



St. Margaret Early Learning Center
410 Addison Road S Seat Pleasant, MD 20743
301.336.3115 - stm.earlylearning@gmail.com
Donielle Hall- Director DHall.STMELC@gmail.com

St. Margaret ELC COVID-19 Policy and Procedures

All ELC staff members will be asked a series of screening questions before being allowed into the building. **Contactless temperature checks** for all working is **required** and recorded.

- Contactless thermometer will be cleaned and sanitized by staff member after each use.

A person with a temperature of over 100.04F, who is symptomatic, has a temperature of over 100.04F or is symptomatic will not be allowed to enter the ELC

BEFORE YOU ARRIVE:

1. Please make sure **you, any members of your child's household, any person your child has had close contact** with, and your child are **symptom free**.
 - a. Symptoms include fevers above 100.04F, coughs, sore throats, and runny noses. Enforcement will be strict, and children exhibiting symptoms (or whose parent/guardian exhibits symptoms) will be isolated and sent home.
 - b. We ask that you be especially mindful of this and bear in mind that symptoms of COVID-19 in children are often quite mild. Please also bear in mind that there are several members of our ELC family that are in high-risk categories.
2. Please **do not bring any backpacks or bags** into the ELC.
 - Pull-ups (diapers), wipes, changes of clothes, and the like should be transported in single-use, disposable bags. These will be disposed of by the staff once their contents have been removed.
3. If lunch is sent, it should be transported in **hard-sided or disposable containers only**.
4. Please do not allow your children to bring any toys from home.

WHEN YOU GET HERE:

2. All people age 2 years old and above must **wear a mask** for both drop off and pickup. There will be no exceptions for adults. Children **will** be required to wear masks. Although children will be required to wear a mask, they will not be punished, reprimanded, or forced if they do not want to do so. They will just be encouraged to put it back on.
*Masks will be removed for meals and nap time.
3. Please try to have the same person do pickup/drop off daily. This will minimize the number of contacts the staff and children have.
4. Pick Up/Drop off will be in the designated area in the front of the foyer at the front door. There will be a spaced marked off for Pick-up/ Drop Off. Please do not move pass the designated area.
5. An ELC staff member will meet you and ask a series of screening questions before taking the child at the door. **Contactless temperature checks** for **both** the **parent/guardian** as well as the **children** will be conducted by staff member at dropping off/picking up and is **required** and recorded.

- Contactless thermometer will be cleaned and sanitized by staff member after each use.
 - b. Any child with a temperature of over 100.04F, who is symptomatic, or whose parent/guardian has a temperature of over 100.04F or is symptomatic will not be allowed to enter the ELC.
 - c. Again, please err on the side of caution.
 - 6. As age-appropriate, children will immediately be given a washable stamp upon arrival and escorted to the bathroom by a staff member. They will wash their hands and wash stamp off to ensure a “good wash” when they arrive before entering their respective classrooms.
 - 7. All children will be escorted to their respective classrooms and parents/guardians will not be allowed to enter past the foyer.
- We know this may present logistical challenges as we work through the process. Please respect social distancing as much as possible and form a line outside of the entrance if occupied with a family.
- a. We also know this may be challenging for some of the children – we ask that you consider talking to them about this new process ahead of time as much as possible.

DURING THE DAY:

1. All ELC Staff will wear masks at all times. (*cloth mask will be washed weekly on-site, paper mask are always available)
2. All staff will change their shoes when they arrive into “Center Only” shoes that will be sanitized and left at the ELC overnight.
3. All children will be required to have a pair of “Center Only” shoes (Velcro, Slip-in or Crocs, Croc-like) that will be sanitized and left at the ELC overnight like their teachers. 2-year-old children will be allowed to wear socks if “Center Only” shoes cannot be provided.
 - a. Teachers will change children shoes before entering classroom.
4. Children will be required to wear masks. They will not be punished, reprimanded, or forced if they do not want to do so. They will just encourage to put it back on.
5. Children will not be allowed to enter any room to which they are not assigned. We do not anticipate transitioning any children to different rooms until the beginning of the regular school year and will reevaluate how to handle this at a later date. Students will return to the classroom they left.
6. Only one classroom will be allowed on the Playground at a time. Playground will be wiped down, cleaned, and sanitized after each use by ELC staff member.
7. Once the children have played with a toy, it will be set aside for the remainder of the day until it can be washed and dried in the evening. All plush toys or toys that cannot be sanitized by wiping have been removed from the ELC.
8. Floors and surfaces will continue to be cleaned after every playtime/lunch time
 - *Breakfast and snacks will be served in classrooms. Lunch will be served in the cafeteria with 1 class at a time. All students will be spaced out for social distancing during meals. All surfaces and floors in cafeteria will be cleaned and sanitized after each class leaves. * Mask will be removed for meals and put back on once meal is completed. *

9. All high traffic areas and surfaces will be cleaned and sanitized every 2 hours by ELC staff member.
10. Children's hands will be washed after every activity and after using the bathroom. Additionally, children will wash their hands before and after any meal.
11. The children will be spaced out to meet social distancing guidelines (6 feet apart) during mealtimes, traveling in hallway, bathroom, playground, outside door activities, in-class activities, etc.
12. Families will be responsible for providing a 24" x 68" yoga mat or similar size towel for children to sit and play on during the day (will aid in social distancing).
13. Parents will be required to supply individual school supplies from list in a hard pencil case (no soft cases allowed). Supplies will not be shared with other students and stored in children's cubbies.
14. Cots/ Mats will be placed head to foot during naps. *mask will be removed for naps*
15. The children will also be required/encouraged to stay physically distant from each other to meet social distancing requirements throughout all daily activities.
16. Colored markings and visual signs will be placed on the ground in hallways, walls, equipment, tables, etc. to designate social distancing spacing/practices and safety policies.

PICK-UP:

1. The ELC will now **close at 6:00 p.m.** to allow staff additional time for cleaning.
2. Please ensure you are symptom free. Temperature checks will again be conducted at the door at drop-off and pick-up.
3. A staff member will collect your child(ren) and their belongings and bring them to you.
4. Again, please do everything possible to maintain social distancing at pick up and prevent children from mingling with each other/in parking lot.

COVID-19 Cases at the ELC:

1. If a child displays symptoms of COVID-19 while in care at the center they will be move to a supervised isolation area.
2. The student's symptoms will be noted, and a parent or guardian will be contacted to pick their child up immediately.
 - a. Within **30-45 mins** of that contact conversation the child's parent, guardian, or another authorized pick up person **must arrive** at the center to pick up the child.
3. If an ELC staff member displays any symptoms of COVID-19 while working at the ELC they will be sent home immediately.

FUTURE CLOSURES:

4. If a child, family member or staff member has a confirmed or probable case of COVID-19 the following procedures will be followed.
 1. A probable case of COVID-19 is a person (i.e., a child care staff member, child, or another person) with symptoms of COVID-19 regardless of whether they are tested or when test results are known.
5. If a probable case is found, then the ELC will begin its *Closure Process*.

- **Closure Process:** The ELC Director will notify the local health department, licensing specialist, and the ADW Director of Early Childhood Programs who will guide the ELC with the closure process and additional actions to be taken.
- The length of time for closure will be determined by the local health department in consultation with the licensing specialist and the ADW Catholic Schools Office.
- Families should be aware and prepare for the ELC to close for **2-5 days** while determining long term course of action which *may include closure for 14 days or more.*
 - If a child or staff member is confirmed to have COVID-19 or a probable case of COVID-19, they may return to the ELC when he or she has met the CDC criteria for discontinuation of home isolation:
 - *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
- If your child or someone in your household contracts COVID-19, you must report this by calling and emailing Ms. Hall **immediately**.
- In the event of a closure, the tuition policy will be announced.
- Please note that future guidance from the Governor, PGPS, and Archdiocese may also impact the ELC's ability to operate.