



PARENT INFANT CENTER

# COVID-19 FAMILY HANDBOOK



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## 1. Introduction

### A. Purpose of this Handbook

The purpose of this handbook is to outline the Parent Infant Center's new policies and procedures during the ongoing COVID-19 pandemic, including during the "yellow phase" of Pennsylvania's reopening plan. The handbook relies on the guidance and requirements outlined by the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics, Office of Child Development and Early Learning (OCDEL), National Association for the Education of Young Children (NAEYC), as well as the Philadelphia and Pennsylvania Health Departments. The policies and procedures outlined in the handbook are intended to help reduce the risk of exposure to and spread of COVID-19 at PIC and to provide the safest possible environment for our children, families, staff members and community.

We recognize that the new policies and procedures represent a significant departure from PIC's standard operating procedure with which many families have grown accustomed and comfortable. The goal of these new practices is to prioritize the health and safety of our community while staying true to PIC's mission and values and maintaining a developmentally appropriate program for your child.

**The information in this handbook outlines the procedures and protocols operational at the time of this writing. We expect this handbook to be a living document and as more is learned about COVID-19 and different guidance or recommendations are issued, we will continue to update and modify the information in this handbook. Please continue to check PIC's website for the most up-to-date version.**

### B. Important Notice

It is important to understand that when your child is present at PIC, they will necessarily be in contact with staff members and other children (and by extension, their families) who are at risk of exposure to COVID-19 in the community. No amount of restrictions, guidelines or policies will eliminate all risk of exposure to COVID-19, as the virus can be transmitted by persons who are not symptomatic and/or prior to showing signs of infection.

### C. Family Responsibility

Each family plays a *critical* role in reducing the risk of COVID-19 exposure and spread at PIC by following the practices and procedures outlined in this handbook. ***The importance of open and honest communication between parents/guardians and PIC staff and teachers cannot be overstated during this time.*** We expect that all families will read and follow the directives in

this handbook in order to help ensure the health and safety of our children, staff and community.

## **2. COVID-19 General Information**

### **PIC COVID-19 General Information Updated (7/27/20)**

COVID-19 is the disease caused by the SARS-CoV-2 virus that was identified in December 2019. The virus causes primarily a respiratory illness, like a cold or flu. It is mostly spread from person-to-person through respiratory droplets (i.e., droplets produced by talking, sneezing, spitting, coughing, or blowing your nose). The virus may also spread to one's hands from a contaminated surface and then to the nose/mouth/eyes, causing infection. This makes personal and environmental cleaning of the utmost importance.

The typical symptoms of COVID-19 include fever, body aches, cough, and shortness of breath. Some people with COVID-19 have an upset stomach and diarrhea; loss of taste and/or smell; or discoloration of their toes. Some people with COVID-19 do not have any symptoms at all. A minority of people with COVID-19 develop breathing difficulties and pneumonia that requires hospitalization. Risk factors for severe COVID-19 (i.e., pneumonia that requires hospitalization) include: older age (65 and older), residence in a nursing home/long-term facility, lung disease/asthma, heart conditions, immunocompromising conditions, severe obesity, diabetes, chronic kidney disease requiring dialysis, and liver disease. Children often have very mild symptoms such as runny nose and mild cough.

There is increased probability of seeing increased summer "bugs" after children have not been exposed to germs for so long. The symptoms of these bugs (fever, cough, etc.) may look very similar to COVID symptoms. Families must bring a note from the physician before the child may return to school.

The best way to prevent spread of COVID-19 is through (1) social distancing (staying at home as much as possible, and keeping yourself at least 6 feet away from others when outside the home); (2) frequent hand washing (with soap/water or a hand sanitizer with at least 60% alcohol); (3) using a cloth face covering when outside the home (or when inside the home if feeling unwell); and (4) cleaning and disinfecting frequently touched objects (such as door knobs, countertops, and shared electronics). PIC will post visible signs to promote protective measures like mask wearing, handwashing and sanitization, and social distancing. There is currently one authorized treatment for COVID-19, an anti-virus medication called remdesivir, though there are many ongoing studies evaluating other treatments and vaccines.

## **3. COVID-19 MONITORING, REPORTING, SYMPTOMS AND EXPOSURE**

### **PIC COVID-19 MONITORING, REPORTING, SYMPTOMS AND EXPOSURE Updated (7/28/20)**

#### **A. Monitoring and Reporting**

1. All children and staff members will have their temperatures checked and documented upon entry to PIC, and will quickly be assessed for signs of

COVID-19 (fever, body aches, cough, shortness of breath, vomiting, diarrhea, loss of sense of smell and/or taste, or discoloration of toes.) [See section 5 for the details about health screenings performed at drop-off.]

2. Parents/guardians are also requested to check and record temperatures of their child(ren) at least once a day while at home.
3. PIC administrators will develop and maintain an active electronic log of all children and staff for the purpose of tracking fever trends and COVID-19 symptoms and infections. This data will be reviewed weekly to help guide operational decisions.
4. **If you, your child, or a family member is diagnosed with COVID-19, contact Executive Director Deb Green via email at [dgreen@parentinfantcenter.org](mailto:dgreen@parentinfantcenter.org) and copy Assistant Director Jessica Carter at [jcarter@parentinfantcenter.org](mailto:jcarter@parentinfantcenter.org) so that we can perform proper contact tracing and mitigation within our facilities. This information will be kept confidential.**

#### **B. Guidelines for Sick and Symptomatic Staff, Children and Families**

*NOTE: PIC will keep all symptoms and COVID-19 testing/diagnosis for staff, children and their families confidential at all times.*

1. PIC will not allow children, staff, or parents or guardians on site if they:
  - A. Are showing signs of “COVID-19 like illness” (based on the most up-to-date CDC guidance). COVID-19 like illness is defined by:
    - **At least one** of the following symptoms: fever (measured >100.0), new cough, or new shortness of breath/difficulty breathing (above the child’s baseline, if for example they intermittently have shortness of breath or coughing from asthma)
    - OR**
    - **At least two** of the following symptoms: chills, rigors, muscle or body aches, headache, sore throat, new olfactory and taste disorder(s) (i.e., loss of taste or smell)
  - B. Have been in close contact with someone who has a confirmed or suspected COVID-19 infection in the past 14 days; or with someone who is currently undergoing testing for possible COVID-19 infection and results are pending
  - C. If your child experiences the symptoms above when they are not at school, please contact **Executive Director Deb Green via email at [dgreen@parentinfantcenter.org](mailto:dgreen@parentinfantcenter.org) and copy Assistant Director Jessica Carter at [jcarter@parentinfantcenter.org](mailto:jcarter@parentinfantcenter.org).**
2. If a staff member discovers that a child has a fever (temperature > 100.0 F) or “COVID-19 like illness” during the school day, the child will be taken immediately

to the Teacher Resource Room (the room on the south side of the Small Gym in the Spruce building), which is the designated sick room area. Children will wait there with a staff member until they can safely leave PIC campus. While in the sick room, children over age 2 will be placed in a mask (if they are not short of breath) and gloves. Then, they will be guided to a cot that is at least 6 feet from other cots in the room.

- Families will be contacted to pick-up their child and are asked to arrive within 60 minutes from the time they receive the call.
  - Families should call PIC when they arrive on the blacktop area outside of the Spruce building to pick up their child (215-222-5480). An administrator will guide the family member to the outside entrance to the sick room area to pick up their child.
3. PIC administrators will inform all families in the sick child's classroom via email or via Tadpoles (our electronic communication application) if a child or staff member is sent home for a fever or other COVID-19 symptoms.

**If a child or staff member is diagnosed with confirmed COVID-19**, a follow-up message will be sent to the classroom from PIC administrators. In this situation, all children and staff members in that classroom will need to self-quarantine at home for 14 days (with the first day being the last time that the child with COVID-19 was in contact with the other children/staff).

4. Areas of PIC that were used by a child or adult with a confirmed COVID-19 positive test will be closed off for at least 48 hours and not used until after cleaning and disinfection.
5. Children or staff members who have symptoms of "COVID-19 like illness" that include fever (measured  $>100.0$ ), new cough, shortness of breath or difficulty breathing (above the child's baseline, if for example they intermittently have shortness of breath or coughing from asthma), chills, rigors, muscle or body aches, headache, sore throat, loss of taste and/or smell, **but have no documented positive test, can return to PIC if:**
- A. Initial COVID-19 testing is negative and the individual meets the center's normal criteria for return after an illness (i.e., no fever for at least 24hours); **OR**
  - B. A clinician has evaluated the child or staff member and documented an alternative diagnosis which does not require the child remain home and the individual meets the center's normal criteria for return after an illness (i.e., no fever for at least 24hours); **OR**
  - C. All of the following are true:
    - At least 10 days have passed since the onset of symptoms; **AND**

- The individual has been fever-free without use of any fever-reducing medications (e.g., acetaminophen (Tylenol) or ibuprofen (Motrin, Advil)) for 24 hours; **AND**
- Other symptoms (e.g., cough, runny nose) are improving.

*Note that repeat COVID-19 testing is not required to return to PIC*

6. If a child or staff member has a **confirmed diagnosis of COVID-19:**

**PIC COVID-19 Confirmed Diagnosis Updated (7/27/20)**

- A. PIC administrators will call the Pennsylvania Dept. of Health, DOH # 1-877-PA-Health and must report to DHS, as per OCDEL guidelines about contact tracing and need for closure.
- B. All children and staff in the same classroom or who have come in close contact with the individual who tested positive (defined as greater than 10 minutes of interaction less than 6 feet away) will quarantine at home for 14 days from the day of last exposure. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.
- C. In accordance with PDPH guidance, the COVID-19 positive individual should remain home until all of the following are true:
  - At least 10 days have passed since the onset of symptoms **AND**
  - The individual has been fever-free without use of any fever-reducing medications (e.g., acetaminophen (Tylenol) or ibuprofen (Motrin, Advil)) for 24 hours; **AND**
  - Other symptoms (e.g., cough, runny nose) are improving.

*Note: At this time, the COVID-19 positive individual does NOT need a repeat COVID-19 test or a doctor's note in order to return to the center.*

7. If a family member believes that they or their child has had an exposure to COVID-19 outside of PIC (within 6 feet or less for more than 10 minutes with a person confirmed to have COVID-19), but are not themselves sick, the individual should notify Executive Director Deb Green ([dgreen@parentinfantcenter.org](mailto:dgreen@parentinfantcenter.org)) and:
  - Self-quarantine and not go to work, child care, school, or public places for 14 days (after the last day they were in close contact with the COVID-19 infected person).
  - Self-monitor for symptoms of COVID-19 (fever, cough, shortness of breath, nausea/vomiting, diarrhea, body aches, loss of sense of smell or taste, or discoloration of the toes) for 14 days (after the last day they were in close contact with the COVID-19 infected person).
  - Upon receiving information about this potential exposure, PIC administration will notify any potential contacts of this possible exposure through a Tadpoles message to families and an email to staff members in

the classroom. The impact of this information on PIC operations will be determined on a case-by-case basis.

**C. Future PIC Closures Due to COVID-19**

PIC will work with the Philadelphia Department of Health to decide if/when closing the Center is appropriate or required.

**4. Before Returning to PIC**

- **All children will need to have (1) an updated Health Appraisal Form (within 6 months for children under one year of age and within 1 year for children one and older) and (2) an updated Emergency Contact Form (within 6 months) before returning to PIC.** All vaccine information must be entered on the Health Appraisal Form, and the form needs to be signed and dated by your medical provider. No child may return without these updated forms. The forms are available on PIC's website.
- Each family will need to electronically return a Child Information Form so that teachers have current information about the developmental growth and needs of each child upon return. We know that significant growth (and regression) can happen when a child is away from their normal routine for several months. We want to know about new milestones reached, new interests and any concerns. This information will greatly assist the teachers in the reopening process.
- Each family will need to complete a short survey acknowledging that you have received and read our COVID-19 Family Handbook and agree to follow the policies and procedures outlined. The survey is at this link. [Complete this brief survey](#)
- **The importance of open and honest communication between parents/guardians and PIC cannot be overstated during this time.** For the health and safety of our full community, we ask that you notify PIC if your child, or family member is diagnosed with COVID-19 so that we can perform proper contact tracing and mitigation of our facilities if necessary. This information will also allow us to keep track of any potential trends in COVID-19 infection that impact PIC. Please contact Deb Green at [dgreen@parentinfantcenter.org](mailto:dgreen@parentinfantcenter.org).



## 5. **Drop-off and Pick-Up at PIC**

### **PIC COVID-19 Drop-off and Pick-up at PIC Updated (7/24/20)**

For the health and safety of all children, families and staff members, PIC will have many new procedures and protocols in place, including at drop-off and pick-up, which will look significantly different than families are accustomed to. **Please note that we expect the arrival screening process will prolong the drop-off process, especially as we get used to this new routine. Please schedule at least 30 minutes for the morning drop-off process.**

Each day, families should assess their child(ren) for any symptoms of “COVID-19 like illness.” If any symptoms are present, the child(ren) should NOT come to PIC. If any family members are feeling unwell, they should not escort children to PIC. As explained below, we request that families notify PIC if their child has “COVID-19 like illness” or symptoms.

***Please note that family members will not be allowed to enter the classrooms or buildings during drop-off and pick-up.*** In addition, families are not allowed on the Nature Playground, the TotLot, or the PAS fields to pick up children. A PIC staff member will bring each child to the pick-up person.

One of the most difficult changes in our post-COVID-19 PIC culture is the necessity to change the way teachers interact with families on a daily basis. Our goal is to limit parent-teacher conversations with families at drop-off and pick-up and rely on electronic communication as our means of ongoing interaction. We ask that you not engage in conversations with teachers at drop-off and pick-up.

#### **A. New Drop-off Procedures**

1. To the extent possible, only one family member should bring their child to PIC for drop-off and pick-up each day. This is to limit interactions to as few individuals as possible.
2. Families are encouraged to avoid having high-risk individuals perform drop-off and pick-up for their own safety. High-risk conditions should be determined by the individual’s health care provider. Examples include people aged 65 years and older; people who are pregnant; and people who have certain health conditions, such as a weakened immune system or a respiratory condition.
3. All individuals who drop off or pick up a child must wear a face covering or mask that covers their nose and mouth.
4. Upon entering PIC grounds, children must wear masks if they are over 3 for the check-in process.

5. Adults will need to maintain physical distancing of at least 6 feet between families during drop-off, pick-up and whenever on PIC grounds.
6. Drop-off will take place between set hours each day and families will be notified of these times in advance. In order to successfully stagger drop-offs and to limit exposure, it is important to keep to your drop-off schedule. Be sure to plan for the newly extended drop-off process and expect that drop-off may take an additional 30 minutes from the time you are scheduled for drop-off.
7. There will be *no early drop-off* to minimize handoffs, to minimize the daily staff required, and to adequately separate children according to classrooms.
8. **All families dropping off children to the Early Learning Program will enter through the black gate at 42nd and Locust Streets.** Gate at the south side of the blacktop should not be used for entrance.
9. Drop-off and pick-up locations will occur in a clearly designated location for each age group. For the Early Learning Program, drop-off and pick-up will be in the Small Gym/blacktop area (weather dependant). For Summer Camp, drop-off will be near the Stucco Building.
10. For the drop-off of siblings, the drop-off designee should go to the drop-off station for the youngest child.
11. Family members should not congregate anywhere on the PIC campus at drop-off or any other time.

#### **B. Screening Process at Drop-Off**

1. When arriving at the drop-off location, we ask that families use the hand sanitizer that will be available on each check-in table.
2. A staff member will perform a temperature check on each child using a non-contact thermometer and will record the temperature of the child.
  - Any child with a temperature of 100.0 or greater at drop-off or at anytime during the day will need to return home.
  - Staff members performing the screening will wear a face mask, eye covering and gloves.
  - Alcohol swabs will be used to clean the thermometer between each child.
3. A health screening questionnaire will also be performed at drop-off. Questions will include an assessment for “COVID-19 like illness” (such as fever, cough,

shortness of breath, sore throat, muscle aches) and possible exposures to COVID-19. Questions will be updated based upon the most recent local and federal guidelines. Staff members will document if any child has COVID-19 like symptoms or contacts and, if so, the child will need to return home.

4. For children in the Early Learning Program, after going through the screening station, parents will wait with their child for their child's teacher in the large taped off WAIT areas on the blacktop. Once the teacher arrives, children will have the opportunity to say good-bye to their family member and a classroom teacher will escort the child to their classroom. **Families of children will not be allowed inside the PIC buildings.**
5. Children will be signed in electronically via teachers on Tadpoles (our electronic communications and classroom management tool). Family members will not fill out a sign-in sheet.

*All children who have been admitted into PIC classrooms and Summer Camp will be fever free (<100.0) and will have screened negative for other COVID-19 symptoms or potential exposures.*

### **C. New Pick-Up Procedures**

- Pick-up will take place between set hours each day and families will be notified of these times in advance. Plan for early pick-up should be communicated to the child's teacher at least 24 hours in advance whenever possible.
- The pick-up family member will meet the child in the designated pick-up location where sign-out will occur. Children will be signed out electronically on Tadpoles by teachers. A sign-out sheet will not be filled out by the family member.
- Families are not allowed on the Nature Playground, on the TotLot, or on the PAS fields to pick up children. A PIC staff member will bring each child to the pick-up person (or their child will walk/ run to the pick-up person while being supervised by the teacher).
- In order to reduce as much intermingling contact as possible, we ask that families who pick up children on the blacktop wait along the perimeter (close to the Nature Playground fence) for their child to be brought to them (or to run to them!)
- Staff members will need to limit direct contact with families as much as possible. Teachers will coordinate methods for giving families electronic or phone updates about their children with PIC administrators.

## 7. **Items from Home**

- Strollers and car seats will not be able to be stored indoors or outdoors on the PIC campus.
- Bikes may be stored on the bike rack outside of the blacktop gate along the main entrance walkway.
- Children should not bring toys from home. If a child needs to bring a transition item from home to PIC, we encourage a family photo or a labeled book placed in the child's backpack. A child may carry a soft transition object during drop off, but it must go in their backpack as they enter PIC and can only be taken out during naptime.
- Please send in a backpack or drawstring bag (preferably washable) with your child. The bag should hold the following items (see Summer Camp Addendum for separate list of items that campers should bring):
  - a sheet for crib or cot
  - light blanket for rest time
  - several changes of clothes that will be kept at PIC
  - swimsuit and shoes that can get wet
  - toddler cup or preschool/school age water bottle
  - bottle bags for children using bottles
  - If >5 years old: Two face masks
- Certain items will be sent home daily including:
  - bottle bags
  - soiled clothing
  - toddler cups
  - water bottles will be sent home daily for washing and should return each day
- Nap items will be sent home weekly (on Fridays) for laundering.

## 8. **Classroom Life at PIC**

### A. **Group size**

We will have smaller group sizes in classrooms during this period. Classrooms will be paired together in a buddy system for shared outdoor spaces. No more than 25 people may be together at one time when outside.

### B. **Mask Wearing**

#### **PIC COVID-19 Mask Wearing Updated (7/24/20)**

There continues to be more and more medical literature showing that mask wearing can substantially reduce the risk of exposure to the COVID-19 virus. The Governor has released an order that all children over the age of two wear a mask when in public

spaces. We know that children going to Kindergarten in the fall will be required to wear masks during the school day.

Wearing a mask has become a new cultural norm. With this in mind, PIC will treat mask wearing like a developmental skill in our preschool age classrooms (3-5 year olds), much in the same way that we approach toilet learning. We will practice putting masks on and taking them off while at PIC. With any new skill, the more we practice, the easier it will become.

- All **adults must wear masks** that cover their nose and mouth when on PIC grounds.
- **Children three years and older should bring two masks** with them each day to school. One mask should be worn when arriving for check-in and the other can be placed in their backpack.
- **Masks are required to be worn by school-age children** when inside.
- Please wash cloth masks daily or dispose of single-use masks daily. *This is a very important step in mask wearing.*
- Mask wearing is a learning process that will take some time. We encourage families to help their child learn to independently put on and remove masks. *It may be helpful to watch [Elmo and Dr. Gupta talk about wearing a mask](#) with your child.*

#### **B. Handwashing and Personal Sanitization**

- Staff will wash hands **often** with soap and water for at least 20 seconds.
- At a minimum, children and staff should wash hands prior to arrival at PIC, upon entering the classroom, before and after meals or snacks, after outside time, after going to the bathroom, after nose blowing or sneezing/coughing, and before leaving to go home.
- If soap and water are not readily available, an alcohol-based hand sanitizer with at least 60% alcohol will be used. Alcohol-based hand sanitizers will not be used with children ages 2 and under.
- Teachers will change a child's clothes if secretions (e.g., drool/mucous) are on the child's clothes.
- Contaminated clothes will be placed in a plastic bag to be sent home to wash.
- Infants and toddlers should have multiple changes of clothes on hand.
- Bottles, bottle caps, nipples, and other equipment used for bottle-feeding will be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

#### **C. Physical Distancing Guidelines**

We know that it will not be possible to prevent young children from coming in close

contact with one another and their teachers. Instead, the goal is to limit the number of people in close contact in order to lower the risk of transmission. Each classroom will be viewed as a family unit and the following guidelines will be followed:

- Most of our classroom group sizes will be significantly reduced to allow more physical distancing between children. Our infant/young toddlers and two-year-old rooms will have up to 9 children, our preschool rooms will have up to 12 children and our summer camp will have up to 18 per group.
- Teachers will consistently be with the same group of children each day.
- Groups will remain separate from other groups during the day except when outdoors, at which point a maximum of two classrooms will be joined (“buddy classrooms”).
- Classroom spaces will be arranged as much as possible to encourage children to spread out throughout the room.
- Physical distancing during snack and lunch time will be met by reducing the number of children seated at each table.
- Classrooms will become like a family unit. The 6 foot distancing limit will not be applicable within individual classrooms, except during rest time. Cots will be placed head to toe and spaced out as much as possible.
- Nonessential visitors and volunteers will be restricted.

#### **D. Emotional Needs + Communication with Children and Families**

1. We understand that children are returning to PIC after a significant amount of time away and the readjustment time will vary with each child. Emotional security is as important as physical safety and we want to assure families that your child’s emotional needs will be foremost in our thinking about the care we will provide.
2. We fully expect that the first few days (perhaps weeks) of returning to PIC after such a long time away will be difficult for many children, and their families too. As families will not be taking their children to our classrooms, they may be leaving their child in tears at the drop-off location. Often a family photo tucked into the pocket of a child’s backpack can make a big difference. As always, it is best to give your child a warning that you will be leaving and then quickly leave when that time comes. Please be assured that our teachers are prepared to help children with all the new routines they will encounter when returning to PIC.
3. Teachers WILL be able to hold, touch and comfort children and be in close proximity to them. Most children will NEED hugs and our teachers will be there for them.

4. We fully expect that the younger children will be in close contact with other children in their class and “buddy classroom” and will touch one another. They are young children and we will not stop what is completely developmentally appropriate behavior.
5. Teachers will engage in conversations with our older children (4 years of age and up) about physical distancing and why it is important. We have resources available that are developmentally appropriate stories and explanations about physical distancing. We will offer guidance on ways to show affection and kindness without touching one another. However, we fully expect touching to happen, as it is the nature of being a child.
6. Teachers will develop and coordinate methods for giving families electronic communication and/or phone updates about their children.

**E. Sharing of Toys and Cleaning of Toys**

- Sharing toys and other classroom items is another developmentally appropriate action of all young children. Prior to welcoming children back to PIC, we will reduce the amount of toys and activities in each classroom and rotate toys more frequently. We will also remove toys from the classroom that cannot be sanitized and easily washed.
- Toys will be cleaned, sanitized and disinfected on a regular basis throughout the day. Toys that cannot be easily cleaned and sanitized will not be used.
- Toys that have been put in a child’s mouth will immediately be put into bins near the sink for cleaning and disinfecting. Toys that have been used by a small group of children will be rotated out of circulation and cleaned after use.

**F. Cleaning, Sanitizing and Disinfecting**

- Our cleaning company has received instruction to increase the levels of daily cleaning and pay extra attention to cleaning frequently touched surfaces such as doorknobs, light switches, sink handles and bathrooms.
- The cleaning and sanitizing solutions are all on the approved list distributed by the CDC.
- A cleaning and sanitizing chart has been posted in each classroom to guide staff members in the additional needed daily cleaning protocols.

**G. Meal Times**

- We will continue to contract with Smart Lunches to prepare and deliver lunch Monday through Thursday and will continue to have Pizza Day through Pasqually’s on Fridays. Children will not be eating “family style” until further

notice. To reduce the spread of germs, teachers will put food on each child's plate.

- Classes may choose to have a snack or lunch outdoors. When doing so, hand sanitizer will be used by teachers and children over the age of two prior to eating.

#### **H. Cribs and Cots/Naptime**

##### **PIC COVID-19 Cots Updated (7/27/20)**

- Cribs and cots will be moved as far away from another as possible, and children will nap on cots head to toe to avoid prolonged exposure to germs through deep breathing.
- Naptime cots will be cleaned, sanitized, and disinfected daily.

#### **I. Outdoor Play**

- As weather permits, children will go outside daily. For the Early Learning classrooms, we have created schedules for use of the sandbox, the Nature Playground, the blacktop, and the TotLot so that children use these spaces in groups of no more than 20.
- The outdoor climbing equipment will be wiped down with disinfectant after each group leaves the playground.
- The children will be able to use the outdoor trikes and bikes on the TotLot and the bikes will be wiped with disinfectant after each use. Helmets will continue to be used when riding bikes and will be disinfected after each use.
- We will not be using our wading pools this summer, but will be using sprinklers to run through and cool off. During past summers, sprinklers have provided great fun for children. Please send your child with a swimsuit and water shoes in their backpack that we will keep stored at PIC for days that we will use the sprinklers outside.
- Children will wash hands before going outside and after they return to their classroom.

#### **J. Outdoor Walks**

- Children will be able to continue to go on outdoor excursions with the classrooms.
- Our youngest children will travel in our PIC strollers that will be disinfected after each use.
- Older children will walk with their classroom and will be able to hold hands (again, only with the children they are with all day). They will wash their hands before and after going on walks.



## 9. **Helping Your Child Prepare to Return to PIC**

- Families are encouraged to minimize exposure to television and online programming about COVID-19 in order to reduce anxiety.
- Together with your child, look at any photos or videos you may have of your child's teachers and friends.
- Talk about the things you know your child loved about PIC and remind your child that they will again be able to do those things.
- Remind your child that the teachers will be wearing masks and why.
- Talk well in advance with your child about what the morning routine will look like. Practice getting back to a morning routine with your child.
- Ensure that your child has a backpack or bag to carry items to and from PIC each day.

## 10. **Travel Restrictions Policy**

### **PIC COVID-19 Travel Policy Addition (7/19/20)**

*Families and Staff who travel to [a state with increasing cases of COVID-19](#) should [self-quarantine](#) for a 14-day period. The quarantine period begins the date of return to Philadelphia or surrounding areas. For the health and safety of our full community, we ask that you notify Deb Green of your travel plans at [dgreen@parentinfantcenter.org](mailto:dgreen@parentinfantcenter.org) so that we can plan staffing based on enrollment numbers.*

## 11. **Payment During Self-quarantine**

### **PIC COVID-19 Payment During Self-Quarantine Addition (7/24/20)**

We know that some families have already been ordered to self-quarantine by their physicians. We also know that we may face situations where a positive COVID-19 test result from a child or teacher is reported. In the event of a positive test result in a classroom, the teachers and families in that room will be asked to self-quarantine.

From the onset of this pandemic, we have worked hard to support our teachers. Through the support of the federal PPP loan and the generous donations of PIC families and friends, we have been able to continue the salaries and benefits of our teachers through our closure. We now have 60 staff members who have returned to PIC. We are extremely grateful for the individual support that made that happen.

We must continue to support the teachers in our classrooms by assuring them that if they are required to self-quarantine because of exposure to COVID-19 at PIC, they will be paid during the period of quarantine.

In order to pay our teachers, we need to continue to charge families during any short-term closures and/or if the family is required to self-quarantine for reasons outside of PIC.

Our Finance Committee and Board will be addressing our tuition policy regarding a potential longer term closure and we will post that updated Parent Agreement information by the end of August.

**11. Resources For Families**

We have a wealth of excellent resources for families PIC's website. The link to the resources page of our website is:

<https://parentinfantcenter.org/covid-19-supports-for-families>

**We cannot wait to welcome your child(ren) back to PIC!**

## **Addendum: PIC Summer Camp-Specific Information**

Although the policies and procedures outlined in this handbook apply to both PIC's Early Learning Program as well as Summer Camp, there are a few differences:

### **Drop-off**

- Drop-off for Summer Camp will begin at 8:30 a.m. each day. Drop-off times will be staggered between 8:30 and 9:00 a.m. Families will be contacted with the designated drop-off time in advance. We ask that families please adhere to the schedule.
- Falcons (rising 1st graders) will be dropped off at the designated location outside of the Stucco Building and Hawks and Eagles (rising 2nd-6th graders) will be dropped off at the designated location at the Aviary Building (43rd and Spruce Streets.)
- Specific drop-off and check-in location for Summer Camp will be communicated to families prior to the start of camp.
- A family member must accompany their child to the designated drop-off area for check in. Campers may not arrive or check in independently.

### **Pick-up**

- Pick-up times will be staggered between 3 and 3:30 p.m. Families will be contacted with the designated pick-up time in advance. We ask that families please adhere to the schedule.
- Late fees will be charged pursuant to our normal policy if a child is picked up after 3:30 p.m.
- Children may not leave the campus to walk home alone and must leave with the individual designated to pick up the child.

### **What to Bring Each Day**

- Two cloth face masks
- Change of socks/shoes for water play, muddy play, rainy day
- Sunscreen
- Towel for sitting on the lawn. The used towel needs to be taken home daily.
- Clean reusable water bottles that must be taken home daily for washing/rinsing.

### **Masks**

- All adults must wear a mask or face covering that covers the nose and mouth at drop-off, pick-up and whenever they are on PIC grounds.
- Summer Camp staff will wear masks at all times.
- Children are required to wear masks when inside the buildings, if able to do so. Families are asked to provide masks for their child(ren) enrolled in the Summer Camp program.

- Teachers are not responsible for monitoring mask usage for children during the day. Children who do wear masks are expected to independently put them on and take them off.
- Masks are not required to be worn when outside *on PIC's campus*.
- We will continue to assess the feasibility of children wearing masks and will report to families if any changes are made.
- Masks will be worn by children when they travel away from PIC's campus for neighborhood walks.

### **Lunch and Snacks**

- PIC will provide a daily cold lunch for the children and will serve a morning and afternoon snack. Campers may bring their own lunch if they choose and if so, the lunch should be brought in a labeled lunch bag.

### **Outdoor Activities**

- As weather permits, the children in our Summer Camp spend a good part of the day outdoors. The children will use the fields and large spaces around the Penn Alexander School so that children can be outside in groups of no more than 20 at any time.
- When the campers leave the campus for neighborhood walks they will be required to wear masks.
- PIC Campers will **not** enter parks or playgrounds where other children or families are gathered in a group and will not use playground equipment at any neighborhood parks.