



POLICY AND PROCEDURE COVID -19 SAFETY GUIDELINES

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CEO**

Due to the recent Covid-19 outbreak the Smart Center of Child Development and Education in accordance with specific guidelines and suggestions from the Center for Disease Control (CDC), and DHS will be implementing the following safety measures, and will take every necessary precaution to maintain a safe, healthy, learning environment for our children, staff, and parents. ALL staff persons will be trained on the CDC and DHS COVID-19 guidelines.

Masks Must Be Worn by Staff and Children at ALL TIMES!

All staff will be required to wear a mask when inside the center, and outdoors where staff are unable to maintain the 6-foot social distance, unless a medical reason prevents the staff from wearing a face covering. This includes anyone who has trouble breathing, is unconscious, incapacitated or unable to remove the face covering without assistance. Staff Persons who have Covid-19 symptoms, or believe they have come in contact with anyone who have been exposed to, or have Covid-19 should immediately report it to the center Director and will not be permitted to work until they are cleared by presenting the center with a negative Covid-19 test. Staff will not be permitted to work if they have any Covid-19 symptoms, feel ill, have a fever, or a high temperature reading.

Screening Procedures Drop-Off and Pick-Up

Designated staff persons wearing masks and gloves will be available to greet children outside as the parents arrive, staff is to limit direct contact with parents as much as possible. parents will be asked to remain in their vehicles, or outside the center until their child is screened. The Child must be wearing a mask, and the designated staff person will make 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, and confirm that the child is not experiencing coughing or shortness of breath. Persons with COVID-19 are considered infectious from 2 days before the onset of symptoms until the end of the 14 day isolation period

- The child's temperature will be taken with a hand held no touch thermometer. Children and adults (staff) who have a fever of 100.40 (38.00C) or above or other signs of illness will not be admitted to the facility. Parents will be reminded to

look out for signs of illness in their children and to keep them home when they are sick, have a fever of 100.40 or higher, or any signs of illness, and the parent should notify the center.

- A hand hygiene station will be set up at the entrance of the facility, so that children can clean their hands before they enter. We do not have sinks at the door so hand sanitizer with at least 60% alcohol will be used. Staff will supervise the use of the hand sanitizer, and it will be kept out of the children's reach.
 - If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.
 - Once a child is screened a designated staff person will walk the child to their classroom, and at the end of the day, walk all children back to their parents cars, or outside the centers door. Infants will be transported in their car seats. We will have a designated space in the facility to store car seats.
1. child care classes should include the same group each day, and the same child care providers should remain with the same group each day, unless the provider is absent from work, or performing an unexpected task at the child care facility. The staff will be equipped with walkie talkies to limit face to face communication. Staff persons are to remain in their own classrooms.
 2. If possible we will create a separate classroom or group for the children of healthcare workers and other first responders.
 3. We will not host special events such as festivals, holiday events, and special performances.
 4. The children will not participate in activities that may promote transmission. activities that include constant touching,
 5. We will limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
 6. We will add additional space at nap time, and place children head to toe in order to reduce the potential for viral spread.

Cleaning and Disinfecting the Center. The center will be cleaned

- 1. Everyday after dismissal for the next days arrival**
- 2. After lunch, right before nap time**
- 3. The Bathrooms will be cleaned a minimum of three times a day, and as needed**

We will follow the national standards for cleaning, sanitizing and disinfection of educational facilities for children. Toys that can be put in the mouth will be cleaned and sanitized, we will not use toys at the center that cannot be sanitized . Other hard surfaces, including diaper changing stations, door knobs, and floors will be disinfected. Surfaces and objects that are frequently touched, toys and games, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. We will continue using a bleach and water solution. It is listed as one of the CDC's recommended cleaners for child care settings.

- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior
The staff will use EPA-registered disposable wipes to keep surfaces such as keyboards, desks, and remote controls wiped down before each use.
- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products will not be used near the children.
- The staff will clean and sanitize toys daily
- Toys that cannot be cleaned and sanitized will not be used.
- Machine washable cloth toys and plush toys will not be shared
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Toys that need to be cleaned because of a child's secretions will be put in a separate container marked for "soiled toys. Washing with soapy water is the ideal method for

cleaning. We will have enough toys available so that the toys can be rotated through cleanings.

- According to the CDC Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Clean and Disinfect Bedding

- Children's Sheets, blankets, and sleeping bags will be kept separate and individually stored in cubbies, or bags. Cots and mats will be labeled for each child. Bedding that touches a child's skin should be cleaned weekly.

Caring for Infants and Toddlers

When diapering a child, wash your hands and wash the child's hands before you begin, and always wear gloves.

Proper diapering procedures will be posted in all diapering and changing areas.

1. Prepare by putting on gloves
2. Clean the child
3. Remove trash (soiled diaper and wipes)
4. Replace diaper
5. Wash the child's hands
6. Clean up diapering area
7. Wash your hands.

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA—registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection..

Washing, Feeding, or Holding a Child

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 or smock, and by wearing long hair, or braids up off the collar in a ponytail or other updo.

- 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 with a bottlebrush, soap, and water.

Healthy Hand Hygiene Behavior

- All children, staff, and volunteers should engage in hand hygiene at the following times:
 - 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
 - After using the toilet or helping a child use the bathroom

- After coming in contact with bodily fluid
- After playing outdoors or in sand
- After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with hand-washing , including infants who cannot wash hands alone.
 - After assisting children with hand-washing, staff should also wash their hands.
- Poster describing hand-washing steps will be placed near sinks.

Food Preparation and Meal Service

- The children will eat in their classrooms. We serve meals family style, the meals are preplated so that multiple children are not using the same serving utensils.
- Food preparation will not be done by the same staff who diaper children.
- Staff Persons should ensure children wash hands prior to and immediately after eating.
- Staff persons should wash their hands before preparing food and after helping children to eat.

Vulnerable/High Risk Groups

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk it's important that everyone practices healthy hygiene behaviors.

- Staff members or teachers age 65 or older, or with serious underlying health conditions, should talk to their healthcare provider to assess their risk, and to determine if they should work at the child carer center.
- We will talk to the parents of children with underlying health conditions such as asthma about risks, and they will have a care plan.
- We will talk to Parents who have children with disabilities, about how their children can continue to receive the support they need.

The resources emphasize that any decision about temporary closures of child care programs or cancellation of related events should be made in coordination with your federal, state, and local educational officials as well as state and local health officials. Child care programs are not expected to make decisions about closures on their own, but follow DHS and CDC guidelines.

IF A STAFF PERSON OR CHILD BECOMES SICK WITH COVID-19

Persons with COVID-19 are considered infectious from 2 days before the onset of symptoms until the end of the 14 day isolation period. If a child becomes ill their parents will be immediately notified. The parents of all enrolled children will be informed of the suspected outbreak of a communicable disease. The Center will **Contact will contact the DHS Certification Representative** when a facility person, child, or household member is exposed to a positive COVID-19 case.

- The Director or designated staff person will enter the information into the DHS Licensed Facility COVID Data Collecton Tool.
- The Center will report the exposure to DOH or the health department
- Staff persons will be notified by telephone and email of possible exposure to a positive COVID-19 case.

RETURN TO CARE

Children and Staff persons identified as ill on screening or who are sent home for being symptomatic, should see their healthcare provider for evaluation.

Staff and children who are not a close contact or quarantined, but show symptoms that may be associated with COVID-19 may return to the center when.

- Symptomatic child/facility persons who is not tested: exclude for 10 days from symptom onset AND at least 24 hours after fever resolution (if present) without the use of fever reducing medication AND improved respiratory symptoms.
- Symptomatic child/facility persons determined by a health care provider to have an illness other than COVID-19: exclude until they are without a fever for 24 hours (if present) without the use of fever reducing medication and their symptoms are improving.
- Symptomatic child/facility persons with a negative test: exclude until they are without a fever for 24 hours (if present) without the use of fever reducing medication AND improved respiratory symptoms.