Pandemic Policies and Procedures
for the
Joshua Learning Center
1459 Market Street
Harrisburg, PA 17103
717-236-4464

Revised 8/28/2020
JLC Day-To-Day Preparedness Pre-Pandemic

1. Plan pandemic training for staff, which includes review of handwashing procedures, protocols for cleaning, sanitizing, and disinfecting surfaces and toys, safety protocols, Health screening, procedures for drop-off and dismissal, communications with families, and excluding students and caregivers who are sick.
2. Display educational materials to encourage proper hand hygiene and cough and sneeze etiquette.
3. Maintain up-to-date student records and family contact information so parents and/or emergency contacts can be reached quickly if there is a need to pick up a sick child.
4. Encourage parents to keep well check appointments and to keep their child’s immunizations current.
5. Help families and the community understand the important roles they play in preventing the spread of communicable diseases during a pandemic.
6. Distribute written policies and procedures to families detailing prevention and control practices and pandemic plans for the Joshua Learning Center.
7. Encourage parents to keep sick children home. Encourage all staff, parents, and children to get the flu vaccine.
8. Establish and maintain communication with local and state Health authorities.
JLC Response to a Pandemic (COVID 19)

Safety Protocols

1. Only Joshua Group staff and students will enter the building. There will be no non-essential adults, volunteers, or special visitors allowed into the JLC.
2. Classes will not schedule any field trips.
3. Signage will be posted at entrances, outside classroom doors and in bathrooms to promote protective measures to stop the spread of germs.
4. Common areas, such as the library and cafeteria will be closed to students and restricted to essential staff use only.
5. All staff and essential adults are required to wear facial masks inside the JLC.
6. All students two years of age and older are required to wear facial masks indoors.
7. All class sizes are reduced to allow for social distancing, including teachers.
8. Children will stay with the same staff and the same children and will not interact with children from other classes. Classrooms will not combine.
9. Pre-K and Kindergarten students will use separate entrances and hallways.
10. Water fountains will be closed. Individual water bottles will be provided for students.
11. To minimize exposure, teachers and/or classes will not be traveling from one class to another for Specials such as Art, Yoga, or Music. Classroom teachers will provide an alternative if they are unable to provide the subject.

12. Classroom materials will be limited to those that can be easily and frequently sanitized. Materials/toys, including outdoor or gross motor equipment, will not be shared and will be sanitized after each use.

13. Students may not bring toys or school supplies from home.

14. Pre-K and K-12 students will have their own school supplies in their own individual storage bag/bin provided by the Joshua Group to eliminate shared school supplies.

15. Chairs, tables, desks, and materials will be set apart to allow for 6 feet of social distancing.

16. Tables will be marked with tape to help students maintain social distancing.

17. Pre-K and Kindergarten students will utilize Learning Centers and Play Areas independently.

18. Hula hoops will be used for independent free play on the carpet to help students maintain social distancing.

19. Students will be taught the use of airplane arms and air hugs to keep students and staff safe and maintain social distancing during the school day.

20. All outdoor and Gross Motor activities will utilize independent activities; staff will be re-inforce the use of airplane arms during play to help maintain social distancing.
21. Desks, tables, chairs, and plastic and fiberglass play equipment will be sanitized between uses.
22. Meals will continue to be served individually. Meals will be served in the classroom; no meals will be served in the cafeteria.
23. The Joshua Group will temporarily suspend classes or close the Joshua Learning Center if recommended by the Governor or local health officials.
24. The JLC will adhere to the reporting of suspected or confirmed COVID 19 cases of staff or students and comply with CDC and PA Health Department guidance pertaining to quarantining, remediation and/or closures for additional cleaning and sanitizing.
25. If classes are suspended and/or the school is closed, the JLC staff will work to facilitate and/or distribute technology to maintain the continuity of education during the closure.
26. In case of a pandemic, the Joshua Group will modify, postpone, or cancel any large group school events.

Health Screening

1. Each employee and child’s temperature will be taken daily with a non-contact thermometer upon arrival. No employee or child can enter with a fever above 100.4°F.
2. Parents will be required to certify daily their children and people living at their homes do not have fevers or any symptoms of COVID-19. This will take place at drop off and children cannot enter the building without this completed.
3. Employees will be required to certify daily the people living at their homes do not have fevers or any symptoms of COVID-19. This will take place upon arrival and staff cannot enter the building without this completed.
4. The JLC staff will track staff and student absenteeism for unusual patterns.
5. The Joshua Group will implement flexible pandemic attendance and sick-leave policies and plan for coverage by cross-training staff.
6. See Health Screening Attachment

**Drop-off and Dismissal Procedures**

1. Staggered drop-off and dismissals will be implemented. Students will be assigned a time for arrival and dismissal.
2. Students will be assigned either a Market Street or Zarker Street location for drop-off and dismissal.
3. Parents must use the assigned entrance and time.
4. Parents must wear a mask at drop off and pickup.
5. For students arriving by vehicle, parents should remain until the child’s daily Health screening is completed.
6. For walkers, parents should move away from the building as soon as their child’s daily Health screening is completed.
7. Parents will be authorizing staff to sign their Pre-K and Kindergarten students in and out for the day; all parents will remain outside of the Joshua Learning
Center. This will prevent overcrowding at entrances and the use of high touch pen contacts.
8. Joshua staff will be monitoring drop offs and dismissals.

When Students or Staff Are Sick

1. If a student develops a fever while at school, the child’s parent will be called for immediate pick-up. The student will be moved with a teacher’s aid to an isolation room away from others to wait for their parent or guardian’s arrival. Transportation may be arranged in cases of an emergency.
2. Teachers are to inform the school if they are sick and to stay home as needed. If an employee develops a fever while at work at the Joshua Learning Center, they will immediately leave the facility for home.
3. If a child is sent home with a fever, the students must be fever free for 72 hours without the aid of fever reducing medicine. The parents must provide a doctor’s note stating that the child is well enough to return to school.
4. If a child or an employee is sent home with a fever and is displaying symptoms of COVID-19, the JLC is required to contact the Health Department. Depending on the situation, the Health Department may or may not require the classroom or the school to close.
5. The Center Director will advise any sick staff members or students not to return until they have met CDC criteria to discontinue home isolation after a period of 10 days.
6. In the case of a suspected COVID 19 case, the JLC Director and staff will maintain staff and student confidentiality consistent with federal and state laws and the ADA.

7. Staff will close off areas used by a sick person and will not use the area again before cleaning and disinfection. Staff will wait 24 hours before cleaning and disinfecting or as close to 24 hours as possible.

8. In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a short time (1-2 days) for cleaning and disinfection.

9. The Center Director of their designee will inform all JLC families if a student or their household member tests positive for COVID 19.

10. The Center Director of their designee will inform all JLC families of a staff member or their household member tests positive for COVID 19.

11. The Center Director will inform those who have had close contact with a person diagnosed with COVID 19 to stay home and self-monitor for symptoms and to follow CDC Guidelines if symptoms develop.

Face Masks

1. All staff are required to wear facial masks (and/or face shields) indoors unless a medical reason prevents the staff from wearing a facial mask. A note from a doctor is required in the case of a medical exclusion for a mask.
2. All students 2 years of age and older are required to wear facial masks indoors, unless a medical reason prevents the student from wearing a facial mask. A note from a doctor is required in the case of a medical exclusion for a mask.

3. Staff and students may wear facial masks from home or use facial masks provided by the Joshua Group.

4. Cloth facial masks must be laundered after each use.

5. The Joshua Group will assume laundering any cloth facial masks used that were provided by the JLC.

6. Parents are asked to inform their child that the teachers be wearing face coverings and will look different as parents do when they wear a mask.

Protocols for Cleaning, Sanitizing, and Disinfecting Surfaces and Toys

1. Staff (Custodial staff and Teacher aides) will implement an enhanced and expanded cleaning and disinfecting schedule in the Joshua Learning Center, especially high touch areas.

2. DAILY cleaning of all surfaces and toys will physically remove dirt and sticky debris by washing, wiping, rinsing.

3. DAILY disinfecting will be used to kill germs on hard porous surfaces and high touch areas, such as desks, chairs, tables, toys, door and cabinet handles, bathroom toilets and sinks.

4. After use of a toy, students will place toy on designated table to be cleaned and sanitized before the next use.
5. Any outdoor or gross motor play equipment will be cleaned and sanitized after each use.
6. All toys used in Pre-K and Kindergarten classrooms will be washed and sanitized after EACH use by one child before another child may use it.

**Communication with Families**

1. The Center Director will become knowledgeable about COVID 19 and attend PD to ensure the JLC establishes policies and procedures to operate in a manner to ensure the safety of students and staff. (PD: Caring for Children in Group Settings during COVID 19)
2. The Center Director or their designee will be responsible for responding to any COVID-19 concerns. Employees will know who this person is and how to contact them.
3. The Joshua Group will maintain clear and transparent communication about pandemic guidelines and procedures with all staff and families of students.
4. Families will be provided with pandemic information from trusted sources, such as the PA Health Department and the CDC. Teachers will send home and post pertinent pandemic information, including JLC closures.
5. If a child or an employee is sent home with a fever and is displaying symptoms of COVID-19, the families of affected students will be notified in writing by the Center Director or their designee. Depending on the situation, the Health Department may or may not require quarantines and/or the classroom or the school to close.
6. If classes are suspended or the Joshua Learning Center is closed, teachers and teacher assistants will maintain regular contact with families to keep families apprised of relevant pandemic developments.
7. Staff and families self-reporting COVID 19 symptoms, should report them directly to the Center Director.
8. Confidentiality must be maintained at all times.

**Handwashing Procedures**

1. Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
2. Always wash hands with soap and water if hands are visibly dirty.
3. Teachers will monitor handwashing to help students frequently and correctly wash their hands.
4. Teachers will establish handwashing breaks for students, including after arrival, before and after meals, after recess, between activities for a minimum of at least 5 handwashing breaks per day.
5. Teachers will supervise young children when they use hand sanitizer to prevent swallowing alcohol.
6. Staff will maintain adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, and no-touch trash cans.
7. Signage with handwashing procedures will be posted in all bathrooms.
<table>
<thead>
<tr>
<th>Staff/Student</th>
<th>Fever/temp of 100.4 or greater since last in the JLC? Yes/No</th>
<th>Symptoms (e.g., sore throat, new or worsening cough, shortness of breath, fatigue, headaches, body aches, vomiting, diarrhea, loss of taste or smell) since yesterday? Yes/No</th>
<th>Close, prolonged contact with anyone known to have COVID-19 or who has symptoms of COVID-19. Yes/No</th>
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