



PROGRAM PANDEMIC APPROACH & PLAN REOPENING PHASE #2

OVERVIEW

The Health and Safety Plan is designed to provide a roadmap for Bradford-Tioga Head Start, Inc. throughout the Pandemic. The Plan will be continually updated to reflect emerging information and best practice recommendations from Program Leadership, the Pennsylvania Department of Health, and the Centers for Disease Control and Prevention (CDC).

RE-OPENING PHASE #2

STAFF ACCESS TO FACILITIES	<ul style="list-style-type: none"> • Staff may go to other sites in addition to their own, when needed, including supervisor/coordinator visits • Signs are posted outside all entrances with specific pandemic protocols, including restricting entry to anyone with symptoms of illness/respiratory infection • Hand sanitizer is to be used when entering facility; supplied on site • Areas within the facility that are used by the staff are to be cleaned and disinfected daily
STAFF ARRIVAL	<ul style="list-style-type: none"> • Review the COVID-19 Symptom Screening information, provided by the program, prior to arriving at work
STAFF MASKING	<ul style="list-style-type: none"> • Vaccinated and unvaccinated staff are required to wear masks when working with children indoors • Vaccinated and unvaccinated staff are not required to wear masks when working with children outdoors • Vaccinated staff are not required to wear a mask, while at work, after receiving approval from the Executive Director, however, are required to wear masks when working with children indoors • Unvaccinated staff are required to wear masks unless in room/office by self w/ 4 walls and a door • BTHS protocol must be followed within school buildings unless the school protocol is more stringent (i.e. masking required inside, etc.) than BTHS protocol • BTHS masking protocols provide consistency from one site to another, for substitutes, supervisors, staff assisting in other classrooms (“If you have to ask, wear your mask.”)
WORK AREAS	<ul style="list-style-type: none"> • Social distancing is required as much as possible throughout the work day per CDC recommendation: <ul style="list-style-type: none"> ✓ Six (6) feet - staff to child ✓ Six (6) feet - staff to staff ✓ Three (3) feet - child to child <p>https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html#mask-use</p> <ul style="list-style-type: none"> • Work areas are to be cleaned and disinfected before leaving for the work day
FULLY VACCINATED STAFF	<ul style="list-style-type: none"> • <u>Bradford-Tioga Head Start, Inc. workplace unmasking guidance:</u> If staff meet the following requirements, they will only be required to wear a mask while indoors with children: <ul style="list-style-type: none"> ■ They are fully vaccinated (definition below) ■ They provide the Health Coordinator and/or Human Resources Manager with documentation of being fully vaccinated ■ The Health Coordinator and/or Human Resources Manager will review documentation and email status to the Executive Director ■ The Executive Director will initiate an email to staff with written permission <p>BTHS, Inc. will follow the following CDC vaccination recommendations: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html</p> <p>Fully vaccinated definition by CDC:</p> <ul style="list-style-type: none"> • 2 weeks after second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or

	<ul style="list-style-type: none"> ● 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine <p>If someone does not meet these requirements, they are NOT fully vaccinated.</p>
<p>STAFF EXCLUSION</p> <p>EXHIBITS</p> <p>SYMPTOMS</p>	<ul style="list-style-type: none"> ● If staff become symptomatic and/or ill during the work day, they will be required to return home with recommendations to contact their primary care provider and required to contact Human Resources. ● Staff must follow CDC and program guidelines for returning to work and/or obtain a primary care provider note stating the symptoms the staff person is experiencing is due to other identified illness (i.e. strep throat); then staff sick policy is followed. ● If staff is made aware during the work day that they are a close contact with someone who tested positive for COVID-19, they will be required to return home with recommendations to contact their primary care provider and required to contact Human Resources; Human Resources will provide guidance whether staff need to quarantine or not based on vaccination status and symptoms. ● Staff may be permitted to work remotely if their position offers this option. Staff will be required to contact the Human Resources Manager who will, with the Executive Director and Central Office supervisor, determine if staff is able to work remotely. ● Areas within the facility that were used by the staff will be cleaned and disinfected before program operations resume the following day. ● The Human Resources Manager will inform the Executive Director, Health Coordinator, and other appropriate staff that a potential COVID-19 case may exist ● Each case will be reviewed individually based on circumstances (exposure, close contact, symptoms, location, number of cases within the facility, vaccination status, etc.) ● The COVID-19 team will review information to plan accordingly ● If staff is tested and result is negative, staff may return to work if no close contact has been identified and staff has been symptom-free for 24 hours (following CDC return to work guidelines)
<p>STAFF</p> <p>POTENTIAL CASE</p>	<ul style="list-style-type: none"> ● Each case will be reviewed individually based on circumstances (exposure, close contact, symptoms, location, number of cases within the facility, vaccination status, etc.). ● The COVID-19 team will review information to plan accordingly ● If staff feel they have been exposed to someone with COVID-19, they should initiate contact with Human Resources immediately and/or Health Coordinator ● Review factors of potential cases (some examples listed below): <ul style="list-style-type: none"> ○ Exposure to a close contact ○ Exposure to someone who has symptoms ○ Exposure to someone who has been diagnosed positive ○ Evaluate how many symptoms ○ Vaccination status
<p>STAFF</p> <p>CONFIRMED CASE</p>	<p>If staff test positive for COVID-19, they may return to work after:</p> <ul style="list-style-type: none"> ❖ At least 10 days since symptoms first appeared <p>and</p>

<p>STAFF FOLLOW-UP TO CONFIRMED CASE</p>	<ul style="list-style-type: none"> ❖ At least 24 hours, symptom free, with no fever without fever-reducing medication and ❖ Human Resources Manager confirms return to work <ul style="list-style-type: none"> ● Areas within the facility that were used by the staff will be cleaned and disinfected by following the routine daily cleaning procedures and/or deep cleaning by a professional cleaning company. ● The Health Coordinator will initiate contact with the local health department to inform them of a positive COVID-19 case reported at the facility. ● The Health Coordinator will work with the local health department to determine a course of action for the classroom (example: close classroom and dismiss students and impacted staff for a set number of days, no further plan needed due to no exposures, etc.). ● The Health Coordinator will immediately update the COVID-19 team ● If applicable, the Dept. of Health or BTHS, Inc. may plan for a short-term closure to allow time for the local health department to assess the current COVID-19 situation and to work with Bradford-Tioga Head Start, Inc. to determine appropriate next steps, including whether a temporary closure is needed to stop or slow further spread of potential COVID-19. ● Staff will close off areas used by the individual(s) with COVID-19, if possible, 24 hours before beginning cleaning and disinfection. Open outside doors and windows to increase air circulation in the area. ● The Executive Director will develop a message for parents/guardians and staff regarding the temporary closure of the facility due to potential COVID-19 exposures; ensuring not to disclose confidential information (i.e. staff name, child name, etc.) ● The message will be issued by the Executive Director ● Bradford-Tioga Head Start, Inc. will use the School Decision Tree located on the CDC website https://www.cdc.gov/coronavirus/2019-ncov/images/school-decision-tree.png in conjunction with the related steps above when a confirmed COVID-19 case has been identified ● If staff is confirmed to have COVID-19, Bradford-Tioga Head Start, Inc. will inform fellow staff of the possible exposure to COVID-19 in the workplace but will maintain confidentiality as required by the Americans with Disabilities Act (ADA) https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html#Suspected-or-Confirmed-Cases-of-PANDEMIC-in-the-Workplace
<p>STAFF EXPOSED TO PANDEMIC</p>	<ul style="list-style-type: none"> ● When a person is exposed to a confirmed COVID-19 individual, the Human Resources Manager will work to determine a plan of action based on vaccination status and symptoms. <p>PA DEPARTMENT OF HEALTH (DOH) RECOMMENDATION/DEFINITION OF CLOSE CONTACT:</p> <ul style="list-style-type: none"> ● DOH recommends using 15 consecutive minutes of exposure at a distance of 6 feet or less two days prior to symptom onset, as an operational definition for “close contact.” However, there are circumstances when someone should be considered a close contact of a case after being within 6 feet for fewer than 15 consecutive minutes. Additional factors will be considered when assessing close contacts including:

	<ul style="list-style-type: none"> ○ Being in extremely close proximity (e.g., face to face). ○ Having a prolonged exposure time. ○ The infected person exhibiting symptoms. ○ The infected person generates respiratory aerosols (e.g., coughing, singing, shouting). ○ The presence of environmental conditions (e.g., crowding, inadequate ventilation, or being indoors). <p>These factors may result in a person being identified as a close contact even if contact time is less than 15 consecutive or cumulative minutes. In addition, individuals with numerous brief interactions totaling 15 minutes or more can be considered close contacts if this can easily be assessed operationally. Assessing the nature of the interaction in its entirety is important in determining the risk of transmission in that specific scenario.</p> <p>https://www.health.pa.gov/topics/Documents/HAN/2020-PAHAN-533-10-26-ADV%20-%20Additional.pdf</p> <ul style="list-style-type: none"> ● Unvaccinated staff who have been in close contact with a confirmed COVID-19 individual should contact their healthcare provider regardless of the presence of symptoms. ● The close contact will still need to quarantine for 10 days after last exposure to the infected person; unless tested negative at day 5 or later, after an exposure. Then staff can return earlier based on the negative result. as confirmed by the Human Resources Manager. ● If staff has been fully vaccinated, quarantine is not required after an exposure, however Human Resources and/or Health Coordinator must be notified of the exposure regardless of vaccination status. ● If tested and the result is positive, staff will need to isolate for 10 days from onset of symptoms or from date of positive test, if asymptomatic. <p>https://www.health.pa.gov/topics/Documents/HAN/2020-PAHAN-538-12-4-ALT%20-%20Updated%20Quarantine%20Recommendations%20for%20Persons%20Exposed%20to%20PANDEMIC.pdf</p>
<p>NON-STAFF ACCESS TO FACILITIES & FACE MASKING</p>	<ul style="list-style-type: none"> ● Masking is required when with children inside, regardless of vaccination status <p><u>NOT ALLOWED ENTRY INTO FACILITIES</u></p> <ul style="list-style-type: none"> ● Volunteers – at this time, for the safety of the children and staff, volunteers will not be permitted on site. Staff can provide volunteers with other ways to volunteer. <p><u>ALLOWED ENTRY INTO FACILITIES</u></p> <ul style="list-style-type: none"> ● Consultants/Contractors - are permitted entry into facilities - Face masking is required unless fully vaccinated and proof provided, with permission to unmask, provided by Executive Director; masking required if with children inside, regardless of vaccination status ● SNAP-Ed Nutrition Educator- are permitted entry into facilities - Face masking is required unless fully vaccinated and proof provided, with permission to unmask, provided by Executive Director; masking required if with children inside, regardless of vaccination status ● Foster Grandparents - are permitted entry into facilities - Face masking is required unless fully vaccinated and proof provided, with permission to unmask, provided by Executive Director; masking required if with children inside, regardless of vaccination status

	<ul style="list-style-type: none"> ● Board Members –face masking is required unless fully vaccinated; face masking is required if with children inside, regardless of vaccination status ● Delivery persons (milk, UPS, meals, etc.) – face masking is required unless fully vaccinated; face masking is required if with children inside, regardless of vaccination status ● Community Visitors (include Smokey the Bear, Librarian, etc.) –Must obtain prior approval from Supervisor as required (using BTHS, Inc. form); face masking is required when inside with children, regardless of vaccination status ● Parent/Guardian Visitors (may come in for brief periods of time for drop-off or pick-up, etc.) – face masking is required unless fully vaccinated; face masking is required if with children inside, regardless of vaccination status
CHILD MASKING	<ul style="list-style-type: none"> ● Children are to wear face coverings/masks when on buses ● Children are to wear masks while inside the classroom to minimize risks since they cannot be vaccinated ● Children do not need to wear masks while outside
COMMUNICATION WITH FAMILIES	<ul style="list-style-type: none"> ● The Program will share protocols – make sure parents/families understand changes ● Parents are to review the COVID-19 Symptom Screening information, provided by the program, prior to any Head Start Services (ride bus, home visit, classroom, etc.) ● Important to keep emergency contact info updated ● Communication plan developed to provide families with information if a confirmed case occurs and share program plan of action ● Children with specific health risks will be provided additional support and or guidance to allow for additional precautionary measures ● Staff will contact each family prior to an in-person visit to ensure no one in the home has COVID-19 symptoms. ● Thermometers are available if a family has a need; they will be provided to Family Advocate/Family Partner ● Staff will confirm that no outside visitors (those who are not household members) are present during scheduled in-person visits
CLASSROOM/ SERVICE CASELOADS PLAYGROUP SIZE ARRIVAL OF CHILDREN	<ul style="list-style-type: none"> ● Each classroom will have 17 children per day ● Three staff will continue to be assigned to each classroom; two staff are required ● Parents will be provided with COVID-19 Symptom Screening information and thermometer as needed ● Children will continue to be monitored throughout the day for signs/symptoms of COVID-19 ● A child will be excluded if they have symptoms of COVID-19. Prior to return of the child, CDC guidance will be followed and/or the child’s primary care provider. ● Families should continue to practice 6 feet social distancing when congregating at bus stops and when handing their child over to the Bus Monitor as well as in classroom entryways. ● Daily Health Check is completed by a designated staff member if an area of concern arises, the child will not be permitted to attend classes and the parent will be advised to contact the child’s primary care provider ● Upon arrival in the classroom, the child will wash their hands and/or use hand sanitizer

	<ul style="list-style-type: none"> • Social distancing decals are placed throughout each classroom/site on the floors for visual cues
<p>NON-WORK RELATED TRAVEL</p>	<p><u>Travel within the United States:</u></p> <ul style="list-style-type: none"> • If staff have travel plans, within the United States, testing or quarantine is not required upon return to Pennsylvania. Staff should continue to check the state regulations regarding this based on the travel destination, as they may have different guidelines. • Staff should continue to notify Human Resources of travel plans prior to traveling • Staff should continue to check the CDC website regarding "hot spots" of pandemic cases. This will help determine the level of risk by traveling. Please visit: https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html to see a listing of destinations based on pandemic risk assessment level. • When you return from travel, monitor yourself very closely for 14 days for any symptoms. Notify Human Resources immediately if any symptoms develop. <p><u>Travel outside of the United States:</u></p> <ul style="list-style-type: none"> • If staff have international travel plans, outside of the United States, CDC travel guidelines must be followed, which include the following: <ul style="list-style-type: none"> ○ Follow all airline and destination requirements related to travel, testing or quarantine, which may differ from U.S. requirements. If the travel destination's requirements are not followed, entry may be denied, requiring a return to the United States. Refer to the CDC website https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html to determine the requirements of your travel destination. ○ All air passengers coming to the United States, including U.S. citizens & fully vaccinated people, are required to have a negative COVID-19 test result or documentation of recovery from COVID-19 before boarding a flight to the United States. If plans are made to travel internationally, staff will need to get tested no more than 3 days before travel by air into the United States & show the negative result to the airline before boarding a flight, or be prepared to show documentation of recovery (proof of a recent positive viral test & a letter from healthcare provider or a public health official) stating clearance to travel. ○ Ensure availability of testing at the travel destination before returning to the United States. Always check and follow state and local requirements related to travel in addition to federal requirements. ○ Get tested with a viral test 1-3 days before travel. Keep a copy of test results with you during travel in case you are asked to provide them. Check and follow destination testing requirements, they may require specific types of tests. ○ When you return from travel, monitor yourself very closely for 14 days for any symptoms. Notify Human Resources immediately if any symptoms develop <p><u>Regardless of domestic or international travel:</u></p> <ul style="list-style-type: none"> • Check the CDC website regarding travel updates and "hot spots" of pandemic cases. This will help assess the level of risk by traveling. Please visit: https://www.cdc.gov/coronavirus/2019-ncov/travelers/ for more information.

	<ul style="list-style-type: none"> ● Wear a mask over your nose and mouth. <u>Masks are required</u> on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations. ● Don't travel if you test positive; immediately isolate yourself, follow public health recommendations and contact Human Resources. ● Delay your travel if you are waiting for test results. ● If you are eligible, get fully vaccinated for pandemic. Wait 2 weeks after getting the 1-dose vaccine or the second dose of the 2-dose vaccine to travel—it takes time for your body to build protection after any vaccination. ● There is an app called <i>PANDEMIC Alert PA</i>, which can be downloaded on your mobile device. The app's features include an interactive pandemic symptom check-in, alerts for potential exposures to the virus, updates on the latest public health data about pandemic in PA and public health guidance for what to do if you have a potential exposure to pandemic. You can find more information about the app at: https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx. ● Continue to practice mitigation efforts, including masking, social distancing and good hand hygiene. If you are traveling to a spot with high pandemic levels, evaluate your risk and make plans accordingly. ● Continue to follow state and local guidelines and requirements. Visit the PA DOH website for the latest PA state recommendations.
<p>MEETINGS AND WORK TRAVEL</p>	<ul style="list-style-type: none"> ● Fully vaccinated staff who received approval to unmask, from the Executive Director may ride together for pre-approved trips (home visits, trainings, etc.). ● Unvaccinated staff need to drive separately for pre-approved trips (home visits, trainings, etc.) ● Requests for out of area travel and external community meetings need to be submitted to the Executive Director for prior approval <p>IN-HOUSE INDIVIDUAL MEETINGS/NUMBERS</p> <ul style="list-style-type: none"> ● Small meetings - allowable when 6+ feet social distancing is possible ● Large meetings –virtual when 6+ feet social distancing is not possible ● Staff Site Mtgs/Classroom Meetings – allowable where 6+ feet social distancing is possible <p>WORK RELATED MEETINGS & TRAININGS (NOT PROVIDED BY BTHS, INC.)</p> <ul style="list-style-type: none"> ● Are allowed following all protocols and with prior approval from Executive Director
<p>TRANSPORTATION PROVIDED FOR CHILDREN</p>	<ul style="list-style-type: none"> ● Children will ride the bus; normal bus capacity will be followed ● Children will be assigned a designated safety restraint system ● When children are present, children and staff must wear masks ● When driver is alone on bus, they do not need to wear a mask ● Driver and Staff do not need to wear masks while riding together for work purposes and children are not present if: they are fully vaccinated, have provided documentation to the Health Coordinator and permission provided by Executive Director

	<ul style="list-style-type: none"> ● Each child/family will be greeted by the Bus Monitor at the bottom of bus steps (child/family remain outside the bus). Social distancing guidelines are to be followed ● Child will be given a small amount of hand sanitizer by the Bus Monitor, prior to proceeding on the bus
<p>CHILD</p> <p>COVID-19 SYMPTOMS</p>	<ul style="list-style-type: none"> ● One staff will immediately isolate the child with symptoms ● Staff will contact the Health Coordinator to review the child's symptoms ● Staff will follow the “When a Child Becomes Symptomatic During Class” Guidance (see below), i.e. staff and child will go to designated space not in the classroom area, if possible fully vaccinated staff member will stay with the child another staff member will contact family member and/or emergency contacts to pick up child ● The Health Coordinator will reach out to the child's parent to offer guidance/support, if applicable ● Staff will limit exposure to others by creating a 1:1 care ratio for the child ● Staff will immediately clean/disinfect area after the child leaves ● Staff will complete a child incident report in CHILDPLUS ● The parent/guardian will be provided with recommendations to contact his/her primary care provider. The family must follow PA DOH guidelines for returning to class and/or obtain a primary care provider provided note stating the symptoms the child is experiencing is due to other identified illness (i.e. strep throat); then child illness policy will be implemented
<p>CHILD POTENTIAL CASE</p>	<ul style="list-style-type: none"> ● Each case will be reviewed individually based on circumstances (exposure, close contact, symptoms, location, number of cases within the facility, etc.) ● The COVID team will review information to plan accordingly ● If staff and/or parent feel a child may have been exposed to someone with COVID-19, they should initiate contact with the classroom staff immediately; classroom staff will immediately contact the Health Coordinator. ● Review factors of potential cases (some examples listed below): <ul style="list-style-type: none"> ○ Exposure to a close contact ○ Exposure to someone who has symptoms ○ Exposure to someone who has been diagnosed positive ○ Individual's vaccination status ○ Evaluate child's symptoms
<p>CHILD CONFIRMED CASE</p> <p>CHILD</p>	<ul style="list-style-type: none"> ● If a child tests positive for COVID-19, they may return to the classroom after: <ul style="list-style-type: none"> ❖ At least 10 days since symptoms first appeared and ❖ At least 24 hours, symptom free, with no fever without fever-reducing medication and ❖ Health Coordinator confirms return to classroom ● When a parent relays that their child has a confirmed case of COVID-19, staff will contact the Health Coordinator immediately ● The Health Coordinator will immediately contact the Supervisor, Executive Director and applicable staff

**FOLLOW-UP TO
CONFIRMED CASE**

- The Decision/Process to Close In-Person Learning Due to Pandemic and the Checklist will be initiated by the Executive Director
- The Health Coordinator will initiate contact with the local health department, if applicable to seek guidance in regards to a potential COVID-19 case reported at the facility based on individual circumstances/situation
- If applicable, the Health Coordinator will work with the local health department to determine a course of action for the classroom (example: close classroom and dismiss students and most staff for a set number of days, no further plan needed due to no exposures, etc.)
- If applicable and a short-term closure is recommended by the local health department and/or is a program decision, this initial short-term closure allows time for the local health department to assess the current COVID-19 situation and to work with Bradford-Tioga Head Start, Inc. to determine appropriate next steps, including whether an extended closure duration is needed to stop or slow further spread of potential COVID-19
- If a closure is necessitated, the Health Coordinator will send a message to complete a thorough cleaning and disinfection of the facility will occur
- Staff will close off areas used by the child with COVID-19, if possible, 24 hours before beginning cleaning and disinfection. Open outside doors and windows to increase air circulation in the area
- The Executive Director will develop a message for parents/guardians and staff regarding the temporary closure of the facility due to potential COVID-19 exposures; ensuring not to disclose confidential information (i.e. child name, etc.)
- The message will be issued by the Executive Director
- Bradford-Tioga Head Start, Inc. will use the School Decision Tree located on the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/images/school-decision-tree.png> in conjunction with the related steps above when a confirmed COVID-19 case has been identified & the Decision To Close process & checklist

**CLASSROOM
COMPOSITION**

- Classroom composition and staffing patterns must remain stable and consistent throughout the day
- Group size will be limited to 17 children or less and at least 2 staff
- Physical distancing will be followed to the extent possible. Keep children separated, as much as possible, throughout the day and in learning areas.
- Staff will monitor and practice hand hygiene among staff and children throughout the day (upon entering the facility, throughout the day, before and after bathroom transitions, after returning from outdoors, before and after eating, etc.)
- Hand Sanitizer (at least 60% alcohol based) dispensers are accessible in each classroom/playgroup room to provide additional sanitizing opportunities
- Staff are to teach and reinforce healthy hygiene, age appropriate lessons (covering coughs/sneezes, disposing of tissues, handwashing, keep fingers away from eyes, nose and mouth, keeping track of face coverings/masks)
- Staff are to ensure tissues are available and sinks are stocked with soap and paper towels for handwashing
- Staff are to position trash cans (removing any lids) for easier discarding of tissues and paper towels for staff and children

	<ul style="list-style-type: none"> ● Staff are to intensify cleaning and disinfecting of frequently touched items on a daily basis using the CDC recommendations and Bradford-Tioga Head Start, Inc. Cleaning, Sanitizing and Disinfecting Policy and Procedure, including but not limited to: shelves, manipulatives, books, doorknobs, toys, phones, keyboards, mice and other items identified as frequently handled ● Staff are to increase space between seats at tables for meals, table activities as well as carpet and other times throughout the scheduled day
BATHROOM	<ul style="list-style-type: none"> ● Staff are to wash hands following all handwashing procedures and ensure children wash hands following all handwashing procedures ● Staff are to follow cleaning protocol upon exiting open bathroom (i.e. disinfect all touch areas with provided disinfectants wipes or spray)- i.e. wipe down all touch areas with disinfectant wipes (toilet seat, toilet handle, sink, sink handle, bathroom door handle) - (wipe use - one wipe to disinfect toilet handle then seat; another wipe to disinfect sink handle, sink and door handle) or may use the provided sprayer/spray bottle of disinfectant and mist air to disinfect toilet handle, seat, sink handle, sink, etc. after each use. ● If multiple seating in one bathroom, each toilet, seat, handle will be wiped down or sprayed with provided disinfectant separately in between each use
MEALS	<ul style="list-style-type: none"> ● Staff are to complete their regular duties as scheduled to include the cleaning, sanitizing, and disinfecting of surfaces before preparation and eating ● The Lunch Aide, Cook, or designated staff, must wear gloves and plate food for children and staff; staff will work together to transition back to family style meals sometime between November 1, 2021 and January 1, 2022; all meals will be served family style by January 1, 2022 ● Staff are to wash hands before preparing food and after helping to serve food ● Food preparation is to occur following normal schedule and duties by the lunch aide/cook and/or designated staff ● Sinks used for food preparation are not be used for other purposes ● Plates, spoons and forks other appropriate dishes are to continue to be used and cleaned/sanitized in dishwasher ● Children and staff/adults are to wash hands prior to and after eating ● Children are to be seated between 3 and 6 ft apart at each table throughout meal times, additional tables can be used to provide more distancing between each child ● Staff are to sit at tables if there is enough room to socially distance during meal times, and/or have the option to stand (ensuring to continue social distancing practices) ● Mealtimes can be staggered to accommodate physical space if needed ● When dismissed, children are to clean up own plate and utensils ● Classrooms that eat in the cafeteria are to follow school protocols

<p>TOOTHBRUSHING</p>	<ul style="list-style-type: none"> ● After a meal or snack, while sitting at the table, children brush their teeth, as a group activity ● Each child is given a small paper cup, a paper towel and toothbrush, labeled with his/her name ● A pea-sized dab of fluoride toothpaste is put on the inside rim of each cup. The children use their toothbrushes to pick up the dabs of toothpaste ● Children brush together for two minutes, using an egg timer or a song that lasts for about two minutes. ● When the two minutes are up, the children spit any extra toothpaste into their cups, wipe their mouths and throw the cups and paper towels away ● Children then go to the sink, individually, to rinse their toothbrushes and put the toothbrushes in the Toothbrush Sanitizer to dry
<p>ADDITIONAL SUPPORT</p>	<ul style="list-style-type: none"> ● Employee Acknowledgment of COVID-19 form is to be reviewed with each employee and new hires ● Additional questions/support contact Human Resources Manager @ 570-638-1400, ext. 111 (570-418-1429) ● All PPE (personal protective equipment) supplies including hand sanitizer, masks, disinfectant wipes thermometers, gowns, disinfectant, disinfectant sprayers, and goggles are provided for staff ● Training is provided for all staff upon return and at orientation upon hire ● Bradford-Tioga Head Start, Inc. will ensure all purchased cleaning products (wipes, hand sanitizer, sanitizer/disinfectants, etc.) are EPA-approved for use against the virus that causes COVID-19; Manufacturer’s instructions for all cleaning and disinfection products will be followed (e.g., concentration, application method and contact time, etc.) ● Maintenance person will complete a routine maintenance check of equipment and items located (i.e. water heater, heater, ac unit, etc.) at each non-school facility to reduce the hazards to returning staff and children. Items included that are checked are flushing toilets, running water through pipes, maintaining humidity (turning up air conditioning, emptying dehumidifiers, etc.), checking for water issues ● The Health and Safety Plan was reviewed by the local health department. The Health and Safety Plan was an added component to each classroom’s Emergency Plan. Emergency plans were updated & submitted to Emergency Management offices in Tioga & Bradford County
<p>IN-PERSON VISITS</p>	<p><u>IN-PERSON VISITS</u></p> <ul style="list-style-type: none"> ● Effective 8/1/21 Early Head Start and Head Start will begin in-person visits; this will be re-evaluated on an ongoing basis (i.e. weather, community transmission, etc.) ● Staff will first try to schedule a visit in an outdoor location; masks are not required to be worn while outside; if outdoors is not an option then staff will work to schedule an indoor location for the visit, masks will be required to be worn and social distancing followed by staff regardless of their vaccination status. <p><u>PRIOR TO VISIT:</u></p> <ul style="list-style-type: none"> ● Staff will contact family to determine if they are comfortable with staff completing an in-person meeting at designated location ● Parents/guardians will be provided with COVID-19 Symptom Screening to be completed prior to visit ● If there is any illness, the in-person visit will be cancelled or completed virtually <p><u>DURING THE IN-PERSON VISIT</u></p>

	<p>Once approved to complete In-Person Visit:</p> <ul style="list-style-type: none"> ● Staff have all items needed (using only approved items) for the in-person visit prior to exiting the vehicle (i.e. individual tote and packet, etc.) ● Staff and family member are to practice social distancing throughout visit ● Masks are to be worn throughout the visit while indoors (except for children under 2) ● Signatures for documentation requirements are to be obtained at the end of the in-person visit ● Staff are to confirm next meeting date, location and time scheduled ● Staff are to have hand sanitizer available for use <p><u>AFTER THE VISIT</u></p> <ul style="list-style-type: none"> ● Staff are to disinfect container and all materials including pens, folders, supplies, etc. prior to putting them away ● Staff are to wash hands or use hand sanitizer after disinfecting container and container contents
<p>PLAYGROUP/PARENT MEETING</p>	<ul style="list-style-type: none"> ● Playgroups and Parent Meetings are to be scheduled using Zoom until further notice due to potential inabilities to social distance. ● Family Partners are to work with the Early Head Start Coordinator to develop a written schedule for Zoom playgroups
<p>CLASSROOM</p>	<p>Toys and Materials:</p> <ul style="list-style-type: none"> ● Individual Art & Writing Supply Boxes/Tray – all children are to be provided their own ● Use dishwasher whenever possible <p>No Toys from Home, until further notice,</p> <ul style="list-style-type: none"> ● Nothing from home is allowed in the center/classroom unless approved by staff ● Items are to be sent home in backpacks <p>Curriculum, PBIS and Use of Social Stories</p> <ul style="list-style-type: none"> ● Get children used to the staff wearing masks (Me without a mask, Me with a mask) ● Lesson plans focus on health and safety ● Focus on individualized instruction ● CDC has great resources (handwashing video and happy handwashing song) ● Review all procedures/protocols with new children/parents
<p>OUTDOOR & INDOOR PLAY</p>	<ul style="list-style-type: none"> ● Outdoor or indoor play areas are cleaned and disinfected using the Cleaning, Sanitizing & Disinfecting Chart ● Increase outdoor time when possible ● Masks are not required to be worn while outside ● Outdoor walks are permitted using guidance from the Education Supervisor ● Disinfecting sprayers are to be used when disinfecting areas ● Per CDC recommendations (https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html)

	<ul style="list-style-type: none"> ○ Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection. ○ Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 ○ High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely ○ Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended
<p>CLEANING AND DISINFECTING</p>	<ul style="list-style-type: none"> ● Bradford-Tioga Head Start, Inc. will follow the CDC website for cleaning and disinfecting and will be located in the CAR 130 Safety, Cleaning, Sanitizing, Disinfecting Policy and Procedure and Cleaning, Sanitizing, Disinfecting Chart (recommended by CDC (https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#CleanDisinfect) and developed by Caring for our Children (https://nrckids.org/files/appendix/AppendixK.pdf) <p>Strategies include, but not limited to:</p> <ul style="list-style-type: none"> ● Regular cleaning and disinfecting ● Special cleaning and disinfecting protocols have been established for when a child or team member is sick ● Equipment, learning materials, toys to be disinfected daily ● Follow Chart for specific cleaning and disinfecting procedure - electronics use different as noted in chart ● Transportation/bus disinfecting between routes ● Transportation/bus cleaning weekly ● Transportation/program vehicles disinfected after each use ● Disinfecting sprayers are available to disinfect facilities, equipment, vehicles
<p>PROPER HANDWASHING OR STRICT HAND HYGIENE</p>	<ul style="list-style-type: none"> ● All children and staff are to use hand sanitizer (60% alcohol or higher) upon arrival/entry into building. At all other times, proper handwashing (soap, running water, for a minimum of 20 seconds) is the priority and the most effective ways to stop the spread of germs. Hand sanitizer is the next best item to use if hand washing cannot be completed ● CDC has great resources (handwashing video and happy handwashing song) <p>Coughing and Sneezing:</p> <ul style="list-style-type: none"> ● Cough and sneeze into elbow bend ● Teach children to do the same ● IMMEDIATELY and PROPERLY wash hands
<p>PANDEMIC & PPE SUPPLIES</p>	<ul style="list-style-type: none"> ● Each center team is provided a storage container for Pandemic & PPE Supplies ● Team members must be conscientious in the use and care of these supplies ● A Pandemic Kit is in each classroom/center/facility and buses. Items include: <p><i>List of kit items to reference Content List of PANDEMIC & PPE Supplies (laminated):</i></p> <ul style="list-style-type: none"> ● At-a-glance suspected case - steps/protocol ● At-a-glance application, removal and disposal of PPE items protocol ● No-Touch Thermometer for children and staff (outside of kit for daily use)

	<ul style="list-style-type: none"> ● Braun Digital Ear Thermometer (as back up if needed) ● Batteries AAA (extra for thermometers) ● Face Coverings Disposable – Adults & Children ● Gloves – Vinyl Disposable ● Disinfecting Wipes ● Hand Sanitizer ● PPE Gown/suit ● Face Shield (eye protection) ● Disinfecting Sprayer
HIRING STAFF	<ul style="list-style-type: none"> ● New staff will be hired following all BTHS, Inc. safety protocols ● Interviews may be conducted virtually and/or in-person following all BTHS, Inc. safety protocols ● New hire paperwork may be completed virtually or in-person following all BTHS, Inc. safety protocols ● New employee orientation may be completed virtually or in-person following all BTHS, Inc. safety protocols
STAFF RETENTION & RECOGNITION	<ul style="list-style-type: none"> ● Staff returning for the 21-22 program year have shown dedication, commitment and perseverance. BTHS, will identify ways to continue to recognize staff efforts in order to provide continual support during COVID-19
VACCINATION CAMPAIGN MITIGATION OF COVID-19 STAFF SUPPORT	<ul style="list-style-type: none"> ● Bradford-Tioga Head Start, Inc.’s duty to mitigate known risks to safeguard the health of employees and enrolled children and families and the community at large from COVID-19 is to comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities, as applicable. <p>Bradford-Tioga Head Start, Inc.’s goal is for at least 70% of staff to voluntarily be fully vaccinated due to the following reasons:</p> <ul style="list-style-type: none"> ● Reduce COVID-19 cases w/in Bradford-Tioga Head Start, Inc. ● Keep classrooms and services in-person for enrolled children and families; staff do not need to quarantine if they have an exposure to COVID-19, if no symptoms exist ● Provide a safe and healthy environment for all staff and children ● Protect enrolled children who are not eligible to get the COVID-19 vaccine ● Protect most vulnerable populations (children, families, community); who are not eligible to get the vaccine ● Maintain program fiscal responsibility by minimizing the time staff need to be off work due to COVID-19 circumstances (quarantine, exposure, etc.) ● Protect staff by being fully vaccinated ● Reduce COVID-19 stress for other staff, children and families of any exposure ● To support the 70% staff vaccination effort, Bradford-Tioga Head Start, Inc. will make available the opportunity for staff to get the COVID-19 vaccination and pay a one-time stipend in the amount of \$200.00. The stipend will be paid to current staff and newly hired staff once proof of being fully vaccinated is provided. Staff are provided up to a total of 4 hours of paid time to obtain the COVID-19 vaccine(s).