

Tipp City Enrichment Program

Pandemic Childcare Policy Handbook 2020

Covid-19

Contents

<i>Child care is a critical part of the public health emergency response team</i>	2
Introduction	2
Social Distancing Strategies	2
<u>Guideline for onset of illness at Tipp City Enrichment Program</u>	-
Child	3
Employee	3
Guidelines for onset of illness while at home	3
Child	3
Employee	3
Family member	3
Keep surfaces disinfected	4
Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19	4
Children/Staff with COVID-19 who have home isolated can stop isolation with these conditions	4
Staff paid sick time and mental health	5
If TCEP has a case of Covid-19	5
Dismiss students and most staff for 2-5 days	6
Health Screening Of Children/Staff	6
Child	6
Staff member	6
During the day- prevention of Covid-19	7
Arrival of children	7
Arrival of Staff	7
Departure of children	7
Departure of Staff	8
Various times of the day	8
Midday cleaning	8
Soft surface Cleaning	8
Electronics	9
Laundry	9
Clean and Sanitize Toys	9
Holding a Child	9

Group Size	10
Hand washing	10
Alcohol based sanitizers	10
Respiratory Hygiene	10
Eliminating transmission points	10
Meetings staff, continuing education	11
Essential functions and reliance that the community may need us for our services	11
Center Family/Staff Communication Plan	11
Determine how RLC will operate if absenteeism spikes amongst staff	11
Tuition/Reduced work	12
Staff/Student Arrival Health Questionnaire	13
Acceptance of new procedures for children/families/staff	14

Childcare is a critical part of the public health emergency response team

Introduction

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Knowing these facts, TCEP has implemented many new safety measures for families, children and teachers to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

Social Distancing Strategies

TCEP staff and families will work with the local health officials to determine a set of strategies appropriate for TCEP. We will use preparedness strategies and consider the following social distancing strategies that may/may not be implemented at some point of time during Covid-19

- If possible, childcare classes should include the same group each day, and the same childcare providers should remain with the same group each day.
- Cancel or postpone special events such as field trips, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
 - Keep each group of children in a separate room.
 - Limit the mixing of children, such as staggering playground times
 - Consider staggering arrival and drop off times and/or have childcare providers come outside the facility to pick up the children as they arrive. Your plan for curbside drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- When possible, arrange for administrative staff to telework from their homes.

Guideline for onset of illness at Tipp City Enrichment Program

Child

- If a child becomes sick during the day. The floater teacher will remove the child to the office and keep the child comfortable until the family can arrive.
- The administrative staff will immediately call the child's family and request an immediate pick up. The child must be picked up by the parent, guardian, or emergency contact within 30 minutes.

Employee

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should **immediately** be separated from other employees, customers, and visitors and sent home.
- If an employee is **confirmed** to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the

Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

Guidelines for onset of illness while at home

Child

- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. Follow our current Illness Policy to understand the return to school policy. If symptoms are consistent with Covid-19, please phone your child's pediatrician and ask for guidance. Please phone us and share that guidance so that we will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

Employee

- Stay home: Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Stay in touch with your doctor
- Stay away from others: As much as possible, you stay away from others. You should stay in a specific "sick room" if possible, and away from other people and pets in your home. Use a separate bathroom, if available.
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include*:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face

Family member

- If caring for a sick household member, follow recommended precautions and monitor your own health
- Have the person stay in one room, away from other people, including yourself, as much as possible.
 - If possible, have them use a separate bathroom.
 - Avoid sharing personal household items, like dishes, towels, and bedding
 - Have them wear a cloth face covering (that covers their nose and mouth) when they are around people, including you.
 - If the sick person can't wear a cloth face covering, you should wear one while in the same room with them.
 - If the sick person needs to be around others (within the home, in a vehicle, or doctor's office), they should wear a cloth face covering that covers their mouth and nose.
- Wash your hands often with soap and water for at least 20 seconds, especially after interacting with the sick person. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth.
- Every day, clean all surfaces that are touched often, like counters, tabletops, and doorknobs
 - Use household cleaning sprays or wipes according to the label instructions.
- Wash laundry thoroughly.
 - If laundry is soiled, wear disposable gloves and keep the soiled items away from your body while laundering. Wash your hands immediately after removing gloves.
- Avoid having any unnecessary visitors.

- For any additional questions about their care, contact their healthcare provider or state or local health department.

Keep surfaces disinfected

- Avoid sharing personal items
- Monitor for emergency signs, prevent the spread of germs, treat symptoms, and carefully consider when to end home isolation.

Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19

- Children who have symptoms should stay home
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act. Fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
- Employees should not return to work until the criteria to end home isolation is met as instructed in consultation with healthcare providers and state and local health departments.

Children/Staff with COVID-19 who have home isolated can stop isolation with these conditions

- If a test will not be administered to determine if you are still contagious, children and staff can return to TCEP after these three things have happened:
 - No fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
 - at least 7 days have passed since symptoms first appeared
- If a test is required to determine if person is still contagious, children or staff can return to TCEP after these three things have happened:
 - No fever (without the use medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
 - Received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines

- Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other people are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.

Staff paid sick time and mental health

- Employers will not require a positive COVID-19 test result or a healthcare provider's note to validate their illness, qualify for sick leave, or to return to work.
- If employees need additional social, behavioral, and other services, to cope with the death of a loved one TCEP will help to assist employees with local services.

If TCEP has a case of Covid-19

- TCEP will notify families and staff of the exposure
- TCEP will report the confirmed case to the local health department and follow their specific guidelines
- TCEP will report the confirmed case to the state Department of Public Health
- TCEP will need to determine the date of symptom onset for the child/staff member
- TCEP will need to determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began
- TCEP will need to identify what days the child/staff member attended/worked during that time
- TCEP will need to determine who had close contact with the child/staff member at the program during those days. Refer back to Child/Staff Movements form
- TCEP will need to close off areas used by the individuals with COVID-19
- Exclude the children and staff members who are determined to have had close contact with the affected/child/staff member for 14 days after the last day they had contact with the affected/child/staff member.
- Wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
 - Open outside doors and windows to increase air circulation in the area.
 - If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait as long as possible
 - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
 - If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary. –
 - Continue routine cleaning and disinfection
 - When cleaning
 - Wear disposable gloves for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
 - Wash your hands often with soap and water for 20 seconds.-Always wash immediately after removing gloves and after contact with a sick person.

Dismiss students and most staff for 2-5 days

This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the scope and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

Health Screening of Children/Staff

All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100.0 degrees

Child

- Perform hand hygiene
- Staff will wear a mask and gloves while checking child's temperature
- Check each child's temperature upon arrival. Currently, as of 6/1/2020, a fever is considered 100.0 degrees
- Thermometer must be disinfected before and after use of checking child's temperature
- If performing a temperature check on multiple individuals, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check.
- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff 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.
- Show the temperature to the parent and write in the correct column the child's temperature.
- Staff should sign off on Staff Arrival form

Staff member

- Staff should expect to arrive at least 5-10 minutes early than their scheduled shift
- Staff should either have their own thermometer from home, or use TCEP teacher thermometer, depending on supply and demand issues
- Staff should answer the questions on Student/Staff Questionnaire, record their temperature, and have the director or designee witness temperature reading
- Return thermometer to staff assigned area

During the day- prevention of Covid-19

Arrival of children

- TCEP may stagger arrival and drop off times and/or have childcare providers come outside the facility to pick up the children as they arrive. This is not currently in effect but may happen with notice to families
- Plan for curbside drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations. This is not in effect but may happen with notice to families
- The same parent or designated person should drop off and pick up the child every day if possible.
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#)
- Check each child's temperature upon arrival. Currently, as of 6/1/2020, a fever is considered 100.0 degrees. Families also need to complete a daily summary of the child's exposure to Covid-19, and if the child has any of the identified symptoms set by the CDC guidance, the child should not be permitted to attend.
 - There are several methods that staff can use to protect themselves while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.
- Staff will help child remove coat and get hands washed
- Staff will take child's lunch from family and put into the designated area if needed
- Assure that the family has completed the sign in/check in requirements

Arrival of Staff

- Bring into the center as little as you possibly will need for the day.
- Staff must wear a mask while in common areas.
- Place your items down and wash hands
- Take temperature and have director or designee witness
- Spray your lunch bag down with bleach and water and place in refrigerator
- Put other items away
- Wash hands and put on your mask

Departure of children

- Upon arrival at the curb and/or parking area, the family will buzz into the center at the front door and then return to the curb keeping 6-foot social distancing between other children and families.
- The staff member will gather the child's things
- The staff member will have child wash his/her hands (sanitizer is acceptable)
- Teacher will take child belongings to the family at the waiting area.

Departure of Staff

Once all children have departed and center is cleaned

- Use a glove to remove any more garbage to the dumpster
- If you wish you may wash your mask in soap and water and disinfect in bleach and water, hang to dry. If taking your masks home to wash, remember to reduce contact with other family members.
- Wash hands

- Take all belongings home

Various times of the day

- Keep classroom size as small as possible. Current ODJFS/Covid-19 recommendations as of 6/1/2020 is no more than 9 children in each classroom.
- At nap time, ensure that children's cots are spaced out as much as possible, ideally 6 feet apart. Continue to practice head to toe in order to further reduce the potential for viral spread.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures. We do encourage a light spray down of bleach throughout the day
- Use of cloth face covering for each staff person at all times while in the common areas and with parents as of June 1, 2020. Instructions for use of cloth face covering are available from the CDC.
 - Exemptions to anyone for whom doing so would be contrary to his or her health or safety because of a medical condition

Midday cleaning

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- Recommend use of [EPA-registered household disinfectant external icon](#). Follow the instructions on the label to ensure safe and effective use of the product.
- Keeping surface wet for a period of time one minute
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Soft surface Cleaning

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or
- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.

Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls

- TCEP will consider putting a wipeable cover on electronics.
- TCEP will follow the manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher.
- Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys are not to be used during Covid-19 or must be laundered as soon as a child finishes playing with it
- Do not share toys with other groups, unless they are washed and sanitized before being moved from one group to the other.

- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep the dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- 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.

Holding a Child

It is important to comfort crying, sad, and/or anxious children, and they often need to be held. To the extent possible, or holding young children.

- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Staff should wash their hands, neck, and anywhere touched by a child’s secretions.

Group Size

Group size during the Covid-19 Pandemic is to limit no more than 9 children in a classroom.

Hand washing

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
- Before and after administering medication or medical ointment
- 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
- After handling garbage
- After blowing one’s nose, coughing, or sneezing
- After using the restroom
- Before coming in contact with any child
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment like toys, computer keyboards, mouse, scissors, pens. etc
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds
 - Turn water on and wet hands, remove from water
 - Add soap to hands and create friction to make bubbles
 - Scrub for 20 seconds, sing Happy Birthday or ABC’s
 - Rinse hands under running water
 - Dry hands with single use paper towels
 - Turn off faucet with paper towels

Alcohol based sanitizers

Use of an alcohol based hand sanitizer should only be practiced when soap and water method is not available. If a child needs to use an alcohol based sanitizer, an adult/staff member must be physically present to observe and guide the child in proper use.

Respiratory Hygiene

- All staff should coughs and sneezes with tissues or the corner of the elbow

- Encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow
- Dispose of soiled tissues immediately after use

Eliminating transmission points

- Reduce common touch points by opening internal doors where possible.
- Frequent cleaning of all touch points.
- Secure all secondary doors and access points to minimize incidental contact.
- Recommended to provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Staff should not share phones, desks, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.
- Employees should clean their personal workspace at the beginning and the end of every shift.
- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

Meetings staff, continuing education

These events and meetings that require close contact may be done electronically during the Covid 19

Essential functions and reliance that the community may need us for our services

- TCEP is prepared to change our business practice to maintain critical operations this may include enrolling on a temporary basis children of various ages of essential personal
- TCEP will identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable. If for some reason there is not adequate PPE for a child care center, cleaning supplies, paper supplies, the director or her designee will close the center until proper materials have arrived
 - Currently, the best defense to Covid-19 is hand washing therefore, using gloves all day everyday could become the false security therefore gloved hands will be reserve for the following times
 - Universal Precautions
 - First Aid
 - Nose blowing
 - Garbage removal
- The Director or her designee will communicate often with companies including fire and safety that enter the building about the importance of sick employees staying home.
 - TCEP procedure for these persons to enter the building
 - Visitors conducting business must wear a mask
 - Director or her designee will take visitors temperature
 - The visitor will complete a questionnaire form

Center Family/Staff Communication Plan

- Communication is important for all center staff and families. Regular communication will continue through email by the director as well as face to face from teachers and using Facebook.

- **Determine how TCEP will operate if absenteeism spikes amongst staff**

While assuring that same staff person is to remain with the same children over the course of the day it is understandable that absenteeism may increase in employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school.

TCEP will plan to monitor and respond to absenteeism at the workplace to provide consistency for families and children

- Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train staff to perform essential functions so the workplace can operate even if key employees are absent.

Tuition

As long as TCEP remains open your tuition will continue to be due on Friday of the week prior to service. If your child is quarantine by your doctor or their school, you may use your free days or pay full tuition.

If for any reason TCEP is forced to be shut down due to the pandemic, you will not be asked to continue to pay. However, if you wish to “hold” your child’s spot within the program until our return ½ tuition will be charged.

Acceptance of new procedures for staff/students

TIPP CITY ENRICHMENT PROGRAM

Anyone who is using the center must read, sign, agree and follow the policy and procedures in order to be participating in TCEP programs.

I have read and fully understand TCEP policy and procedures for Covid-19. I also understand that this document can be changed at any time with or without notice by the director and her designee.

I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to keep myself and family following Social Distancing rules set by the Governor at any given time.

Family/Staff Signature

Date