



Mt. Lebanon Extended Day Program

COVID-19 Health and Safety Plan

Revised March 2022

Mt. Lebanon Extended Day Program
250 Mt. Lebanon Blvd. Suite 414
Pittsburgh, PA 15234

MLEDP HEALTH AND SAFETY PLAN

Nothing is more important to us than the safety of our families, children and staff which is why we are working hard to update and implement policies for cleanliness and preventive measures which follow the CDC, Dept. of Education and OCDEL recommended guidelines.

Mt. Lebanon Extended Day Program (MLEDP) will support prevention and mitigation policies in line with the most up-to-date guidance from the CDC in order to safely operate our program.

Please note these guidelines are subject to change and may be amended, as necessary.

Safety Protocols

Face Masks:

Masks are optional for all vaccinated and unvaccinated individuals while indoors in MLEDP programs. This includes staff, children and parents in the facility

Kindergarten Bus: In accordance with the CDC travel guidance, vaccinated and unvaccinated individuals masks are optional on public transportation which includes school buses.

Social Distancing and Activity Groupings

On May 31, 2021, indoor and outdoor gathering limits were fully lifted in Pennsylvania. Therefore, concerts, events, assemblies, and extracurricular activities may resume allowing spectators. MLEDP will remove the 6 ft. social distance and activity grouping (Pods) requirement in our centers. We will continue to maintain reasonable distance as feasible.

Snack: Snacks will continue be comprised of individually packaged treats. MLEDP will provide disposable cups and water. Staff will continue to wear gloves when serving snack. Sharing of food is prohibited.

Monitoring Children and Staff Health

All Staff, Families, and Children should self-screen each day prior to reporting to MLEDP.

According to the CDC, people with COVID-19 have had a wide range of symptoms reported- ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:

- Fever of 100.4 F or higher
- Cough

- Sore Throat
- Fatigue
- Muscle or body aches
- Difficulty Breathing/shortness of breath
- Headache
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Chills
- New loss of taste or smell

Staff or children should not come to MLEDP and are to notify our office if they become sick with COVID-19 symptoms, are awaiting a Covid-19 test result, test positive for COVID-19, or are exposed to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19.

An **unvaccinated** employee or child who is in close contact (within 6 feet distance for at least 15 consecutive minutes) of a person who is diagnosed with or tests positive for COVID-19, as defined by the local health department in accordance with CDC guidance, are to notify MLEDP administration, may NOT continue to work or attend our program, and must quarantine. **Vaccinated** employees and children who are symptom free are able to work and attend the program. Each individual should notify MLEDP administration of an exposure.

Quarantine Protocol:

- Employees and children may return to MLEDP after testing positive when:
 - You completed **5 days of isolation** – starting from the day you **first experienced symptoms** of COVID-19 **AND** if you are 24 hours free of fever (without the use of medicine to reduce the fever) **AND** your symptoms are improving.
 - MLEDP continues to enforce universal masking, which supports the additional guidance that you must wear a mask for an additional 5 days whenever you are around people.
- If your symptoms are not improving and/or if you are still running a fever (without the use of medicine to reduce the fever), you must remain in isolation beyond 5 days. You must be fever-free for at least 24 hours, and your symptoms need to be improving.
- **If you never had symptoms**, you can return to MLEDP 5 days after the date of your positive test (the date the sample was taken). You must wear a mask for an additional 5 days whenever you are around people.
- If you were hospitalized for COVID-19, your isolation may be up to 20 days. Discuss this with your healthcare provider.
- It is not recommended to get another PCR test for COVID-19 for the next 90 days unless you develop new symptoms. It is common for a PCR test to remain positive for up to a couple of months, even though you are no longer able to spread the virus.

Additionally, the Allegheny County Health Department released [Isolation and Quarantine Basics](#)

[for the General Population.](#)

Return to Work/Care

All Children and Staff who have a positive COVID case must submit a Dr. note releasing them to return to MLEDP.

Isolation Protocol: Should an individual employee or student or visitor display COVID-19 symptoms, he/she should not enter the center and/or will be removed from the center and masked if not already. The parent or guardian, if a child, will be notified immediately and will be required to pick up the child within 30 minutes. Each family will complete a temporary “Release Persons” form for their child(ren). This release person needs to be available to pick up a sick child within 30 minutes of notification from MLEDP. Each family member will be asked to complete a waiver to allow the use of hand sanitizer by their child(ren). Testing for COVID-19 will be recommended to the employee or staff member.

Employees or children who demonstrate COVID-19 symptoms, but receive an alternate diagnosis from a medical professional, will be required to have a release from their healthcare provider prior to being permitted to return.

Vulnerable/High Risk Groups: Staff with underlying medical conditions are encouraged to consult with their doctor and abide by the health and hygiene guidelines. Parents are encouraged to speak to staff about how we can best support their child’s needs.

Additional Considerations and Guidelines

Handwashing and Respiratory Etiquette

MLEDP will continue to enforce the following procedures:

- Teach and reinforce frequent hand washing and covering coughs and sneezes (with tissue, shoulder or elbow) among children and staff. Avoid touching eyes, nose, mouth or face whenever possible. *Hand washing for 20 seconds will continue after contact with bodily fluids, before and after activities, before and after snack, returning from outside.*
- We will have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, tissues, and disinfectant wipes.

- We will post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering at the parent station and conspicuously throughout the center.
- Our Pandemic Team consisting of the Executive Director, Assistant Directors and Center Directors will remain in effect. The Center Directors will be designated as our Health & Safety Center Leader. They will be responsible for ensuring that all guidelines are being followed appropriately at each center.

Cleaning, Sanitizing, Disinfecting and Ventilation

- The Pandemic team will ensure that staff clean, sanitize, and disinfect frequently touched surfaces (for example, door handles, sink handles, light switches, tables, phones, touch screens, learning materials) multiple times per day and shared objects between use.
- We will ensure safe and correct application of disinfectants and keep products away from children.
- As needed or required, we will increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. We will not open windows and doors if doing so poses a safety or health risk (for example, allowing pollens in or exacerbating asthma symptoms) to children using the facility.

Scheduling and Tuition Information

Tuition Payments:

Our Current policy regarding absences remain in effect. If it becomes necessary to close operations due to a school closure relating to Covid 19, refunds for a closing that lasts longer than two weeks will be considered at that time.

Plan Adjustments:

Adjustments to this Health and Safety Plan will be made as needed to comply with any changing requirements from the Center for Disease Control (CDC), Allegheny County Health Department, PA Department of Health, the Office of Child Development and Early Learning and the Mt. Lebanon School District. We also realize that knowledge regarding COVID-19 is constantly changing and we will monitor that as new information becomes available.

Communication

On-going communication will be provided to Families and Staff regarding any changes to this Health and Safety Plan. Communication will occur via email and posting to the MLEDP website.

Any confirmed Covid-19 outbreak will be reported to MLEDP Families, MLEDP Staff, Mt. Lebanon School District (building principal, assistant superintendent of elementary schools and the nurse supervisor), Dept. of Human Services, Allegheny County Dept of Health (412-350-7660), and OCDEL of Western PA (412-565-5183) or direct communication with MLEDP licensing representatives

Failure to comply with all aspects of this Health and Safety Plan will result in possible enrollment and employment termination.