



HPNC COVID Safety Protocols

In our efforts to protect our families and staff as best we can, we have implemented several safety measures that will be closely monitored and strictly enforced. Please review them carefully. These procedures have been developed based on current CDC guidelines and will continue to be updated as guidelines evolve.

HPNC's Responsibilities

HPNC staff will make every effort to minimize cross-contamination of spaces and spread of pathogens. To achieve that, we will:

- Train all staff on safety procedures and policies.
- Facilitate and encourage social distancing.
- Teach and reinforce washing hands and covering coughs and sneezes among children and staff.
- Teach and reinforce the use of cloth face coverings among children and staff.
- Teach and reinforce the importance of avoiding touching their own and others' eyes, noses and mouths, and faces.
- Have adequate supplies to support healthy hygiene behaviors including soap, hand sanitizer (with at least 70% alcohol), and disinfectant.
- Regularly sanitize frequently touched objects and surfaces.
- Remove hard-to-clean objects from learning areas.
- Post signs and how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures and properly wear face covering.
- Install and maintain MERV-13 filters in facility-wide HVAC system and keep the system turned to "ON" during the program day.
- Turn "ON" the gym exhaust fan during program hours.
- Install and maintain HEPA air purifiers in each classroom and turn "ON" during program hours.
- Open or crack windows whenever it is safe to do so.
- Install and maintain plexiglass barriers in office area.

Staff and Family Responsibilities

- Wear cloth face coverings in the building at all times.
- Notify HPNC of exposure to or diagnosis of COVID-19.
- Stay home if feeling ill or if exhibiting any sign of illness, even if symptoms are mild.
- In the event of illness, get tested for COVID-19 with negative result prior to return to the program.
- Quarantine for 14 days if anyone in household has been exposed to COVID-19.
- Observe Chicago's most current travel-restriction guidelines, which may include avoiding travel to some locations, COVID-19 testing with negative result upon return, and/or 14-day quarantine.



Child(ren)'s Responsibilities

All students must strictly observe proper mask-wearing to limit chances of exposure of COVID-19. Please discuss and practice proper mask-wearing with your child(ren).

- If a student must be reminded more than 3 times per day to wear mask properly, then he/she may be suspended from the program for 1 day. If the behavior is ongoing, the child may be excluded from the program.

Student Drop-off/Pick-up

To reduce risk of exposure, we will implement the following drop off and pick up procedures:

- Curbside drop-off and pick-up will be implemented, and parents will not enter the building.
- Parent will walk with child to front door and will speak through intercom to confirm that child is symptom-free. (Please, only 1 parent/guardian per child during drop-off and pick-up.)

Building Entry and Common Space

- HPNC children and staff will enter through the main entrance.
- HPNC staff person will conduct a basic pre-screening of each child and staff person upon arrival, as follows:
 - Take and record temperature.
 - Confirm that the individual does not have fever, shortness of breath or cough.
 - HPNC staff person will stand at least 6-feet from individual to do a visual inspection for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue or extreme fussiness.
 - **Individuals who have a fever of 100.4F (38.0C) or above or other signs of illness will not be admitted to the facility.**
- Upon entry, each individual must immediately wash his/her hands.
- HPNC children will have exclusive use of the bathrooms near the gym.
- Staff members will use the front bathrooms near the administrative offices.
- Only one classroom group at a time will travel through the hallways.
- The snack-room will be closed. Food will be consumed in the classroom, at a designated table in the gym and at designated time, or outdoors.

Safety and Social Distancing in the Classroom

- Classroom capacity will be reduced in accordance with local, state and federal guidelines.
- Classroom groups will be self-contained and separated from other classroom groups.
- Physically close contact and proximity between individuals will be minimized.
- Tables, desks, and seating will be spaced at least 6 feet apart.
- Each child will have their own supplies at their workstation, labeled with their name. Only that child should touch them. These items should not be moved from the child's workstation.
- Handling of shared objects will be minimized.



- Each classroom will be equipped with hand-sanitizer and a handwashing station for staff and student use.
- Children should not touch doorknobs or light-switches.

Monitoring and Sick Child Protocol

- Staff will monitor children for visible signs of illness throughout the day (runny nose, coughing, sneezing, fever, and/or malaise).
- Any child who exhibits symptoms will be immediately removed from the classroom and brought to the designated “waiting chair” away from others.
- Staff will contact family for pick-up.
- Staff will sanitize the classroom area and office chair occupied by the sick child.

Other Program Practices

- Field trips will be limited to outdoor walks and recreation at local parks (excludes public park playground equipment).
- The HPNC playground equipment will be power-washed on a daily basis.
- No intergroup activities.

Notice of Exposure Protocol

- In the event of confirmed diagnosis of COVID-19, please notify HPNC immediately.
- HPNC will protect the identity of the infected individual.
- HPNC will promptly notify families, staff, and the Chicago Department of Public Health of positive case and the date that the individual was last onsite.
- Current guidelines indicate that the facility may need to close for deep cleaning if the infected individual was onsite within 24 hours. If 24 hours have already passed between the reported exposure and when the person was last onsite, deep cleaning may begin immediately and closure may not be necessary.
- Current guidelines indicate that all individuals in the same “Pod” as the infected individual will be required to quarantine for 14 days following last exposure.
- Families may request a pro-rated refund for children in the affected “Pod” to cover the closure/quarantine period.

CDC Guidelines for Facility Cleaning after Positive Case

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.