diagnosed in a Child or Staff Member:

- If a child or staff member who has been present in the program is diagnosed with COVID-19, we will report cases of COVID-19 infection immediately to the DPH Epidemiology and Emerging Infection Program (860-509-7994) and the local department of health in the town of residence of the case-patient by telephone on the day of recognition or strong suspicion of the disease.
- Then, OLCLC will notify families and staff about the exposure while maintaining confidentiality about the case.
- **OLCLC reserves the right to close for a day (or multiple days) in order for a proper cleaning of the center to take place if there is a COVID-19 case at the center.**

- You will be asked to quarantine for 14 days after exposure to the COVID-19 positive individual.
- **Extended Closing (Pandemic/Inclement Weather) Fee Adjustment:** Your child's safety is our primary concern when making decisions regarding closings/delays, so we greatly appreciate your cooperation and understanding with this policy. **If, in the rare occurrence, OLCLC should be closed for over five days (related to inclement weather/pandemic), there will be no refunds for closures, as voted on by the OLCLC Board of Directors on June 22nd, 2020.**

If a Child or Staff Member is Exposed to COVID-19:

- If a child or staff member who has been present in the program has been exposed to someone diagnosed with COVID-19 (a household member, caregiver in the home, or an individual who has had close contact for a prolonged period of time), they shall follow [CDC guidelines](#).

Vulnerable/High Risk Groups:

- If your child(ren) has underlying health conditions, we encourage families to speak with their child's pediatrician about the risk. We will continue to follow children's care plans for underlying health conditions, such as an [asthma action plan](#).

We have worked diligently to include every possible strategy and scenario in this document. We know that things are changing frequently during this current health crisis and we may have to change these policies and initiatives as new guidance and information is released. We will keep families informed of any updates as they occur.

We also would like to stress the importance of constant communication between families, staff, and OLCLC administration. We will communicate with you regularly and hope that you will communicate with us regularly as well. Feel free to reach out via email or phone call if you have any questions or concerns.

COVID-19 CENTER OPENING GUIDELINES ACKNOWLEDGEMENT FORM

Please sign acknowledging that you have read, understand, and agree to follow the protocols in the OLCLC COVID-19 Guidelines and Initiatives booklet.

We are honored that you are entrusting us with the safety and wellbeing of your child(ren). We encourage families to limit possible exposure as much as possible in the two weeks prior to your child returning to program. If you, anyone in your household, or anyone that your child has been exposed to have had a fever, developed any symptoms, or travelled outside of Connecticut (by public transportation) in the two weeks prior to your child's return to program, we require that your child remain out of program until they have appropriately isolated and/or you have spoken with their pediatrician to ensure the safety of the OLCLC community. Nothing is a guarantee, but the best prevention is a combination of multiple strategies. Thank you for helping us meet these guidelines:

- a. Only OLCLC staff and children are permitted inside the OLCLC facilities
- b. Take temperatures and look for symptoms
- c. Always wear masks when on the premises
- d. Wash/sanitize hands frequently
- e. Maintain social distancing (at least 6 feet)

By signing this acknowledgement, I am agreeing to comply with the written instructions and guidelines in the COVID-19 Guidelines and Initiatives booklet and accepting that I am enrolling my child at my own risk. By acknowledging this information, I am releasing OLCLC from any liability relating to COVID-19. If I fail to follow any of these guidelines, I may be asked to withdraw my child.

Signed:

Printed Name:

Date:

Phone number to reach you during Center operating hours:

Old Lyme Children's Learning Center, Inc.

Health Care Policy Acknowledgement Form

If your child has any of the following conditions or symptoms, we will contact you to pick up your child (**and child's siblings**) from the Center (**within 30 minutes**) in order to prevent contagion as well as to ensure the proper care for your child:

- Contagious childhood disease (chicken pox, measles, mumps, impetigo)
- Conjunctivitis, pink eye (bacterial and/or viral)
- Mouth sores that are open
- Scabies, head lice, pinworms or other infestations
- Strep throat
- Colds accompanied by nasal discharge, or uncontrollable, productive cough
- Fever at or greater than **100.0 degrees**
- Symptoms of COVID-19:** cough, fever, shortness of breath, rash, etc.
- One episode** of vomiting and/or diarrhea
- Any illness disabling child from participating fully in the program

In order to return to the program, your child must:

- Take any prescribed antibiotic for a **full 24 hour course**
- Be free from fever, vomiting, diarrhea for a full **48 hours** without aid of any over the counter medications
- Be free from open, oozing skin conditions unless,
 - 1.) a health care provider signs a note stating that the condition is not contagious
 - 2.) the involved area(s) can be covered by a bandage in a way that prevents contagion.
- Be free of infestations
- Be able to participate comfortably in all usual program activities

If there is any doubt of the above symptoms mentioned, OLCLC will require a detailed physician's note (for example, the physician cannot just write "_____ was seen and may return to program on _____."). This note must be an original, physical copy to allow OLCLC staff the opportunity to trace possible diagnoses and outbreaks throughout the center.

Parent/Guardian Signature

Date

Director's Signature

OLCLC Reopening Supplies List

*Please sign up for a time to drop off your child's items

***These items will remain at the center.** OLCLC will clean and sanitize all items weekly or as needed so that they do not need to leave the center, preventing cross-contamination.

*Please label each item with your child's name/initials

*The purpose of this list is to ensure that these items are at the center prior to your child's first day back.

Infants:

- Sunscreen
- Bug spray
- Soft, indoor shoes/booties
- 2 pacifiers→ These items **MUST** remain at the center at all times.
- Additional clothes (3-5 full seasonal outfits please!)
- Nap items:
 - 2 nap bags
 - 2 crib sheets
 - 2 blankets if over the age of 1
 - NO personal comfort items ("loveys") as these items cannot be properly sanitized
- Thin blankets size-appropriate to cover staff chest//lap for feeding/holding purposes

Toddlers:

- Sunscreen
- Bug spray
- Soft, indoor shoes
- Additional clothes (3-5 full seasonal outfits please!)
- **5-10 Masks (if over the age of 2)**
- Nap items:
 - 2 nap bags
 - 2 crib sheets
 - 2 blankets
 - NO pillows or personal comfort items ("loveys") as these items cannot be properly sanitized
- Thin blankets size-appropriate to cover staff chest//lap for holding purposes

Preschool:

- Sunscreen
- Bug spray
- Soft, indoor shoes
- Additional clothes (3-5 full seasonal outfits please!)
- **5-10 Masks**
- Nap items:
 - 2 nap bags
 - 2 crib sheets
 - 2 blankets
 - NO pillows or personal comfort items ("loveys") as these items cannot be properly sanitized

Donations:

- Tissues!!!
- Clorox wipes
- Lysol spray
- Additional face masks for children over the age of 2
- Thin blankets size-appropriate to cover staff chest//lap for feeding/holding purposes
- Hand Sanitizer