

Utah State University
Adele and Dale Young Child Development Laboratory
Operations Plan

The Adele and Dale Child Development Laboratory has created a risk management plan in response to the COVID-19 pandemic following the recommendations of National Association for the Education of Young Children (NAEYC), state child care licensing requirements, the CDC's recommendations for child care centers, and guidelines recommended by USU. Current restrictions that will be implemented at the Child Development Laboratory are outlined in this risk management plan. We will update our risk management plan as restrictions are added, eased, or changed.

Work Environment and Physical Distancing

1. Employees with their own office space may work on site as permitted and advised by USU.
2. With the exception of on-site requirements and when applicable, we will continue to encourage telework for our employees, especially for those who are high-risk or caring for someone who is high-risk.
3. For those in a shared working space (work-studies & lab tech), social distancing of 6' will be required.
 - a. For work studies, supervisors and employees will coordinate staggering work shifts to avoid conflicts for workspace. When schedules cannot be staggered, work studies will be assigned to another office, so they are not working in the same space.
 - b. For the lab technician, when in a shared workspace with another individual, a 6' distance will be maintained and no more than two people will be allowed in the shared space. Both individuals will wear face coverings while in the shared space.
4. Social distancing will be observed in all common areas such as the kitchen, library, supply rooms, and observation booths. Face coverings will also be worn when in these common areas, and all common areas.
 - a. Kitchen: no more than two people in the kitchen at a time to effectively maintain a 6' distance. Face coverings will be worn when two people are in kitchen.
 - b. Library: no more than two people in the library at a time. Face coverings must be worn when more than one individual is in the library at a time.
 - c. Supply rooms:
 - i. Small manipulative storage room: no more than four people in the toy room at a time, to effectively maintain a 6' distance. Face coverings will be worn.
 - ii. Room 107: no more than two people in this storage room at a time to effectively maintain 6' distance. Face coverings will be worn.
 - iii. Large manipulative storage room: only one person will be allowed in this storage room at a time. Face coverings will be worn.
 - d. Observation booths: For details on social distancing in observation booths see "Facility Protocols to Protect Employees and Visitors" letter e.

Employee Safety Guidelines for Onsite Work

1. All employees and students at the Child Development Laboratory will follow the [USU's COVID-19](#) hygiene standards.
 - a. Hand washing and/or hand sanitizer
 - i. Employees and students will wash their hands upon arrival to the program and frequently throughout the day using running water and soap for 20 seconds or an alcohol-based hand sanitizer.
 - ii. Hand sanitizer will be available in common areas and at the entrances to the Child Development Laboratory.
 - iii. Employees and students should avoid touching their eyes, nose, or mouth.
 - iv. Employees and students should cover their mouths when sneezing and coughing followed by washing their hands using one of the above-mentioned methods.
 - b. Face coverings
 - i. Each employee and student teacher will be given two cloth face coverings by the Child Development Laboratory that will be laundered by the lab technician each day after use in the onsite laundry facilities.
 - ii. The Child Development Laboratory will also have disposable face coverings for those who do not have a face covering.
 - iii. Face coverings will be worn when a teacher leaves their classroom and in common areas. These areas include hallways, kitchen area, library, observation booths, greeting hall, and supply rooms, when passing another person or briefly interacting at a close distance.
 - iv. When an employee is alone in an office, face coverings will not be required.
 - c. Required on-site meetings (e.g. pre-conference and post-conference) will be held in a space that facilitates a social distancing of 6'. Where this is difficult to maintain, face covering will be worn during the meeting.
 - d. All other meetings (e.g. staff meetings) will occur remotely using web-conferencing tools or where socially distancing of 6' can effectively be maintained.

Events, Programming, and/or Services

1. Training will be provided in small groups that will fit in the training space where social distancing, use of face coverings, and cleanliness can be maintained. When possible, training will also be provided virtually via Zoom or other web conference services.
2. Appointments to meet with staff or head teachers will be held virtually when possible. Individuals wishing to observe in the observation booth will schedule appointments so that social distancing, use of face coverings, and cleanliness can be maintained.

Facility Protocols to Protect Employees and Visitors

1. USU-approved COVID-19 signage regarding how individuals can help protect themselves and the community will be posted on all of the entrances, observation booth doors, kitchen doors, and classroom doors.
2. USU-approved signage regarding COVID-19 symptoms will be posted on all entrances, kitchen doors, booth doors, and classrooms. Anyone showing symptoms will be instructed to return home and conduct business remotely.
3. Cleaning wipes, disinfectant spray, and paper towels have been ordered to provide cleaning of high-touch surfaces every hour. High touch surfaces include light switches, railings, door handles, refrigerators, drinking fountains, dishwashers, microwave, sinks, paper towel dispensers, soap containers, tables, toys, shelves, restrooms, counters, swings, slide hand rails, and monkey bars.
 - a. Classrooms and outdoor equipment will also be wiped down by each group of student teachers at the conclusion of class. This includes wiping down toys (inside and outside), shelves, tables, sinks, door handles, railings, light switches, drinking fountains, furniture, chairs, paper towel dispensers, soap dispensers, swings, slide railings, trike handles, and restrooms.
 - b. The teachers supervising snack will clean the table before and after every snack group and again at the end of each class.
 - c. A schedule of the individual responsible to conduct a daily walk through and wipe down all high-touch surface areas in all common areas a minimum of twice a day each day will be created weekly by the laboratory technician.
4. Employees will wipe down their respective workstations daily.
5. All staff members will wear face coverings when interacting with visitors.
6. The public entrance will be closed to visitors. Posted on each door will be signs stating that each individual wishing to enter the facility will need to be screened and clear of symptoms before admittance into the facility. To be screened visitors will be asked to call the Child Development Laboratory number and a trained staff member will come to screen the individual.
 - a. Before going to screen the parent or visitor, the staff member will need to wash their hands for at least 20 seconds, and put on a face covering.
 - b. The staff member will meet the parent or visitor at the door and ask if they have had any of the following symptoms: fever, cough, shortness of breath, fatigue, sore throat, headache, muscle aches and chills, congestion or runny nose, nausea or vomiting, diarrhea, or decreased sense of smell or taste. The staff member will also take the individual's temperature, using a no- contact thermometer.
 - c. If the individual has had any of the above-mentioned symptoms or shows a temperature higher than 100.4, they will not be permitted to enter the facility.
 - d. If permitted to enter the facility because they are clear of symptoms, parents and visitors will be asked to use the alcohol-based hand sanitizer provided by the

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staff member or wash their hands with running water before touching any surface.

- e. While in the observation booths, observers will be required to wear a face covering and maintain a social distance of 6’.
 - f. To help enable social distancing, only a certain number of people will be allowed in a booth at a time. Chairs will be removed to facilitate these limits. The booth and limits are as follows:
 - i. West Booth: No more than 4 people
 - ii. East Booth (right side): No more than 2 people
 - iii. East Booth (left side): No more than 3 people
 - iv. North Booth: No more than 2 people
7. The classrooms and common areas (kitchen, library, observation booths) will have hand sanitizer, tissues, and a no-touch garbage can.
 8. Approved USU floor decals will be placed in common areas (kitchen, toy room, observation booths) to indicate where to stand or sit to maintain 6’ distance.
 9. Internal doors leading to common areas will be continually propped open to increase ventilation and reduce handle use, unless it creates a privacy, data security, or other security risk. Doors to the classroom are Dutch doors and the top half will remain open to allow for increase ventilation, while the bottom half will remain closed for security purposes.

Training and Communication Plan for Return to Onsite Operations

1. Once approved, a copy of this plan will be emailed to all employees of the Child Development Laboratory, incoming student teachers, and parents of children participating in the program. A copy of the plan will also be posted on Canvas for student teachers and on the website for parents.
2. Preparations to return to work and expectations will be discussed in virtual staff meetings and time will be reserved to answer questions from employees.
3. Employees will be emailed the USU-approved screening questions to review before coming back to work on site.
 - a. Employees who have been symptomatic or who become symptomatic will be instructed to work from home and seek medical treatment if the symptoms are of concern to the employee.
 - b. The CDC recommends testing for COVID-19 for any of these symptoms: fever, cough, shortness of breath, fatigue, sore throat, headache, muscle aches and chills, congestion or runny nose, nausea or vomiting, diarrhea, or decreased sense of smell or taste.
4. Before an employee returns to work, their supervisor must approve the date they will return to onsite work to ensure proper work arrangements including social distancing, wearing of face coverings, and proper hygiene activities.

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5. Supervisors will monitor (using passive observation) their onsite employees and student teachers daily for potential symptoms and send employees or student teachers home who exhibit symptoms.
6. The Child Development Laboratory will post USU-approved signage setting expectations for staying home when sick, respiratory hygiene and etiquette, and workplace behavior.

Travel Needs and Limitations for the Coming Year

1. The Child Development Laboratory will continue to limit out-of-state travel for business purposes including conferences and training.
2. Employees will be advised to check COVID-19 symptoms before and after travel for personal or business reasons and to stay home until symptoms have fully resolved.
3. Individuals returning from high risk areas or who have potentially had contact with someone with a higher risk of infection will be required to work from home for at least 14 days.

State Licensing Requirements for Child Care Centers

Effective June 1, 2020 Utah State Child Care Licensing has implemented Phase 3, Temporary Emergency Conditions. Below is how the Child Development Laboratory will be adhering to these guidelines until notified by officials that they are no longer required or have changed.

1. *Providers must restrict indoor groups of people to 20 or less. These groups include children and caregivers.* Adjustment to our program will be made in the following ways to meet this requirement.
 - a. Reducing the number of classes provided:
 - i. We will be temporarily suspending the Infant/Toddler class. We will be temporarily suspending one 4- and 5-year-old class held in the afternoon.
 - b. Group sizes will include:
 - i. Morning classes
 1. The 3-year-old classroom will be 14 children and 6 teachers (decreased from 20 children and 6-7 teachers)
 2. The 4- and 5-year-old classrooms will be 15 children and 5 teachers (decreased from 20 children and 6-7 teachers).
 - ii. Afternoon classes
 1. The 2-year-old classroom in the afternoon will be 7 children with 3 teachers (decreased from 12 children and 5 adults)
 2. The 4- and 5-year-old classrooms will be 15 children and 5 teachers (decreased from 20 children and 6-7 teachers)
 - c. Our classrooms are all separated by full walls, which permits us to allow more than one group of children in the facility.
 - d. The same group of children will be with the same group of teachers each day. This is a standard practice that will continue to be implemented.

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2. *For outdoor activities, providers may allow groups of up to 40 children. The number of people including caregivers cannot exceed 50. To decrease the times children from separate classes are together the Child Development Laboratory will be making the following adjustment.*

- a. Classes attending at the same time will have staggered outdoor times.

Morning Classes Outdoor Schedule	
East AM Class	West AM Class
8:45-9:25 (Outside Time)	
	9:35-10:15 (Outside Time)
Afternoon Classes Outdoor Schedule	
West PM Class	North PM Class
12:45-2:00 (Outside Time)	
	2:00-2:45 (Outside Time)

3. *The provider must not allow groups to gather together while indoors, even for short times or special activities.*

- a. **Snack Time:** Our standard practice is to split the children into small groups and rotate through snack. This practice will continue to be implemented, with adjustment to the group size, as follows:
- i. Each small group will have one teacher and 3-4 children (usual ratio is 1:5). When the first small group is done with their snack, the teacher will alert the next group that it is their turn for snack.
 - ii. After each snack group is finished, the teacher supervising that group will spray the table with a disinfectant spray before alerting the next teacher it is their group's turn for snack.
 - iii. Teachers will encourage the children to sit at a distance from each other as much as possible.
- b. **Small Group:** During our small group activities, we will be reducing the number of children from five children in a group to 3-4 children in a group. This will help us encourage more space between the children.
- c. **Large group:** Children and teachers from different cohorts will not mix outside and their classrooms are separated by full walls.

4. *The provider must ensure that staff, children, parents, and visitors are screened for COVID-19 symptoms upon arrival and before entering the facility.* The Child Development Laboratory will screen staff, children, parents, and visitors using the CDC recommendations to meet this requirement as outlined below.

- a. **Screening Staff and Teachers**
- i. A Child Development Laboratory staff member, wearing a face covering, will ask each individual if they have had any of the following symptoms:

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fever, cough, shortness of breath, fatigue, sore throat, headache, muscle aches and chills, congestion or runny nose, nausea or vomiting, diarrhea, or decreased sense of smell or taste. The staff member will also take the individual's temperature using a no-contact thermometer.

1. If the individual has had any of the above-mentioned symptoms or shows a temperature higher than 100.4 they will not be permitted to enter the facility.
 2. If permitted to enter the facility because they are clear of symptoms, staff and teachers will immediately proceed to wash their hands with running water for at least 20 seconds.
- ii. Teachers and staff waiting to be screened will be encouraged to maintain social distancing by standing 6' apart.
 - iii. The staff member screening teachers and staff will thoroughly clean the no-contact thermometer using a disinfectant wipe after each use and wash their hands with hand sanitizer containing 60% alcohol before screening the next individual.

b. Screening Children

- i. Greeting (drop-off): Our standard practice is to ask all parents and children to stay in their cars until a teacher comes to the car to help the child from the car and bring the child into the greeting hall. This practice will be continued with the addition of screening each child before getting them out of the car. Screening the child will include:
 1. A teacher, wearing a face covering will go to the child's car. Before the child is assisted from the car, the teacher will take the child's temperature using a no-contact thermometer and make a visual inspection of the child for illness. The teacher will then ask parents if the child has shown any of the following symptoms: fever, cough, shortness of breath, fatigue, sore throat, headache, muscle aches and chills, congestion or runny nose, nausea or vomiting, diarrhea, or decreased sense of smell or taste.
 2. If the child has **NO** fever (below 100.4), and has **NOT** shown any of the symptoms listed above, the teacher will assist the child from the car and into the greeting hall.
 3. If the child has a fever (100.4 degrees or above) or has shown any of the symptoms listed above, the parent will be asked to take their child home, as they will not be permitted into the classroom. Parents will be encouraged to follow up with their health care provider.
- ii. Before approaching another child, the teachers will thoroughly clean the no-contact thermometer with a disinfectant wipe. Teachers will also wash their hands with hand sanitizer containing 60% alcohol between each child

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- iii. Upon entering the classroom, all children and teachers must wash their hands with soap and running water for at least 20 seconds. This is a standard practice and will be continued.
- c. Screening Parents and Visitors
 - i. The public entrance will be closed to visitors. Posted on each door will be signs stating that each individual wishing to enter the facility will need to be screened and clear of symptoms before admittance into the facility. To be screened they will be asked to call the Child Development Laboratory number and a trained staff member will come to screen the individual.
 - 1. Before going to screen the parent or visitor, the staff member will need to wash their hands for at least 20 seconds and put on a face covering.
 - 2. The staff member will meet the parent or visitor at the door and ask if they have had any of the following symptoms: fever, cough, shortness of breath, fatigue, sore throat, headache, muscle aches and chills, congestion or runny nose, nausea or vomiting, diarrhea, or decreased sense of smell or taste. The staff member will also take the individual's temperature using a no-contact thermometer.
 - 3. If the individual has had any of the above-mentioned symptoms or shows a temperature higher than 100.4 they will not be permitted to enter the facility.
 - 4. If permitted to enter the facility because they are clear of symptoms, parents and visitors will be asked to use the alcohol-based hand sanitizer provided by the staff member or wash their hands with running water before touching any surface.
 - 5. While in the observation booths, observers will be required to wear a face covering and maintain a social distance of 6'.
 - 6. To help enable social distancing, only a certain number of people will be allowed in a booth at a time. Chairs will be removed to facilitate these limits. The booth and limits are as follows:
 - i. West Booth: No more than 4 people
 - ii. East Booth (right side): No more than 2 people
 - iii. East Booth (left side): No more than 3 people
 - iv. North Booth: No more than 2 people
- 5. *The provider must ensure that anyone coming into the facility wash their hands with soap and running water or alcohol-based hand sanitizer before touching any facility surface.* To meet this requirement, we will place an alcohol-based hand sanitizer at the entrance of the facility and in the greeting hall. We will require all those entering the

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facility, including CDL staff, cleaning crews, facilities staff, and children over the age of 2 to use the hand sanitizer before entering the facility.

- a. Our standard practice is to have everyone wash their hands with running water upon arrival in the classroom. This practice will continue to be enforced as teachers wash their hands as soon as they enter the classroom. Teachers will also assist the children coming into the classroom to immediately wash their hands.
 - b. The Child Development Laboratory staff, teachers, and children will continue to wash their hands throughout the day as mandated by state licensing. These times include:
 - i. Arriving at the Child Development Laboratory
 - ii. Before and after eating snacks and meals
 - iii. After using the bathroom
 - iv. Before and after playing in the sensory table
 - v. After coming in from outside
 - vi. After sneezing or wiping nose
6. *The provider must ensure that surfaces, items, and areas that are used and touched often are cleaned and sanitized at least daily and before a new group uses the room.* It is standard practice at the Child Development Laboratory to ensure that each class does a thorough cleaning of the classroom before the next class comes in to use it. We will continue to enforce this as follows:
- a. Current Standard Cleaning Routine Enforced:
 - i. Clean and sanitize all tables, countertops, sinks, and toys.
 - ii. The snack table is cleaned before and after every snack group and again sanitized at the end of each class.
 - b. Additions to Cleaning Routine:
 - i. Chairs, cubbies, dramatic play furniture, doorknobs, toy shelves, handrails, light switches will be cleaned AND sanitized after each class (twice a day).
 - ii. Toilets, soap containers, sinks, paper towel dispensers will now be cleaned after each class instead once at the end of the day.
 - iii. Dramatic play clothes will be used by the same group of children and washed at the end of the week in the onsite laundry facilities.

Additional Safety Procedures

The Child Development Laboratory will implement the following strategies to maintain the requirements of State Licensing and recommendations given by the CDC.

- If a child begins to show COVID-19 symptoms, they will immediately be removed from the other children and taken to the greeting hall to wait for their parents to pick them up.

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- A child waiting to be picked up will be supervised by the head teacher responsible for their class.
- If possible and if the child is older than two, they will be given a covering to wear.
- When the parent arrives, they will call the Laboratory phone number and the teacher will take the child out to their car. The teacher will encourage the parents to follow up with their health care provider.
- The teacher will then ensure that the greeting hall is cleaned and sanitized.
- If there is a Confirmed Case of COVID-19 at the Child Development Laboratory we will immediately contact our local health officials and follow their recommendations and guidelines.
- Restricted Field Trips
 - Field trips and off site activities will be restricted unless appropriate social distancing and proper cleaning practices can be controlled.
- Departure (Pick-Up): Our standard practice is to have parents wait in their cars and the teachers will bring their child to their car and put them in their car seat. This practice will continue with the additional precautions listed below implemented.
 - Classes will stagger their departure times to help avoid having different groups of children in the greeting hall at the same time. See schedule below.

Morning Classes Departure	
East AM Class	West AM Class
11:00am	10:45am
Afternoon Classes Departure	
West PM Class	North PM Class
3:00pm	2:45pm

- Teachers taking the children to their cars must wear a face covering.
 - Teachers must sanitize their hands between every child.
- All teachers returning to the classroom after departure must wash their hands with soap and running water before beginning to clean.
- Food Preparation and Snack
 - Teachers will stagger their time in the kitchen so no more than two people are in the kitchen at once. This includes both food prep and loading dishwashers. If two teachers are in the kitchen they must maintain a safe social distance of 6’.
 - Instead of a family-style snack, the teacher will prepare the snack and serve it on individual serving dishes beforehand.
 - The teacher preparing the snack must:
 - Clean and sanitize the counter tops before and after preparing snack.
 - Wash their hands before and after preparing snack
 - Wear gloves and face covering while preparing the snack.

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- Snack preparation must be done in the kitchen where there are sinks that are used for food only.