Flexible Child Care Program
Disclosure Form and Fact Sheet

In order to operate as safely as possible protocols and procedures have been established based on guidance received from the following:

- Centers for Disease Control and Prevention (CDC)
- Pennsylvania Department of Education (PDE)
- The Office of Child Development (OCDEL)
- Pennsylvania Department of Human Services (DHS)
- Carnegie Mellon University (CMU)

These protocols and procedures shall remain in effect unless modified or rescinded by the program. By signing below, I acknowledge that I have read and agree to comply with the COVID-19 Pandemic Operational Plan follows this signature page.

Child’s Name: ____________________________________________________________

Parent/Guardian Signature: ___________________________ Date: ________________
Flexible Child Care Program

FACT SHEET

COVID-19 Pandemic Operational Plan

This child care program is designed to offer families a new temporary flexible child care option for children ages 24 months to 5 years old. This is a new child care option and not part of the Cyert Center program. This new option offers families flexible solutions to support child care needs while working or attending classes. Time is divided into two options, a morning session from 8:00 am to 11:30 am, and an extended day option from 8:00 am to 3:30 pm. The program will feature two classrooms of no more than ten children. The classrooms will be set up to meet the developmental needs of the children and offer appropriate materials for play during their time in the program.

This Fact Sheet details the programmatic and operational framework that will be put in place to meet the CDC Guidance for Reopening Child Care Programs.

Enrollment

- There will be a morning and afternoon session each day. After registering, you can sign your child up for a minimum of three sessions per week and a maximum of five sessions a week. Children will be in a classroom of no more than 10 children each day.
- Children attending must be 24 months old through 5 years of age.
- The organization of children in classrooms will be determined once registration is established. The goal will be to provide as much continuity in groupings as possible and still give families flexibility in scheduling.
- **Children who are currently attending another child care program are not eligible to attend this program.**

Staffing

- Two consistent staff members will be grouped with the children in the same classroom each day. Staff do not rotate between the classrooms or age groups on a daily or weekly basis.

Hours of Operation

- The Flexible Child Care will be open the following hours:
  - Morning session 8:30-11:30
  - Extended day session 8:00-3:30
- Drop off procedures are thorough and add additional time to the daily routines. Daily health screenings occur during each curb-side drop off, please allot time in your schedule to accommodate this process.
- The drop off process for the morning session will begin at 8:00 a.m. and ends at 8:30 a.m. Pick up time begins 11:00 a.m. All children must be picked up by 11:30 a.m.
- The drop off process for the extended day session begins at 8:00 a.m. and ends at 3:30 p.m. Pick up time begins at 3:00 p.m. All children must be picked up by 3:30 p.m.
- A late fee will be charged for any child not picked up by 11:30 a.m. (morning session) or 3:30 p.m. (extended day session).
**Physical Distancing and Environment Modifications**

- All adults, while in the program and on campus premises, should follow Carnegie Mellon’s physical distancing policies. Staff members and parents should be mindful not to gather together at drop off and pick up locations.
- Only one parent (or other authorized person) will support their child(ren) during the drop off and pick up process. Your child will be greeted by a staff member and walked to the classroom. Parents are not permitted to enter the building. All adults and children will wear masks throughout this process.
- Physical distancing will be met through:
  - Group sizes of 10 or fewer children each day
  - Staff members will consistently be with the same classroom
- Groups will remain separate from other groups at all times inside and also on the playground
- Classroom spaces will be arranged to encourage children to spread out through the room as much as possible. The 6-foot distancing limit will not be applicable within the individual classroom, except during times when masks cannot be worn:
  - During lunch/snack times
  - During rest time

**Personal Protective Equipment (PPE)**

- Parents will help their child(ren) put on their mask each morning
- Children will be encouraged to wear a mask at all times (except during rest or meal time) while in the facility and on facility premises.
- Families will provide three (3) labeled masks for their child(ren).
- Staff will use the following PPE: gloves, masks, goggles/eye protection for health screenings, smocks for those educators working with the youngest children, and non-contact thermometers.

**Daily Operations**

- Daily Health Screening
  - Drop off procedures will include a health screening process conducted by designated staff members that have been properly trained and will use the appropriate PPE, which may include a facemask, eye protection, gloves and a smock.
  - They will perform a visual inspection of each child for the following signs of illness:
    - Flushed cheeks
    - Rapid breathing, shortness of breath or difficulty breathing without recent physical activity
    - Fatigue
    - Extreme fussiness
    - Coughing
  - You will be asked four questions
    - Has your child had a fever (100.4 or higher) within the past 72 hours?
    - Has your child had potential symptoms of COVID-19 within the past 72 hours?
    - Has your child taken any fever reducing medication in the past 24 hours?
    - Has anyone in your household had potential symptoms of COVID-19 in the past 24 hours?
  - **If your answer yes to any of the above questions, your child will not be able to attend for that day.**
  - Temperature checks will be done using non-contact thermometers that have been properly cleaned according to the guidelines provided.
• Training will be provided to staff that will be conducting the health checks.
  • In addition to the children, child care staff will receive daily health screenings.

• **Drop Off and Pick Up Procedures**
  • Parents will NOT be permitted to enter the facility beyond the designated drop off and pick up area.
  • Parents will wait for a turn in the drop off queue when arriving at the center. Wait times may be up to 30 minutes.
  • Only children and assigned staff are permitted in the classrooms.
  • Adults and children will be required to wear face coverings during drop-off and pick-up times.
  • Strollers and car seats are not permitted inside the building.

• **Managing Meal Time**
  • Parents will provide food for their child(ren) each day. A snack should be provided for the morning session, and a lunch and two snacks should be provided for the extended day session.
  • Food should be ready to eat (chopped, cut, peeled) and cannot be refrigerated or heated.
  • A drink should be brought from home.
  • Guidance will be provided about allergies. The program is “nut free.”

**Cleaning and Disinfection**
• The program has developed a system for cleaning and disinfecting and has provided training for educators and staff on these procedures.
• These include:
  • Routinely cleaning, sanitizing and disinfecting surfaces and objects that are frequently touched, especially toys and games.
  • Cleaning objects and surfaces such as doorknobs, light switches, countertops, sink handles, mats, bathrooms, desks, chairs, cubbies and playground structures.
  • Toys will be cleaned, sanitized, and disinfected on a regular basis. Toys that cannot be easily cleaned and sanitized will not be used.
  • The center will be cleaned by facilities in-between sessions.

**Exclusion Due to Illness**
• Families and staff must be aware of and follow Carnegie Mellon’s current return to campus guidance. [Minimum Requirements to Return to On-site Work - COVID-19 Updates](#)
• **Exclusion will be based on the following:**

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<tr>
<th>At least ONE of these symptoms</th>
<th>OR at least TWO of these symptoms:</th>
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| • new or persistent cough  
  • shortness of breath  
  • new loss of sense of smell  
  • new loss of sense of taste  
  • fever of 100.4 (or higher) | • chills  
  • muscle pain  
  • headache  
  • sore throat  
  • nausea/vomiting  
  • diarrhea  
  • fatigue  
  • congestion/runny nose |
• Children or staff members who meet the criteria for exclusion due to illness listed above (who are NOT currently identified as a close contact to someone who is symptomatic or has tested positive for COVID-19) may return to the program when one of the following is met:
  o Symptom-free for 72 hours without the use of medication.
  o Diagnosed with an illness/condition other than COVID-19, provided in writing by a healthcare provider.
• A negative COVID-19 test result will not affect the duration of exclusion.
• Staff will follow the same exclusion protocols.

Travel
Carnegie Mellon University is following the Allegheny Health Department’s COVID-19 Guidance for travel. Anyone who engages in out-of-state high-risk travel (this does not include commuting from home to campus across state lines), must self-isolate for 10 days prior to returning to campus. Children will not be able to return to the program until after the 10 day self-isolation is completed.

State or County Closure and Unexpected Closures Due to Exposures
• This situation is fluid and subject to change per state, other local authority, and program needs. It may mean unexpected changes and cause the Center to close for differing periods of time.
• Families will notify the program operator and hrfamilycare@andrew.cmu.edu if you become aware of any person with whom you or your child have had contact exhibits any of the symptoms of COVID-19, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.

For confirmed positive COVID 19-cases:
• Any staff member or child with a confirmed diagnosis of COVID-19 will need to self-isolate for a minimum of 2 weeks, and may only return to the facility when all the following have been met:
  o Resolution of fever without the use of fever-reducing medications
  o Improvement in respiratory symptoms (e.g., cough, shortness of breath),
  o Negative COVID-19 test result
  o Doctor’s release
• Upon the confirmed diagnosis of a child care staff member or child who has been in attendance at the facility, the facility will close for a period of 24 hours so that the facility can be cleaned and disinfected properly.
• Parents will be informed when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health.
• Staff will be informed of positive COVID-19 cases.
• Any staff member or child identified as a “close contact” to another staff member or child who has tested positive will be contacted and asked to self-isolate for a minimum of 2 weeks without COVID-19 symptoms developing.
• The facility must report positive COVID-19 cases to the Department of Health. The facility must also report positive COVID-19 cases to the Pennsylvania Department of Human Services (DHS) and Carnegie Mellon University (CMU).

For individuals identified as a “close contact”:
“Close contact” is defined as being within 6 feet of the individual who tests positive for COVID-19 for a period of 15 minutes or more. It also means coming into direct contact with droplets from a COVID-19 positive individual. Persons who test positive are considered infectious 48 hours before the onset of
symptoms. Persons testing positive but do not have symptoms are considered infectious 2 days after exposure (if known) or starting 2 days before test date (if exposure is unknown).