This addendum is written to support our return to the Children’s Center in a healthy and secure community of families and staff. It is written after weeks of work this past spring with the Children’s Center staff as we engaged in conversations about how to rebuild our intimate, close knit, and physically engaged practice. We struggled with the concepts of socially distancing with children under 5 years old, removing ourselves behind masks, and leaving parents outside of the Center and their children’s lives. The conversations we had were rich and sad, anxious and concerned, as well as honest and joyful. We worked so hard to create and rebuild a Children’s Center that will reassure you that we are here as always, just different.

Attachment to our life and the routines and rituals we were leaving caused us distress as we discussed what we saw would change. Our challenge has been to hold on to what is most critical in our care of your children and consider it not from “how will we do this now” but “why did we do it to begin with”. Once we were focused on that, we began to collect all the “why’s” and connect the most important pieces of the Children’s Center to our new practices. We began the slow process of integrating what we were attached to with how we need to address the new COVID guidelines.

A lot of our work in this document is supported through lectures courtesy of TED talks, articles, books, and hours of discussion in small groups, program teams, and our whole staff. We also found resource in collaboration with other center directors and consultation services. We know that failing to provide the care we believe in is not an option and we understand that with this new model of practice we will do our best, adjust, and move forward. We know that we can’t control the outcome of our new practices as we integrate them with the CDC guidelines, and we are going to try them out anyway… hoping to see success. We have been readying to see you and your children. We will continue to bring calm, presence, and respect for your children to our work as we wash everything, leave you at the gate, and carefully assess health. We will avoid interrupting children’s play and focus as we limit toys, move things that have been used away, and clean. We will play, show warmth, eat together, listen with full attention, remember what is important to your children, and care for them in unexpected ways. We will deepen and preserve our relationships with you and your children by offering you a chance to be close and remember what is important to all of us.
Plans for a healthy environment with COVID-19

The following procedures and practices have been gathered, sifted through, and examined from the CDC Guidelines, the Maine CDC Guidelines, the American Academy of Pediatrics and the NAEYC standards that we had in place. We recognize that a low risk environment is “at home care” and the high-risk environment is returning to how we managed ourselves in February. These new guidelines offer, with great attention to detail, the practices we offer, and our focus on children’s health, a Children’s Center that is a medium risk environment. All the aspects below are important, there is no one piece that can simply be minimized because all of the hygiene practices and our attention to health bring a strong environment to our families. Circumstances may change so this document will be “fluid” and updated as needed. We will always have the most up to date copy of the Addendum dated and posted on the Children’s Center website.

BCCC will screen staff and children

Guidelines:

- Each staff person and child will be screened through daily health checks upon arrival. They will be monitored for: appearing ill, cough, shortness of breath or difficulty breathing, fever (body temperature above 100.4 degrees F), chills, repeated shaking with chills, muscle pain, headache, sore throat, vomiting, diarrhea, new loss of taste or smell.
- Parents are required to take their child’s temperature at home prior to arrival and ensure that there is no fever (a temperature of 100.4 or higher). Staff will ask parents the daily health check questions in order to both collect information and to stop and attend to the child, their parent, and the importance of this conversation at the beginning of the day.
- Confidentiality will be maintained for staff and children. The daily health check sheets will be stored in the office files.
- Staff will be tested for COVID twice a week through Bowdoin College.
- Staff and children are required to stay home if they show symptoms.

Practices:

- Parents will wear masks upon arrival and departures, greet the staff person at the gate/door, and report their child’s temperature that was taken at home that morning during the daily health screening.
- Parents in the younger child programs will have a completed daily note with them (from a packet provided by us) to offer the staff person.
- The staff person greeting you will walk to you and your child without a mask, don a mask when the child is watching her, and then record the information needed for the daily check in. At pick up staff will have masks on as well.

BCCC has developed new arrival and departure practices

Guidelines:

- There will be signs posted at all our entrances indicating that no one may enter if they have symptoms of respiratory illness. Parents or guardians who are self-quarantining should not drop off or pick up the child.
- Hand hygiene sanitizers will be available at the gates.
- BCCC will limit the number of adults in the building by having parents drop off and pick up outside of the Center. We will stagger arrival and drop-off times in order to limit contact between parents as much as possible.
- BCCC staff will greet parents and children at their assigned entrance and complete the screening protocol.
- BCCC staff will complete the attendance and daily note recording process in the room.
• BCCC staff will be present at the assigned entrance when children are expected to be picked up. Staff will remain with the child until their parent arrives for them.

Practices:
• Parents will hand a bag to their primary with the child’s lunch box, extra things as needed, and a “wet bag” with closure for the day’s soiled clothing.
• Parents will receive daily notes upon their return to the Center at the end of the day. Primaries may share brief conversation with you about your child’s day in the pick-up period.
• Documentation of the children’s day in each program will be posted on the Center’s website in the parent portal. We will have photos, descriptions of the activities, and information for parents to detail their child’s conversations.
• Primaries are available for conversations via phone and email during the day according to the parent’s schedule.
• Drop-in visits, check-ins on an infant, and other brief during-the-day drop-in’s will be discussed individually.
• The primaries will approach parents to lift the child into their arms and bring them to their day, take the child’s hand and walk into their day, or help them wave goodbye from wherever they may have run in the play yard.
• If you miss your drop-off time, we will help you into the Center once the other parents have dropped off their children. We ask that you wait away from the gate once the educator knows you are there until there is time for your child.

BCCC will promote healthy practices:
Guidelines:
• We will continue to wash hands for 20 seconds with warm soapy water and cover coughs and sneezes among children and staff. We will continue to wash hands upon arriving at the Center, after breaks, before and after preparing food/bottles, before and after eating, handling food, or feeding children, before and after administering medication or medical ointment, before diapering infants, after toileting/diapering, after coming in contact with bodily fluid, after playing outdoors, after handling garbage, after cleaning.
• BCCC has adequate supplies to support healthy hygiene behaviors including soap, hand sanitizers with at least 60% alcohol, gloves, lotion, paper towels, and tissues.
• Signs are posted appropriately addressing proper hand washing, diapering, and toileting practices, and food preparation in order to stop the spread of COVID-19. Additional signs will be posted at all entrances announcing expectations for each person’s health as they approach the Center.
• Staff are adhering to Bowdoin-wide policies set forth around maintaining a healthy lifestyle during this time (mask wearing, quarantining for the length of duration recommended by the State after “out of state travel”).
• Statement from The Maine Department of Health and Human Services on mask wearing in childcare:
  • No child under the age of 2 should be wearing a cloth face covering.
  • Children 5 years old or older are required to wear a mask. They will be asked to wear masks indoors unless eating or napping, and outside when they can’t stay socially distanced.
  • Children older than two years old and younger than 5 years may wear cloth face coverings while attending the program when parents ask.
  • Staff will be required to wear cloth face coverings while working in childcare inside, and outside when social distancing isn’t possible.
• All BCCC staff have been taught proper mask management through a workshop, handouts, and the Bowdoin College Safety Training for On-Site personnel. Staff will be provided with up to date COVID information
and training in order to adhere to the proper use of masks, the changing of masks throughout the day, washing hands prior to and after touching masks, and the removal and washing of masks.

- Guidelines for parents to follow when teaching mask wearing are available on the parent portal.

**Practices:**

- All staff will have multiple cotton face masks/shields and gloves in order to cover their faces.
- Children will continue to sing through their handwashing rituals with their primary caregivers for the 20 seconds required. All children will have time at the sink so that this remains an upbeat, playful time.
- Staff will use hand sanitizer when outside when unable to get to warm soapy water inside and handwashing is necessary.

**BCCC will attend to the recommendations for social distancing**

**Guidelines:**

- Staff will ensure that each program includes the same group of children each day and that the same staff remain with that group. The Children’s Center will have support staff dedicated to one pair of programs (at either end of the building) to support their care for children and cleaning practices while not mingling.
- BCCC will limit the adults in the program to the ones caring for the children and overseeing the Center’s operations.
- We will restrict the mixing between groups by keeping children on their designated play yards and in their rooms.
- There will be no gatherings with parents, no student employees or volunteers, and no visitors at the Center.
- Sleeping:
  - Nap bedding will be arranged in head-to-toe positioning to six feet apart when possible.
  - Cribs/infant mats will have plexiglass barriers to keep them isolated from others
- Meals:
  - Seating at meals will reflect distance between children at the tables.
  - Infants will be lap fed and will move to a small table as they are ready.

**Practices:**

- Children will be lap fed, helped with their lunches, fed as necessary at the table, offered food from their lunch boxes and sat with at lunch.
- Staff will continue to snuggle, cuddle, and hold children throughout the day with masks/shields.
- Children’s backs will be rubbed at nap time as songs are sung in their nap space.
- Nursing mothers will be offered space to nurse at the Center when they need to care for their child. This scheduling will be organized with the primary through phone calls during the day.

**Some additional thoughts on social distancing for activities outside of the Children’s Center**

**Recommendations around maintaining a secure bubble for our community:** (these are CDC recommended best practices)

- Practice social distancing and masking with people who are outside of the household.
- Avoid high-risk activities: including indoor spaces where people congregate, and large gatherings.
- If you have play dates, limit them to those that can be held outside with social distancing and masking.
- **Carpooling:**
  - If families must rely on carpooling, please wear masks, keep windows open (even in winter), and avoid singing or shouting in the car. In addition, one recommendation is that families who carpool
consider that they will become a “bubble”, which will mean limiting contact with other families/individuals outside of that bubble.

BCCC will manage individuals’ items

Guidelines:

• Staff will keep each child’s belongings separated in individually closed bags in their cubbies, extra clothing storage, and napping storage. Each child’s items must fit in the closed bag to ensure a healthy environment.
• Parents must provide bags with closures so that children’s soiled clothing maybe stored safely to be brought home.
• Staff will minimize the supplies that are high-touch materials as possible and clean and disinfect them between use.
• Children will wash their hands prior to and after eating.
• Staff will wash their hands prior to preparing food, prior to assisting a child with food, and will use hand sanitizer between helping children. When using gloves is appropriate, staff will have those available for their use.
• Children will have their snack prepared and served by staff who have not diapered children that day.
• Children will not assist with cooking or food prep.
• Meals will be served individually to them before it arrives at the table. Children’s lunches will be set out for them and covered as children arrive to lunch. All utensils will not be shared and will be sanitized between use.
• All staff will have received proper training on the above practices.

Practices:

• Children may bring a favorite stuffed toy for nap (that can easily fit in their nap bag), a blanket and a small pillow. In the older programs (OT and PS) they will bring sheets for their mats.
• Children’s lunch boxes will be placed in their cubby space as identified by you for their primary. Food kept in the lunch boxes should be easy to serve with the least amount of need for help during the meals. We refer to this as picnic-style.
• We ask parents to wipe down or wash lunchboxes regularly.
• Infants will still have bottles sanitized at the Center for their daily use. Infant food will be prepared in the kitchen for the most health-conscious management.

BCCC will intensify its cleaning, disinfection, and ventilation practices.

Guidelines:

• BCCC staff and Bowdoin College housekeeping staff will clean, sanitize and disinfect frequently touched surfaces (doorknobs, bathroom faucets, room sinks, kitchen sinks, refrigerators, stoves, and cabinets) throughout the day.
• BCCC staff will use warm soapy water and then a disinfectant wipe to clean diaper areas, tabletops, and other surfaces prior to and/or after use. All disinfection will be conducted with an EPA approved disinfectant for SARS-CoV-2 and used in a manner that ensures that the appropriate contact time is achieved before touch or use. We will use Oxiver Spray on the surfaces of areas and at least one minute and up to 10 minutes in order to disinfect for all germs. The bleach solution we use will be primarily for rinsing toys before they are dried for extended periods of time (at least 10 minutes until dry).
• There will be trash bins available for all the wipes, gloves, tissues, and paper towels.
• BCCC staff will clean toys that children use during the day with warm soapy water and then a disinfectant solution. Attention will be paid to highly used toys and toys that are mouthed. All toys will be washed frequently and rotated through the day so that there is a selection of toys at all times for children.
• All soft goods including linens, towels, blankets and smocks will be laundered in hot soapy water and dry completely at the warmest temperature allowed. All plush and soft toys will be chosen that can withstand the high heat of a washer and drier. These things will be stored in closed cabinets.

• Dirty laundry will be in closed laundry bins and children will not assist with laundry chores.

• Nap mats will be stored separate from the other nap mats and disinfected weekly.

• The play yard equipment and toys will be washed and disinfected after play periods during the day.

• Our windows and doors will be open to increase air flow and fans will be placed in the halls behind gated doorways to support cross-ventilation in rooms.

Practices:

• Staff will observe children at play and monitor the use of the toys, the types of toys children are gravitating to, and the length of time that a basket of toys is available.

• Staff will maintain a focus on allowing children to discover, play without interruption, and choose toys freely so that the spirit of their investigations are not stopped.

BCCC will monitor illness and communication

Revised Health Guidelines:

Children with elevated temperatures over 100.4 degrees axillary will be sent home for 72 hours. They may return after the 72 hours and their temperature has returned to normal without fever reducing medication like Advil, Tylenol, etc. regardless of the cause of the fever. We recommend that you reach out to your pediatrician if your child has a fever for more than 36 hours.

• Diarrhea has ceased for the past 72 hours and solid food is eaten so that stools are appearing more normal.

• Vomiting has ceased for 72 hours and appetite has returned. Pediatricians are helpful in diagnosing and managing exclusion for other GI illnesses.

• Children may not arrive at the Children's Center having taken any pain killers or fever reducing medication like Advil or Tylenol. If a child is teething, they must arrive at the Center with no pain medication, have no fever, and may receive pain medication if in distress.

COVID-19 Guidelines:

• Anyone (staff or child) who traveled “out of state” (this is defined by the State of Maine and reinforced by the College) must quarantine for 14 days prior to attending the Children's Center.

• Children who have a cough, shortness of breath or difficulty breathing, has a fever (body temperature above 100.4 degrees F), chills, repeated shaking with chills, muscle pain, complains of a headache, sore throat, vomiting, diarrhea, or a new loss of smell or taste will be excluded from the Center.

• If someone is being tested for COVID-19 symptoms, anyone in close contact with that person should quarantine for 48 hours or until test results come back. If test results are positive, then continue to quarantine for 14 days. If the results are negative, then consider the exclusion guidelines for the Children's Center.

• Anyone diagnosed with COVID-19 or awaiting test results must self-isolate until it has been 3 days of no fever without fever reducing drugs, and other symptoms have improved, and at least 10 days have passed since symptoms first appeared.

• BCCC will monitor absenteeism to identify any trends in staff or child absences due to illness. We will use the Enrollment/Attendance/Symptom record developed by the American Academy of Pediatrics to chart this information.

• The Center’s administration will be responsible for responding to COVID-19 concerns. Staff will use our current communication system for self-reporting symptoms. Parents must call or email the office with information about their child’s absence or to share information about their health.
• The Center’s administrative team will check State and local health department notices daily about the spread of COVID-19 in the Cumberland county area.
• In the event that we are designated a significant mitigation community, we will follow Bowdoin College’s direction on remaining open.
• In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, we may consider closing for a few days for cleaning and disinfecting.

Practices:
• Our health guidelines have offered us a strong foundation for managing health issues and the well-being of our staff and children.

In the event that a staff member or child becomes sick with COVID-19

Guidelines:
• We will immediately remove the child from their room and bring them to the office in the event a child exhibits COVID-like symptoms during the Center’s operating hours. Children will always be with a staff person until the parent/guardian comes for them.
• In the event that staff or children are ill we will notify local health officials, Bowdoin College administration, and families immediately of any possible case of COVID-19 while maintaining confidentiality.
• Areas where the sick person or child may have been will be closed and will not reopen until they have been cleaned. We are asked to wait 24 hours before cleaning or disinfecting to reduce the risk to the individuals cleaning the space.
• All children and staff in that group will follow the Center health guidelines for exposure to an ill person suspected to have COVID (stay home, self-monitor for symptoms, and check in with a physician if symptoms develop). They will not return until they have met the CDC criteria to discontinue home isolation.
• Staff will use their sick time and work with HR if they need support when they are ill.

Practices:
• BCCC will continue to communicate with parents about health and illness as usual and will use the systems that have been used effectively for the past years.
• Including information about staff health will be related in the same fashion as children’s health and any outreach to a community monitoring organization at Bowdoin, in Brunswick, or in the State will be shared immediately.