

# Smart Fit Kids

## Employee and Parent Handbook 2020

A guide to the steps taken, policy changes and procedures to operate our childcare facility under a global pandemic. This handbook is fluid and may be adjusted based on State and Federal Guidelines. We will follow the rules, regulations, and requirements as well as recommendations of the local state and federal governments and CDC for the health and safety of all children, families and staff.

A guide to the steps taken, policy changes and procedures to operate our childcare facility under a global pandemic. **This handbook is fluid, and may be adjusted based on State and Federal Guidelines.** We will follow all rules, regulations and requirements as well as recommendations of the local state and federal governments (CDC) for the health and safety of all children, families and staff.

## Contents

<i>Child care is a critical part of the public health emergency response team</i> .....	2
Introduction .....	2
Social Distancing Strategies .....	2
Guideline for onset of illness at Smart Fit Kids .....	3
Child .....	3
Employee .....	3
Guidelines for onset of illness while at home.....	3
Child .....	3
Employee .....	3
Family member .....	3
Keep surfaces disinfected .....	4
Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19 .....	4
Children/Staff with COVID-19 who have home isolated can stop isolation with these conditions .....	4
If Smart Fit has a case of Covid-19 .....	5
Dismiss students and most staff for 2-5 days .....	6
Health Screening Of Children/Staff.....	6
Child .....	6
Staff member .....	6
During the day- prevention of Covid-19 .....	7
Arrival of children.....	7
Arrival of Staff .....	8
Departure of children.....	8
Departure of Staff .....	8
Various times of the day .....	8
Midday cleaning.....	10
Soft surface Cleaning .....	10

Electronics.....	10
Laundry .....	10
Clean and Sanitize Toys.....	11
Group Size .....	11
Hand washing.....	11
Alcohol based sanitizers.....	12
Respiratory Hygiene.....	12
Eliminating transmission points.....	12
Meetings staff, board of directors, continuing education.....	12
Essential functions and reliance that the community may need us for our services .....	12
Center Family/Staff Communication Plan.....	12
Determine how SMART FIT KIDS will operate if absenteeism spikes amongst staff .....	12
Staff/Student Arrival Health Questionnaire.....	14
Acceptance of new procedures for children/families/staff.....	15

*Child care is a critical part of the public health emergency response team*

## Introduction

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Knowing these facts, SMART FIT KIDS has implemented many new safety measures for families, children and teachers to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

## Social Distancing Strategies

SMART FIT KIDS staff and families will work with the local health officials to determine a set of strategies appropriate for the children, family and staff of Smart Fit Kids. We will use preparedness strategies and consider the following social distancing strategies that may/may not be implemented at some point of time during Covid-19

- If possible, child care classes should include the same group each day, and the same child care providers should remain with the same group each day. If your child care program remains open, consider creating a separate classroom or group for the children of healthcare workers and other first responders. If your program is unable to create a separate classroom, consider serving only the children of healthcare workers and first responders.
- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
  - Keep each group of children in a separate room.
  - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.

- Consider staggering arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. Your plan for curbside drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- If possible, arrange for administrative staff to telework from their homes.

## Guideline for onset of illness at Smart Fit Kids

### Child

- If a child becomes sick during the day. The first teacher will remove child to the back room and keep child comfortable until the family can arrive.
- The second teacher will immediately call the child's family and request an immediate pick up.

### Employee

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

## Guidelines for onset of illness while at home

### Child

- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. Follow our current Illness Policy to understand the return to school policy. If symptoms are consistent with Covid-19, please phone your child's pediatrician and ask for guidance. Please phone us and share that guidance so that SMART FIT KIDS will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

### Employee

- Stay home: Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Stay in touch with your doctor
- Stay away from others: As much as possible, you stay away from others. You should stay in a specific "sick room" if possible, and away from other people and pets in your home. Use a separate bathroom, if available.
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include\*:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face

### Family member

- If caring for a sick household member, follow recommended precautions and monitor your own health
- Have the person stay in one room, away from other people, including yourself, as much as possible.
  - If possible, have them use a separate bathroom.

- Avoid sharing personal household items, like dishes, towels, and bedding
- Have them wear a cloth face covering (that covers their nose and mouth) when they are around people, including you.
- If the sick person can't wear a cloth face covering, you should wear one while in the same room with them.
- If the sick person needs to be around others (within the home, in a vehicle, or doctor's office), they should wear a cloth face covering that covers their mouth and nose.
- Wash your hands often with soap and water for at least 20 seconds, especially after interacting with the sick person. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth.
- Every day, clean all surfaces that are touched often, like counters, tabletops, and doorknobs
  - Use household cleaning sprays or wipes according to the label instructions.
- Wash laundry thoroughly.
  - If laundry is soiled, wear disposable gloves and keep the soiled items away from your body while laundering. Wash your hands immediately after removing gloves.
- Avoid having any unnecessary visitors.
- For any additional questions about their care, contact their healthcare provider or state or local health department.

### Keep surfaces disinfected

- Avoid sharing personal items
- Monitor for emergency signs, prevent the spread of germs, treat symptoms, and carefully consider when to end home isolation.

### Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19

- Children who have symptoms should stay home
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act. Fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
- Employees should not return to work until the criteria to end home isolation is met as instructed in consultation with healthcare providers and state and local health departments.

### Children/Staff with COVID-19 who have home isolated can stop isolation with these conditions

- If a test will not be administered to determine if you are still contagious, children and staff can return to SMART FIT KIDS after these three things have happened:

- No fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)  
AND
- other symptoms have improved (for example, when cough or shortness of breath have improved)  
AND
- at least 7 days have passed since symptoms first appeared
- If a test is required to determine if person is still contagious, children or staff can return to SMART FIT KIDS after these three things have happened:
  - No fever (without the use medicine that reduces fevers)  
AND
  - other symptoms have improved (for example, when cough or shortness of breath have improved)  
AND
  - Received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines
- Time-since-illness-onset and time-since-recovery strategy (non-test-based strategy) April 4 guidance
  - Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other people are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.

## If SMART FIT KIDS has a case of Covid-19

- SMART FIT KIDS will notify families and staff of the exposure
- SMART FIT KIDS will report the confirmed case to the local health department and follow their specific guidelines
- SMART FIT KIDS will report the confirmed case to the state Department of Public Health
- Determine the date of symptom onset for the child/staff member
- Determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began
- Identify what days the child/staff member attended/worked during that time
- Determine who had close contact with the child/staff member at the program during those days. Refer back to Child/Staff Movements form
- Clean, disinfect the areas used by the individuals with COVID-19
- Exclude the children and staff members who are determined to have had close contact with the affected/child/staff member for 14 days after the last day they had contact with the affected/child/staff member
- Wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
  - Open outside doors and windows to increase air circulation in the area.
  - If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait as long as possible
  - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
  - If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary. –
  - Continue routine cleaning and disinfection
    - When cleaning•
      - Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.-Always wash immediately after removing gloves and after contact with a sick person.

## Dismiss students and most staff for 2-5 days

This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events).
- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

## Health Screening Of Children/Staff

All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees

### Child

- Perform hand hygiene
- Staff will wear a mask and gloves while checking child's temperature
- Check each child's temperature upon arrival. Currently, as of 4/14/20, a fever is considered 100 degrees
- Thermometer must be disinfected before and after use of checking child's temperature
- If performing a temperature check on multiple individuals, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check.
- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff 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
- Show the temperature to the parent, and have the parent write in the correct column the child's temperature.
- Staff should sign off on Student/Staff Arrival Questionnaire

### Staff member

- Staff should expect to arrive at least 5-10 minutes early than their scheduled shift
- Staff should either have their own thermometer from home, or use SMART FIT KIDS thermometer, depending on supply and demand issues
- Staff should answers the questions on Student/Staff Questionnaire, record their temperature, and have the director or designee witness temperature reading

- Return thermometer to staff assigned area

## During the day- prevention of Covid-19

### Arrival of children

#### Temperature and Symptom Screening Guidance

Updated 4/27/20 In cooperation with the Maryland Department of Health and the Maryland State Department of Education

The following interim guidance has been developed to assist child care facilities in daily temperature and symptom screening without the need for Personal Protective Equipment (PPE), as recommended by the Centers for Disease Control and Prevention (CDC). This guidance may change as PPE becomes more widely available.

Temperature and Symptom Screening Guidance (cont.)

- The individual child's parent/guardian should wear a mask when dropping off their child and should take the child's temperature upon arrival while being directly observed by childcare program staff
- Temperature checks should be conducted while maintaining social distancing to the greatest extent possible; in addition, the child's parent/guardian and any child care program staff involved in temperature checks should wear cloth face coverings as recommended by CDC
- The child's parent/guardian should use a personal thermometer brought from home; this thermometer should only be used for that child/family and should not be handled by the child care program staff
- After taking the temperature, the child's parent/guardian should show the temperature result to the child care program staff for recording Temperature and symptom screening should be conducted daily on each child upon arrival to the child care facility using the following process: Temperature and Symptom Screening Guidance (cont.)
- In the event that a family does not have access to a personal thermometer for their child, the parent/guardian should use a thermometer provided by the child care program; non-contact thermometers are preferred but temporal or tympanic (ear) thermometers are also acceptable -The parent/guardian should perform hand washing and don single use gloves prior to taking the child's temperature with a thermometer provided by the child care program -Temporal and tympanic thermometers should be cleaned and disinfected after each use and noncontact thermometers should be cleaned routinely as recommended by CDC for infection control
- The child's parent/guardian should be asked if the child has any symptoms of COVID-19 and if there are persons in the household with symptoms of COVID-19
- Children with a fever (100.4 or greater) or other signs of illness or who have persons in the household with symptoms of COVID-19 should not be admitted to the child care facility Temperature and Symptom Screening Guidance (cont.) All child care program staff should monitor their temperature at home and report the temperature to the child care center director/administrator upon arrival to the facility. If a temperature is not reported, a temperature should be taken by another child care staff member following the procedure above. Child care program staff should also be monitoring themselves for any symptoms of COVID-19 and should not enter the facility if they have a fever or other signs of illness or have persons in their household with symptoms of COVID-19.



## Child Care Center Closure Recommendations 4/14/2020

This guidance accompanies COVID-19 FAQs for Childcare Settings Closure of a child care program should be based on CDC and Maryland Department of Health guidance, done in consultation with the local health department and with notification of the licensing specialist. This is not an exhaustive list of circumstances where a program should close. Details of each case may result in additional circumstances where a program should close as determined by local health department assessment of level of risk. Closure could be 14 days or more to allow for time to assess contacts for symptoms. Reopening decisions are done on a case by case basis. Monitoring a child care program for possible COVID-19 requires close communication between program staff and parents. Parents should be encouraged to report illness within their household, children and themselves during drop-off symptom screening to help make informed decisions related to site closure. Child care administrators should monitor absences among children and staff according to CDC guidance. Information regarding absences due to COVID-19 symptoms will assist child care programs when consulting with local health departments about closure.

### Arrival of Staff

- Bring in to the center as little as you possibly will need for the day.
- Staff must wear a mask all day excluding meal times and/or break time
- Place your items down and wash hands
- Take temperature and have director or designee witness
- Put other items away
  - Spray the area that you left your belongings on
- Sign in
- Wash hands and put on your mask
- Put on your “center shoes”

### Departure of children

- Currently there is staggered pick up, if enrollment increases and staggered pick up cannot be practiced, SMART FIT KIDS will practice the Call practice
  - Upon arrival into the driveway and parking area, the family will phone the center of their arrival
  - The staff member will gather the child’s things
  - The staff member will have child wash his/her hands
  - Staff member will take child, belongings, and clipboard to the family who will complete the pickup time in the parking lot

### Departure of Staff

Once all children have departed and center is cleaned

- Use a glove to remove any more garbage to the dumpster
- Wash mask in soap and water and disinfect in bleach and water, hang to dry
- Wash hands
- Take off “center shoes”
- Take all belongings home

### Various times of the day

- All children’s blankets, slippers or inside shoes, extra clothes are to stay at the center to reduce the transmission of Covid-19 from home to school

- Keep classroom size as small as possible.
- During study time, ensure that children spaced out as much as possible, ideally 6 feet apart
- Children's books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures. We do encourage a light spray down of bleach throughout the day
- Break room will have a bleach spray bottle for staff to use before and after use of table if employee needs to eat lunch.
- No touch trashcans in classrooms instead of cans that require a hand to touch
- Provide a work station for each staff at a main sink area for washing hands such as nail brush, mask holder, etc
- Use of cloth face covering for each staff person at all times while in the workplace is mandatory as of April 21, 2020. Instructions for use of cloth face covering are available from the CDC.

## How to Clean and Disinfect

Wear disposable gloves to clean and disinfect. Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

### Cleaning And Disinfecting Your Facility Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- Recommend use of EPA-registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend: - Keeping surface wet for a period of time (see product label) - Precautions such as wearing gloves and making sure you have good ventilation during use of the product. Cleaning And Disinfecting Your Facility Diluted household bleach solutions may also be used if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute To make a bleach solution, mix: - 5 tablespoons (1/3rd cup) bleach per gallon of water OR - 4 teaspoons bleach per quart of water Make a fresh batch daily!!! Cleaning And Disinfecting Your Facility Soft surfaces For soft surfaces such as carpeted floor, rugs, and drapes
  - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
  - Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. OR
  - Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19. Cleaning And Disinfecting Your Facility Electronics
    - For electronics, such as tablets, touch screens, keyboards, and remote controls • Consider putting a wipeable cover on electronics.
    - Follow manufacturer's instruction for cleaning and disinfecting. - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly Cleaning And Disinfecting Your Facility Laundry For clothing, towels, linens and other items
      - Wear disposable gloves;
      - Wash hands with soap and water as soon as you remove the gloves;
      - Do not shake dirty laundry;
      - Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely;
      - Dirty laundry from a sick person can be washed with other people's items; and

- Clean and disinfect clothes hampers according to guidance above for surfaces. Cleaning And Disinfecting Your Facility Cleaning and disinfecting your building or facility if someone is sick
  - Close off areas used by the sick person;
  - Open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible;
    - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls; and
  - If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary. - Continue routine cleaning and disinfection Cleaning And Disinfecting Your Facility When cleaning
    - Wear disposable gloves ( required) and gowns (suggested) for all tasks in the cleaning process, including handling trash. - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash. - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
    - Wash your hands often with soap and water for 20 seconds. - Always wash immediately after removing gloves and after contact with a sick person. - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water. Cleaning And Disinfecting Your Facility
    - Additional key times to wash hands include: - After blowing one’s nose, coughing, or sneezing. - After using the restroom. - Before eating or preparing food. - After contact with animals or pets. - Before and after providing routine care for another person who needs assistance (e.g., a child)

### Midday cleaning

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- Recommend use of [EPA-registered household disinfectantexternal icon](#). Follow the instructions on the label to ensure safe and effective use of the product.
- Keeping surface wet for a period of time one minute
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

### Soft surface Cleaning

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely or
- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA’s criteria for use against COVID-19.

### Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls

- Consider putting a wipeable cover on electronics.
- Follow manufacturer’s instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

### Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people’s items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

## Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be 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, sanitize with 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 are not to be used during Covid-19 or must be laundered as soon as a child finishes playing with it
- 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.

## Group Size

Group size during the Covid-19 Pandemic is to limit no more than 9 children in once classroom

## Hand washing

CDC guidelines is to wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. Hand sanitizer is not a substitute for proper handwashing. Avoid touching your eyes, nose, and mouth with unwashed hands.

All children, staff, and volunteers should engage in hand hygiene at the following times

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food
- Before and after administering medication or medical ointment
- After using the toilet
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before coming in contact with any child
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment like toys, computer keyboards, mouse, scissors, pens. etc
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds
  - Turn water on and wet hands, remove from water
  - Add soap to hands and create friction to make bubbles
  - Scrub for 20 seconds, sing Happy Birthday or ABC's
  - Staff member should use a scrub brush under nails
  - Rinse hands under running water

- Dry hands with single use paper towels
- Turn off faucet with paper towels

### Alcohol based sanitizers

Use of an alcohol based hand sanitizer should only be practiced when soap and water method is not available. If a child needs to use alcohol based sanitizer, an adult/staff member must be physically present to observe and guide child in proper use.

### Respiratory Hygiene

- All staff should coughs and sneezes with tissues or the corner of the elbow
- Encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow
- Dispose of soiled tissues immediately after use

### Eliminating transmission points

- Reduce common touch points by opening internal doors where possible.
- Install all no-touch disposal receptacle or remove lids that require contact to open for non-hazardous waste containers unless doing so creates an unsanitary environment.
- Frequent cleaning of all touch points.
- Secure all secondary doors and access points to minimize incidental contact.
- Recommended to provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Staff should not share phones, desks, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.
- Employees should clean their personal workspace at the beginning and the end of every shift.
- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

### Essential functions and reliance that the community may need us for our services

- SMART FIT KIDS is prepared to change our business practice to maintain critical operations essential personal
- SMART FIT KIDS will identify alternate supply chains for critical goods and services. Some good and services may be in higher demand or unavailable. If for some reason there is not adequate PPE for a child care center, cleaning supplies, paper supplies, the director or her designee will close the center until proper materials have arrived
  - Currently, the best defense to Covid-19 is hand washing therefore, using gloves all day everyday could become the false security therefore gloved hands will be reserve for the following times
    - Universal Precautions
    - Nose blowing
    - Garbage removal
    - Fill out questionnaire

### Center Family/Staff Communication Plan

- Communication is important for all center staff and families. Regular communication will continue through email by the director as well as face to face from teachers.

### Determine how SMART FIT KIDS will operate if absenteeism spikes **among** staff

While assuring that same staff person is to remain with the same children over the course of the day it is understandable that absenteeism may increase in employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from [childcare programs and K-12 schools](#).

- SMART FIT KIDS will plan to monitor and respond to absenteeism at the workplace to provide consistency for families and children
- Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train staff to perform essential functions so the workplace can operate even if key employees are absent.

# Smart Fit Kids Pick Up and Drop Off Form

Please help us to protect your children and others by completing this form regarding symptoms of COVID-19 immediately upon entry to Smart Fit Kids. Temperatures will be checked upon arrival, midday, and before departure.

Name:

If your child has **any symptoms** on this form, we cannot allow your child/family to enter until your symptoms have resolved.

---

\*If you, a member family living with your child, or your child has traveled outside the state of MD please notify us for additional guidance\*

---

Date	Drop off Time & Parent/Signature	Close contact with person diagnosed Covid-19 (Y/N)	Cough/Shortness of breath or difficulty breathing/ Chills/ Repeated shaking with chills/Muscle pain Headache/ Sore throat/ New loss of taste or smell (Y/N)	Fever 100 or greater Checked at arrival, midday, departure (Y/N)	Pick Up Time & Parent Signature


## Acceptance of new procedures for children/families/staff

Anyone who is using the center must read, sign, agree and follow the policy and procedures in order to be participating in SMART FIT KIDS programs.

I have read and fully understand Smart Fit Kids policy and procedures for COVID-19. I also understand that this document can be changed at any time with or without notice by the director or her designee.

I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to keep myself and family following Social Distancing rules set by the Governor at any given time.

\_\_\_\_\_  
Family/Staff Signature

\_\_\_\_\_  
Date