



The virus that causes COVID-19 can infect people of all ages and can be spread from person to person through contact that is close enough to share droplets generated by coughing, sneezing, speaking and even just breathing.

COVID-19 can also be spread by touching objects where contaminated droplets have landed and can spread the infection from an infected infant, child or adult to others they come in contact with; such as members of their household, other children, teachers and/or other caregivers. And while cases seem to primarily be affecting our older generation or those whose immune systems are compromised, infected persons, with mild or even no symptoms at all, can still spread COVID-19 to others.

Preventative Health Measures:

Trinity Learning Center values the safety and wellbeing of its staff, children and families. For this reason, Trinity has adopted the following COVID-19 Health Policies. We feel that Trinity can operate in a safe and measured way as long as staff and families follow the guidelines set forth.

These policies are subject to change as needed and will be updated based on the recommendations and guidelines of the Centers for Disease Control (CDC), the South Carolina Department of Social Services (DSS) and the South Carolina Department of Health and Environmental Control (SCDHEC). Trinity has already planned ahead to ensure we have adequate supplies to support proper hygiene behaviors and daily routine cleaning of objects and surfaces.

Face Masks:

All staff are required to wear face coverings (over the nose and mouth). Staff members conducting daily health checks are required to wear a mask and/or face shield during these screenings.

For the safety of others, TLC parents should also wear a face mask when dropping off/picking up their children and/or they should maintain 6 ft. of social distancing. Children, however, will not be required to wear a mask unless, of course, the parent wishes for them to do so. In which case, parents will be required to provide their child with their own mask. While we will do our best to encourage them to wear it throughout the day, please understand that we cannot guarantee that it will be worn at all times.

Masks or face coverings will also not be worn when napping, eating or during physical activity or by anyone who has trouble breathing, or is unable to remove their mask without assistance. When masks or face coverings are removed, they will be placed in a labeled plastic or paper bag and stored out of reach of the children. Proper hand hygiene will also be practiced immediately after handling a mask or face covering.

Parent Drop-Off and Pick-Up:

The drop-off and pick-up of children will be completed outside of the center, unless there is a legitimate need for the parent to enter the facility (to be determined by admin). In which case, the parent must be screened before entering the facility as outlined in this document.



- Hours of Operation will be modified for the immediate future; with our new temporary operating hours being from 7:30am-6:00pm.
- All children are now required to arrive by 8:45 am, so that we can begin our instructional day at 9 am.
- All children will be dropped off at the Gym Entrance.
- The main lobby entrance will be used by STAFF ONLY.
- While waiting to drop-off or pick-up, families should stand at least 6 ft. apart; giving space to those around you. Please stand at a cone if one is available.
- Parents/guardians will verbally complete and sign off on a daily Child Health Assessment prior to drop-off.
- Parents will remain outside and children will be walked to and from class by staff.
- Parents in the younger classes will use Kid Reports to communicate with teachers while parents with older children can communicate by sending in notes. Additionally, parents can contact teachers via the class Facebook page, Remind Me or by calling the office. Please remember that teachers will be unable to communicate while they are in the classroom.
- Children will be checked in/out by their teacher on their classroom roster each day.
- Children will wash their hands immediately upon entering their classroom.

Screening:

Children who have a fever of 100.0° F or higher (or adults with a fever of 101.0° F or higher), or those individuals showing other signs of illness, will not be admitted to the center. Parents are encouraged to be on alert for signs of illness in their children and to keep them home when they are sick.

The following individuals must be screened before entering the facility:

- Staff: each time they enter/re-enter the facility
- Children who are enrolled at the center
- Persons with legal authority to enter; including Law Enforcement Officers, South Carolina Department of Social Services (DSS) Representatives and Department of Health and Environmental Control (SCDHEC)

The following individuals are not permitted to enter the facility at this time:

- Parents/guardians or other designated pick-up persons
- Extra-curricular activity instructors

Prior to entering Trinity, the following screening methods will be used:

- Upon their arrival, stand at designated cones.
- Staff will make a visual inspection of the child looking for any signs of visible illness.
- If no signs of illness appear to be present, staff will conduct a temperature screening by following the steps below:
 - Use hand sanitizer, with at least 60% alcohol, to disinfect hands.
 - Wear gloves; changing them in-between screenings.



- Take parent's/guardian's temperature (must be below 101.0°) and the child's temperature (must be below 100.0°) using a no-touch (temporal) thermometer.
- Staff will have parents/guardians complete and sign off on a daily Child Health Assessment to include:
 - Whether the child has had a fever or has taken any fever reducing medication.
 - Confirmation that no one within their household has had a fever, shortness of breath and/or cough within the past 14 days.
 - Confirmation that no one within their household has been exposed to any other individuals that have tested positive for COVID-19 within the last 14 days.
 - IF the parent answers yes to any of the above, the child will be unable to enter the building and we will follow the policies stated in the illness section below.

Illness:

Ill children and staff are required to stay home. Period! Parents should also immediately communicate any symptoms or illnesses with TLC as soon as they appear. Very commonly, a child might be present at the center with allergy-type symptoms, as long as the child is behaving normally with no fever. Children will be permitted to attend the center if no other symptoms of illness are present.

Any staff or child will be sent home if they are known to have had close contact with a person who has tested positive for COVID-19 or if they present with any symptoms of COVID-19 or MIS-C. Please [click here for a list of COVID-19 symptoms](#) and please [click here for a list of symptoms of MIS-C](#).

Children or staff who become sick while at the center:

- The parent will be contacted to immediately come pick up their child and encouraged to contact their health care provider.
- The sick child/staff will be isolated in the staff breakroom until they can be picked up.
- A sick child must be supervised at all times by staff wearing protective equipment.
- The isolation area and all other areas used by the individual will be cleaned and disinfected after the sick individual has gone home.

Staff or children presenting with any of the COVID related symptoms listed above will not be able to return to the center until:

- 72 hours after the resolution of symptoms or fever, without the use of fever-reducing medications; **and ONLY IF** a physician's note has been provided clearing the individual for return based on an alternative diagnosis (i.e. ear infection, strep throat, flu, etc.) The center will not allow return prior to 72 hrs, regardless of what is stated on the physician's note.

A physician's note MUST be signed by a Doctor stating, "Name was seen on date and was evaluated for symptoms. This individual was diagnosed with diagnosis and therefore does NOT have COVID-19 and is able to return to child care without placing another individual at risk."



- If a physician's note or negative test result is not provided, the individual is assumed to have COVID-19 and may not return until they have self-quarantined for a minimum of 14 days from the time symptoms first appeared.

If a staff member or parent believes that they or their child has had close contact to someone with a confirmed case of COVID-19, the child or staff member will not be permitted to return to the center until they have self-quarantined for a minimum of 14-days from the date of last exposure.

If COVID-19 is confirmed (positive test result) in a child, staff member or other adult who has been present in the center, TLC must be immediately notified and will then:

- Inform the South Carolina Department of Social Services (DSS)
- Inform the South Carolina Department of Health and Environmental Control
- Inform all parents within the center
- Inform the parents of the individual class that is directly effected
- Follow proper cleaning protocols and close off all areas used by the individual

Classrooms with a confirmed case of COVID-19 will immediately be closed down and individuals in that classroom (and possibly sibling classrooms) will be required to self-quarantine for a minimum of 14 days from the date of exposure. While it is not our goal to close classrooms or the center if we were to have a positive case, this may be necessary for the safety of our families.

Parents/guardians should monitor the health of their child and not send them to our program if they are displaying any symptoms of COVID-19. Parents/guardians should also seek COVID-19 testing promptly and report results to Trinity given the implications for other children, families and staff. Parents/guardians should also protect any vulnerable persons who are members of the same household or those who come into frequent or close contact with infants, children and/or youth who attend daycare elsewhere.

Enhanced Cleaning and Disinfecting Measures:

The following will be done in addition to (or in substitution of) existing cleaning protocols in place at the center:

- Cleaning and disinfecting efforts will be intensified over the pre-COVID-19 standards. Additional CDC guidance can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Cleaning products will not be used near children to prevent inhalation toxic fumes.
- The center will follow their regular schedule for cleaning and disinfecting and will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games.
- Professional cleaning service will thoroughly clean each night.
- All bathrooms will be cleaned and disinfected between use.
- Disposable wipes and bleach solution will be provided to staff, so that commonly used surfaces can be wiped down before and after use.
- All cleaning materials will be kept secure and out of reach of children at all times.



- Toys will be rotated to promote frequent cleaning and toys that cannot be properly cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated will be set aside until they are cleaned and disinfected with soap and water, rinsed, sanitized with an EPA-registered disinfectant, rinsed again, and air-dried.
- Machine washable cloth toys will be used by one individual at a time or not used at all. These toys will be laundered before being used by another child.
- Toys and books will not be shared with other groups of children, unless they are washed and sanitized before being moved from one group to the other.
- Only bedding (sheets and blankets) that can be washed will be used.
- Child's bedding will be stored separately in designated areas.
- Bedding will be sent home weekly for the parent to wash.
- Outdoor areas (like playgrounds in schools and parks) generally require normal routine cleaning, but do not require disinfection.
 - The center will not spray disinfectant on outdoor playgrounds as it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely in between groups.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended and therefore will not be practiced.

Healthy Hand Hygiene:

All children, staff and anyone entering the center will engage in hand hygiene at the following times:

- Upon arrival to the center
- When handling food, or feeding children
- When administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors
- Before and after playing in sand, in water or with sensory materials
- After handling garbage.

Hands will be washed with soap and water for at least 30 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

- Children will be supervised when using hand sanitizer to prevent ingestion.
- Children will be assisted with handwashing.
- After assisting children with handwashing, staff will also wash their hands.
- Handwashing guidelines will be posted near sinks.



Transportation:

While we do not plan to transport children or attend field trips at this time, the following precautions will be taken should that change.

- Maximize space between riders (for example, one rider per seat in every other row)
- Keep windows open for possible reduction virus transmission
- Buses will be cleaned and disinfected after each use.

Food Preparation and Meal Service:

Trinity will not be serving breakfast or lunch for the immediate future. Therefore, parents should feed their children breakfast prior to arrival and must provide a bagged lunch each day. However, afternoon snack will still be provided by TLC.

- All food must be ready to eat (not requiring heating/microwave)
- Lunchboxes will not be stored in a refrigerator, therefore please include an icepack
- All lunchboxes/bags must be labeled with child's name
- Lunch will be eaten in the child's classroom
- Children will be discouraged from sharing food
- No adjustments will be made to tuition at this time.