**Child Care Staff Protocols for Operation During the COVID 19 Pandemic**

**Daily Screening:**

* All staff will be temperature checked daily in the lobby designated area prior to entering the center, and again at midday. No staff will enter the childcare center without first being screened.
* Anyone with a temperature of 100 or more will need to go home and follow up immediately with their physician regarding the need for quarantine, testing, etc.
* All staff should immediately notify their supervisor if anyone in their home has been confirmed to have COVID-19, or if they have had contact, within the last 14 days, with anyone who is under investigation for COVID-19.
* In both cases, a return to work date will be determined with the assistance of the physician, our nurse consultant, and the recommendations of our local health department. All confirmed cases of COVID 19 (staff, parent, or child) will be reported to local health.

**Masks and Smocks:**

* A face mask (cloth or disposable type – not N95 medical grade) must be worn while in the center. The exceptions are when a staff member may be alone in an office, the staff workroom, or kitchen. When lifting the mask to eat or drink, you must be 6 feet away from others.
* A long sleeve changeable layer must be worn by teachers. This layer is to be removed and a new one put on if a child sneezes on, coughs, drools, or otherwise gets bodily fluids on the teacher. Staff should be sure to wash their neck and any skin that may have been contaminated for at least 20 seconds. Staff should have a change of pants available in case they become contaminated. 2 long sleeve smocks have been provided for each staff member.

**Cleaning and Disinfection:**

* Enhanced cleaning will be performed throughout the day. Common areas such as bathrooms, hallways, door handles, keypads, and other high touch areas will be cleaned and disinfected at least 3 times per day.
* Toys that cannot be cleaned and sanitized daily 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 then rinse. Next sanitize with bleach solution, allow item to remain wet for 2 minutes, 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 should only be used by one individual at a time or should not be used at all. These toys should be laundered **before** being used by another child.
* 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.
* 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 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.
* Classroom tables AND chairs should be cleaned (remove visible food, paint, dirt, etc.), sprayed with bleach solution, and allowed to air dry after each meal, in between groups of children, and upon closing the classroom for the day.
* Children’s bathrooms should be cleaned and disinfected several times per day- especially after times of heavy use.
* Regularly disinfect countertops, cabinets, and other surfaces in the classroom.
* Playground equipment needs to be disinfected between groups of children.

**Handwashing:**

* All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds as follows:
* Before coming in contact with any child
* Before and after eating
* After sneezing, coughing or nose blowing
* After using the rest room
* Before handling food
* After touching or cleaning surfaces that may be contaminated
* After using any shared equipment like toys, computer keyboards, mouse

All handwashing activities must be supervised by adults to verify that children are properly washing their hands for 20 seconds. If soap and water are not available, an alcohol based sanitizer shall be used. Adults should always supervise use of alcohol-based sanitizers.

 • All staff must cover coughs and sneezes with tissue or the corner of the elbow. All staff must also encourage children, when appropriate, to cover coughs and sneezes with tissues or the corner of the elbow. All soiled tissues must be disposed of immediately after each use.

**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 a long sleeved outer layer (smock) and by wearing long hair 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 their smock, 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.

**Separation of Groups:**

* Groups of children will remain in separate rooms while in attendance.
* No more than ten children will be in any room at one time even if there are half walls, half doors or other physical barriers within such room separating groups of children.
* For children under the age of three, a group size of 8 and a ratio of 1:4 are still required.
* Groups of children will not come in contact with other groups of children while in attendance, including at the beginning and end of the day, while engaged in outdoor play and during arrival and departure times.
* Only one group may be on each playground at a time.
* If possible, at nap time, ensure that children’s cots (or cribs) are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.
* Children’s bedding will remain at the center and be laundered by staff until further notice.
* Centers will minimize, to the best of their ability, the movement of staff between groups of children throughout the day. Teachers should not “visit” other classrooms during breaks.

**Parent Drop Off:**

* Plan to limit direct contact with parents as much as possible.
* The center will use a “curbside” model for drop off and pick up. Parents will not be allowed to enter the childcare center, but will instead drop off and pick up in the lobby or Starfish Cove. The pick up location may be changed to the parent resource door as the weather warms.
* Children will be screened for signs of illness, and parent and child will be temperature checked before the child enters the center.
* Children should immediately wash their hands upon arrival to the classroom.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received a copy of the **Child Care Staff Protocols for Operation During the COVID 19 Pandemic.** I have reviewed the requirements and discussed them with my supervisor.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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