

# CS&KT Early Childhood Services Changes to Health & Safety Policy & Procedure

(revised as per Montana Outbreak Response Protocols: K-12 Updated: 1/19/2021)

In order to keep families, staff and our community safe and comply with current State of Montana Early Childhood Services Bureau (ECSB) recommendations CS&KT Early Childhood Services (ECS) has chosen to adopt the following changes to its health and safety policies, including illness exclusion. These changes are in effect until ECS provides you with written notice that it is withdrawn.

This document is intended to follow current Montana childcare guidance as periodically updated by ECSB and/or public health officials. It also draws from the best practices published by the Centers for Disease Control (CDC). This is an evolving situation. ECS will endeavor to continue to stay apprised of best practices and update its policies and procedures in accordance with current recommendations. As circumstances change, ECS will review this document periodically and update with new information.

## Signs and Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

If staff or a child has either (1) of these symptoms (new or unexplained) listed below, they are to be sent home immediately.

- Fever (100.4 or above)
- Cough
- New loss of taste or smell
- Shortness of breath or difficulty breathing

If staff or a child has (2) of these symptoms (new or unexplained) listed below, they are to be sent home immediately.

- Nausea, Vomiting, or Diarrhea (GI- Gastrointestinal)
- Chills
- Muscle pain
- Congestion or runny nose
- Sore throat

This list is not all possible symptoms.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

In the event a child, family member, staff or close contact are diagnosed with COVID-19, ECS will follow current CDC guidelines on when it is safe for those affected to return. Those guidelines can be found [here](#).

### Illness Exclusion Policy Updates—COVID-19

The following policies are in addition to ECS's general illness exclusion policy. If terms are in conflict, this policy controls our illness exclusion protocol. These policies apply to families, providers and staff.

- If your child or any member of the household or a staff member has been in close contact (someone who was within 6 feet for more than 15 minutes) with any person diagnosed with COVID-19, keep your child home for at least 10 days.
- If in doubt about symptoms, call before coming to the facility. This will reduce the risk of transmission.
- Temperatures of children and staff will be taken and recorded at least two times per day. If the day is longer than 6 hours, then temperatures will be taken three times per day. If any person's temperature is 100.4 F (CDC) or higher, they will be sent home immediately. Temperature logs will be scanned and emailed to Health Services Coordinator weekly.
- In the case of an ill child, the child will be isolated, and the parents contacted to pick them up **immediately. Contact your Health Care Provider for a COVID-19 test.**
  - Upon arrival of the parent, the child will be escorted by staff to meet the parent [at the door. The parent should not enter the facility.
- Symptomatic staff and children are not to return to the facility until they have received documented guidance from your healthcare provider or if you are symptomatic and have not been tested, then you will need to quarantine for 10 days.
- *If you have been tested for COVID-19 and have tested negative, then you may return to work or school with documentation verifying negative test results from your healthcare provider.*
- *When whichever symptoms prompted testing for COVID-19 have subsided, (72 hours or more) and you have received written documentation from your healthcare provider, then it is safe for you to return to work.*
- If diagnosed with COVID-19- you MUST to be cleared by the Health Department.
  - Which includes:
    - 10 days from symptoms onset, or positive test collection,
    - Improvement of symptoms
    - 72 hours without fever (No fever reducing medicine)
    - Documented clearance from local Health Department or Physician
- If a Positive COVID-19 is verified in the center the local Health Department will be notified and recommendations will be made.
- It is imperative that the staff or parents stay in contact with ECS and keep them apprised of any diagnosis or changing symptoms so that we may continue to provide a safe environment for all families and staff. Information provided will be kept confidential but used to make decisions about control measures necessary.

## Check In and Pick-up

- Before arriving at the program, when possible, check the temperature of your child(ren)'s *prior* to arrival at ECS. If their temperature exceeds 100.4 or if new or worsened cough is present, please isolate your child at home.
  - Families will be greeted outside of the building at designated area by a staff member. This is to help us maintain social distancing and limit direct contact. The staff member will be wearing a mask. Staff will check your temperature and your child(ren)'s temperature. The staff member will also ask if the child or anyone at home has any of the symptoms listed above or have been around anyone with COVID-19. If the family answers yes to any of these questions or the adult or child has a temperature exceeding 100.4, ECS will ask that you leave the Center pending assessment by its medical provider or local public health official.
  - Sign in/out will be adapted as follows: Suggestions from recommendations of Montana Advocates for Children for Phase 1:
    - Teachers will Sign Children in and out.
    - Implement "curbside" type services to avoid parents coming in to buildings
    - Instruct parents to Leave quickly after drop-off and require social (physical) distancing between families as they arrive and depart.
    - See above for guidance on temperature checks
  - Bus Service:
    - Social distancing more than 6 feet when possible
    - Alternate bus seats when children are not in the same household or childcare
- CDC Recommendations:
- Provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use. If possible, place sign-in stations outside, and provide sanitary wipes for cleaning pens between each use.
  - Consider staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.
    - Children's Teachers will greet children outside as they arrive.
    - Designate a staff person to be the drop off/pick up volunteer to walk all children to the designated drop off, and at the end of the day, walk all children back to their cars.
    - Infants could be transported in their car seats. Store car seat out of children's reach.
- The same parent or designated person should drop off and pick up the child every day. 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
  - Children will be required to wash their hands immediately after their temperature check and frequently throughout the day. When children are received for drop off [staff will escort them

to wash their hands] or [the parent and child should immediately proceed to wash both the parent and child's hands before doing any other check-in procedures.]

- Upon your arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing.
- Personal items (such as lovies and pacifiers) will not travel back and forth between the program and home to the extent possible. Please bring your child's necessary items for the week in sealed Ziploc bags. We will place them in the sealed bags inside their cubby. Any soiled clothing will be placed in a Ziploc bag and returned to parents. Please provide additional changes of clothing as the CDC recommends that children's clothing be changed any time there are bodily fluids on a clothing item.

#### **Staff Health & Wellness**

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will wear a mask, eye protection and gloves when toileting or changing diapers or wiping noses.
- Staff will wear a mask upon entering the building and at all times while inside Tribal buildings.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if >100.4F as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms, nausea, vomiting, or diarrhea.)
- Staff will do a check temp at end of each shift.
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will change into Scrubs upon entry into the building and it will be mandatory for the scrubs to be laundered and left on site.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

#### **Healthy Environment**

- We will prioritize keeping family units in the same group.
- All classrooms will try their best to remain separated (both indoors and outdoors) to reduce the number of children in one area and to reduce the possibility of viral transmission.
- The classrooms will be designed to allow children to play alone or in smaller groups.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets and materials that children play with at least once daily.
- Staff will remove any material that has been placed in a child's mouth or otherwise been in contact with bodily fluids. These materials will not be returned until they have been disinfected.
- Materials that cannot be disinfected will be removed.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces in accordance with local and federal recommendations for child care programs including [CDC Clean and Disinfect](#) procedures.
- Staff will have access to hand sanitizers (with a minimum of 60% alcohol) and disposable gloves and use them as needed.
- Staff will wash their hands and children's frequently upon arrival, departure and frequently throughout the day.

- No program tours will be given until further notice to reduce the number of visitors in the building.
- ECS requests your cooperation in minimizing contacts. Please observe social gathering and distancing rules in effect as well as minimizing non-essential travel at all times.
- Until further notice, field trips will be suspended.
- Electrostatic sprayers will be used to disinfect classrooms and buses at the end of each day.

#### **Meal Preparation & Service**

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation and feeding.
- Each child's meal will be plated and served by staff, instead of served family-style.
- Children will be placed six feet apart to eat during meal times to maintain social distancing with masks off. This is to the best of that classrooms abilities, depending on square footage of that specific building.

#### **Closure/Limitation of [ECS]**

According to the Governor's directive dated April 4, 2020, child care is considered an essential service. This program will continue to follow federal, state and local guidance in determining whether it is in its best interest as well as that of community and families to remain open or to close. These guidelines are general and may need to be modified depending on the situation. The program may elect to close if the following events/conditions occur:

- State/Federal or Tribal government directs or requests that the program close, reduce enrollment or limit enrollment to the children of essential workers.
- In the event a child, staff member or other person who spent time in ECS classrooms who had close contact with others while ill has been diagnosed with COVID-19, the program will close for at least 10 days if directed by Health Department.
- Due to issues with the supply chain, we are unable to obtain sufficient items for health and safety such as food, personal protective equipment or sanitizing/disinfection solutions.

I, \_\_\_\_\_ have read and understand ECS's Changes to Health and Safety Policy and Procedure. I understand and accept my obligations to report illness or suspected illness as well as my other obligations under this document.

By: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_ have read and understand ECS's Changes to Health and Safety Policy and Procedure. I understand and accept my obligations to report illness or suspected illness as well as my other obligations under this document.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Source:

<https://info.childcareaware.org/blog/grab-adapt-and-go-covid-19-resources-for-child-care-programs>

Sample letter notifying families of policy changes

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#clean>

Montana DPHHS Checklist for All Child Care Facilities- COVID-19 (undated).