

# VCDC Updated Procedures in Response to COVID-19

Vincientian Child Development Center is dedicated to protecting the safety of our children, families, and staff while continuing to meet your needs to provide quality childcare services. We have taken a number of calculated measures prior to reopening and are asking for your commitment to help us continue measures when we open our doors next week.

Below are procedures which have been updated in response to COVID-19 that require your attention and support. They have been developed in accordance with the latest regulatory guidance as well as under the advisement of the Vincientian Clinical Excellence division. If you feel you are unable to follow any of the below procedures, please contact us immediately. These procedures are required for our daily operations at this time and unfortunately, we will not be able to provide childcare for anyone who cannot fully comply.

## Updated Drop-Off and Pick-Up Procedures, Limiting Contact, and New Traffic Patterns

All parents will be asked to stay in their car for drop-off and pick-up from VCDC. Maintaining this social distancing and minimizing gatherings along with limiting touching of shared surfaces will help us to maintain a safe environment for our children and staff. We will have designated staff members to assist with drop-off, pick-up, and escorting your child to and from your car. Our staff will also be conducting daily health screenings prior to admitting your child for the day. Please allow adequate time every day for these procedures to be completed as outlined.

Please be prepared (and prepare your child) for the following updated procedures for drop-off and pick up:

- Temporarily, the VCDC front driveway will have two lanes of traffic. We ask that if your child's car seat is located on the passenger side of your vehicle, you pull up on the right-hand side of the driveway. If the car seat is on the driver's side, please pull up on the left-hand side. If you have both, you can choose either.
- A staff member will approach your car fully equipped in PPE including a gown, safety goggles, mask, and gloves. Please prepare your child in advance for what to expect to help calm any fears.
- The staff member will provide any child over two years old with a dab of hand sanitizer and a mask to be worn for the day. The staff member will then conduct a health screening (details below).
- Once your child has passed the health screening, a different staff member will receive your child from the vehicle and escort him/her into the classroom. Please provide that staff member with any information you wish passed on to the classroom teacher and he/she will share it accordingly.
- When you arrive for pick-up, please pull up following the same procedures from drop-off. Staff members will be stationed at the entrance and will gather your child from his/her classroom, take his/her temperature, and place him/her in your car.

## Updated Health Requirements & Daily Screenings

An important part of our overall infection prevention efforts is limiting admission of any ill children and performing daily health screenings for all children. **Children exhibiting any signs of illness will not be permitted to attend childcare.** Return to childcare will be based on the symptom(s) exhibited and may/may not require written documentation from a physician.

Additionally, we ask that if you choose to keep your child home, please notify the facility regarding the reason why your child is remaining home including any symptoms he/she may be exhibiting if ill.

## Updated Health Requirements

Children with any of the following symptoms should be kept home and will not be admitted to childcare:

- Fever equal to or above 100°
- Rash
- Coughing
- Malaise
- Sore Throat
- Vomiting
- Shortness of Breath
- Diarrhea

Additionally, if your child requires fever reducing medications, he/she should not attend. VCDC staff will not be administering these medications until further notice.

## Daily Health Screenings

All children will be screened by staff for symptoms of illness prior to being welcomed into the childcare center. The daily screening will include the following:

- Parent/Guardian report of any symptoms and medication administration.
- Visual assessment of the child's health -including coughing, runny nose, disposition, etc.
- Temperature check – children with temperatures of 100° or higher, or children with temperatures under 100° who are taking fever-reducing medications are not permitted to attend.
- Children with any signs of illness will not be permitted to attend.

## Cleaning Procedures

Prior to reopening the childcare center, the VCDC facility has been deep cleaned in preparation for your child's arrival. The VCDC staff will be following very strict guidelines for cleaning and sanitizing/disinfecting. Classroom staff will receive additional staff support to increase cleaning routines during this period. All toys used throughout the day will be cleaned and sanitized (when sanitizing is possible). The majority of toy sanitization will be completed using a commercial dishwasher so as to avoid chemicals. Toys that are mouthed by children will be immediately removed after a child's use for cleaning. Food surfaces will be cleaned/sanitized when used and all other surfaces will be wiped down at least daily.

## Meals

Our staff understands how much many of our children love to bring their lunches in their favorite lunch box. At this time, we ask that you please not send a lunch box with your child. Instead, we ask you to pack your child's lunch in a paper bag with your child's name clearly marked on the outside and use disposable plastic bags or packaging that will be disposed of after use for any contents. We are providing some lunch ideas to help with your planning of lunches. We will be using disposable cups, plates, and utensils throughout our facility during this period.

We will also be adjusting mealtimes to allow for two separate periods for each meal to limit the number of children at tables at any one time. You will be provided with a schedule that includes this change.

## Masks

Vincennes is requiring all staff and all children over two years of age to wear masks while on campus as part of VCDC programming. Masks will be provided for all children.

Please begin conversations and experiences regarding the wearing of masks. Masks will not be worn while children are eating, napping, and engaging in outdoor/gross motor activities.

The staff will be providing developmentally appropriate education with the children regarding the use of masks.

Staff will be trained to identify when/if a mask is no longer effective for a child to wear it. If a child is ineffective with wearing the mask, it will be removed and further attempts will be made at a later time.

**Thank you for your patience and understanding as together we do our best to protect our children, staff, and families. If you have any questions or concerns, please do not hesitate to contact us. We are eagerly preparing for your child's arrival and cannot wait to welcome you back to our campus!**