

Updated June 18, 2020

June 7, 2020

Hi Milestones Families:

Per our new regulations we've put together a COVID 19 Handbook. It will override anything you find in our current "regular" handbook. Before you read the new COVID Handbook (CH), take a deep breath and know one thing...**WE ARE IN THIS TOGETHER!!** It's going to be a learning curve for all of us, we'll forget and hug the kids. You'll forget to send in extra clothes, we will work out everything together, relying on each other to constructively give feedback where and when necessary. "The saying goes, "it takes a village to raise a child", and as we introduce our new normal, it will take a village to make our school a safe, happy, and healthy environment."

It's going to be a completely new landscape, and I don't know about you all, but we aren't a huge fan of change. Change is difficult, but not impossible. The bright side of this situation is the teachers for sure. They can't wait to get back to be with the kids. If you thought they were dedicated before, well, you haven't seen anything yet! Not being with the children for so long has really had an impact on all of us. We realize how lucky we are to be a part of your families' lives, and if we took that for granted before, we never will again. They are raring to get back to the classroom!!

Right now, we have to make the changes dictated by the Department of Early Education and Care (EEC). They will constantly be looking at what's going on, and making appropriate decisions based on that. This means things can change on a dime. We promise to keep you as up to date as possible. Please don't listen to rumors, ask us! If we don't have the answer, we will find the answer. Our promise to you is to never tell you what you want to hear, but always tell you the truth, even if that truth is uncomfortable for all of us. Honest and open communication is imperative to make this new normal run smoothly.

We will try to keep operations as before, but there is a possibility we may need to reduce our hours for staffing and cleaning purposes. I truly hate not having concrete answers for you now, I realize you have a NEED, not just a want to know, but in fairness to Milestones, we have to work this new normal to see what we can feasibly do. If it comes to it, hopefully it is temporary. We do think it's only right we let you know this may be something we need to do. We will be sending out a parent survey in the next few days regarding enrollment and attendance schedule's and we will make the decision based on the data we received. If there is any change in hours we do not anticipate it lasting long and it will not be a huge decrease in operational hours. We will update you as soon as we can on this!

If you have any questions, comments, concerns, etc. please do not hesitate to reach out. But remember, our bottom line is that we are here for you and your children, and we will ensure they have a fun, educational, social experience with us throughout the summer and upcoming school year. It may not go perfectly (no year ever does), but with all of us working together, and staying in communication, we will be have a successful year for all. Milestones will continue being the special and supportive community we were before all of this- it will just look different!

We appreciate all of you! We appreciate your understanding and patience during the change in partnership and while we are trying to understand the new guidelines slowly being released. Your support, encouragement, pictures you sent of the kids, etc. have been an incredible boost to us and all of the staff! We can't wait to see all of you in person!

With much fondness,

Theresa & Kate  
Co-Owners/Co-Directors  
Milestones Childcare & Preschool LLC  
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# Milestones Childcare and Preschool, LLC

## COVID 19 Pandemic Handbook

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## THINGS TO NOTE

- One of the most important things to understand is that there is no gray area in the sickness policy. If your child has any symptoms at all, he or she has to go home. We cannot differentiate between teething, getting vaccinated, etc. We are going to be very strict on this.
- Before entering Milestones, you will be asked a series of questions, and will need to sign off. If you do not sign, your child will not be allowed inside. **We have removed daily temperature check requirements. If a staff member feels as if a student is sick, then we may take a temperature check prior to entry.**
- A teacher will bring your child from the foyer to his/her classroom. It is necessary that we eliminate parents from entering the building as much as possible therefore we will be doing a curbside pick up and drop off.
- If your child becomes symptomatic during the day with anything, he or she will immediately be brought to the office and will be expected to be picked up within a half hour. Please make plans to have a designated back up person.
- We may have to close again if there is a second surge. Each teacher will have a plan in place to keep in touch as best as possible. **If Milestones determines we need to close for the health and/or safety of everyone, half tuition will be required for up to a month. If there is any potential to a possible exposure, we will be required to close for 14 days.**
- We may need to change our operating hours, we will let you know as soon as we can if this is the case. We want to see if we can work it first without a change.
- You will need to call or email us if your child is not at school, and the reason why. We will have a lot on our plates, we would appreciate not having to follow up with you.
- We no longer will be able to give nebulizer treatments to our children.
- Up to date physicals is a must!! No more "I will get it in soon"!!
- We have had to remove all the stuffed animals and play food accessories out of the rooms.
- No toys will be allowed from home with the exception of loveys for those children who stay for rest. In this case, the lovey needs to stay at Milestones, no going back and forth. For show and tell, it will be a tell, or a picture of the item.
- We will be requiring a beach towel, fitted sheet or crib sheet in a labeled, jumbo Ziplock bag. These items will be sent home every day to be washed and need to come back with your child everyday at Milestones.
- We will be requesting a hand sanitizer permission slip from all families. **Handwashing with our sinks and handwashing stations will be priority especially with the Infant and toddler room as we are aware lots of young ones suck their fingers for comfort We do require a permission slip for hand sanitizer as well to adhere to state guidelines If and when hand sanitizer is used. If sanitizer is used for the Infants or toddlers, staff will make sure the students hands are dry completely.**
- We are requiring multiple sets of seasonally appropriate clothes. If we do not have a change of clothes, you will be called to pick up your child. We will be changing clothes each time any bodily fluid gets on your child's outfit. These are to be in a labeled, plastic zip lock bag.
- We are strongly encouraging the use of masks if your child is 2+. If not, please send in a note to us to keep in your child's file. **It is encouraged at the state level for anyone 2 years and old to wear a mask. We understand this will not be possible 100% of the time but if you would like your child to keep a mask on while at school, we will help! If you do not wish for your child to wear a mask, please kindly sign a waiver and your child will not be required to wear a mask at school.**
- We are requiring multiple masks be kept at Milestones for your child's use only if your child will be wearing a mask. They need to be labeled, with your child's name on it. We can help with that. (Make sure to fully read and understand parent responsibilities under the PPE section)
- We are requiring you bring in AM and PM (if necessary) snack for your child each day. It must be in a labeled, self-contained bag, or portioned out in a labeled snack baggie. Along with this, we are requiring you to bring in a water bottle, labeled. If you want your child to have a juice box with snack, please bring one in, labeled. **Parents will be responsible for providing AM and PM snack daily. This is to prevent large family style gathering with our snack system prior to COVID-19. We encourage Individually wrapped packages or In zip lock bags for Individual use.**

- As before, you will send in lunch for your child each day he/she stays.
- EEC requires that you do a self-check at home each day before leaving for Milestones, more info is below in the screening section. We have partnered with a new program in order to provide contactless sign in and sign out. We are also working on a virtual questionnaire that will need to be completed prior to drop off everyday. In addition, our new program will allow for parents to download an app to view their child's day such as projects, naps, bottle feedings, lunch, pictures ect. Stay tuned for more!
- The children will need to stay in their own rooms for the day, other than going outside. There will be no mixing of classes or teachers.
- Your child will be monitored throughout the day by Milestone's staff for symptoms of any kind.
- Please make sure to read and understand the section on self-isolating after exposure or potential exposure.
- Please make sure your child knows how to properly sneeze into the crook of his/her arm if age appropriate.
- Please make sure your child knows the 20 second hand washing routine if age appropriate.
- Please make sure your child knows how to use a tissue if age appropriate.
- Please teach your child not to touch anywhere on his/her face; this is a tough one!
- Please make sure your child knows Milestones staff are mandated to wear masks.
- We will do our best to make sure the children are 6 feet apart at all times.
- We may need to do snack and lunch in different shifts with the children.
- We will supply a closed container for each child as is age appropriate. Each teacher will be giving her/his students items such as markers, glue sticks, etc. so that they are not mixing use of art supplies.
- Each student will have their own container for their cubbies so that they can keep all of their belongings in the container. This is to prevent student's personal belongings from touching each other.
- Frequent temperature checks throughout the day
- Milestones has purchased two portable sinks so every classroom can have immediate access to hand washing stations
- Milestone's will have walls/movable dividers between rooms
- Staff will wear gloves during diapering and lunch/snack times
- Long sleeve button down shirts for staff working with toddlers and infants.
- Milestones purchased three large UV Wands to aid in sanitizing toys after use
- Staff have been trained on the prevention and spread of COVID and similar diseases and on sanitization and cleaning standards.

## Planning

Programs must develop plans prior to reopening (and maintain them once reopened) to address how they will meet the new health and safety requirements. Elements of this planning **must** include the following:

1. *A cleaning plan that identifies what items must be cleaned, sanitized, or disinfected and with what frequency. This must include a daily cleaning schedule for staff (before, during, and after programming) to ensure that all areas, materials, furniture, and equipment used for child care are properly cleaned, sanitized, or disinfected.*
  - Milestones has put together a daily cleaning schedule for the staff that includes before school, during school and after school. **(please see appendix 1)** Our educators will initial by each task when it is completed, along with the time completed. There will be one in place per classroom room (that includes the adjoining bathrooms), and also shared spaces, 2 bathrooms, and the kitchen area.
2. *Programs must also have a plan in place to obtain and maintain inventory of essential cleaning supplies.*
  - Milestones has put together a master list of essential cleaning supplies. **(please see appendix 2)** Anything we use will be EPA approved. Along with this, we have sourced out places that we can get these supplies. This includes but is not limited to Amazon, Restaurant Supply Company, Lowes, Home Depot and area grocery stores. Milestones teachers have also been asked to be on the lookout for these supplies when they go out.
3. *A plan for identifying and handling sick, symptomatic, and exposed children and staff that includes but is not limited to daily screening checks, location of screening activities, staff responsible for screening, and barriers for screening.*
  - Milestones staff have been trained in how to identify and handle sick, symptomatic and exposed children and staff. Milestones will implement a daily screening check that upon arrival, will include a visual screening and the completion of questionnaire by caregiver regarding child's health including verbal questions, and a place for the parents to sign that this is done, and the questions answered honestly **(please see appendix 3)** This will be kept on file. The location of the screening will take place in the foyer of the main entrance. There is an enclosed space before entering the building. The screener will be one of the Directors on staff or a trained staff member. Before entering the building, the child will use hand sanitizer.
4. *A plan for the isolation and discharge of sick, symptomatic, and exposed children or staff, including procedures for contacting parents immediately, criteria for seeking medical assistance, and mitigation of transmission until a sick individual can safely leave the program.*

- If a child appears sick or has symptoms of an illness, they will immediately be brought to the main office. The doors to the office will be closed and remain closed until the child leaves. The parents will be called immediately and will be expected to pick up the child within 30 minutes at the latest. If a parent cannot do this, they will have to designate another person to pick up their child. The parent must report the symptoms to the doctor and get back to Milestones with what the doctor has said. This can be done via email or phone call.
5. *A plan to work with their local and state health departments to ensure appropriate local protocols and guidelines are followed, such as updated/additional guidance for cleaning and disinfection and instructions and availability of COVID-19 testing.*
- Milestones has signed up for email bulletins from the Salisbury Department of Health, Salisbury’s Town Administrator and any alerts the town issues. In addition, we will daily check the State of MA Health Department for any updates.
  - Salisbury’s Board of Health Information:
    - John Morris, Director of Public Health: 978-462-3430
    - BOH Physical Address: 5 Beach Road, Salisbury, MA 01952
    - Hours: Monday: 8:30 am to 6:00 pm  
Tuesday - Thursday: 8:30 am to 4:00 pm  
Friday: 8:30 am to 1:00 pm
6. *A plan for safe vendor deliveries, if applicable. Non-contact delivery protocols must be arranged whenever possible.*
- All deliveries will be contactless whenever possible. The deliveries will be made directly outside the main office door. In all cases, when ordering something, it will be noted to drop off outside the school.
7. *A plan for transportation that includes how to implement infection control strategies during transportation, including during boarding and disembarking, and a plan to maintain physical distancing and hand hygiene practices.*
- Milestones do not receive any children from Public Schools and does not provide transportation.
8. *A plan for handling program closings, staff absences, and gaps in child attendance. The plan must include procedures to alert local health officials about large increases in child and staff absences or substantial increases in respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to symptoms of COVID-19). Programs must determine how the facility will communicate with staff and parents and identify who will be responsible to inform local board of health, and other appropriate audiences.*
- If Milestones has to close for an extended period of time, we will do our best to implement remote “learning” that is age appropriate. This may include but is not limited to:
    - Zoom meetings
    - Emails
    - Videos
    - Stories on Facebook
  - Milestones has 1 non-teaching Director on site. If we have staff absences, one of the Directors will take over the classroom. We will also maintain a substitute list of available educators.
  - If any child has a gap in attendance, we will attempt to keep in touch as best as possible, and if appropriate, we will send home materials for the child.
  - If Milestones experiences a large increase in either child or staff absences or increases in respiratory

illnesses, we will report this directly to Salisbury's BOH. They will receive both a call and an email from one of Milestone's Directors.

- If Milestones experiences a large increase in either child or staff absences or increases in respiratory illnesses, we will report this to all of our families and teachers. They will receive an email from Milestones. Milestones will also let individual classroom parents know when/if a child goes home with any illness.
- Parents are required to email or call Milestones if their child is out and give the reason why.
- If we need to close the program for a COVID resurgence, we will let the parents and teachers know via email and through our Parents Facebook Page. We will also inform our EEC licensor, Yesenia Ramos at [Yesenia.Ramos@mass.gov](mailto:Yesenia.Ramos@mass.gov). This will be the responsibility of one of the Directors. **If Milestones does close due to the health and safety of all, half tuition will be required for up to a month.**

9. *A plan for the administration of medication including a plan for the treatment of children with asthma and other chronic illness. Nebulizer use must be prohibited as it can increase risk of the virus being aerosolized.*

- As before, Milestones will administer medication as long as we receive a doctor's note, *other than a nebulizing treatment*. We will rely on our Administration of Medication plan that has been in place, and refer our families to our Health Care Policy.
- Milestones will no longer administer a nebulizer treatment to our students. If you believe your child needs a nebulizer treatment to function throughout the day, you will need to keep your child at home. We will still be able to administer an inhaler if need be.
- For any child who has a chronic health issue, we will require up-to-date documentation from your child's doctor as in the past. We will refer our families to our Health Care Policy.

10. *A plan for coordinating space and facilitate support services for children, including when identified on an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP). A space should be made available to allow for service delivery to occur, whenever possible.*

- If a space is needed to support services for children or families, we will use our office. We will expect at least two days' notice when this will occur so we can make the appropriate steps both before and after services have been received.

11. *A plan for sharing information and guidelines with parents that includes the following:*

- *A system to check with parents daily on the status of their children when children are dropped off at the facility.*
  - Parents may call Milestones at any time at 978-572-5186 or email at [milestones.childcare@yahoo.com](mailto:milestones.childcare@yahoo.com). **In addition, we will have communication via the Parent App as well.**
- *Ensuring information and communication can be provided in the primary languages spoken by the parents.*
  - If the teachers at Milestones are not able to communicate effectively with our families, we will reach out to find an interpreter.

- *Obtaining email addresses and home, work, and mobile phone numbers from parents of children at the program so that the program can reach them at any time.*
  - Milestones has each families' contact info in the following places:
    - Set up by classes on Milestones's computer (email)
    - On our Emergency Forms (all contact info)
  
- *Creating and testing communication systems with parents, children at the program, all staff, emergency medical services.*
  - Milestones has already done an email test with all our families.
  - Milestones has already done an email test with all our educators.
  - Milestones has gotten in touch with our Board of Health, and has made sure all our emergency numbers are current.
  
- *Providing parents with information on COVID-19 including symptoms, transmission, prevention, and when to seek medical attention. Encouraging parents to share the information with their children as appropriate.*
  - We refer our parents to the CDC's website regarding COVID-19 information: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
  - We encourage our parents to ask any questions they may have; we will do our best to answer them, or get the answers for them.
  
- *Providing parents with guidance on how to share information with their children in developmentally appropriate ways and encouraging parents to share the information with their children, as appropriate.*
  - We have collected guidance on how parents can communicate with their children regarding COVID-19, and how they can talk to their children about how they may be feeling. **(Please see appendix 4)**
  
- *Providing parents with information on the program's policies for preventing and responding to infection and illness.*
  - We will refer our families to our Health Care Policy which covers both our Prevention Policy and Managing Policy.
  
- *Identifying a person responsible for sharing information to parents if and when an exposure occurs, and how that information will be communicated.*
  - Milestones Directors will be responsible for sharing information with the parents if and when an exposure occurs. This will be communicated by email to all, and we will make sure that each family acknowledges receipt of the email.



**Preparing:** Programs must prepare the program environment to promote the new health and safety requirements and to facilitate infection control activities.

1. *Prepare the materials and equipment to be used by children to minimize sharing and promote distancing. Remove items that cannot be easily washed (e.g., stuffed animals, pillows) or that encourage children to put the toy in their mouths (e.g., play food, pretend utensils). If programs allow children to bring in items from home, they should have a plan in place to ensure the cleanliness of these items and should carefully monitor use to ensure that these objects are not shared between children. Shared items that cannot be cleaned or disinfected at all (e.g., playdough) must be removed from activity rotation. Remove all water, sand, and sensory tables and activities. Milestones has taken the following measures:*
  - All soft toys, stuffed animals, have been removed from each classroom. The Directors have gone over each room to verify.
  - All pretend food items and play eating utensils in our kitchen areas have been removed from each classroom. The Directors have gone over each room to verify.
  - Pretend baby bottles and dress up clothes have been removed from each classroom. The Directors have gone over each room to verify.
  - Items will no longer be allowed to come in from home **with the exception of rest lovies that will stay at Milestones, no back and forth.** The rest lovies will be stored in the child's own personal space so as not to touch others' things. If a classroom does show and tell, it will either be a picture of the item from home or a tell.
  - All shared items that cannot be cleaned have been removed from each classroom. The Directors have gone over each room to verify. Please keep in mind that Milestones has our UV Sanitization Wands which does disinfect any items. If you see something that may look like it cannot be cleaned or disinfected, please note it CAN be with our UV Light machine.
  - All sensory tables and activities have been removed from each classroom. The Directors have gone over each room to verify. If the tables are there, they are empty and used as an extra table.
2. *Prepare all cleaning, sanitizing, and disinfecting solutions and identify a safe place for storage that is accessible to staff in each area of the program, but out of reach of children. Ensure that supplies for hand hygiene are adequate and placed appropriately throughout the program space, including in all group, transition (e.g., hallways), and common spaces.*
  - Milestones will primarily be using a bleach/water solution. It will be made up each day by one staff member for all. There will be one labeled spray bottle for each classroom. Each room has plenty of out of reach storage for the spray bottle.
  - We will also have a spray bottle for the common areas of the school such as the office, bathrooms not located in the classrooms, the prep room and the kitchen.
  - Milestones has plenty of soap and water, and also hand sanitizer when the soap and water is not easily accessible.
3. *Prepare the program space to promote physical distancing. Programs must consider the physical building capacity limitations and the total number of children anticipated to be in any one area. Decisions about organization of the program space must be guided by the program's ability to implement adequate and consistent physical distancing, especially in terms of utilization of common spaces that need to be shared by all children. Areas occupied by individual groups must be defined by permanent walls, movable walls, or other partitions. Programs with large spaces must consider using barriers to create clearly defined and separate areas for small groups of children. Program staff must review the physical distancing requirements for children in the program and be prepared to support*

*children with adjustment to new systems and routines.*

- Each individual classroom has been prepared by the teachers to ensure physical distancing. The teachers have read up on how the children may be feeling and how to support them. (please refer to appendix #4) Each educator at Milestones has gone over the new regulations and is fully aware of the physical distancing requirements for the children.
- If need be, we will create clear boundaries for children using partitions to assist them with social distancing.

4. *Ensure that there are adequate provisions for the storage of child and staff belongings so that they do not touch.*

- Each child has a cubby that has a clear container that are for their use only. They will not be touching anything else. The staff at Milestones is aware their belongings may not touch and have each designated a space for the items.

5. *Close drinking fountains that require contact for use. Motion activated or touchless drinking fountains are acceptable for use only when filling cups, water bottles, or other receptacles.*

- Milestones does not have any drinking fountains.

6. *Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans (must be inaccessible to young children), and other methods. Do not open windows and doors if doing so poses a safety or health risk (e.g., allows pollen in or exacerbates asthma symptoms) to children using the facility. In rooms located above the first floor, windows must be either inaccessible to children or protected with a window guard.*

- Our ventilation systems are in good working order. We will open doors/windows as appropriate. The HVAC also has a High Efficiency Filtration System that limits the transmission of any virus within the building.

7. *Take steps to ensure that all water systems and features (e.g., decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.*

- Milestones does not have any drinking fountains.

## Operations:

1. All field trips, inter-group events, and extracurricular activities, summer program guests have been canceled at this time.
2. Milestones will avoid holding activities involving multiple groups attending at the same time and strictly enforce the restrictions on non-essential visitors. This includes parent volunteers, coaches and consultants. Non-essential adults must be prevented from entering the premises.
  - We also will be taking the children from the screening area to their specific classroom to avoid having many parents in the school. We feel this is in the best interest of our school community as a whole. We understand this may be upsetting for both the children and the parents, but it is the best way to keep everyone as safe as possible. Please know you can call or email at any time and we will let you know how your child is doing. We promise you and your child will very soon get used to this new normal.
  - In the same vein, we will walk your child to the main door when the caregiver is here to pick up.
3. Milestones will be suspending its Special Events we hold until further notice, this includes but is not limited to Open House.
4. *For each child enrolled, programs must maintain on file a physician's, nurse practitioner's, or physician's assistant's certification that the child has been successfully immunized in accordance with the current DPH's recommended schedules.*
  - Milestones continues to do this as the previous regulations required. We have a file of all our children's latest physicals. Up to date physicals is a must! Please be diligent about giving it to us as soon as it is available from your doctor.
5. *For each child with a chronic medical condition that has been diagnosed by a licensed Health Care Practitioner, programs must maintain an individual health care plan (IHCP). The plan shall describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.*
  - Milestones continues to do this as the previous regulations required. We have a file of all our children who have a chronic condition. The only change is that Milestones will no longer be able to administer nebulizer treatments.

## Staffing:

1. Milestones will meet all staffing requirements per EEC for Group Child Care
2. *Provide staff with information about COVID-19, including how the illness is spread, how to prevent its spread, symptoms, and when to seek medical assistance for sick children or employees.*
  - We have met with our staff to discuss ALL issues regarding Covid including but not limited to:
    - How Covid is spread and what we can best do to prevent it.
    - Covid's symptoms and when to seek medical assistance.
    - All issues pertaining to PPE; when to use, when and how to discard of PPE, etc.
3. *Have a system to monitor absenteeism to identify any trends in employee or child absences due to illness, as this might indicate spread of COVID-19 or other illness.*
  - Milestones has put together an absentee form to keep track of all trends.
4. *Have a plan for securing trained back-up staff in order to maintain sufficient staffing levels.*
  - Milestones has a substitute list of back-up staff and also has 1 non-teaching director on staff who will help maintain sufficient staffing levels.
5. *Ensure that their sick leave policies are flexible and promote the importance of staff not coming to work if they have a frequent cough, sneezing, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19.*
  2. Milestones staff has been told by our Nurse Practitioner how important it is to stay at home if they are experiencing the above symptoms, or if they have been in contact with someone who has been diagnosed with COVID.
  3. Milestones will do its best to have flexible sick leave policies. At no time does Milestones want anyone coming in to the building who is sick.
6. *Designate a staff member to be responsible for responding to COVID-19 concerns. Employees must know who this person is and how to contact them.*
  - Milestones has designated our Directors to be responsible for responding to all COVID-19 concerns. The staff has been notified and has all contact information.
7. *Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures.*
  - Families and staff are asked to email and/or call Milestones to self-report any symptoms.
  - Milestones will email all families and ask for an acknowledgment back for any exposures or closures.
  - We ask all families to keep in mind our mission is to keep ALL children under our care safe and healthy. We cannot do this without your help, support and honesty.
8. *Encourage all staff age 65 or older or with serious underlying health conditions to talk to their healthcare provider to assess their risk and to determine if they must stay home or follow additional precautions.*

9. *Train staff in all areas to ensure protocols are implemented safely and effectively in all programs.*
  - Milestones has trained all staff in all things COVID related
  - Milestones staff has met to make sure everyone understands the new protocols and have asked any questions they may have.
  
10. *Develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training must include when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE.*
  - Milestones staff will clean their own classrooms, and have been properly trained from our Directors on the use of PPE.
  
11. *Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with Occupational Safety Hazard Administration (OSHA)'s Hazard Communication standard (29 CFR 1910.1200).*
  - As this was a previous regulation, all Milestones staff have been trained, and have done the Strong Start training on hazardous materials.
  
12. *Educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms. At a minimum, any staff must immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken.*
  - Milestones staff will clean their own classrooms.
  - Milestones staff will notify a Director if they develop COVID symptoms. The Director will then notify the local BOH.
  - Milestones has a local company pick up the trash outside in our dumpster. At no time will he ever be in the building.

## Group Sizes and Ratios

1. Group Sizes: Group sizes must be restricted to a maximum of 10 children. Guidance to maintain these group sizes includes the following: (Milestones staffing will be in compliance with these regulations)
  - Children must remain with the same group each day and at all times while in care.
    - When suitable to children’s ages and developmental level, siblings in attendance at the same time must be kept in the same group.
    - Groups must not be combined at any time.
    - The same staff must be assigned to the same group of children each day for the duration of the program session (if weekly or monthly) and at all times while in care. Staff must not float between groups either during the day or from day-to-day, unless needed to provide supervision of specialized activities such as swimming, boating, archery, firearms, etc.
2. Required Ratios and Maximum Group Sizes: In order to provide the level of supervision required to adhere to the following health and safety requirements, the following child-to-staff ratios must be maintained at all times during the program day. Milestones staffing will be in compliance with these regulations.

Age	Staff to Child Ratio	Max Group Size -Kids	Max Group Size (Children)
Infant <i>Birth – 14 months</i>	1:3 2:7	7	7
Toddler <i>15 – 32 months</i>	1:4 2:9	9	9
Preschool <i>2.9-PreSchool</i>	1:10 ***	10	10
Kindergarten <i>Attending Kindergarten</i>	1:10	10	10
School Age* <i>Attending First Grade +</i>	1:10	10	10

\*\*\* To the maximum extent possible, more than one adult is recommended. Staff to Ratio changed from 1:5 to 1:15 with a recommended two teachers if possible.

Please note: We have removed the Children + Staff Maximum Group Size restriction to indicate maximum group size for children so that programs can establish their own staffing patterns based on their unique needs

\*\* Multi-age groups may include no more than three children younger than two years old, including at least one toddler who is walking independently. Additional children must be older than 24 months. Please see the definition of School Age in the definition section to see upper age limits for programming

**Daily Screening Children and Staff:** Programs must screen all staff and children before they are permitted to enter the child care space following the requirements below.

1. *Establish a single point of entry to the program to ensure that no individual is allowed to enter the building until they successfully pass the screening.*
  - Milestones's single point of entry will be the door by the main office closest to the exit.
2. *Designate specific program staff to conduct all screening activities and thermometer checks, and establish a designated screening area that will allow for more privacy in order to ask questions confidentially or conduct a temperature check. The space used for screening must allow for social distancing of childcare staff from child/family while screening is being conducted (i.e. at least 6 feet of separation).*
  - Milestone's screener will be one of the directors or staff members.
  - Milestones's screening area will be the foyer of the main entrance. There is room for social distancing, and the screening can take place before the child enters the school.
3. *Health check responses and individual temperature check results must be recorded and maintained on file.*
  - Please refer to appendix # 3 for our screening form.
4. *Verbally screen children and parents asking the following questions. If any of the below are yes, the child must not be allowed to enter the building. The child must return home with their parent or caregiver. You will be asked to sign a screening sheet attesting to your answers.*
  - B. *Please note that the following has been removed from the screening criteria as of June 6, 2020: abdominal pain, unexplained rash, and thermometer checks.*
    - Today or in the past 24 hours, have you or any household members had any of the following symptoms?
    - Fever (temperature of 100.0°F or above), felt feverish, or had chills?
    - Cough?
    - Sore throat?
    - Difficulty breathing?
    - Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
    - Abdominal pain?
    - Unexplained Rash?
    - Fatigue? *Fatigue alone should not exclude a child from participation*
    - Headache?
    - New loss of smell/taste?
    - New muscle aches?
    - Any other signs of illness?
    - In the past 14 days, have you had close contact with a person known to be infected with the COVID-19? Close contact is defined as being within 6 feet of an individual who has tested positive for COVID-19 for more than 10 minutes while that person was symptomatic, starting 48 hours before their symptoms began until their isolation period ends.

**Please understand, there is no gray area,** if there are any of these symptoms, we cannot allow your child to enter Milestones. If these symptoms show up during the day, your child will have to be picked up within a half hour at the most. Please be sure to always have a back up person available.

Unfortunately, we will not be able to differentiate a teething baby with any other type of increased temperature, nor a child who has just been vaccinated.

1. Staff must make a visual inspection of each child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Confirm that the child is not experiencing coughing or shortness of breath. In the event a child is experiencing shortness of breath or extreme difficulty breathing, call emergency medical services immediately.
2. If and when needed, Programs must include non-contact temperature checks (using a scanning or temporal thermometer), conducted by designated staff, as part of their screening protocols. To ensure that staff conducting temperature checks are able to do so safely, the following protocol must be followed:
  - Perform hand hygiene.
  - If social distancing or barrier/partition controls cannot be implemented during screening, Milestones will use personal protective equipment (PPE) including eye protection (goggles or disposable face shield) that fully covers the front and sides of the face, in addition to mask and gloves, should be used when within 6 feet of a child.
  - When needed, Milestones staff will check individual's temperature using a non-contact or temporal thermometer. If performing a temperature check on multiple individuals, Milestones will ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check, in accordance with [CDC recommendations](#) for infection control.
  - Milestones will remove and discard gloves and other PPE, in accordance with [CDC guidance](#). To reduce the risks of contamination when using PPE, staff must be adequately trained on appropriate donning and doffing of required PPE. Programs must have adequate space to safely don/doff PPE, designated space for clean PPE supply that is separate from dirty/contaminated/disposed PPE, and consideration should be given for ongoing shortages and unreliable supply of PPE nationally.
    - Milestones has been trained in appropriate PPE measures.
    - We will ensure we always have enough supplies available as best we can.
3. All staff, parents, children, and any individuals seeking entry into the program space must be directed to self-screen at home, prior to coming to the program for the day.
  - Parents and staff, we trust you will faithfully and honestly do this every day. Please be aware we have staff and some children who may be immunocompromised. It's up to all of us to keep our school community as safe and healthy as possible.
  - Self-screening shall include:
    - checking temperature (temperature of 100.0°F or above is considered a fever),
    - fever
    - cough
    - shortness of breath
    - gastrointestinal symptoms
    - abdominal pain
    - unexplained rash
    - new loss of taste/smell
    - muscle aches
    - any other symptoms that feel like a cold
    - anyone with a fever of 100.0°F or above or any other signs of illness must not be permitted to



enter the program

**\*\*\*Individuals who decline to complete the screening questionnaire or have temperature checked will not be permitted to enter the program**

**Regular Monitoring:** *Staff will actively monitor children throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Children who appear ill or are exhibiting signs of illness will be separated from the larger group and isolated until able to leave the facility. Programs must have a non-contact or temporal thermometer on site to check temperatures if a child is suspected of having a fever (temperature above 100 °F). Special care must be taken to disinfect the thermometer after each use.*

- Milestones has multiple non-touch thermometers that we can use and will disinfect after each use.
- **Once again, it must be stated that there is no gray area,** if any of these symptoms are seen, your child **MUST** be picked up within a half hour.

If any child or staff appears to have severe symptoms, we will call emergency services immediately. Before transferring to a medical facility, we will notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following:

- extreme difficulty breathing (i.e. not being able to speak without gasping for air),
- bluish lips or face, persistent pain or pressure in the chest,
- severe persistent dizziness or lightheadedness,
- new confusion or inability to rouse someone, or
- new seizure or seizures that won't stop

**Isolation and Discharge of Sick Children and Staff:** Programs must take the following actions to prepare for a potential exposure:

**1. Planning for Isolation and Discharge:**

- *Designate a separate space to isolate children or staff who may become sick, with the door closed (or a solid barrier) if possible. Isolated children must be supervised at all times. A private or separate bathroom must be made available for use by sick individuals only. Others must not enter isolation room/space without PPE appropriate to the care setting. A location with an open window and/or good air circulation is optimal*
- Milestones's place of isolation will be in the main office.
- *Have an emergency back-up plan for staff coverage in case a child or staff becomes sick.*
  - Milestones has a list of substitutes.
- *Know the contact information for the local board of health in the city or town in which the program is located.*
  - **Salisbury's Board of Health Information:**
    - John Morris; Director of Public Health: 978-462-3430
    - BOH Physical Address: 5 Beach Road, Salisbury, MA 01952
      - Hours: Monday: 8:30 am to 6:00 pm
      - Tuesday - Thursday: 8:30 am to 4:00 pm
      - Friday: 8:30 am to 1:00 pm
- *Have masks or other cloth face coverings available for use by children and staff who become symptomatic, until they have left the premises of the program.*
  - We are requiring staff and children to have their own masks with extra kept at Milestones.
- *Designate a separate exit from the exit used to regularly exit for those being discharged due to suspected infection.*
  - Milestones does not have an exit that is not used by staff and children throughout the day. The one closest to the isolation room (office) is the point of entry, and we will take EXTREME care to disinfect the area in case of a suspected COVID infection.

**2. If a Child Becomes Symptomatic:** If a child becomes symptomatic, programs must follow the protocols below:

- Immediately isolate from other children and minimize exposure to staff, this area will be the main office.
- Whenever possible, cover children's (age 2 and older) noses and mouths with a mask or cloth face covering.
- Contact the child's parents and send home within a half hour.
- Follow the program's plan for the transportation of a child who has developed symptoms and who relies on program transportation.

**3. If a Staff Becomes Symptomatic:** If a staff member becomes symptomatic, they must cease child care duties immediately and be removed from others until they can leave. Staff must regularly self-monitor during the day to screen for new symptoms. If new symptoms are detected among a staff member, we will follow the requirements above on how to handle symptomatic individuals.

4. If a Child or Staff Contracts COVID-19: Sick children or employees who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 10 days have passed from the date of the positive test, as long as the individual remains asymptomatic. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 11 if the individual still has no symptoms. For example, if the individual was tested on April 1, isolation may be discontinued on or after April 11 **if the individual still has no symptoms**. The following steps will be taken:
- Milestones will determine the date of symptom onset for the child/staff.
  - Milestones will determine if the child/staff attended/worked at the program while symptomatic or during the two days before symptoms began.
  - Milestones will determine what days the child/staff attended/worked during that time.
  - Milestones will determine who had close contact with the child/staff at the program during those days (staff and other children).
  - If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 10 days have passed from the date of the positive test, as long as the individual remains asymptomatic.
  - Notifying Required Parties: In the event that a program experiences an exposure, programs must notify the following parties:
    - Employees and families about exposure but maintain confidentiality.
    - Local board of health if a child or staff is COVID-19 positive.
    - EEC
6. Self-Isolating Following Exposure or Potential Exposure: In the event that a staff member or child is exposed to a sick or symptomatic person, the following protocols must be followed.
- If a child or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff will not be permitted to enter the program space and must be sent home. Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick. Milestones will consult the local board of health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued child care services.
  - If an exposed child or staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides.
  - If a child's or staff's household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.
    - The exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.

## Hygiene and Health Practices

1. Resources and Supplies: Plan ahead to ensure that the program has adequate supplies to promote frequent and effective hygiene behaviors. Programs must have the following materials and supplies:
  - *Handwashing facilities with soap and water and disposable paper towels must be readily accessible to all children and staff. Post handwashing instructions near every handwashing sink and where they can easily be seen by children/staff.*
    - Milestones has 2 bathrooms, each equipped with soap and water that is readily accessible to all.
    - Each bathroom has handwashing instructions near each sink where they can be seen by all.
    - Milestones has a kitchen sink
    - There are portable sinks in the rooms that are not closet to the bathrooms.
  - *Hand sanitizer with at least 60% alcohol may be utilized at times when handwashing is not available, as appropriate to the ages of children and only with written parent permission to use. Hand sanitizer must be stored securely and used only under supervision of staff. Staff must make sure children do not put hands wet with sanitizer in their mouth and must teach children proper use.*
    - Hand sanitizer will be used at the entry screening station before the child enters the building.
    - Hand sanitizer will always be kept out of reach of children and when it needs to be use, it will be monitored under strict supervision.
  - Hand hygiene stations will be set up at the entrance of the premises where the screening will take place, so that children can clean their hands before they enter. The hand sanitizer will have at least 60% alcohol, be located next to parent sign-in sheets and allow use in accordance with the guidelines above. This station's hand sanitizer will always be kept out of children's reach and used under strict supervision.
  - If possible, place sign-in stations outside program space and have contactless sign in, such as application or web based. If pens are required, they must be disinfected between uses or must be provided for individual only use.
    - Milestones does not have a contactless sign in; the screening staff or the staff member taking the child to the classroom will sign in for the parent so only one person is touching a pen/sign in sheet. We are currently working on a process for contactless sign in in the near future.
2. When to Wash Hands: Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Reinforce to staff and children that they must be regularly washing their hands with soap and water for at least 20 seconds when the following criteria are met:
  - Upon entry into and exit from program space;
  - When leaving the classroom to go outside (may use hand sanitizer in this case, with parental permission)
  - When coming in to the program space from outside activities;
  - 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;
- After using any shared equipment like toys, computer keyboards, mouse, climbing walls;
- After assisting children with handwashing;
- Before and after administration of medication;
- Before entering vehicles used for transportation of children;
- After contact with facemask or cloth face covering; and
- Before and after changes of gloves.

3. Cover Coughs or Sneezes: Children, families, and staff must avoid touching their eyes, nose, and mouth. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available and with parental permission and careful supervision as appropriate to the ages of the child).
- Parents, we ask that you practice the covering of coughs and sneezes at home with your children.
    1. Additional Healthy Habits: Milestones staff will teach, model, and reinforce the following healthy habits.
  - Milestones staff knows and follows the steps needed for effective handwashing (use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly and dry with individual disposable towel). We ask that parents/caregivers do the same.
  - Milestones staff will build in monitored handwashing for children at all necessary times throughout the day (e.g., upon arrival, before and after meals, after toileting and diapering, after coughing and sneezing, after contact with bodily fluids). Milestones will post visual steps of appropriate handwashing to assist children or cue them to sing the "Happy Birthday" song TWICE (approx. 20 seconds) as the length of time they need to wash their hands.
  - Milestones staff will assist children with handwashing.
  - Milestones will keep hand sanitizer out of the reach of children and monitor the use closely. Due to its high alcohol content, ingesting hand sanitizer can be toxic for a child. We will supervise children when they use hand sanitizer to make sure they rub their hands until completely dry, so they do not get sanitizer in their eyes or mouth.
  - Milestones staff will explain to children why it is not healthy to share drinks or food, particularly when sick. We ask that parents/caregivers do the same.
  - Milestones staff will teach children to use tissue to wipe their nose and to cough inside their elbow. They must wash their hands with soap and water immediately afterwards. We ask that parents/caregivers do the same.
  - Parents and caregivers are required to wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up, and when they get home.

## Personal Protective Equipment (PPE) and Face Masks and Coverings

1. Face Masks and Coverings: Programs must encourage the wearing of masks or cloth face coverings during the program day. Whenever 6 feet of physical distancing is not possible, masks must be worn.
  - To slow the spread of COVID-19, program staff will wear a cloth face covering while serving children and interacting with parents and families. Program staff are required to wear a cloth face covering whenever 6 feet of physical distancing is not possible.
  - When possible and at the discretion of the parent or guardian of the child, Milestones highly encourages the wearing of masks or cloth face coverings for children age 2 and older who can safely and appropriately wear, remove, and handle masks. Additional guidance on use of face coverings and masks by children is as follows:
    - Children under the age of 2 years should not wear face coverings or masks.
    - When children can be safely kept at least 6 feet away from others, then they do not need to be encouraged to wear a mask.
    - Masks will not be worn while children are eating/drinking, sleeping, and napping. Strict and consistent physical distancing will be practiced at all times during these activities. Masks will not need to be worn while engaging in active outdoor play, if children are able to keep physical distance from others.
    - Children 2 years of age and older must be supervised when wearing a mask. If wearing the face covering causes the child to touch their face more frequently, staff must reconsider whether the mask is appropriate for the child.
  - Family responsibilities for PPE:
    - Families must ensure their children have a sufficient supply of clean masks and face coverings to allow replacing the covering as needed. Depending on their time at Milestones, a minimum of two or three should be provided for children who are here for the morning only. If your child is here for an extended day, please double that amount.
    - Families must have a plan for routine cleaning of masks and face coverings, clearly mark masks with child's name and room number, and clearly distinguish which side of the covering should be worn facing outwards so they are worn properly each day.
    - Masks and face coverings must be routinely washed (at least daily and any time the mask is used or becomes soiled) depending on the frequency of use. When possible, masks must be washed in a washing machine in hot water and dried fully before using again. If a washing machine is unavailable, masks must be washed with soap and hot water and allowed to dry fully before using again. When we send home a mask for any reason, we will need it back on the next day your child is at Milestones.
    - Families must keep multiple changes of seasonally appropriate clothing at Milestones. We will be changing your child's clothing each time any bodily fluid gets on it. If we do not have a change of clothing, we will call and expect the child to be picked up within a half hour. Each time clothes go home, please return them the next day your child is at Milestones.
    - If using a disposable mask, follow [CDC guidance](#) on proper daily removal: Grasp bottom ties or elastics of the mask, then the ones at the top, and remove without touching the front. Discard in a waste container and wash hands or use an alcohol-based hand sanitizer immediately.



- Milestones will enforce the wearing of face masks by **parents or guardians** when on the premises and at all times during drop-off and pick-up.
    - Please remember, unlike our former policy, a teacher will be taking your child from the screening area to their individual classroom, and also bringing your child to you at pick up time.
    - Please note that all individuals are encouraged to adhere to the [CDC's recommendations](#) for wearing a mask or cloth face covering whenever going out in public and/or around other people.
  - Milestones has been trained about the use of cloth face coverings among all program staff. Face coverings are most essential at times when social distancing is not possible. Staff will be frequently reminded not to touch the face covering and to wash their hands frequently. Information was provided to all staff on proper use, removal and washing of cloth face coverings.
2. Exceptions to Use of Face Masks/Coverings: Exceptions for wearing face masks include situations that may inhibit an individual from wearing a face mask safely. Please send in a note if your child will not be wearing a mask and state the reason why. This will be kept in your child's file. These may include, but are not limited to:
- Children under the age of 2 years;
  - Children who cannot safely and appropriately wear, remove, and handle masks;
  - Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance;
  - Children with severe cognitive or respiratory impairments that may have a hard time tolerating a face mask;
  - Children where the only option for a face covering presents a potential choking or strangulation hazard;
  - Individuals who cannot breathe safely with a face covering, including those who require supplemental oxygen to breathe;
  - Individuals who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely; and
  - Individuals who need to communicate with people who rely upon lip-reading.
3. When to Use Gloves: Milestones staff must wear gloves when appropriate and at all times during the following activities. We will consult with a child's medical records and identify any allergies when determining type of gloves to use. Handwashing or use of an alcohol-based hand sanitizer before and after these procedures is always required, whether or not gloves are used.
- Diapering;
  - Food preparation; and
  - Screening activities requiring contact.
  - [Applying sunscreen.](#)

4. Additional Guidance on Using Gloves: To reduce cross-contamination, disposable gloves should always be discarded after the following instances. After removing gloves for any reason, hand hygiene should be performed with alcohol-based hand sanitizer or soap and water.
- Visible soiling or contamination with blood, respiratory or nasal secretions, or other body fluids occurs.
  - Any signs of damage (e.g., holes, rips, tearing) or degradation are observed.
  - Maximum of four hours of continuous use.
  - Removing gloves for any reason. Previously removed gloves will not be re-donned as the risk of tearing and contamination increases. Therefore, disposable glove “re-use” will not be performed.
  - In addition, gloves will be removed following activities where glove usage is required including diapering, food preparation, **applying sunscreen**, and screening activities requiring contact.

## Cleaning, Sanitizing, and Disinfecting

1. Resources and Supplies: Below is information about what supplies must be used for cleaning, sanitizing, and disinfecting.

- Programs must use [EPA-registered disinfectants and sanitizers](#) for use against COVID-19. Follow directions on the label, including ensuring that the disinfectant or sanitizer is approved for that type of surface (such as food-contact surfaces).
- Milestones will be using a bleach and water mix, along with our UV Wands for toy cleaning, which will be made up daily by a staff member for all. It will not be prepared in any area in which children are present. The bleach we have is intended to be used as a disinfectant. Milestones staff will always follow the manufacturer's instructions for use and ventilation.
- When EPA-approved disinfectants are not available, a dilute bleach solution can be used. For example, add 1/3 cup of household bleach to 1 gallon of water OR 4 teaspoons of bleach per quart of water. Alternatively, a 70% alcohol can be applied.
- Milestones will only use single use, disposable paper towels for cleaning, sanitizing, and disinfecting. Sponges shall not be used for sanitizing or disinfecting.
- Milestones will store all sanitizing and disinfecting solutions, which must be labeled properly to identify the contents, out of the reach of children, and stored separately from food items.
- Milestones will avoid aerosols, because they contain propellants that can affect breathing. Pump or trigger sprays will be the applicators we will use.

2. Proper Usage: Proper guidelines must be followed when cleaning, sanitizing, and disinfecting.

- All sanitizing and disinfecting solutions will be used in areas with adequate ventilation and never in close proximity to children as to not trigger acute symptoms in children with asthma or other respiratory conditions. Milestones staff will not spray chemicals around children. We will move children to another area or have someone distract them away from the area where a chemical is being used.
- To ensure effective cleaning and disinfecting, we will always clean surfaces with soap and water first, then disinfect using a diluted bleach solution, alcohol solution with at least 70% alcohol, or an EPA-approved disinfectant for use against the virus that causes COVID-19. Cleaning first will allow the disinfecting product to work as intended to destroy germs on the surface.
- We will always use all cleaning products according to the directions on the label. We will follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- Milestones staff will make sure surfaces and equipment air dry after sanitizing or disinfecting. We will not wipe dry unless it is a product instruction. We will provide careful supervision to ensure that children are not able to touch the surface until it is completely dry.
- All chemicals will be out of the reach of children both during storage and in use, and in their original containers.
- We will not mix chemicals. Doing so can produce a toxic gas.

3. General Guidelines for Cleaning, Sanitizing, and Disinfecting: Programs must follow these general guidelines for cleaning, sanitizing, and disinfecting. In addition to these general guidelines, please refer to appendix #1 to see our cleaning schedule.

- Milestones will intensify the program's routine cleaning, sanitizing, and disinfecting practices, paying

extra attention to frequently touched objects and surfaces, including doorknobs, bathrooms and sinks, keyboards, and bannisters.

- Milestones will clean and disinfect toys and activity items, including sports and specialty camp activity equipment (i.e. climbing walls), used by children more frequently than usual and take extra care to ensure that all objects that children put in their mouths are removed from circulation, cleaned, and sanitized before another child is allowed to use it.
- While cleaning and disinfecting, Milestones staff must wear gloves as much as possible. Handwashing or use of an alcohol-based hand sanitizer after these procedures is always required, whether or not gloves are used.

4. Cleaning, Sanitizing, and Disinfecting Indoor Play Areas: Programs must follow these guidelines for cleaning, sanitizing, and disinfecting indoor play areas.

- 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. Milestones will conduct regular inspection and disposal of books or other paper-based materials that are heavily soiled or damaged.
- Milestones will not be using machine washable cloth toys at all. They have been taken out of each room.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions must be set aside until they are cleaned by hand by a person wearing gloves. They will be cleaned with water and detergent, rinsed, sanitized with an EPA-registered sanitizer. We will also be using our UV machine on a daily basis.
- For electronics, such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present. 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. Wait in accordance with manufacturer's directions and then dry surface thoroughly or allow to air dry. Provide cleaning materials for older children to clean their own electronics.

▪ Milestones's children do not use electronic devices. However, the staff will use the above guidance.

5. Cleaning, Sanitizing, and Disinfecting Outdoor Play Areas: Programs must follow these guidelines for cleaning, sanitizing, and disinfecting outdoor play areas.

- Playgrounds shared by multiple programs and houses may be used provided there is a plan for proper cleaning and disinfection between each group's use.
  - Before going outside, the children will be required to wash their hands either with soap and water or hand sanitizer. This should mitigate the spread of germs on the outside equipment.
  - Milestones is the only program to use the play yard. We will be wiping down all the equipment used before the next class comes outside as is necessary.
- High touch surfaces made of plastic or metal, including play structures, tables and benches, will be frequently cleaned and disinfected.
- Cleaning and disinfection of wooden surfaces or groundcovers (mulch, sand) is not recommended.

6. Cleaning, Sanitizing, and Disinfecting After a Potential Exposure in Day Programs: If a program suspects a potential exposure, they must conduct cleaning and disinfecting as follows:
  - Milestones will close off areas visited by the ill persons. We will open outside doors and windows to increase air circulation in the area. We will wait 24 hours or as long as practical before beginning cleaning and disinfection. We will do our best to plan for availability of alternative space while areas are out of use, but it may not be possible as each room is in full use each day.
  - Cleaning staff must clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (e.g., tablets, touch screens, keyboards) used by the ill persons, focusing especially on frequently touched surfaces. In this case, Milestones would call in our professional cleaners to do a thorough job.
  
7. Additional Considerations: Programs must also consider the following precautions.
  - Staff clothing must not be worn again until after being laundered at the warmest temperature possible. We realize children have their favorite outfits too! Please make sure their clothing is also laundered at the warmest setting before they wear them again to Milestones.
  - Milestones will comply with OSHA's standards on Bloodborne Pathogens including proper disposal of regulated waste and PPE.
  - Milestones shall follow CDC infection control guidelines designed to protect individuals from exposure to diseases spread by blood, bodily fluids, or excretions that may spread infectious disease. Health precautions include, but are not limited to, the use of PPE, proper disposal containers for contaminated waste, handwashing and proper handling of bodily waste.
    - Non-latex gloves shall be provided and used for the clean-up of blood and bodily fluids;
    - Used gloves and any other materials containing blood or other bodily fluids shall be thrown away in a lined, covered container. Only material saturated/dripping with blood is considered medical waste and must be stored and disposed of pursuant to regulations. Materials such as band-aids, tissue and others with minimal blood are not considered medical waste.
    - Contaminated clothing shall be sealed in a plastic container or bag, labeled with the child's name, and returned to the parent at the end of the day. Please bring them back in the next day your child is at Milestones. Because we are required to change clothing each time bodily fluid is on the clothing, we will need an adequate supply of seasonally appropriate clothing. If you child runs out of clothing, we will call and expect you to pick up your child within a half hour.

## Strategies to Reduce the Risk of Transmission

- **Physical Distancing:** Programs must attempt to maintain at least 6 feet of distance at all times and limit contact between individuals and groups, whenever possible. When 6 feet is not possible, individuals should wear masks or cloth face coverings. In order to maintain a distance of 6 feet between individuals, programs must have a minimum of 42 square feet per child, with 144 sq. ft. per child being the ideal to maintain proper physical distancing.
  - Milestones will maintain 42 square feet per child in the classroom space.
- Physical distancing must be practiced by children and staff at all times to the best of our ability, including but not limited to:
  - During transitions (e.g., waiting for bathrooms)
  - During meal times If necessary we will have the children eat in shifts in order to maintain social distancing, and will clean and disinfect tables between meal shifts.
  - While traveling to and from the outdoors
  - During all activities
  - During sleep, rest, or quiet play time (i.e. space out seating and bedding)
- Prevent risk of transmitting COVID-19 by avoiding immediate contact (such as shaking or holding hands, hugging, or kissing), as well as by mediated contact.
- We will do our best to stagger drop offs/pick-ups.
- We will store children's belongings in a manner where they do not touch. We have individually labeled storage containers/cubbies for each child to hold their extra clothing/masks. Please put each in a closed, zip locked plastic bag.
- If your child stays for rest:
  - Please bring in a beach towel or small blanket that can fit inside a jumbo plastic bag AND CLOSE.
  - You may KEEP a lovey for your child at school if needed for rest, it may not go back and forth.
  - If we need to send home their blanket, it will need to come back to Milestones the next day your child is at school.
- Recess times will be staggered. We will switch who gets to play where from AM to PM and from day to day. Our playground is definitely big enough to accommodate this.
- Children will wash their hands with soap and water or hand sanitizer before going out to play to mitigate the spread of germs.
- We will have the children refrain from games and activities that encourage physical contact or proximity of less than 6 feet, like tag. If we do Circle Time, we will ensure 6 feet between each child.
- Milestones teachers have organized spaces for children in a way that allows them to enforce and maintain consistent physical distancing guidelines. They've physically rearranged their rooms to promote individual play, including setting up individual play activity stations like puzzles and art when possible. Space activity areas/centers as far apart as possible.

- To ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) we are supplying each student with a “container case”. Each teacher will supply things needed for their students depending on their age. This will include but not be limited to: markers, glue stick, paint brush, crayons, scissors, etc.
- If possible, Milestones will use touchless trash cans throughout the program space.
- Milestones will sadly have to eliminate gatherings, events, and extracurricular activities to those that can maintain social distancing. This includes but is not limited to: Open House. It is our hope that we can resume these fun events as soon as possible.
- Milestones cannot host events that encourage non-essential adults to visit the program.
  - In the same vein, we will mention once again that teachers will walk kids to their classroom after screening them, and will do the same only in reverse at pick up time; the children will be walked to the main foyer to be released to their parents.
- Programs may have multiple groups of ten, provided social distancing is maintained between and within groups. When dividing rooms, create a clear barrier with cones, chairs, tables, etc. to ensure a minimum six feet of distance.
- Milestones will limit travel off the premises for all children and staff, including canceling all field trips and inter-agency, or program, groups and activities. Outdoor activities may be conducted on program grounds.
- Activities that require or may require direct staff support, close contact, or rescue must not be conducted, except where necessary to support participation for children with special needs.

## **Transportation**

1. Milestones does not provide transportation. Transportation to Milestones is provided by the children’s caregivers.

## Food Safety

### 1. General Regulations: Programs must follow the food safety guidelines below.

- Whenever possible, snacks must be pre-packaged or ready to serve in individual portions to minimize handling and preparation.
  - Because of this, Milestones is asking that each parent send in a morning and afternoon snack. It can be in an individual, sealed package, or in a small ziplock baggie. We ask that you bring in a water bottle each day and an individual juice box if you wish your child to have juice with snack. **EVERYTHING MUST BE LABELED!**
- To minimize potential spread of infection and to promote physical distancing, if needed, Milestones may do lunch/snack in different shifts. We also strongly request that you send in things the children can for the most part handle themselves for lunch. Our job is to help them and we will, but having the orange already peeled and sliced for example will decrease the amount of multiple hands touching things.
- Sinks used for food preparation must not be used for any other purposes.
- Staff will ensure children wash hands prior to and immediately after eating.
- Staff must wash their hands before preparing food and after helping children to eat.
- Tables, chairs, high chairs, and high chair trays used for meals need to be cleaned and sanitized before and after use.
- All food contact surfaces, equipment must be washed, rinsed, and sanitized before each use. Additionally, programs must frequently clean non-food contact surfaces, such as doorknobs, tabletops, and chairs. Use sanitizers approved by the EPA for use against COVID-19 and for food-contact surfaces.
- When disinfecting for coronavirus, EPA recommends following the product label use directions for enveloped viruses, as indicated by the approved emerging viral pathogen claim on the master label. If the directions for use for viruses/viricidal activity list different contact times or dilutions, use the longest contact time or most concentrated solution. Be sure to follow the label directions for **FOOD CONTACT SURFACES** when using the chemical near or on utensils and food contact surfaces.



## Children with Special Needs, Vulnerable Children, and Infants and Toddlers

1. Understand Child's Healthcare Needs: To ensure that programs are adequately prepared to provide safe and appropriate services to children with special needs and vulnerable children, the following steps must be taken.
  - Milestones staff will review medical information submitted by parents and determine whether and how many high-risk children are in attendance.
  - We will also reach out via email to all our families to make sure nothing has changed since they submitted their paperwork.
  - When we've identified the high-risk children Milestones will reach out to parents and encourage them to discuss with their healthcare provider about whether the program is a safe option for the child and if additional protections are necessary. As always, we will make any provisions possible for our most vulnerable children.
  - Discuss with the parent any concerns they have with the new protocols and how you can best help their child understand and adhere as close as possible to the health and safety requirements.
  
2. Supporting Children with Special Needs in Programs: Children with special needs will require unique supports in programs that may make it less possible to practice social distancing and will require ample staff support to carry out the necessary hygiene practices. Programs must ensure that the program is adequately staffed and that staff are prepared and properly trained to accommodate children's needs.
  - Staff must be prepared to provide hands-on assistance to children with special needs for activities of daily living such as feeding, toileting, and changing of clothes. To protect themselves, staff who care for children requiring hands-on assistance for routine care activities, including toileting, diapering, feeding, washing, or dressing, and other direct contact activities must wear a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities requiring direct contact with a child. Staff must change outer clothing if body fluids from the child get on it. **Staff must change the child's clothing if body fluids get on it. Soiled clothing must be placed in a plastic bag until it can be sent home with the child to be washed. The clothing will need to be returned the next day your child attends Milestones.** Milestones requires that both teachers and children have extra sets of clothing at Milestones.
  - Milestones staff is trained and prepared to support children with health care needs with the necessary provisions of health care such as administration of medication needed throughout the day, tube feedings, blood sugar checks, and allergies to certain foods. For more invasive procedures, staff must protect themselves by wearing a gown or other body covering (e.g., an oversized button-down, long sleeved shirt, etc.), eye protection, and mask.
  - Children with special needs may be unable to comply with face covering because of intellectual, behavioral, or sensory issues. To minimize the risk of infection for children who are unable to wear a face covering, physical distancing must be maintained whenever possible and staff must wear a face covering at all times, including when working with a child who is unable to wear a face covering. Programs serving children who are deaf or hard of hearing are encouraged to consider the use of transparent face coverings to facilitate the reading of lips and facial expressions.

- Staff-to-child ratios must be higher for programs serving children with special needs, given their need for more individualized attention. Groupings for children with special needs must be assigned based on the developmental level of the child and the impact of the disability on the child with regard to their ability to adhere to PPE requirements and social distancing rather than their chronological age. Smaller groups must be formed where the child requires more hands-on assistance and a higher number of staff required to care for the children. Some children with special needs will require 1:1 assistance. Programs must refer to individual treatment plans or IEPs when assessing required ratios.
3. Caring for Infants and Toddlers: Infants and toddlers will need to be held. Staff must practice stringent hygiene and infection control practices to keep themselves and the children they care for healthy and safe while in care.
- To protect themselves, staff who care for infants and toddlers **should (changed from must)** wear protective covering, like a long-sleeved, button down, oversized shirt over their clothing and wear long hair up or tied back during all activities requiring that a toddler is held. Staff must change outer clothing if body fluids from the child get on it. Therefore Milestones staff **MUST** have multiple changes of clothing at Milestones to change into **WHEN**, not if, the need arises.
  - Staff must change the child's clothing if body fluids get on it. Therefore Milestones requires children to have multiple changes of seasonally appropriate clothing at Milestones to change into **WHEN**, not if, the need arises.
  - Soiled clothing must be placed in a plastic bag until it can be sent home with the child to be washed.
  - All staff must follow safe and sanitary diaper changing procedures. Procedures must be posted in all diaper changing areas, and must include:
    - Prepare (includes gathering all supplies, washing hands, and putting on gloves).
    - Clean the child.
    - Remove trash (soiled diaper, wipes, and gloves).
    - Put on clean gloves.
    - Replace diaper.
    - Wash child's hands.
    - Clean up diapering station.
    - Remove and dispose of gloves.
    - Wash hands.
  - During washing and feeding activities, staff must protect themselves by wearing a gown or other body covering (e.g. an oversized button-down, long sleeved shirt, etc.) and eye protection where available. Staff with long hair must tie their hair back so it is off the collar and away from the reach of the child.
    - Child care providers must wash their hands, neck, and anywhere touched by a child's secretions.
    - Child care providers must change the child's clothes if secretions are on the child's clothes. They must change the button-down shirt, if there are secretions on it, and wash their hands again.
    - Contaminated clothes must be placed in a plastic bag or washed in a washing machine.
    - Infants and toddlers and their providers must have multiple changes of clothes on hand.
  - As infants and toddlers are not able to verbalize when they don't feel well, staff must be attentive to any changes in a very young child's behavior. If the child starts to look lethargic, and is not eating as well, staff will notify parents to determine whether the child's doctor must be contacted. If a toddler is showing signs of respiratory distress, having difficulty breathing, staff must call 911 and notify the parents immediately