



May 5, 2020

Dear Neighborhood House Families,

We are excited to announce that on Monday, May 18, 2020 Neighborhood House Child Development Center will open to our clients to provide full day services beginning at 6:30am. We will once again follow our normal operating hours of 6:30am – 5:30pm with all the normal programming features you know and have become accustomed to. While our core services will be the same, some of our daily procedures have been changed, in response to Utah Department of Health, Child Care Licensing Program's recommendations for emergency operation during the COVID-19 Pandemic. Please review below our response to the new conditions. Also, please be aware that with these new procedures there may be some delays in dropping-off and picking-up, plan your time accordingly. Working together we will all be able to stay safe and stay strong.

Programs must screen individuals for fever, cough, trouble breathing, sore throat, sudden change in taste or smell, and muscle aches and pains before entering the facility.

- When you arrive at the center please step into the lobby where a Nurse will take your temperature, and the temperature of your child and ask you the above health questions. If you and your child have no fever or any of the conditions above, you will sign your children in for the day.

Programs must ensure that, upon arrival at the facility, all individuals wash their hands with soap and running water or alcohol-based sanitizer.

- Within the lobby there is alcohol-based sanitizer for you to use for you and your child. Once escort your child into their classroom, teachers will help your child wash their hands with soap and running water.

Programs must ensure that there are never more than 20 people in a group (this includes children and adults) and groups are in separate rooms of the facility.

- For most of our classrooms this is not a problem at all. The School-Age program will be most impacted with this rule, but as a program we have space to accommodate our normal operating groups without problem. This does mean that our classrooms will closely coordinate our outside play times to comply with this group size rule. Please be assured that at no time will group sizes be permitted to be larger than 20 individuals.

Programs must ensure that surfaces and areas that are used and touched often are cleaned and sanitized before a new group uses them and at least at least daily.

- Classroom toys will be reduced and changed out more frequently during the day so that sanitizing can be done throughout the day. In our Toddler and Preschool classrooms, toys once used by a child will be placed into a used basket for sanitizing. We will have additional staff assigned to sanitize toys throughout the day. Surfaces will be wiped down throughout the day with a bleach water solution throughout the day and deep cleaned overnight by our contracted cleaning company.

Programs must ensure that enrolled children are picked up at the facility's entrance and those picking-up the children do not enter the facility.

- Similar to dropping off your child, parents are invited to step inside the lobby, and we will bring your child to you there. We will try to quickly have your child brought to the lobby, but please plan for a little extra drop-off and pick-up time. Please realize there will be a rush of activity during these times and socially distance yourselves appropriately. Based on lobby traffic, we may have to take further steps to ensure appropriate social distancing.

If there is a confirmed case of COVID-19 at the facility, programs must close and contact the local health department. They must follow the local health department's instructions as to when they can re-open.

- We will do everything possible to ensure the continued health and safety of you and your child. None of us want to perpetuate this illness. Please work with us to ensure none of our children or families get sick by honestly answering the daily health questions, respecting the guidance of the Nurses, and communicating any COVID-19 exposure your family has experiences.
- If anyone in your immediate family or a know family contact has tested positive to the COVID-19 virus, please self-quarantine and inform Neighborhood House immediately.

SPECIFIC TO SCHOOL-AGE:

Due to the continued elementary school requirements, our School-age staff are planning to support your children in connecting to their primary educators. Please provide daily school schedule to Megan at Megan@NHUtah.org so she can coordinate with her team your child's responsibilities. Also, your student may bring their laptop or other devices so that they have their familiar device to access their studies. Every effort will be made to keep those devices stored in a safe place, but Neighborhood House does not assume liability for the devices. One our first day back your student will have a device storage space assigned to them and protocols will be reviewed.

Should you have any questions related to our new operating procedures please don't hesitate emailing us at info@NHUtah.org. Again, we are excited for the opportunity to again provide services to you and your children. We will see you on Monday, May 18, 2020.

Kindest Regards,
Mr. Tom Hogan, Director -Children's Programs