Covid-19 Health and Safety Plan

The Children's Center, Volunteers of America

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Allentown PA 18101
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This revision in effect: 8/13/2020
The Children’s Center, Volunteers of America
COVID 19 Health and Safety Plan

To meet the requirements and regulations of the Office of Child Development and Early Learning (Announcement C-20-08, 07/10/2020) each child care facility must create a COVID-19 Health and Safety Plan which will serve as the guidelines for the facility’s COVID-19 child care activities.

As with all emergency plans, the COVID-19 Health and Safety Plan developed for each child care facility should be tailored to the unique needs of each facility and should be created in consultation of guidance and policy issued by Office of Child Care and Department of Early Learning (OCDEL), Pennsylvania Department of Health (DOH), and comply with the Center for Disease Control and Prevention (CDC) guidelines. The Children’s Center must also be guided by the information provided by the Allentown Bureau of Health.

Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. Providers should ensure that all elements of this template are included in their plans and adjust accordingly.

A child care facility’s COVID-19 Health and Safety Plan should be shared with all families and staff and posted in a conspicuous area. Child care facilities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the COVID-19 Health and Safety Plan.

Each child care facility should continue to monitor its COVID-19 Health and Safety Plan throughout the year and update as needed. All revisions should be shared with all families and staff and posted in a conspicuous area. The following elements must be addressed in any plan format selected by the provider:

1. Screening procedures,
2. Child drop-off and pick-up policies,
3. Sick policies,
4. Mask policy, and
5. Cleaning and sanitation procedures
Written Health and Safety Plan

Critical Elements: OCDEL

Effective July 17, 2020, child care Certification representatives will cite child care programs operating out of compliance with the four Critical Elements.

“Critical Element 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
Pennsylvania Office of Child Development and Early Learning
Bureau of Certification

Issue Date: 07/10/2020
Effective Date: 07/10/2020

Subject: COVID-19 Operations for Licensed Child Care
To: Child Care Providers, Child Care Certification and Early Learning Resource Centers Staff
From: Tracey Campanini
       Deputy Secretary, Office of Child Development & Early Learning

PURPOSE

To issue clarification regarding health and safety compliance during the Coronavirus (COVID-19) pandemic to licensed child care providers and child care certification representatives employed by the Department of Human Services (DHS) who conduct monitoring visits and complaint investigations.

BACKGROUND

Guidance has been provided for the operation of child care in Pennsylvania during COVID-19. Beginning March 25, 2020, communications and updates were provided directly through the Certification listserv as well as being publicly posted on the DHS Resources for Providers webpage. The primary directive has been in order to continue to operate or reopen, child care providers must follow the Centers for Disease Control and Prevention (CDC) Guidance for Child Care That Remain Open (CDC Guidance).

As child care programs have continued to operate or are planning to reopen, the Office of Child Development and Early Learning (OCDEL) has received requests for clarification regarding the expectations for compliance with the CDC guidelines. This announcement serves to further clarify OCDEL’s expectations for compliance with the CDC guidelines, compliance with applicable regulations and Executive Orders issued by the Governor or Secretary of Department of Health.
DISCUSSION

The CDC Guidance outlines critical planning and activities which should occur in child care settings to protect the health and safety of both children and staff. There are four critical parts of the CDC Guidance that align with Executive Orders (EO) issued by Pennsylvania Department of Health in the Guidance for Businesses Permitted to Operate During the COVID-19 Disaster Emergency to Ensure the Safety and Health of Employees and the Public and the Order of the Secretary of Health Requiring Universal Face Coverings. Those four critical elements (“Critical Elements”) are:

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.

Please see the Child Care Facility COVID-19 Health and Safety Plan Template for developing a health and safety plan.

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.

Effective July 17, 2020, child care certification representatives will cite child care programs operating out of compliance with the previously described Critical Elements derived from CDC guidance. The citations for items 1-4 will be issued under 3270.21, 3280.20, and 3290.18, all
ANNOUNCEMENT
C-20-08

pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

pertaining to “general health and safety.” Child care programs failing to comply with acceptable plans of correction, may be subject to further action that impacts the child care programs’ Certificate of Compliance, ability to continue to operate, and eligibility for distributions of supplemental financial supports.

NEXT STEPS

Child Care Facility Operators and Staff:
1. Review this announcement with all relevant staff.
2. Review the CDC Guidance for Child Care Providers That Remain Open.
3. Review Announcement C-20-06, Revised: Interim Guidance for Certified Child Care Facilities operating during the Novel Coronavirus Pandemic
4. Create, or revise as needed, COVID-19 Health and Safety Plan. Post for staff and parents to see and post online when possible.
5. Implement the plan activities.

Child Care Certification Representatives:
1. Review this announcement.
2. Track and communicate to OCDEL headquarters, programs failing to adhere to acceptable Plans of Correction on a weekly basis.
COVID-19 Safety Procedures for Businesses
PROTECTING CUSTOMERS AND EMPLOYEES WORKING IN THE COMMONWEALTH

Requirements for Businesses Authorized to Continue In-Person Operations:

Health and Cleaning
- Provide masks for employees to wear at all times.
- Clean and disinfect the building frequently, especially high-touch areas.
- Make sure employees have access to soap and water, hand sanitizer, and disinfectant wipes.
- Tell employees they should notify their supervisor if they are sick and stay home.

Social Distancing
- Prevent large groups from entering or leaving the building at the same time.
- Limit the number of employees in common areas.
- Conduct meetings virtually. For in-person meetings, limit the number of employees to 10 and maintain a distance of six feet.
- Don’t allow non-essential visitors.

If there is a COVID-19 exposure in your building
- Establish a plan for employee COVID-19 exposure, that includes building cleaning and notifying affected employees. See COVID-19 Safety Guidance at pa.gov for more details.
  ◦ Secure and clean the exposed areas.
  ◦ Take each employee’s temperature before they enter the building and send home those who have a temperature of 100.4°F or higher.
  ◦ Employees should notify their supervisor if they have symptoms and go or stay home.
- Advise sick employees to follow CDC recommended guidance on home isolation.

Additional Safety Guidance for Any Retail Operations at Your Location

- Conduct business with the public by appointment only, when possible.
- Limit the number of people inside the building to no more than 50% of the total maximum occupancy.
- Modify business hours so there is enough time to clean and restock.
- Install shields at check-out areas to separate cashiers and customers.
- Provide delivery or pick-up options and encourage online ordering.
- Designate a specific time for people at high risk to use the business at least once a week.
- Require customers to wear masks or face coverings.
- Limit check-out lanes to every other register and rotate every hour to allow for disinfection.
- Schedule handwashing breaks for employees at least every hour.
- Assign an employee to wipe down carts and handbaskets before the customer uses it.

Questions or Concerns?

Businesses
Contact the Department of Health at 1-877-PA-HEALTH (1-877-724-3258).

Employees or Customers
If you feel unsafe at your workplace relative to COVID-19 concerns, file a complaint with:
- A local health department or law enforcement agency.
- The Occupational Safety and Health Administration at OSHA.gov.
- The PA Department of Health at health.pa.gov

Remember These Important Steps to Stop the Spread of COVID-19

- Maintain a distance of at least 6 feet from other individuals.
- Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap and water are not available.
- Cover coughs or sneezes with a sleeve or elbow.
COVID-19 Safety Procedures for Businesses

NOTICE

All businesses in the Commonwealth that elect to maintain in-person operations, if permitted to operate under the Orders of the Governor and Secretary of Health, must strictly adhere to the guidance published by the Pennsylvania Department of Health, and must prominently display this notice and the foregoing COVID-19 SAFETY PROCEDURES FOR BUSINESSES at each work location (building or worksite).

In addition, each business must, for each work location (building or worksite), identify a Pandemic Safety Officer to respond to employee and subcontractor questions regarding these requirements. This business's or work site's Pandemic Safety Officer is:

Name: Betty Drummond Number: 610-432-8352 (w) 117-441-2176 (ms) Email: bdmiller@wupa.org

As business owner/operator/site foreperson/manager, I acknowledge and understand the foregoing, and confirm that my business/worksite will adhere to these requirements, as may be amended by orders of the Governor or Secretary of Health.

Signature: Jodina Hicks

Digitally signed by Jodina Hicks
Date: 2020.05.15 10:12:51 -04'00'

Remember These Important Steps to Stop the Spread of COVID-19

- Maintain a distance of at least 6 feet from other individuals.
- Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap and water are not available.
- Cover coughs or sneezes with a sleeve or elbow.
- Do not shake hands.
- Regularly clean high-contact surface areas.
- When sick, stay at home.
- Do not gather in groups larger than 10 people.
Child care staff and/or other adults entering the Center are required to wear face masks or cloth face coverings at all times, except when eating or drinking. If alone in office space which is not shared, masks are not required but recommended.

Children 2 years and older are required to wear a face covering as described in the Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings, unless they fit one of the exceptions included in Section 3 of the Order.

If a child is involved in active play outdoors, and can maintain a physical distance from individuals who are not part of their household, they do not need to wear a mask.

If a parent, guardian or responsible person has been unable to place a face covering safely on the child’s face, they should not do so. It is understood that children have special needs, as documented in an Individual Education Plan or Individual Family Service Plan may have difficulty consistently keeping their mouth and nose covered, but will receive gentle reminders about this.

If a child 2 years or older is unable to remove a face covering without assistance, the child is not required to wear one.

Masks are not required for children during meals, or at naptime, as long as children can be separated by a distance of at least 6 feet at naptime, with head to toe placement preferred, and visual supervision maintained. Care should be taken to maintain as much spacing as possible during meals; seating directly across from another person is to be avoided.

Masks may be provided by individuals and families; some donated or purchased masks/coverings may be available at the Center.

**Critical Elements: OCDEL**

Effective July 17, 2020, child care Certification representatives will cite child care programs operating out of compliance with the four Critical Elements.

"Critical Element 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."
Health Screening Procedures at Arrival

All children and adults entering the physical space of the Center will be screened at the point of entry at the time of arrival. A paper form will be completed and kept as a record of the screening.

Body temperature will be checked with a hands-free thermometer, and the temperature recorded. A reading of 100.4 degrees or more will require exclusion from the program for that day and the following day, and until the child’s fever is resolved for 24 hours without the use of fever-reducing medication.

A symptom checklist will be used to screen for concerning symptoms pertaining to Covid-19, and the answers recorded. Adults are asked the questions, and all children should be visually checked as the list is completed.

Travel history to other states of concern to the Pennsylvania Department of Health will be monitored for all household members of enrolled children and staff members. A mandatory two week exclusion will be enforced.

Family members/caregivers do not enter the building with the child/ren when they arrive or leave; in very bad weather the entryway will be arranged to permit them to wait just inside the door, but safely distanced from others.

Center staff members will perform the screenings, record the information, sign the child/ren in or out, and escort the child/ren to their classroom in the morning. Reminders will be made to have children and adults wash their hands immediately after arriving.

In the afternoon, or at pickup, children will be escorted by a staff member from their classroom to the door and re-united with their authorized pickup person or family member.

Critical Elements: OCDEL

Effective July 17, 2020, child care Certification representatives will cite child care programs operating out of compliance with the four Critical Elements.

“Critical Element 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.”

Announcement C-20-08 Pennsylvania Office of Child Development and Early Learning 7/10/2020
Checklist for Health Screening at Arrival

STAFF MEMBERS

Date: _______________________

Time: _________ a.m./p.m.

Name: _______________________

Temperature: _________ F. (100.4 degrees is the cutoff to attend, as taken during the screening)

Observe and ask:

Do you have any of the following symptoms? Have you had them in the past 24 hours?

- Fever or chills Y/N
- Runny nose Y/N
- Cough Y/N
- Trouble breathing Y/N
- Sore throat Y/N
- Muscle or body aches Y/N
- Headache Y/N
- A rash Y/N
- New loss of taste or smell Y/N
- Extra tired/fatigue Y/N
- Nausea, vomiting, diarrhea Y/N

These symptoms in anyone else in the house Y/N

Has anyone traveled outside of PA? Where? Y/N
Reporting Cases or Suspected Cases of Covid-19

Reports are legally required to be made to the following:

**Allentown Health Bureau**

Address: 245 N 6th St, Allentown, PA 18102  
Phone: (610) 437-7760  
Attention: Margot Messer, R.N.

**Pennsylvania Department of Health**

1-877-PA-HEALTH

**Pennsylvania Office of Child Development and Early Learning:**  
**Bureau of Certification**

**Northeast Region** (570-963-4371 or (800) 222-2108  
Attention: Michelle Matay, Certification Representative

The Center must also notify families of children who may have been exposed, and staff members who may have been exposed.

**Critical Elements: OCDEL**

Effective July 17, 2020, child care Certification representatives will cite child care programs operating out of compliance with the four Critical Elements.

"Critical Element 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."

*Announcement C-20-08*  
Pennsylvania Office of Child Development and Early Learning  
7/10/2020
Covid-19 Safety Plan

Here are some ways we are working together to keep children and teachers safe.

1. Masks/Face coverings

Child care staff and/or other adults entering the Center are required to wear face masks or cloth face coverings at all times, except when eating or drinking. If alone in office space which is not shared, masks are not required but recommended.

Children 2 years and older are required to wear a face covering as described in the Order of the Secretary of the Pennsylvania Department of Health Order for Universal Face Coverings.

If a child is involved in active play outdoors, and can usually maintain a physical distance from individuals who are not part of their household, they do not need to wear a mask.

Masks are not required for children during meals, or at naptime, as long as children can be separated by a distance of at least 6 feet at naptime.

2. Screening for Symptoms of Illness

All children and adults entering the physical space of the Center will be screened at the point of entry at the time they come in. A paper form will be completed and kept as a record of the screening every day.

Body temperature will be checked with a hands-free thermometer, and the temperature recorded. A reading of 100.4 degrees or more will require exclusion from the program for that day and the following day, and until the child’s fever is resolved for 24 hours without the use of fever-reducing medication. A Covid-19 test may be required for re-admission.

A symptom checklist will be used to screen for concerning symptoms pertaining to Covid-19, and the answers recorded. Adults are asked the questions, and all children should be visually checked as the list is completed.

August 3, 2020

The Children’s Center, Volunteers of America
Travel history to other states of concern to the Pennsylvania Department of Health will be monitored for all household members of enrolled children and staff members. The Children’s Center will strictly enforce a two week quarantine following travel to and from a state listed on the Pennsylvania Department of Health website as having very high levels of infection; whether the travel involves the child who attends here or a household member will not affect this quarantine. Affected states are posted at entry and updated as conditions change.

Family members/caregivers do not enter the building with the child/ren when they arrive or leave; in very bad weather the entryway will be arranged to permit them to wait just inside the door, but safely distanced from others.

3. Written health and safety plan

The Children’s Center has a complete and detailed written safety plan that aligns with CDC guidance to minimize the risk of COVID-19. The safety plan also follows guidance from the Pennsylvania Department of Health, the Pennsylvania Department of Human Services, and the Allentown Bureau of Health.

The Plan will be available to all families, with the PDF posted on social media and a print copy kept at the check-in desk. The Plan covers many aspects of keeping children, families and teachers safe, including but not limited to screening procedures, child drop-off and pick-up policies, sick policies, mask policy, and cleaning/sanitation procedures. Staff members will receive classroom copies.

4. Reporting confirmed or suspected cases of Covid-19

The child care program must report any suspected or confirmed cases of enrolled children or staff with COVID-19 to the following agencies, and comply with follow-up guidance about changes in practices, quarantines and orders for temporary closure to address additional cleaning and sanitation.

Pennsylvania Department of Health  
Pennsylvania Office of Child Development and Early Learning: Bureau of Certification, Northeast Region  
Allentown Bureau of Health

The Center must also notify families of children who may have been exposed, and staff members who may have been exposed. Any recommended closures will be posted online, as well as a summary of any actions taken.

August 3, 2020  
The Children’s Center, Volunteers of America
Exposure Notice for Staff Members and Families of Children

(insert date)

Dear Families and Center Staff:

You and/or your children may have been exposed to the Corona virus that can cause the illness called Covid-19.

The exposure could have taken place from (insert dates).

What causes Covid-19?

Covid-19 is caused by the corona virus. It’s most likely to infect others through close contact – closer than 6 feet for more than 15 minutes – and the exchange of tiny moisture droplets from speaking or coughing.

Symptoms may appear 2 to 14 days after exposure.

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Diarrhea
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

How is it diagnosed?

A lab test is required to confirm Covid-19. Your health care provider, a walk-in center or other options are available for testing. Results can take from 2 to 10 days.

Find a testing site in Pennsylvania

Rite Aid, CVS, Patient First and Walmart offer testing regardless of symptoms.

Anyone with COVID-19 symptoms should get appropriate medical care. If symptoms are:

- Mild. Stay home or go home immediately. Rest. Drink fluids. Take acetaminophen to reduce fever. If symptoms get worse, call your healthcare provider.
- **Severe.** For serious symptoms, including a fever above 100.4 degrees Fahrenheit, call your healthcare provider. If you need to find a healthcare provider, call 1-877-PA-HEALTH (1-877-724-3258).

- **If an emergency, call 911.**
  Get emergency medical help if you have trouble breathing, chest pain or pressure, confusion, inability to stay awake or wake up, or bluish lips or face.

**To help prevent the disease from spreading:**

Remember this saying: "My mask protects you, your mask protects me."

**Wear a mask whenever you leave your home.**

**Wash Your Hands**

Washing your hands is one of the most important steps you can take in staying healthy. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60 percent alcohol.

**Avoid Touching Your Face**

Avoid touching your face with unwashed hands. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

**Clean Surfaces**

Clean and disinfect frequently touched surfaces — especially when someone is ill.
The “Three Ws” of wearing a mask, washing hands and watching space between people are essential to safety for all. And yet, as early childhood teachers and caregivers, we know that distance is not always possible – children will need noses wiped, diapers changed, to be comforted, and to be reassured, especially now. Social distancing is also not appropriate practice, but physical distance should be encouraged, and the following measures have been implemented to provide guidance for safe operation.

Child care groups will include the same children each day, in the same physical classroom, and the same teachers will remain with the same group each day. As much as is possible to remain in compliance with child/staff ratios, teachers will not change group assignments during the day; if needed, strict hand washing protocols will be followed, and it is recommended that all staff members have at least one change of clothing or clean overshifts available at all times.

Daily group activities that may promote transmission will be altered or halted. The amount of square footage in each room provides ample space to arrange the materials and furniture in the classroom to allow appropriate spacing. Individual materials that were formerly shared among children in the group – for example, art materials, pencils, small toys of interest – may be provided in bins or baskets for each individual child. Paper and books are very unlikely to spread Covid-19, so are always a good choice for group or individual activities.

Playground times will be altered to avoid mixing of children and groups. Please refer to the section on Cleaning and Sanitation for classroom schedules and disinfection schedules and routines, as shared equipment will be cleaned between use by different groups of children during the day.

Indoor shared spaces used previously, the toddler hallway, the library area, and the Greeting Room, will not be used by groups of children at this time.
If possible, at nap time, ensure that children’s naptime cots are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.

**Note:** Pennsylvania Certification regulations regarding visual and auditory supervision of sleeping children must also be met; teachers must be able to see and hear every child from the physical location of the teacher in the classroom.

At drop-off and pickup times, direct contact between families and staff members will be limited, using physical spacing, the door itself, and an acrylic barrier. Staff and families will be required to adhere to social distancing recommendations, and masks must be worn by staff and family members closer than 6 feet. Additional procedures are also described in the “Health Screening Procedures at Arrival” section of this document.

The CDC guidance recommends that programs arrange for administrative staff to tele-work from their homes, if and when possible. However, Pennsylvania regulations specify that the Director must be on site a minimum of 30 hours per week regardless of pandemic precautions. Currently, both administrators are needed for both arrival and departure routines each day.

At this time, monthly staff meetings and any professional development offered will be conducted in small groups or virtually, if feasible, to avoid having more than 8 staff gathered together. Physical distancing and masking will be required, and meeting rooms selected with HVAC systems having UV air handling units in place.
Illness During the Day

Children in care and the staff members at The Children’s Center will be closely monitored throughout the day for symptoms of Covid-19 (and other illnesses).

Family interactions during health and travel screenings at arrival may provide significant information that will aid staff in monitoring the potential for illness, as will children’s comments or conversations during the day.

For both children and adults with suspected or confirmed cases of Covid-19, CDC recommendations for Discontinuing At Home Isolation will be followed, if information from the person’s health care provider does not supply this guidance. Medical releases and test results may be requested.

If a child or staff member is confirmed to have Covid-19, the CDC recommended procedures for cleaning the spaces they have been in will be followed, and the Allentown Health Bureau, Pennsylvania Department of Health, and the Office of Child Development and Early Learning, Bureau of Certification will also offer assistance. Closure of a room, office or the Center as a whole will be from two to 14 days, at the recommendation of these authorities.

Affected children, families and staff members will be notified in writing. If the Center is to be closed as a whole the information will be posted on the entry door, provided to media outlets as a closure announcement, and posted on social media and the private Dojo app used at the Center for family communication.

Staff Members

Staff members who develop any symptoms of concern during their work day will be required to leave the Center immediately, go directly to their home, and promptly consult their medical care provider. Assistance will be provided in securing transportation if needed when a family member cannot provide transportation and the affected person is unable or unwilling to drive.

The determination of when to return to work will depend on the nature and duration of the illness, the advice of the medical care provider involved, and the results of any diagnostic tests. CDC guidelines for Discontinuing At Home Isolation will be followed, if information from the person’s health care provider does not provide specific guidance.
Children

Children who develop any symptoms of concern, no matter how mild, will be isolated in the center office with supervision, and given comfort care until their family member is notified and they can be picked up to go home.

That office space will be closed for 24 hours, and then be cleaned according to strict CDC guidelines, even if the illness is not confirmed to be Covid-19.

Reporting procedures must be followed; please refer to the section on Reporting Suspected or Confirmed Cases of Covid-19.
Illness Policy for Children

Children should stay home, or families may be required to pick them up during the day, if any of the following are present:

- The child’s condition or illness prevents her or him from participating comfortably in activities that the Center offers.
- The illness requires more care than the child care center staff are able to provide without compromising the needs of the other children in the group.
- Keeping the child in care at the Center poses an increased risk to the child or to other children or adults with whom the child comes in contact.

Some guidelines include, but are not limited to these:

- Fever of 100 or more degrees, measured by ear thermometer. **Note: Adults must be free of fever for 24 hours without the use of fever-reducing medicines** before they are allowed to return.
- Suspected bronchitis, pneumonia or influenza.
- **Any symptoms indicative of Covid-19 infection.** A test may be requested, and quarantine procedures required.
- Signs of possible illness including uncontrolled coughing or wheezing, unusual tiredness, difficulty breathing.
- Diarrhea or vomiting.
- Unusual skin rashes that could be contagious.
- Diarrhea that cannot be contained in diapers or by using the toilet, or more than one instance.
- Vomiting, two or more incidents.
- Mouth sores with drooling, unless determined by a health care provider to be non-contagious.
- Rashes with fever or behavior change.

The Children's Center reserves the right to request that a child return to care only with documentation of testing and/or treatment by a doctor, clinic or health care provider for any of the above conditions, or other conditions as requested by the Director of The Children's Center.

Revised 7/31/2020
Illness Policy for Adult Caregivers or Other Children’s Center Employees

Teachers/others should stay home, or may be asked to go home during the day, if any of the following are present:

- The adult’s condition or illness prevents her or him from participating comfortably in activities.
- Remaining at the Center poses an increased risk to other children or adults with whom the adult comes in contact.

Some guidelines include, but are not limited to these:

- Fever of 100 or more degrees, measured by an ear thermometer. **Note:** Adults must be free of fever for 24 hours without the use of fever-reducing medicines before they are allowed to return.
- Suspected bronchitis, pneumonia or influenza.
- Any symptoms indicative of Covid-19 infection. A test may be requested, and quarantine procedures required. It will be necessary to meet the CDC Guidelines to Discontinue Home isolation and receive permission from a health care provider to return.
- Signs of possible illness including uncontrolled coughing or wheezing, unusual tiredness, difficulty breathing.
- Diarrhea or vomiting.
- Unusual skin rashes that could be contagious.

The Children’s Center reserves the right to request that a caregiver return only with documentation of treatment by a doctor, clinic or health care provider for any of the above conditions, or other conditions as requested by the Director of The Children’s Center.

Additional policies of Volunteers of America of Pennsylvania may also apply.

Revised 7/10/2020
Handling Cases of COVID-19

Anyone with COVID-19 symptoms should get appropriate medical care. If symptoms are:

- **Mild.** Stay home or go home immediately. Rest. Drink fluids. Take acetaminophen to reduce fever. If symptoms get worse, call your healthcare provider.

- **Severe.** For serious symptoms, including a fever above 100.4 degrees Fahrenheit, call your healthcare provider. If you need to find a healthcare provider, call 1-877-PA-HEALTH (1-877-724-3258).

- **If an emergency, call 911.** Get emergency medical help if you have trouble breathing, chest pain or pressure, confusion, inability to stay awake or wake up, or bluish lips or face.

If the Center has exposure to a likely or confirmed case of COVID-19, take the following steps:

- **Keep others out of the areas used or visited by the sick person.**

- **Clean and disinfect.** Wait at least 24 hours (or for as long as practical) before cleaning and disinfecting the area visited or used by the sick person. Do the same for all shared areas and equipment used by the sick person.

- **Open windows and doors to let air in.** Use ventilation fans to help circulate air.

- **Identify and notify teachers, staff members, families and children who were in close contact with the sick person.**

Close contact means within six feet for 10 minutes or more up to 48 hours before the first symptoms appeared.

If they have had close contact with someone with possible symptoms of COVID-19 and they develop symptoms, send them home right away.
Confirmed cases of Covid-19: Discontinuing at home isolation

There are different strategies for discontinuing home isolation. Options include a symptom based (i.e., time-since-illness-onset and time-since-recovery strategy) or test based strategy. Child care providers should utilize the strategy that is best for their facility and that maintains the health and safety of children in care.

1). Symptom-Based Strategy
Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
• At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
• At least 10 days have passed since symptoms first appeared.

2). Test-Based Strategy
Individuals who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
• Resolution of fever without the use of fever-reducing medications and
• Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
• Negative COVID-19 test results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).

For Persons Who Tested Positive but have NOT had COVID-19 Symptoms in Home Isolation:

1). Time-Based Strategy
Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
• At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
If they develop symptoms, then the symptom-based or test-based strategy should be used.
2). Test-Based Strategy
Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
- Negative COVID-19 results from at least two consecutive respiratory specimens collected 24 hours or more apart (total of two negative specimens).

The symptom-based, time-based, and test-based strategies may result in different timeframes for discontinuation of isolation post-recovery. Any individual who becomes ill should contact their medical provider for advice or testing. For any individual who has been exposed to COVID-19 as described above, or who tests positive for COVID-19, follow the information outlined above.

OCDEL Guidance, based on CDC protocols 7/8/2020
Hand Washing for Children and Their Caregivers

WHY
Caregivers of children come into contact with a variety of bodily fluids on a daily basis, and also are exposed to many contagious illnesses and conditions. It is of the utmost importance to maintain the highest possible level of sanitation to protect the health of the children and of the staff.

"Hand washing is the single most effective control measure against the spread of disease and illness in child care environments."

HOW
1. Turn the water on. Check to make sure the water is at a comfortable temperature and that disposable paper towels are available.
2. Moisten hands under water and apply a heavy lather of liquid soap.
3. Wash hands for 15-20 seconds. Scrub the front and back of your hands up to your wrists, between your fingers and under your nails.
4. Rinse your hands under the running water. Allow the water to run from your wrist to your fingertips.
5. Dry your hands with disposable paper towels.
6. Turn water off by grasping faucet handles with the paper towel you used to dry your hands. Dispose of paper towel in trash can.
7. Apply hand lotion to prevent cracking and chapping of hands. Dry, cracked hands allow a port of entry for germs and diseases.

WHEN
Staff washes their hands:
- Upon arrival for the day or when moving from one group to another.
- After using the bathroom.
- After wiping a child's nose, or handling or touching bodily fluids (blood, mucous, vomit, saliva.)
- Before and after preparing and serving food to children, or themselves. In any situation where their skin may have become contaminated, for example, handling toys that are contaminated by saliva, coughing or sneezing.
- Before and after administering first aid.
- After cleaning or handling garbage.
- When giving medication.
- Before and after applying sunscreen.
- ***Hands must be washed even if gloves are used for some tasks.

Children wash their hands:
- Upon arrival for the day.
- After toileting.
- Before and after meals and snacks.
- After messy play, including outside play.
- Before and after sand or water play.

**"If children use the toilet, wash hands and then immediately sit down for a meal or snack, contamination of the children's hands at the toileting sink must be minimized by having children or adults turn off the water with a paper towel."**
Guidance for Cleaning and Sanitation

Cleaning and sanitation procedures will be intensified at this time to exceed previous practices and schedules. Cleaning solutions used will provide disinfection rather than sanitizing; individual sensitivities will be monitored to ensure safety for all children and adults. Many appropriate procedures have been in use for many years.

Teachers are generally responsible for toys and materials in their classroom, disinfecting the sinks according to regulations, cleaning and disinfecting tables and shelves. Cleaning staff works in classroom and staff bathrooms, common areas like hallways, frequently touched surfaces throughout the Center like doorknobs and stair rails, vacuuming carpets, and outdoor cleaning and disinfection of equipment. The kitchen will be cleaned and maintained safely by the Cook in accordance with Health Bureau regulations and SafeServ standards.

Together, classroom teachers and available cleaning and maintenance staff members will:

- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, desks, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility.

- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the CDC website.

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products. Bottles or containers must be labeled as required.
If possible, provide EPA-registered disposable wipes to child care providers and other staff members so that commonly used surfaces such as keyboards, printer screens can be wiped down before use. When those are not available, a container with EPA-registered disinfectant mixed according to label instructions and a roll of disposable wipes that can be refilled will be provided instead.

All cleaning materials should be kept secure and out of reach of children.

Clean and Sanitize Toys

Toys that cannot be cleaned and sanitized should not be used. A bleach and water solution is the best choice for disinfection if the dishwasher is not used.

Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, use an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher.

Be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils.

Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child; if hands are washed before and after use, and a mask worn appropriately.

Do not share toys with other groups, unless they are washed and disinfected before being moved from one group to the other.

Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to 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 and do not need additional cleaning or disinfection procedures.

**Washing, Feeding, or Holding a Child**

It is important to comfort crying, sad, and/or anxious children and toddlers, and toddlers often need to be held. To the extent possible, when washing, feeding, or holding very young children, child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair above the collar in a ponytail or other updo.

Child care providers should wash their hands, neck, and anywhere touched by a child’s secretions using soap and water.

Child care providers should change the child’s clothes if secretions are on the child’s clothes. They should change the button-down shirt if there are secretions on it, and wash their hands again.

Contaminated clothes should be placed in a plastic bag or washed in a washing machine. Children and their teachers should have multiple changes of clothes on hand in the child care center.

Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

**Ventilation**

Open classroom and office windows to provide fresh air.

In corner classrooms, choose windows on two sides, or if not, choose windows apart from each other if possible. Windows are all restricted from opening more than two inches, however.

Classroom doors should generally remain closed for security reasons; hallway doors used frequently should be kept open to avoid having many people touch the same surfaces multiple times during the day, even with frequent disinfection.
The HVAC systems in the toddler and preschool rooms use REME-HALO filtering units in each room. The UV light and Oxidation ionization system removes odors, air pollutants, mold, bacteria, and viruses, in the air and on surfaces. The fans for the HVAC systems in those five rooms will be kept running at all times to clean the air and keep it healthier.
Cleaning and Sanitation Following a Confirmed or Suspected Covid-19 Infection

If COVID-19 is confirmed in a child or staff member:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- An external cleaning service may be utilized to provide professional deep cleaning and disinfection.
- If more than 7 days have passed since the person who is sick has visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

The Allentown Bureau of Health will provide more specific guidance as needed: the Pennsylvania Department of Health and the Office of Child Development and Early Learning, Bureau of Certification will also direct the Center staff in how to proceed.
Cleaning, Sanitizing, and Disinfection Frequency Table

Definitions

> **Cleaning**² - 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**³ - 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.

> **Dwell Time** - The duration a surface must remain wet with a sanitizer/disinfectant to work effectively.

> **Germs** - Microscopic living things (such as bacteria, viruses, parasites and fungi) that cause disease.
# Cleaning, Sanitizing, and Disinfecting Frequency Table

Relevant to NAEYC Standard 5 (Health), especially Topic C: Maintaining a Healthful Environment

<table>
<thead>
<tr>
<th>Areas</th>
<th>Before each Use</th>
<th>After each Use</th>
<th>Daily (End of the Day)</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Comments*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food preparation surfaces</strong></td>
<td>Clean, and then Sanitize</td>
<td>Clean, and then Sanitize</td>
<td>Use a sanitizer safe for food contact</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eating utensils &amp; dishes</td>
<td>Clean, and then Sanitize</td>
<td>Clean, and then Sanitize</td>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables &amp; highchair trays</td>
<td>Clean, and then Sanitize</td>
<td>Clean, and then Sanitize</td>
<td>Use a sanitizer safe for food contact</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Countertops</td>
<td>Clean</td>
<td>Clean, and then Sanitize</td>
<td>Use a sanitizer safe for food contact</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food preparation appliances</td>
<td>Clean</td>
<td>Clean, and then Sanitize</td>
<td>Use of potty chairs is not recommended, but if used should be cleaned and disinfected after each use.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mixed use tables</td>
<td>Clean, and then Sanitize</td>
<td>Clean, and then Sanitize</td>
<td>Before serving food</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigerator</td>
<td>Clean</td>
<td>Clean</td>
<td>Clean with detergent, rinse, disinfect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Toilet &amp; Diapering Areas</strong></td>
<td>Clean, and then Disinfect</td>
<td>Clean, and then Disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changing tables</td>
<td>Clean, and then Disinfect</td>
<td>Clean, and then Disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potty chairs</td>
<td>Clean, and then Disinfect</td>
<td>Clean, and then Disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand washing sinks &amp; faucets</td>
<td>Clean, and then Disinfect</td>
<td>Clean, and then Disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Countertops</td>
<td>Clean, and then Disinfect</td>
<td>Clean, and then Disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilets</td>
<td>Clean, and then Disinfect</td>
<td>Clean, and then Disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Cleaning, Sanitizing, and Disinfecting Frequency Table
<table>
<thead>
<tr>
<th>Areas</th>
<th>Before each Use</th>
<th>After each Use</th>
<th>Daily (End of the Day)</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Comments¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diaper pails</td>
<td></td>
<td>Clean, and then Disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors</td>
<td></td>
<td></td>
<td>Clean, and then Disinfect</td>
<td></td>
<td></td>
<td>Damp mop with a floor cleaner/disinfectant</td>
</tr>
<tr>
<td>Child Care Areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic mouthed toys</td>
<td>Clean</td>
<td></td>
<td>Clean, and then Sanitize</td>
<td></td>
<td></td>
<td>Reserve for use by only one child; use dishwasher or boil for one minute</td>
</tr>
<tr>
<td>Pacifiers</td>
<td>Clean</td>
<td></td>
<td>Clean, and then Sanitize</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hat</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Clean after each use if head lice present</td>
</tr>
<tr>
<td>Door &amp; cabinet handles</td>
<td>Clean</td>
<td></td>
<td>Clean, and then Disinfect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sweep or vacuum, then damp mop, (consider micro fiber damp mop to pick up most particles)</td>
</tr>
<tr>
<td>Carpets³ and Large Area Rugs</td>
<td>Clean</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td>Daily: Vacuum³ when children are not present; clean with a carpet cleaning method consistent with local health regulations and only when children will not be present until the carpet is dry</td>
</tr>
<tr>
<td>Small Rugs</td>
<td>Clean</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td>Monthly: Wash carpets at least monthly in infant areas and at least every three months in other areas, or when soiled</td>
</tr>
<tr>
<td>Machine washable cloth toys</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Daily: Shake outdoors or vacuum</td>
</tr>
<tr>
<td>Dress-up clothes</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Weekly: Launder</td>
</tr>
<tr>
<td>Play activity centers</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Launder</td>
</tr>
</tbody>
</table>

¹ Cleaning, Sanitizing, and Disinfection Frequency Table
<table>
<thead>
<tr>
<th>Areas</th>
<th>Before each Use</th>
<th>After each Use</th>
<th>Daily (End of the Day)</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drinking Fountains</td>
<td>Clean</td>
<td>and then</td>
<td></td>
<td></td>
<td></td>
<td>Disinfect</td>
</tr>
<tr>
<td>Computer keyboards</td>
<td>Clean, and then</td>
<td>Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>Use sanitizing wipes, do not use spray</td>
</tr>
<tr>
<td>Phone receivers</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sleeping Areas</td>
<td>Clean before use by another child</td>
<td>Clean before use by another child</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bed sheets &amp; pillow cases</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cribs, cots, &amp; mats</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blankets</td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


2. Routine cleaning with detergent (see definition above) and water is the most useful method for removing germs from surfaces in the child care setting. Safer cleaning products are not only less-toxic and environmentally safer, but they also often cost the same or less than conventional cleaners. Green Seal and UL/EcoLogo are non-profit companies that research and certify products that are biodegradable and environmentally friendly.

3. Sanitizing and disinfecting can be achieved with a solution of chlorine bleach and water. However, the use of chlorine bleach for disinfecting and sanitizing is not a requirement; there are other EPA-approved sanitizing and disinfecting agents that can be used instead of chlorine bleach/water solutions. When purchasing products, look for an EPA registration number on the product label, which will describe the product as a cleaner, sanitizer, or disinfectant. When using sanitizing and disinfecting agents, it is important that manufacturer instructions for ‘dwell time’ (see definition above) is adhered to.

When sanitizing or disinfecting is warranted, staff use EPA-registered least-toxic disinfecting and sanitizing products. The easiest way to find least-toxic cleaning products is to use products that have been tested and certified by a third party group such as Green Seal, UL/EcoLogo, and/or EPA Safer Choice. For alternative methods and products to be used in lieu of chlorine bleach, please refer to the *Green Cleaning Toolkit for Early Care and Education*, a set of resources developed by the EPA.

Follow manufacturer instructions for how to mix chlorine bleach / water solutions for sanitizing and disinfecting. Refer to *Caring for Our Children, Appendix D,* (http://cfeoc.nrec.kids.org/files/CFOC23_updated_final.pdf) for instructions on how to identify EPA-registered sanitizing and disinfecting products (including chlorine bleach), and how to safely prepare chlorine bleach solutions.

4. In addition to the frequencies listed here, all items should be cleaned when visibly dirty.

5. It is best practice to use alternatives to installed carpets in the child care environment.

6. All area rugs and carpeted areas should be vacuumed with a HEPA filtered vacuum and according to instructions for the vacuum. Use proper vacuuming technique: (1) push the vacuum slowly; (2) do a drible pass – vacuum in 2 directions, perpendicular to each other; (3) start at the far end of a room and work your way out to avoid immediate re-contamination; (4) empty or replace vacuum bags when 1/2 to 2/3 full.

7. "Each Use" of computer keyboards should be defined as use by each group of children, not each individual child. Keyboards connected to computers should be cleaned daily if one group is in the room all day, or after each different group of children uses the room. These guidelines do not apply to keyboards that are unplugged and used for dramatic play.

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Selecting an Appropriate Sanitizer or Disinfectant

One of the most important steps in reducing the spread of infectious diseases in child care settings is cleaning, sanitizing or disinfecting surfaces that could possibly pose a risk to children or staff. Routine cleaning with detergent and water is the most common method for removing some germs from surfaces in the child care setting. However, most items and surfaces in a child care setting require sanitizing or disinfecting after cleaning to further reduce the number of germs on a surface to a level that is unlikely to transmit disease.

What is the difference between sanitizing and disinfecting?

Sometimes these terms are used as if they mean the same thing, but they are not the same.

**Sanitizer** is a product that reduces but does not eliminate germs on inanimate surfaces to levels considered safe by public health codes or regulations. A sanitizer may be appropriate to use on food contact surfaces (dishes, utensils, cutting boards, high chair trays), toys that children may place in their mouths, and pacifiers. See Appendix K, Routine Schedule for Cleaning, Sanitizing and Disinfecting for guidance on use of sanitizer vs. disinfectant.

**Disinfectant** is a product that destroys or inactivates germs (but not spores) on an inanimate object. A disinfectant may be appropriate to use on hard, non-porous surfaces such as diaper change tables, counter tops, door & cabinet handles, and toilets and other bathroom surfaces. See Appendix K, Routine Schedule for Cleaning, Sanitizing and Disinfecting for guidance on use of sanitizer vs. disinfectant.

The U.S. Environmental Protection Agency (EPA) recommends that only EPA-registered products be used. Only a sanitizer or disinfectant product with an EPA registration number on the label can make public health claims that they are effective in reducing or inactivating germs. Many bleach and hydrogen peroxide products are EPA-registered and can be used to sanitize or disinfect. Please see the “How to Find EPA Registration Information” section below to learn more specific information on the products.

Always follow the manufacturers’ instructions when using EPA-registered products described as sanitizers or disinfectants. This includes pre-cleaning, how long the product needs to remain wet on the surface or item, whether or not the product should be diluted or used as is, and if rinsing is needed. Also check to see if that product can be used on a food contact surface or is safe for use on items that may go into a child’s mouth. Please note that the label instructions on most sanitizers and disinfectants indicate that the surface must be pre-cleaned before applying the sanitizer or disinfectant.

Are there alternatives to chlorine bleach?

A product that is not chlorine bleach can be used in child care settings IF:

- it is registered with the EPA;
- it is also described as a sanitizer or as a disinfectant;
- it is used according to the manufacturer’s instructions.

Check the label to see how long you need to leave the sanitizer or disinfectant in contact with the surface you are treating, whether you need to rinse it off before contact by children, for any precautions when handling, and whether it can be used on a surface that may come in contact with child’s mouth.
Some child care settings are using products with hydrogen peroxide as the active ingredient instead of chlorine bleach. Check to see if the product has an EPA registration number and follow the manufacturer's instructions for use and safe handling. (Please see the “How to Find EPA Registration Information” section below for more information.) Remember that EPA-registered products will also have available a Safety Data Sheet (SDS) that will provide instructions for the safe use of the product and guidance for first aid response to an accidental exposure to the chemical.

In addition, some manufacturers of sanitizer and disinfectant products have developed “green cleaning products” that have EPA registration. As new environmentally-friendly cleaning products appear in the market, check to see if they are EPA-registered.

**Household Bleach & Water**

Many household bleach products are now EPA-registered. When purchasing EPA-registered chlorine bleach, make sure that the bleach concentration is for household use, and not for industrial applications. Household chlorine bleach is typically sold in retail stores as an 8.25% sodium hypochlorite solution.

EPA-registered bleach products are described as sanitizers and disinfectants. Check the label to see if the product has an EPA registration number and follow the manufacturer's safety and use instructions. (Please see the “How to Find EPA Registration Information” section below for more information.) Pay particular attention to the mixing “recipe” and the required contact time (i.e., the time the solution must remain on a surface to be effective) for each use. Remember, the recipe and contact time are most likely different for sanitizing and disinfecting.

If you are not using an EPA-registered product for sanitizing and disinfecting, please be sure you are following state or local recommendations and/or manufacturer's instructions for creating safe dilutions necessary to sanitize and/or disinfect surfaces in your early care and education environment. Using too little (a weak concentration) bleach may make the mixture ineffective; however, using too much (a strong concentration) bleach may create a potential health hazard.

**To safely prepare bleach solutions:**
- Dilute bleach with cool water and do not use more than the recommended amount of bleach.
- Select a bottle made of opaque material.
- Make a fresh bleach dilution daily; label the bottle with contents and the date mixed.
- Wear gloves and eye protection when diluting bleach.
- Use a funnel.
- Add bleach to the water rather than the water to bleach to reduce fumes.
- Make sure the room is well ventilated.
- Never mix or store ammonia with bleach or products that contain bleach.

**To safely use bleach solutions:**
- Apply the bleach dilution after cleaning the surface with soap or detergent and rinsing with water if visible soil is present.
- If using a spray bottle, adjust the setting to produce a heavy spray instead of a fine mist.
- Allow for the contact time specified on the label of the bleach product.
- Apply when children are not present in the area.
- Ventilate the area by allowing fresh air to circulate and allow the surfaces to completely air dry or wipe dry after the required contact time before allowing children back into the area.
- Store all chemicals securely, out of reach of children and in a way that they will not tip and spill.

Adapted from: California Childcare Health Program. 2013. Safe and Effective Cleaning sanitizing and Disinfecting. Health and Safety Notes (March).

To Review:

- Determine if the surface requires sanitizing or disinfecting;
- Check the labels of all products to see if they are EPA-registered; there are alternatives to chlorine bleach;
- Many chlorine bleach products (8.25% sodium, hypochlorite) are now EPA-registered
  - If EPA-registered, you must follow the label instructions for “recipes” and contact times;
- If using non-EPA-registered products, follow state or local recommendations for “recipes” and contact times;
- Prepare and use the solutions safely;
- Use products that are safe for oral contact when used on food contact surfaces or on items that may mouthed by children.

How to Find EPA Registration Information

The following information is intended to serve as a visual guide to locating EPA registration numbers and product label information. Any products featured in the examples below are used for illustrative purpose only, and do not represent an endorsement by the National Resource Center for Health and Safety in Child Care and Early Education (NRC). The NRC does not endorse specific products.

1. Locate the EPA Registration number on the product label:

![EPA Registration Number Example]
2. Go to [http://pesticides.epa.gov/pesticides/pfs-PPLS1](http://pesticides.epa.gov/pesticides/pfs-PPLS1). Enter this number into the box titled “EPA Registration Number” and click the Search button.
3. You should see the details about the product, and beneath that, a portable document file (PDF) bearing the date that this product was registered by the EPA (if there is a list, the PDF at the top of the list should show the most recent approval). Click on that most recently-approved PDF. You will need a PDF file reader to access this file. There are a variety of

<table>
<thead>
<tr>
<th>EPA Reg. No.</th>
<th>Product Name</th>
<th>Approved Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>5812-100</td>
<td>PUMA</td>
<td>February 15, 2012 (PDF)</td>
</tr>
<tr>
<td>5814-105</td>
<td>PUMA</td>
<td>November 30, 2011 (PDF)</td>
</tr>
<tr>
<td>5812-100</td>
<td>PUMA</td>
<td>February 21, 2011 (PDF)</td>
</tr>
<tr>
<td>5811-100</td>
<td>PUMA</td>
<td>JAN 15, 2011 (PDF)</td>
</tr>
<tr>
<td>5811-100</td>
<td>PUMA</td>
<td>JAN 16, 2011 (PDF)</td>
</tr>
</tbody>
</table>

Appendix J
The PDF should come up on your screen. Scroll down to the section that shows the directions for using the product as a sanitizer or disinfectant. Follow the directions listed for your intended use.
A Final Note

Remember that any cleaning, sanitizing or disinfecting product must always be safely stored out of reach of children. Always follow the manufacturer’s instruction for safe handling to protect yourselves and those in your care.

References:

# Routine Schedule for Cleaning, Sanitizing, and Disinfecting

<table>
<thead>
<tr>
<th>Areas</th>
<th>Before Each Use</th>
<th>After Each Use</th>
<th>Daily (At the End of the Day)</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food Areas</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Food preparation surfaces</td>
<td>Clean, Sanitize</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>Use a sanitizer safe for food contact</td>
</tr>
<tr>
<td>• Eating utensils &amp; dishes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>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</td>
</tr>
<tr>
<td>• Tables &amp; highchair trays</td>
<td>Clean, Sanitize</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Countertops</td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>Use a sanitizer safe for food contact</td>
</tr>
<tr>
<td>• Food preparation appliances</td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Mixed use tables</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Before serving food</td>
</tr>
<tr>
<td>• Refrigerator</td>
<td></td>
<td></td>
<td></td>
<td>Clean</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Child Care Areas</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Plastic mouthed toys</td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td>Reserve for use by only one child; Use dishwasher or boil for one minute</td>
</tr>
<tr>
<td>• Pacifiers</td>
<td>Clean</td>
<td>Clean, Sanitize</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hats</td>
<td></td>
<td>Clean</td>
<td></td>
<td></td>
<td></td>
<td>Clean after each use if head lice present</td>
</tr>
<tr>
<td>• Door &amp; cabinet handles</td>
<td></td>
<td>Clean, Disinfect</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Travel Restrictions:
Out of state travel is not recommended.

If your child or a member of your household travels to the following states, we require that your child not attend The Children's Center for two weeks after returning. Please isolate together at home for that time to protect yourselves and others.

- Alabama
- Arizona
- Arkansas
- California
- Florida
- Georgia
- Idaho
- Iowa
- Kansas
- Louisiana
- Mississippi
- Missouri
- Nebraska
- Nevada
- North Carolina
- North Dakota
- Oklahoma
- South Carolina
- Tennessee
- Texas
- Utah
- Wisconsin

Updated 8/7/20

Pennsylvania Department of Health
COVID-19 Health and Safety Plan Affirmation Statement

The representative for the Legal Entity for The Children’s Center, Volunteers of America of Pennsylvania, reviewed and approved the Child Care Facility Health and Safety Plan on August 14, 2020.

Affirmed on: August 14, 2020

By:

______________________________
(Signature of Legal Entity or Legal Entity Representative)

______________________________
(Print Name of Legal Entity or Legal Entity Representative) Title