

**Handbook Supplement for Families Related to Coronavirus (COVID-19)**  
**(Updated: July 31, 2020)**

The Office of the State Superintendent of Education (OSSE) has shared the most recent recom



mendations from the Centers for Disease Control and Prevention (CDC) and DC Health and has developed guidance for child care providers operating during the coronavirus (COVID-19) public health emergency. ToTH has developed this COVID-19 operations handbook in order to ensure that our daily operations are in compliance with state and federal guidance.

This document is subject to change and will be updated when we receive notification of updates to the guidance from OSSE and DC Health.

For more information on the District of Columbia Government's response to coronavirus please visit [coronavirus.dc.gov](https://coronavirus.dc.gov). The CDC's most recent, supplemental guidance for child care providers can be accessed [here](#). This guidance will be updated as additional recommendations from the CDC or DC Health become available.

To stay tuned to updates please visit [www.toddlersonthehill.org/coronavirus](https://www.toddlersonthehill.org/coronavirus).

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## Part I: Updates to General Operations and Policies

### HOURS OF OPERATION

While ToTH is under stricter OSSE regulations to ensure the safety of our staff and children during the threat of COVID-19, **we will operate a shorter day.**

Primary Classroom	9 a.m. to 5 p.m.
Full Day Toddler Classroom	9 a.m. to 5 p.m.
Part Day Toddler (Morning) Classroom	9:15 a.m. - 12:15 p.m.
Part Day Toddler (Afternoon) Classroom	2:30 - 5:30 p.m.

### SCHOOL CALENDAR

Our updated 2020-2021 school calendar offers families 211 days of school (208 for afternoon part day toddlers). This calendar is more condensed than the previous version and offers fewer extended breaks (the original calendar had 198 school days). Please see this [PDF](#) to view our start date, end date, and breaks. This COVID-19 operations calendar serves two purposes: This calendar gives students the best chance at getting all of their school days by ensuring that we are in school as much as possible this year and extensive breaks only happen if COVID- 19 infections happen in our community, or if surges in the greater DC community require we close ToTH. This extended calendar does not necessarily set a precedent for future years but meets new needs, this year, during COVID-19 operations.

### SCHOOL CLOSURE

In the event that ToTH has to close or take an unexpected break during the school year due to a mandate from DC Health or a resurgence of COVID-19 in the DC area, here is what you can expect:

- We have intentionally added approximately 13 days to the school calendar by removing previously scheduled break days in order to build in extra time in school in the event that we have to close for a period(s) during the year.
- We will engage in developmentally appropriate distance engagement during COVID-19 breaks. For children in the Primary program, there will be a set curriculum that will be followed and it will include take-home packets of materials and filmed lessons and demonstrations. Toddler families will also receive take-home activity materials and have online circle times. In addition, families

can expect to receive advice and consultation from ToTh teachers and administrators that is designed to help parents navigate home life with their children.

## CLASS GROUP SIZES AND RATIOS

**OSSE now requires that no more than 10 individuals (teachers and students) are clustered in one group.** During our first phase of re-opening we will ensure appropriate social distancing at ToTH by operating with 8 students and 2 teachers in each classroom. The Primary classroom will be partitioned according to OSSE guidelines to allow for a total of 16 students and 4 teachers (*Please see Primary Partitioning*). A minimum of 8 teachers will be employed at all times and if possible we will have one full time floater on site. One administrator will be on site at all times. As we increase our population size we will monitor staffing and adjust as necessary.

In the event that OSSE eases group size regulations, ToTH will bring in waitlisted students quickly and in such a way that 2 teachers can consistently maintain uncompromised quality. We will halt additions past what is comfortable, until we are staffed up with additional teachers.

## WAITLISTING

It will be necessary that some families who want to attend ToTH for the 2020-2021 school year, who have paid a deposit and who have asked us to keep their deposit so their space is secure will need to start later in the year once OSSE eases regulations. It could be that we will not have a space at all if our occupancy is not increased during the year. *All ToTH classes will begin with a first cohort of 8 and everyone else will remain on a waitlist. You will not be charged tuition until you are pulled off of the waitlist and given a start date. Anyone not starting in the first cohort will have prorated tuition starting on your child's first day of school. Second and subsequent cohorts must pay the full amount due before starting school and all subsequent trimesters must be paid in full by the due date. Families who cannot pay tuition on time in the full amount due will be disenrolled and a waitlisted family will be invited to start immediately.*

To help us choose who will have a space in the first cohort, we will prioritize families who:

- have a child(ren) returning to ToTH
- have siblings previously enrolled at ToTH
- have a parent employed at ToTH
- are in good financial standing with ToTH

*To create and invite second and subsequent cohorts we will choose based on keeping a balanced class regarding age and gender, to the extent possible.*

At this time, we cannot predict when school will open up for a second cohort of children. OSSE's group size requirements are not tied to the Mayor's ReOpen DC phased plan. OSSE is aligning regulations closely with recommendations from the CDC and DC Health. We cannot predict if the second cohort will bring in all waitlisted families, or if we will only be authorized to increase group size more slowly. All data coming in from OSSE that affects population size will be shared with families in a timely manner.

## STAFFING PLAN

- Our classes will be led by four teaching teams: Javacia Finney and Tierra Barnett (Part Day Toddler), Karen Solache and Zharray Johnson (Full Day Toddler), Renata Faccioli and Gladys Mariscal (Primary 1), and Morgan Brown and Sasha Sargent (Primary 2).

We remain committed to each team having at least one MACTE trained teacher (or someone in training) and all teachers who are not MACTE endorsed will participate in professional development until the time comes that they can begin the full training. Please ask [natalie@toddlersonthehill.org](mailto:natalie@toddlersonthehill.org) directly if you have questions about MACTE, Montessori training, ToTH's vision for co-teaching teams and a non-hierarchical system that has banished the outdated culture of titles and "leads" and "assistants."

## PRIMARY PARTITIONING AND GROUP ASSIGNMENT

OSSE's COVID-19 regulations allow us to partition our Primary classroom and create two groups of 8 students. After careful consideration, we have decided to go forward with partitioning the space as that would allow 16 families to be a part of our Montessori Primary community until group size regulations are amended.

The partition will be at least 6ft tall with no holes or gaps and have space on either end to create a "hallway" that one group may use to access the restroom/classroom door. The two groups will be kept completely separate and not share class space. The restroom will be cleaned and disinfected after each group's use.

## DAILY ARRIVAL/DEPARTURE PROCEDURES

- **Primary Arrivals/Departures**
  - Prior to arrival parents should submit the "Daily Health Screening Form" online to expedite the "ASK, ASK, LOOK" and temperature screening process (please see DAILY SYMPTOM SCREENING). Parents must take the child's temperature no more than 2 hours prior to arrival and report the temperature on the online form.
  - Children will enter through the main foyer between 8:50 and 9:10 a.m. (If you arrive later than 9:10 a.m. you may need to wait until after 9:30 a.m. to drop off your child to ensure that the Primary and Toddler children do not mix.
  - Upon arrival, parent and child should approach the main entrance, maintaining at least 6ft of distance between other families. Staff members will confirm receipt of the daily screening form, complete a visual inspection of the child, take the child's temperature with a touchless thermometer, and a teacher will escort the child to the classroom.
  - Children may be picked up any time between 3 p.m. and 5 p.m. Parents must call ahead to notify staff of their arrival so that the child can be escorted to the main foyer doors.
- **Full Day Toddler Arrivals/Departures**
  - Prior to arrival parents should submit the "Daily Health Screening Form" online to expedite the "ASK, ASK, LOOK" and temperature screening process. Parents must take the child's temperature no more than 2 hours prior to arrival and report the temperature on the online form.

- Children will enter through the classroom side door on K Street at 9-9:15a.m.
  - Upon arrival, parent and child should approach the classroom doors, maintaining at least 6ft of distance between other families. Staff members will confirm receipt of the daily screening form, complete a visual inspection of the child, take the child's temperature with a touchless thermometer, and a teacher will escort the child to the classroom.
  - Children may be picked up any time between 3 p.m. and 5 p.m. at the Full Day Toddler classroom sidedoor on K St. Parents must call ahead to notify staff of their arrival so that the child can be prepared for departure.
- **Part Day Toddler Arrival/Departures**
    - Prior to arrival parents should submit the "Daily Health Screening Form" online to expedite the "ASK, ASK, LOOK" and temperature screening process. Parents must take the child's temperature no more than 2 hours prior to arrival and report the temperature on the online form.
    - Children will enter through the main foyer at 9:15-9:30 a.m. and 2:30-2:45 p.m. when no other classes are arriving.
    - Upon arrival, parent and child should approach the main entrance, maintaining at least 6ft of distance between other families. Staff members will confirm receipt of the daily screening form, complete a visual inspection of the child, take the child's temperature with a touchless thermometer, and a teacher will escort the child to the classroom.
    - Parents/caregivers should be lined up (maintaining 6ft distance) at the front entrance by 12:15 p.m. or 5:30 p.m. Children will be escorted to the door individually.

## IMMUNIZATIONS AND HEALTH FORMS

There has been no change to the OSSE and ToTH requirement that every child must be up-to-date on vaccinations before starting school. Due to the COVID-19 pandemic, there has been a significant decrease in the number of children up-to-date on their vaccination schedule. This is occurring in DC, regionally and nationally. According to the Centers for Disease Control and Prevention (CDC), the federal Vaccines for Children program is reporting a 70 percent decrease in the number of immunizations ordered by medical providers and administered to families over the past few months.

**Each child must be current on immunizations, as a condition of enrollment. We must receive each child's up-to-date immunization records and completed health and dental forms by August 21, 2020.** If your child attended ToTH last year their health and dental forms on file may be up-to-date. Please contact Ila Furman at [ila@toddlersonthehill.org](mailto:ila@toddlersonthehill.org) to confirm your child's status. Health and dental forms expire annually and must be completed again and resubmitted upon expiration. This is a requirement of the Office of the State Superintendent for Education. All questions related to the immunization requirement should be discussed with our Admissions Director, Ila Furman.

Families may have apprehension with scheduling routine vaccination and preventative health visits. This is understandable in a time of uncertainty and rapidly changing events. District health providers have altered their operations to safely provide care. Examples include offering telemedicine, accepting vaccine-only appointments during certain hour blocks, separating sick and well patients, wearing personal protective equipment, and recommending that only one parent accompany their children to appointments.

If you are hesitant to go to your health care provider, please reach out to your pediatrician and ask about the safety precautions they have put in place.

- Resources:
  - [DC Pediatric Immunization Locations](#) and a [search tool](#) to find a primary care center in DC.
  - American Academy of Pediatrics emphasizing the importance of receiving care during the COVID-19 pandemic (available here in: [English](#), [Spanish](#)).

## TUITION

To ensure ToTH can sustain operations for the duration of COVID-19 restrictions, it is necessary that any currently enrolled family who plans to participate in our first cohort pays a **full deposit as well as a full first trimester payment by July 31, 2020**. At this time we cannot offer month to month, or individualized payment schedules.

## ACKNOWLEDGEMENT AND DISCLOSURE REQUIREMENT

All enrolled families will be required to submit a signed “COVID-19 Acknowledgement and Agreement” form to affirm their understanding and acceptance of new health and safety policies and procedures at ToTH Montessori. This will be due by August 21.

## Part II: Health and Safety Guidelines

### PHYSICAL DISTANCING

The CDC recommends gatherings of no more than 10 people in one shared space. We will ensure appropriate physical distancing at ToTH by operating with 8 students and 2 teachers in each class. Other measures include:

- Restricting all outside visitors including parents, siblings, nannies, DPR staff, volunteers, delivery persons, etc. and allowing only ToTH children and ToTH staff to enter the ToTH suite.
- Keeping the same group of children and staff together each day (as opposed to rotating teachers or children);
- Each group/classroom will not share spaces (i.e. classrooms, hallway, gymnasium, playground)
- Maximizing space between individuals in a classroom, including while at tables and in group and individual activities;
- Spreading children out during circle time;
- Staggering drop-off and pick-up times and locations so that groups do not mix;
- Parents will adhere to door-side drop-off and pick-up of children and will maintain at least 6ft of distance between families;
- Allowing administrative staff to telework, leaving one administrator in the office at any given time;
- No storage of items such as strollers, bikes, scooters, car seats, diaper bags, etc. will be allowed inside ToTH. Bike racks are available outside of the ToTH entrance and the Capper Recreation Center entrance.

## HIGH-RISK INDIVIDUALS

Children and staff at high-risk for contracting or experiencing severe illness due to COVID-19 must **consult** with their medical provider before participating in congregate child care. This includes people with:

- Chronic Lung Disease
- Moderate to Severe Asthma
- Serious heart conditions
- Immunocompromised conditions
- Severe obesity (>40 BMI)
- Diabetes
- Chronic kidney disease
- Liver Disease

If your child has one of the conditions listed above, please submit a signed doctor's note that expressly clears the child to participate in group child care to [ila@toddlersonthehill.org](mailto:ila@toddlersonthehill.org). Any parent or household member who has a condition not on this list, but is still concerned about their safety, is encouraged to connect with their medical provider.

## DAILY SYMPTOM SCREENING

Children and staff will be screened for the presence of respiratory symptoms or fever upon arrival to the facility each day using the process below. *Currently we are exploring ways to make this screening process efficient, such as having parents submit answers before arrival via a webform or phone call.*

**CONFIRM:** Parents/guardians must check their child's temperature, and staff must check their own temperature, two hours or less before arrival to school, and report that number to staff members upon arrival.

**ASK:** Parents/guardians and staff will be asked about whether the child or staff member has experienced one or more of the following symptoms that has not been previously evaluated by a healthcare provider:

- Fever (subjective or 100.4 degrees Fahrenheit) or chills
- Cough
- Congestion
- Sore throat
- Shortness of breath or difficulty breathing
- Diarrhea
- Nausea or vomiting
- Fatigue
- Headache
- Muscle or body aches
- Poor feeding or poor appetite
- New loss of taste or smell

- Or any other symptom of not feeling well.

**ASK:** Parents/guardians and staff will be asked if they or their child have been in close contact with a person who has COVID-19 or a person who is awaiting COVID-19 test results.

**LOOK:** Child care staff will visually inspect each child and staff member for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

**Any child or staff member meeting “Yes” for any of the above “ASK, ASK, LOOK” criteria in the program’s daily health screen shall not be admitted. Such families or staff shall be instructed to call their health care provider to determine next steps.**

Once the child or staff has followed the steps outlined by their health care provider, including potential COVID-19 testing if necessary, they may return to care as long as they provide a written or verbal assurance that they are cleared by the health care provider to do so. ***Anyone awaiting a COVID-19 test result should stay home until a final result is received.***

#### EXCLUSION AND DISMISSAL CRITERIA

**Exclusion Criteria:** Children and staff should **stay home, or not be admitted**, if:

- the child, staff member, or *any* member of their household has had a temperature of 100.4 degrees or higher, or any of the symptoms listed in the “Daily Health Screening” section above;
- Any member of their household is confirmed to have COVID-19;
- Any member of their household is awaiting COVID-19 test results;
- Parents/guardians and staff should call their health care provider for further directions.

If a child or staff member reports any of the above symptoms, **or** is confirmed to have COVID-19, the child or staff member must not return to child care until:

- 72 hours **after** the fever has resolved without the use of fever-reducing medication (e.g., Tylenol) and respiratory symptoms have improved; **AND**
- At least 10 days after symptoms first appeared, **whichever is later**; OR
- Per their healthcare provider or DC Health instructions.

If a ToTH child or staff member has had close, prolonged contact with someone with confirmed COVID-19, they cannot not return to ToTH until they have been cleared by their healthcare provider, or completed their quarantine period without becoming symptomatic or diagnosed with COVID-19.

If any child or staff member has been in close contact with a person who is awaiting a COVID-19 test result, then the child or staff member must not enter the facility until the close contact tests negative. If the close contact tests positive, then they should seek guidance from their healthcare provider or DC Health.

Recommendations regarding these timelines are evolving, and guidelines will be updated if further information becomes available from DC Health and the CDC.

**Dismissal Criteria:** If a child or staff member develops a fever or other signs of illness, we will follow OSSE Licensing Guidelines regarding the isolation and dismissal of children and staff.

- For children, a ToTH administrator will immediately isolate the child from other children, notify the child's parent/guardian of the symptoms and that the child needs to be picked up *as soon as possible*, and immediately follow cleaning and disinfecting procedures for any area and toys with which the child was in contact.
- For staff, a ToTH administrator will send the staff member home immediately and follow cleaning and disinfecting procedures for any area, toys and equipment with which the staff member was in contact.

If a Staff Member Takes a Child's Temperature: In the event that a child care staff member must take a child's temperature at any point, they will follow CDC guidelines to do so safely, including with use of a barrier protection or Personal Protective Equipment (PPE).

#### POTENTIAL EXPOSURE AND COVID-19 REPORTING

If ToTH a child or staff member at ToTH has tested COVID-19 positive, the following procedures must be followed:

- **Parent or staff member will send an email to the Administrative Director at [stephanie@toddersonthehill.org](mailto:stephanie@toddersonthehill.org) to report test results.**
- Staff or students diagnosed with COVID-19 should not enter ToTH until they have been cleared from isolation.
- ToTH will submit an Unusual Incident Report to OSSE.
- ToTH will notify DC Health by emailing [coronavirus@dc.gov](mailto:coronavirus@dc.gov) with the following information:
  - "COVID-19 Consult" in the email subject line;
  - Name and direct phone number of the best point of contact for DC Health to return the call; and
  - Short summary of incident/situation.
- An investigator from DC Health will follow-up within 24 hours to all appropriately submitted email notifications.
- In consultation with DC Health, ToTH will have a notification process in place to share the following with staff and parents:
  - Notification to those staff and families of children in close contact with the individual and will state the quarantine requirement; and
  - Notification to the entire program that there was a COVID-19 positive case, steps that will be taken (e.g., cleaning and disinfection).
  - Education about COVID-19, including the signs and symptoms of COVID-19;
  - Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at [coronavirus.dc.gov](https://coronavirus.dc.gov); and
  - Information on options for COVID-19 testing in the District of Columbia, available at

coronavirus.dc.gov/testing.

- DC Health will instruct child care facilities on dismissals and other safety precautions in the event a known COVID-19 individual came in close contact with others at the facility.
- In the event ToTH closes, we will submit an Unusual Incident Report to [osse.childcarecomplaints@dc.gov](mailto:osse.childcarecomplaints@dc.gov) and contact our designated licensing specialist at OSSE.

### ***Cleaning, Sanitization, and Disinfection of Affected Spaces***

In the event of a confirmed COVID-19 case in a child or staff member, ToTH will immediately follow any steps outlined by DC Health as well as cleaning, disinfection and sanitization guidance from the CDC, [linked here](#):

- If seven days or fewer have passed since the person who is sick entered the facility, ToTH will follow these steps:
  - 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 cleaning or disinfecting to allow respiratory droplets to settle.
  - Clean and disinfect all areas used by the person who is sick, such as classrooms, bathrooms, and common areas.
- If more than seven days have passed since the person who is sick entered ToTH, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

### NON-MEDICAL (CLOTH) FACE COVERINGS

All ToTH staff must wear a non-medical (cloth) face covering at all times while providing care. If a staff member is unable to wear a face covering for a medical reason they may be able to get a waiver from OSSE to participate in congregate child care by receiving a written note from their health care provider. Staff without a medical clearance from a health care provider must wear a face covering or should not participate in congregate child care.

The CDC recommends wearing non-medical face coverings in public settings and in circumstances in which physical (social) distancing is difficult, including in child care facilities, when feasible. Further guidance from CDC on the use of face coverings, including instructions on how to make and safely remove a cloth covering, is available [here](#).

### **All parents and caregivers must wear a face covering during drop-off and pick up times.**

**Where feasible and developmentally appropriate**, children *above the age of two* are to wear non-medical face coverings in the child care setting.

- Parents/guardians should wear non-medical face coverings any time they interact with ToTH staff, including for drop-off and pick-up.
- Children age 2 and older should wear a face covering, when feasible, and if deemed developmentally appropriate by the parent/guardian and child care provider. *Such children must be able to safely use, avoid touching, and remove the covering without assistance.*

Instances when face coverings do not need to be worn:

- Non-medical face coverings should not be placed on children age 2 and younger, anyone who

has trouble breathing, or anyone who is unconscious or unable to remove the mask without assistance.

- Face coverings should not be worn by children during naptime.
- Ensure additional protocols are in place to support the safe use of clean masks.
- Staff and children wearing face coverings are to bring multiple clean coverings each day, as feasible.
- Staff and children must exercise caution when removing the covering, always store it out of reach of other children, and wash hands immediately after removing.
- The benefit of such a face covering is to limit the spread of secretions by stopping individuals from touching their mouth or nose, limiting spread if an individual has COVID-19 and limit individuals from contracting COVID-19 if around a COVID-19 positive person. **If children play with their or others' face coverings or if they are not removed and stored safely, their use should be discontinued.**

## HYGIENE

ToTH will follow the below hygiene practices to help keep child care facilities clean and safe.

- Teach and model good hygiene practices, including covering coughs and sneezes with an elbow or tissue and washing hands with soap and water for at least 20 seconds;
- Hand-washing must take place frequently throughout the day, including:
  - At the entrance to the facility;
  - Next to parent sign-in sheets, including sanitary wipes to clean pens between uses;
  - After going to the bathroom or changing a diaper;
  - Before eating, handling food, or feeding a child;
  - After blowing or supporting a child with blowing their nose, coughing, or sneezing;
  - Before and after staff gives medication to a child;
  - After handling wastebaskets or garbage; and
- If soap and water are not available, and the hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60 percent alcohol is to be used. This will only be used by a child under very close observation from a staff person or parent/guardian and follow the manufacturer's instructions.
- Signage will be placed in every classroom and near every sink reminding staff of hand-washing protocols.

Added safety measures:

- Parents are required to put their child's long hair back in a ponytail or braid to ensure long hair is not touching their faces, mouth, surfaces, or other children.
- Parents must dress their children in simple clothing that doesn't require a teacher to tie bows, clip buckles, etc. Loose extra fabric, jewelry, head bands, bows, and other adornments that will require reclipping or touching are not welcome at school.
- In Primary, if your child cannot manage it on her own (shoes, belt, buttons, etc) the article of clothing is not welcome at school. If your child comes to school in something that requires an adult's management your child will be asked to change into their extra clothes/shoes; or the parent will be called to come bring appropriate clothes.

## CLEANING, DISINFECTION, AND SANITIZATION

All child care providers must regularly clean, disinfect and sanitize surfaces, toys and materials per [District guidance](#) on cleaning and disinfecting and the [CDC's updated guidance for childcare providers](#).

Emphasis will be placed on regular cleaning and disinfection of **high-touch surfaces**, including but not limited to door handles, chairs, light switches, toilets, playground structures, and faucets. Learning **materials**, including those used indoors and outdoors, must be frequently cleaned and sanitized throughout the day.

- Materials that have been in children's mouths or soiled by bodily secretions will be immediately set aside. These materials will be cleaned and sanitized by a staff member wearing gloves, before being used by another child.
- Machine washable toys should be used by only one child, and laundered in between uses.
- Mats/cots and bedding will be individually labeled and stored.
- Mats/cots will be placed at least six feet apart while in use and cleaned and sanitized between uses.
- Bedding will be used only by one child and will be sent home to be washed weekly.
- For all cleaning, sanitizing, and disinfecting products, we will follow the manufacturer's instructions for concentration, application method, contact time, and drying time prior to use by a child.
- ToTH will place signage in every classroom reminding staff of cleaning protocols.
- Playground structures must be included as part of routine cleaning, especially high touch surfaces, e.g., handle bars, but do not need to be disinfected.

## MEALS

ToTH will serve snack and lunch according to the following the physical distancing and hygiene guidance above and per the CDC:

- Lunches are to be brought from home daily in easy-to-open lunch boxes or containers to minimize the need for staff assistance;
- ToTH will space children out during snack and lunch;
- Meals will be served individually; there will be no family style meals, sharing of utensils, or food preparation works;
- Children will not share food;
- Children and staff will wash hands before and after eating, and will not share utensils, cups, or plates;

- Staff should wash hands before and after preparing food, and after helping children to eat;
- Tables and chairs will be cleaned and sanitized before and after the meal;
- If handling individual lunch boxes, staff must wash their hands between the handling of each lunch box. Food items should be removed from the lunch box and placed with the child, or plated separately, and then the lunch box returned to the child's cubby; and
- Observe all other local and federal food safety guidelines.

#### QUESTIONS?

If you have questions relating to this guidance please contact Stephanie Sarvana, Administrative Director, Licensing & Compliance at (520) 237-3211 or [stephanie@toddlersonthehill.org](mailto:stephanie@toddlersonthehill.org)

**For resources and information about the District of Columbia Government's coronavirus (COVID-19) response and recovery efforts, please visit [coronavirus.dc.gov](https://coronavirus.dc.gov).**