

**Pandemic Protocols for Child Care**  
**DAILY HEALTH CHECK PROCEDURES**

**5/1/2020**

A Daily Health Check will be conducted on every person (all staff, families and children) entering the center. Screener will wear gloves and a face covering for the screening process:

**1. TEMPERATURE CHECK:**

- a. Non-contact thermometers will be used, if not available appropriate coverings and sanitizing will occur between each use
- b. A designated staff member will take the temperature of each person seeking to enter the building.
- c. Information will be recorded on a Daily Health Check form along with any other health info.
- d. Any person with a fever of 100.4 F or above will not be permitted to enter.
- e. The Discontinuing Home Isolation Procedure will be followed regarding when someone who has had a fever or other symptoms can return.

**2. SCREENING QUESTIONS:**

a. Each person will be asked the following questions and any person/household who answers “YES” to ANY question will NOT be permitted to enter OR return per the Pandemic Exclusion Criteria Policy:

1. Do you or does any member of your household:

- Have a fever of 100.4 F or above now or in the preceding 72 hours?
- Have a cough?
- Have a sore throat?
- Have any muscle aches?
- Have any difficulty breathing/shortness of breath?
- Any recent loss of taste or smell?
- Have you taken any Tylenol, Ibuprofen or another NSAID in the last 24 hours?
- Have you had any symptoms in the last 48 hours? (assess any and all symptoms)

b. Is your entire household in full compliance with the COVID-19 Exclusion Policy?

1. Including, for the last 14 days:

- No one tested positive for COVID-19
- No one has been tested for COVID-19 and is awaiting test results
- No one is under quarantine for suspected exposure to COVID-19
- No one has travelled to a restricted area, or been within 6' of someone who has travelled to a restricted area.

**Record Keeping** - records will be kept up to one year for all individuals who were screened, including:

- temp, answers to the above questions
- name & initials of screener
- decision whether to accept or send home
- one page per date, date & time of assessment, full name of person being assessed

**SCREENING INSTRUCTIONS FOR STAFF CONDUCTING DAILY HEALTH CHECK**

1. Wear a protective smock or covering if possible (consider a change of clothes)
2. Hand hygiene- wash/disinfect hands frequently, esp before and after screenings
3. Wear mask anytime you are with others, but especially for screening
4. Wear gloves (see info re: various thermometers)
5. Taking Temperatures:
  - a. If using NON-CONTACT thermometers:
    - gloves do not need to be changed between individuals
    - thermometer DOES need to be cleaned after each individual

- b. If using Ear Thermometers:
  - gloves DO need to be changed between each individual
  - thermometer DOES need to be cleaned after each individual
- 6. Discard gloves and covers in covered trash bin
- 7. Remove smock or change clothing after screenings are complete, wash before reuse

### **PANDEMIC BUILDING ACCESS INFORMATION**

1. All nonessential visitors are prohibited
  - a. When possible no contact deliveries should take place
  - b. Items should be left outside, removed from boxes and cleaned when appropriate before being brought into the building
2. Hand Sanitizers (alcohol based) or disinfecting wipes will be available at all center entrances
  - Proper hand washing is preferred, but as needed sanitizer can be used by those over age two
- a. Pens or other materials that are touched by others should be sanitized between use
3. Families should be met in the lobby area by designated staff who will escort children to classrooms after completing the health screening
4. Children must immediately wash hands upon entry into classroom, children under age two should be assisted by an adult
5. Staff greeting children should wash or disinfect hands after escorting each child, before meeting next child
6. Only staff and children assigned to each classroom should enter that room, hand washing should occur each time a person enters or exits the classroom, mixing throughout the day should be avoided if possible
7. Anyone in the building must wear a mask/face covering when at the center in the presence of others, parents have the option allow their child to go without a mask, children under age two should not wear masks, staff working together in shared office space must wear masks (distancing when possible)

### **CLASSROOM AND WORK SPACE: GROUPS AND GROUP SIZE**

1. Group size and ratio are set by OCFS and must be followed
  - a. If state or local health recommendations lower max, then this should be adhered to
2. Childcare groups should not change when possible (ex. Same 5 children in a group each day)
3. Community spaces, including gyms, playground, multipurpose equipment, should NOT be used unless sanitized fully between each group.
4. Hand washing should occur as directed by OCFS Health Care Plan (HCP) and anytime there is a concern about germ exposure
5. Hand sanitizers or disinfecting wipes should be available in each classroom/all rooms in the center, these should not be used as a substitute for hand washing
6. Actively monitor children for symptoms
7. Keep ill children/staff separate from well children and staff, until they can be sent home
8. If meals will be served, the following protocols should be followed:
  - a. If center has full service kitchen, meals and snacks can continue to be served – however NOT family style, cook should wear gloves and a mask during all food prep and delivery
  - b. If parents send lunch and snacks, children should be spread out as much as possible to avoid cross contamination of individual food items- encourage distancing
9. Nap cots or mats should be spaced out, ideally 6 feet apart

- a. Where possible, place children head to toe on cots to reduce proximity
  - b. Sanitize mats after each use, do not share mats or other nap items between children
10. Where possible, limit playground use to one group at a time (even where fence separates playground areas)
  11. Allow 30-45 minutes between uses of the playground after each group has been out. (i.e. no back-to-back use of the playground)

#### Infant/Toddler Care Specifics:

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up.

- Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Child care providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.
- Child care providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

#### HEALTH, HYGIENE, AND CLEANING PROCEDURES

1. Immediately remove any child/staff who is not feeling well and follow the Health Check and Illness Policy
2. Staff and children must wash hands whenever entering and leaving classroom as well as:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - Before and after diapering or handling garbage
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After handling animals or cleaning up animal waste
  - After playing outdoors or in sand
3. Open windows where possible
4. Cover cough and sneezes, encourage children to cough/sneeze into their elbows or a tissue
5. Staff should be gloved when cleaning and disinfecting and wash hands after removal of gloves
6. Staff should routinely clean and disinfect surfaces and objects that are frequently touched, this should include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops) using bleach solution made per HCP or other cleanser specifically indicated for Covid-19 cleaning
7. Infant and toddler teachers should use a separate burp cloth or blanket when feeding, holding, etc., changing between each child and laundering daily
8. Immediately place any toy that has been in a child's mouth in a sanitizing solution
9. All toys must be washed daily: Launder items soft plush toys and blankets and wash/disinfect all other toys

#### 10. DO NOT USE:

- Toys that cannot be sanitized or cleaned
- Sand or water table play
- Substances (clay, playdough, etc) unless they are assigned to one child only, do not share
- Toys children wear on faces (goggles/masks) or other dress up that may easily become contaminated

#### **PANDEMIC EXCLUSION CRITERIA POLICY**

If anyone is identified as having symptoms of Covid-19, not otherwise explained (ex. allergies) they will not be allowed in the building. Exclusion must be maintained until the person is symptom free, without medication for a minimum period of 24 hours. Symptoms include:

1. Cough
2. Shortness of breath or difficulty breathing
3. Fever
4. Chills
5. Repeated shaking with chills
6. Muscle pain
7. Headache
8. Sore throat
9. New loss of taste or smell

Per the CDC, if someone who has been at your center tests positive:

1. Coordinate with local health officials. Once learning of a COVID-19 case in someone who has been in the school, immediately notify TC Health Department and OCFS.
  2. Dismiss all students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to determine the COVID-19 situation impacting the center.
  3. Discourage staff, students, and their families from gathering or socializing anywhere. (See "This is not a Snow Day" article. This includes group child care arrangements, as well as gathering at places like a friend's house, etc.
  4. Communicate with staff, parents, and students. Coordinate with local health officials to communicate closure decisions and the possible COVID-19 exposure.
    - a. It is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
  5. Clean and disinfect thoroughly.
    - a. Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
    - a. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
    - b. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
    - c. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
    - d. For disinfection most common EPA-registered household disinfectants should be effective.
- i. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the CDC website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- ii. Additionally, diluted household bleach solutions can be used according to mixture recommendations outlined in the HCP. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:

1. 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or 4 teaspoons bleach per quart of water

e. Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](#).

6. Make decisions about extending the school dismissal. Temporarily dismissing child care programs and K-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities.

### **DISCONTINUING HOME ISOLATION**

The following information is provided by the CDC regarding people who have had or been exposed to Covid-19. Additional guidance should be obtained from the TC Health Department and OCFS where applicable:

**People with COVID-19 who have stayed home (home isolated) can leave home under the following conditions\*\*:**

- **If you have not had a test** to determine if you are still contagious, you can leave home after these three things have happened:
  - You have had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers)  
**AND**
  - other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
  - at least 10 days have passed since your symptoms first appeared
- **If you have had a test** to determine if you are still contagious, you can leave home after these three things have happened:
  - You no longer have a fever (**without** the use of medicine that reduces fevers)  
**AND**
  - other symptoms have improved (for example, when your cough or shortness of breath have improved)  
**AND**
  - you received two negative tests in a row, at least 24 hours apart. Your doctor will follow [CDC guidelines](#).

**People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can leave home under the following conditions\*\*:**

- **If you have not had a test** to determine if you are still contagious, you can leave home after these two things have happened:
  - At least 10 days have passed since the date of your first positive test  
**AND**
  - you continue to have no symptoms (no cough or shortness of breath) since the test.
- **If you have had a test** to determine if you are still contagious, you can leave home after:
  - You received two negative tests in a row, at least 24 hours apart. Your doctor will follow [CDC guidelines](#).

\*\*In all cases, **follow the guidance of your doctor and local health department**. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Some people, for example those with conditions that weaken their immune system, might continue to shed virus even after they recover.