

Welcome Back!

COVID-19 Resource Documents

June 2020

Family Packet

Homewood-Brushton Center
Early Learning, Child Development and Education
6907 Frankstown Avenue
Pittsburgh, PA 15208
(412) 361-6433

June 2020

Dear Homewood-Brushton YWCA Parent/Guardian,

First, let me say I hope you and your family are safe and healthy as you read this letter. Thank you so much for your patience and understanding as we have been adjusting, like you, to the drastic changes in life during the last few weeks. I am extremely appreciative of our parents, teachers, staff, and administrators for their positivity, flexibility, and resilience during these trying times. A huge debt of gratitude also goes to all of our doctors, nurses, hospital employees, first responders, and our state leaders for all they are doing to keep us safe and healthy.

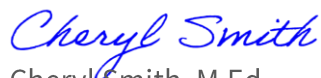
The following information will provide answers to your questions and guidance related to returning to the center on or after June 1, 2020. It will explain how we have enhanced our health and safety protocols during this time.

One of our focus has and always will be the wellbeing of our children, staff, and families. Please review all items on the next following pages prior to returning to the center.

Please contact me with all questions that you may have regarding some of our new policies and procedures.

Stay healthy!

Serving you,



Cheryl Smith, M.Ed.

Early Learning Programs Director

Entry to the Center:

- Parent/guardian will be buzzed into outer lobby (between the double doors).
 - o All assigned drop-offs and pick-ups will be staggered.
 - o One parent and their child[ren] will be permitted in the outer lobby at a time.
- Daily health screenings will be conducted for all children entering the building. At this time, the Head to Toe check will be completed by staff with parent/guardian and then signed by the parent/guardian- ink pens will be sanitized after each use. Temperatures of the children will be taken with a non-contact, infrared thermometer.
- Staff conducting health screens will be wearing gloves, face mask, and face shield; gloves will be changed after every health screening.
- Front desk staff will verify child, call their classroom, and an assigned staff member will report to the outer lobby to pick up child to escort the child to their classroom.
- The Homewood-Brushton YWCA is following the guidance of the CDC(Center for Disease Control) and parent/guardian will not be permitted into our building past the second set of doors.
 - o At drop-off, an assigned staff member will escort child to restroom to wash hands then take child to their classroom.
 - o At pick-up, an assigned staff member will bring child to you.

While in the center:

- To enter, all children and staff members must be free of COVID-19 symptoms:
 - o Cough
 - o Shortness of breath or difficulty breathing
 - o Fever above 100.4
 - o Chills
 - o Repeated shaking with chills
 - o Muscle pain
 - o Headache
 - o Sore throat
 - o New loss of taste or smell

Classroom Environment

- If a child or staff member experiences COVID-19 symptoms while in our center, they will be placed in an isolated area. Parent/guardian will be required to pick up their sick child(ren) as soon as possible.
- Following the CDC guidance for Early Child Care centers, we will maintain 6-foot social distancing while eating, napping, and during socialization inside and outside (as much as possible).

- Children over the age of 2 and all staff members will wear a face mask (provided by the center). Children will not wear mask during the following times: eating, sleeping, vigorous play (outdoors/indoors).
- All staff are to wear shoe coverings (provided by the center) at all times.
- Children will not be permitted to bring in any personal items (toys, food etc.).
- Staff will be assigned throughout the day to go around and sanitize high traffic areas (door handles, elevator buttons, gross motor space/toys).
- Here at the center we have increased the fresh air intake through out the building to help protect the children and staff from the spread of COVID-19.

Administrative Controls

- Business will be conducted with the public by appointment only
- Building occupancy will be limited to no more than 50% of allowable occupancy
- Signage is placed throughout the building reminding EVERYONE to maintain a social distance of 6 feet
- A barrier has been installed in the customer service area to physically separate clients from front desk staff.
- Scheduled handwashing breaks for employees and children will occur throughout the day.
- Employees have staggered entry and exit times
- Prior to entry, all individuals (children, employees, clients, visitors, vendors, etc.) must participate in a temperature screening; which is to take place in the outer lobby
- Individuals with a temperature of 100.4 and above or that refuse to participate in the screening process will be denied access to the facility
- All must practice social distancing while waiting to have temperatures screened

Use of Masks

- My mask protects you. Your mask protects me.
- Make sure your nose and mouth are fully covered
- Mask should fit snugly against your face with no gaps and secured or tied to prevent slipping of the mask
- You should be able to breath easily with the mask on
- Remove the mask from the back and avoid touching the front
- Wash your hands before putting on, touching, adjusting or removing your mask
- Cloth masks should be washed daily and when soiled:
 - o Clean with water and a mild detergent, dry completely in a hot dryer and store in a clean container or bag