



Dear HPNC Families,

We are excited to have young people back in the building!

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.

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 at home if feeling ill.

Student Drop-off/Pick-up

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

- Drop off and pick up times will be staggered. Each classroom will have a designated a drop-off and pick-up time.



- Curbside drop-off and pick-up will be implemented and parents will not enter the building. Teachers/Class Leaders will meet families outside during the drop-off and pick-up times.
- 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 upon arrival, as follows:
 - Parents/guardians must take their child's temperature upon arrival.
 - Parent/guardian will confirm that the child does not have fever, shortness of breath or cough.
 - HPNC staff person will stand 6-feet from child to do a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue or extreme fussiness.
 - **Children 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 child must immediately wash his/her hands.
- HPNC children will have exclusive use of the bathrooms near the gym.
- 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 or outside.

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.
- Family members will be placed in the same classroom, regardless of age.
- Contact and proximity between individuals will be minimized.
- Tables and desks will be spaced at least 6 feet apart with a maximum of 2 children at opposite ends of one table.
- Each table will have its own labeled markers, colored pencils, etc., and only the child at that table should touch them. These objects should not be moved from the assigned table.
- Handling of shared objects will be minimized.
- Each classroom will be equipped with hand-sanitizer 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 (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.
- No intergroup activities.

Notice of Exposure Protocol

- In the event of confirmed exposure to COVID-19, please notify HPNC immediately.
- HPNC will promptly notify families, staff, and the Chicago Department of Public Health.
- Current guidelines indicate that the facility will need to be closed for a period of 2-5 days. Families will be refunded for the closed period only.
- HPNC will conduct deep cleaning of the facility during the closure.