



**Summary of updated  
HEALTH + SAFETY PLANS  
Fall, 2020**

# CHANGES TO PRE-COVID PRACTICES



## KEEPING HEALTHY

1. **ILLNESS:** Parents, children and staff must stay home when sick. Fever has been lowered to 100° and new symptoms have been added (cough, shortness of breath, nausea, fatigue combined with another symptom, headache, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold).
  
2. **LIMIT ON NON-ESSENTIAL ADULTS ENTERING THE BUILDING:**
  - ⦿ ALL Toddler Playschool/ Camp Days and Preschool Enrichment children must enter and exit through the BACK Door of the Center.
  - ⦿ Child Development and Art Classes should enter and exit through the FRONT Door of the Center.
  - ⦿ Over The Moon staff will greet families and verify that the **Daily Health Screening and Attestation Form** has been **completed and signed before entering the Center**. *\*If (a) you have a completed your **Daily Health Screening and Attestation Form**, (b) both you and your child do not have symptoms of COVID and neither of you has a fever, AND (c) you have answered “No” to the 4 questions, you may park in the Rear Lot and may enter through the Back Door of the Center **with your completed form in hand**.*
  - ⦿ Toddler Playschool/Camp Days and Preschool Enrichments Classes: pick-up and drop-off of children will happen at the Back Door of the Center at our Hug and Go Station, and parents will not be allowed in the Center for the time being unless there is a legitimate need to enter.
  - ⦿ Child Development and Art Classes: both child and caregiver must be screened.
  - ⦿ Vendors have been directed to perform contactless drop-off.
  - ⦿ All persons seeking admittance to our buildings must be screened.
  
3. **DAILY HEALTH CHECKS:**
  - ⦿ **Daily Health Screening** to be done at home the morning before class (with temperature check).
  - ⦿ Answer and sign **Daily Health Screening Attestation Form**
  - ⦿ No **Daily Health Screening Form**, no entry.
  
4. **HEALTH MONITORING:** All will be monitored throughout the day for visible symptoms of illness.
  
5. **SYMPTOM MANAGEMENT:** Staff, caregivers or children with symptoms must be moved away from others ASAP, wear a mask (age 2 plus), exit the center or a child may be cared for in isolation room with a caring OTM staff when Caregiver is not present.
  
6. **SENT HOME SICK:** Staff, caregiver or child who goes home with a symptom may return when no symptoms are present after a 24-hour symptom-free without medication period and/or with a doctor’s note.
  
7. **EXPOSURE:** If a staff, caregiver or child has been in “close contact” of a COVID-19 positive person, regardless of whether they exhibit symptoms, they will not be permitted to enter the Center. “Close Contact” is defined as if you were within 6 feet of them, for at least 10 -15 minutes, while they were symptomatic or within 48 hours before symptom onset.
  - ⦿ Exposed individuals must self-quarantine for at least 14 days after the last day of contact with the person who is sick.
  - ⦿ We will follow guidance from the local board of health on quarantine for other children and staff and additional measures may be taken to make the program facilities safe for continued childcare services.

- ⦿ We will notify parents and staff of a suspected or confirmed case of COVID-19 among the children or staff, while safeguarding the privacy of the individual.
8. **ISOLATION:** Exclusion protocols from the board of health will be followed compassionately for any child, staff or family member who is confirmed or presumed to have COVID-19.
  9. **TRAVEL:** While Over The Moon does not have a specific travel requirement, all travelers arriving to Massachusetts must adhere to the current Commonwealth's travel guidelines.

## CLASSES AND CLASSROOMS UPDATES

### 1. **SMALLER CLASS SIZE:**

- ⦿ Classes are broken into smaller groups or capacity is limited
- ⦿ Group sizes will remain stable (no combining of classrooms)

2. **RESTRUCTURED CLASSROOMS** - Where possible, classrooms have been restructured to incorporate the larger square footage per child recommended, as well as the smaller group sizes. The Toddler Playschool classroom will be expanded to into 2 classrooms which are internally, connected.
3. **CHILD DEVELOPMENT, ZUMBINI AND ART CLASSES** – Child Development Classes will now run 50 minutes and Art and Zumbini Classes will run 40 minutes to provide increased time to disinfect between classes. Classes have designated individual space/supplies for each caregiver and child.
4. **CLASS ARRIVALS AND DISMISSALS WILL BE STAGGERED** - Only one class will enter or exit the Center at one time. Please maintain 6 feet social distancing as much as possible.
5. **TODDLER PLAYSCHOOL & CAMP DAYS** – No lunch. Snack only - individualized Goldfish snack packs (provided by Over The Moon) and child's drink bottle from home.
6. **CHILD DEVELOPMENT, ZUMBINI & ART CLASS ARRIVAL/DISSMISSALS** – families will be asked to wait in their cars and enter the center at their class's scheduled start time and to exit the center immediately after. Please use hand sanitizer before entering the classroom (or wash your and your child's hands in the second bathroom)
7. **NO PRENATAL AND BABY CLASSES** – For the immediate future, prenatal and baby classes will remain virtual including online prenatal classes, online new moms groups, online free weekly Drop-In Breastfeeding Group and online mom and baby fitness classes.
8. **CONSISTENT STAFFING** - To make contact tracing easier, children will stay in their own classroom, staffing will be consistent, and floaters will be used only as necessary.
9. **NO MIXING OF CLASSES** - Groups of children will not mix with each other in the center.
10. **LIMITED SHARING** - Children's belongings will be separated in their own bags, and children will be given individual art/learning supplies to minimize the spread of germs through contact.
11. **STAFF INTERACTION** – Staff will wear a mask while at the Center. Staff will maintain 6 feet social distancing, as much as practical with everyone, including fellow staff.
12. **HALLWAY** – We will be divide the hallway in half with tape to help create a two-way traffic flow to maintain social distancing during class arrivals and dismissals.
13. **PLAYZONE** will remain closed for now.

14. **1<sup>ST</sup> BATHROOM** located closest to the backdoor of the Center, is to only be used by Toddler Playschool and Camp Day children.
15. **2<sup>ND</sup> BATHROOM** may be used by all others in the Center. Children must be accompanied by an adult in the bathroom.

## ENHANCED HYGIENE



**INCREASED HANDWASHING:** Caregivers, children and staff must wash their hands much more often.

1. As always, under the following conditions:
  - ⦿ before and after eating
  - ⦿ after sneezing, coughing or nose-blowing
  - ⦿ after toileting and diapering
  - ⦿ before handling food
  - ⦿ after touching or cleaning surfaces that may be contaminated
2. New times for handwashing for caregivers, children and staff:
  - ⦿ entry into and exit from program space
  - ⦿ after using any shared equipment
  - ⦿ after assisting children with handwashing
  - ⦿ after contact with facemask or cloth face covering
  - ⦿ before and after changes of gloves

## PERSONAL PROTECTIVE EQUIPMENT:

1. **FACE COVERINGS** - are required for ALL adults who enter Over The Moon.
2. CDC and EEC encourage the wearing of masks/cloth face coverings only for children age two and older:
  - ⦿ Masks should not be worn if children are able to physically distance from others
  - ⦿ Child's use of a face mask is encouraged but, is at the discretion of their parent, if drop-off parents would like their child to wear a mask, when unable to social distance, then at least 2 clean masks must be provided. Also if you want your child to wear a mask, your child must be able to safely and appropriately wear, remove, and handle masks.

**3. PROTECTIVE JACKET (STAFF):** Over The Moon will provide protective jackets to be worn by staff:

- ⦿ required for entering another classroom for more than 10 minutes
- ⦿ required for those assisting Toddler Playschool Drop-off and Pick-up
- ⦿ required when changing a child's diaper
- ⦿ encouraged while assisting with snack time and holding toddlers
- ⦿ must be changed if bodily fluids get on it
- ⦿ if used, put in dirty laundry hamper to be laundered nightly in hot soapy water

**GLOVES (STAFF):** In addition to pre-COVID regulations for wearing vinyl gloves at all times during diapering and food preparation, gloves must be worn during screening activities that require contact.

**CARING FOR TODDLERS (STAFF).**

- ⦿ We encourage staff to wear a long-sleeved protective jacket (which we provide) when caring for toddlers.
- ⦿ Physical distancing with toddlers must be balanced with their physical, emotional and learning needs. Staff will continue to hold them, hug them, play with them and snuggle them!

**TRAINING (STAFF).** Staff are trained in recognizing symptoms, increased hygiene and disinfection protocols, as well as best practices in physical distancing with young children.

**TOYS FROM HOME:** No toys from home will be allowed (except a comfort item).

## INCREASED SANITIZING + DISINFECTING

**ENHANCED DISINFECTION (STAFF).**

- ⦿ High-touch surfaces, such as door handles, light switches, faucets, toilet seats and handles must be disinfected throughout the day after each use and after each class. We will use *Force of Nature* (natural disinfectant, 10 minutes needed before next use of area) and UV light wands while children are present in the classroom.
- ⦿ After each class Lysol and/or Lysol wipes may also be used.
- ⦿ There will be an enhanced “*deep cleaning*” of all areas in the Center, at the end of each week with Lysol, bleach and water on all touched surfaces and floors by our cleaners.

**VENTILATION:** Windows and doors will be kept open when practical to increase ventilation. *New* air purifiers will be used in classrooms without windows. A/C vents have been cleaned. Additional vent tiles will be added to classroom ceilings to increase ventilation.

**TOYS:** As per usual, toys that children have placed in their mouths or that are otherwise contaminated by bodily fluids will be put away until they are sanitized. Cloth toys will not be used at all.



## PHYSICAL (SOCIAL) DISTANCING

### 1. TODDLER PLAYSCHOOL & CAMP DAYS

- ⦿ Children's snack time will be held in shifts and spaced out at the table with at least one seat in between them
- ⦿ Circle time can only be held with spacing in between children. Individualized colored mats will be used to designate each child's spot.
- ⦿ Creative & fun individual activity centers have been added and will be spaced apart
- ⦿ Toddlers will still be held and should not be encouraged to stay away from each other
- ⦿ Children should be encouraged to limit contact, but not prevented from it (still hugged when they are sad/hurt)
- ⦿ Our focus should be on sanitizing/disinfecting and hygiene, not physical distancing

### 2. LIMITING VISITORS:

- ⦿ Non-essential staff, parents and visitors are restricted from entering the center.
- ⦿ Drop-off and pick-up will occur outside the building at the back door.
- ⦿ Tours will be virtual or on weekends, and vendors will deliver supplies outside the building.

## SOCIAL-EMOTIONAL HEALTH

### TODDLER PLAYSCHOOL & CAMP DAYS DROP-OFF SUPPORT.

- ⦿ We must be patient and attentive to children's emotional health
- ⦿ We encourage parents to communicate with us about your children's social emotional health
- ⦿ Prepare your child before classes start: show them face masks and wear a face mask at home. Talk to your child about all the new FUN activities they will be doing at Over The Moon and all the new friends they will meet! Do a drive-by, go around the back of the Center and show them where their teacher will meet them (at the center's back door ramp).

## WHAT FAMILIES CAN DO

1. **WE'RE ALL IN THIS TOGETHER.** When we all follow the plan, the chance of transmitting of illness is reduced. We ask you to take all reasonable measures in your life outside Over The Moon to limit your potential exposure to COVID-19.
2. **STAY HOME WHEN SICK.** If you are sick, please do not return to the Center until you are symptom-free for 24 hours and/or cleared by a medical professional to return.
3. **PRACTICE GOOD HYGIENE.** Cover your mouth with tissues whenever you sneeze or cough and discard used tissues in the trash or cough or sneeze into your elbow.
4. **AVOID TOUCHING YOUR FACE,** especially your eyes, nose, or mouth with your hands.
5. **WEAR A MASK** or face covering when in public. They are mandatory for adults at our Center.
6. **PRACTICE PHYSICAL DISTANCING,** maintain a physical separation of at least six feet from other adults if not wearing a mask
7. **LIMIT SHARING.** Avoid using others' phones, tools, or equipment whenever possible.
8. **TODDLER PLAYSCHOOL ONLY (1<sup>ST</sup> BATHROOM)** Door has a sign.

## NEW PROCEDURES

1. **HEALTH SCREENING:** All who enter the Center (staff included) must complete the **HEALTH SCREENING** and **SIGN** this attestation form every day you come to Over The Moon. The **HEALTH SCREENING** will be emailed to you. **Please print, complete and sign at HOME and bring with you to the Center to hand in!**
  
2. **TODDLER PLAYSCHOOL & CAMP DAY DROP-OFF.**
  - ⦿ Each family will have a designated time for drop-off and pick-up. (one family at a time)
  - ⦿ Please maintain social distancing and come forward from your car at your designated time slot and when you see your teacher is ready for you.
  - ⦿ Please bring your child to the back door's *Hug and Go* station to their waiting teacher.
  - ⦿ Adults must wear a mask/face covering on the premises
  - ⦿ Caregivers, please hand your **Health Screening and Attestation Form** to the teacher; *if you do not have one, you will be asked to return to your car to complete and sign one.*
  - ⦿ if you answer yes to any screening questions, your child must stay home symptom-free for 24 hours
  - ⦿ Your child's teacher will **WELCOME** and escort your child into the Toddler Playschool Classroom!
  - ⦿ Classroom assistant teacher and OTM staff will help settle your child in.
  
3. **TPS & CAMP DAY PICK-UP.**
  - ⦿ Classroom staff will be notified when a Caregiver arrives
  - ⦿ Teacher/assistant teacher will bring your child to the Hug and Go station for pick-up

We have worked hard to prepare our Over The Moon Center to be a safe and healthy environment for ALL! We cannot wait to see you and your child! We hope you have found this updated Health and Safety Summary Plan helpful! If you would like further information, please contact us to receive our complete **Covid-19 Health and Safety Plan**. If you have any additional questions or concerns email us at [Info@OverTheMoonParenting.com](mailto:Info@OverTheMoonParenting.com).

Thank you!