

CCDC COVID-19 GUIDELINES

Child care providers across the state have always prioritized the health and safety of the children in their care. With the spread of COVID-19, new health and safety protocols are necessary to ensure children, families, and staff members are as safe as possible. This document provides tools to help you make the best decisions possible to limit the spread of COVID-19 and to create safe spaces for children and staff members. We will continue to update the document based on our best knowledge and partner with the field to learn about how we fight this virus while providing quality child care.

ASSESS DROP OFF AND PICK UP TIMES

- To minimize the potential spread of COVID-19, we will limit the number of individuals entering into CCDC at drop off, pick up, and throughout the day.
- Please fill out your contract as normal and you MUST drop off and pick up at the times contracted.
- There will only be 1 parent per child allowed in the building for drop off/pick up.
- Masks are STILL REQUIRED to be worn by all adults if NOT vaccinated.
- We are asking that you spend no more than 15 minutes dropping off and picking up your children.
- All parents MUST purchase a keycard to enter the building. You may purchase a keycard during our office hours 9:00am-5:00pm. Keycards are \$10.00 CASH ONLY. We do not give change, so we are asking all parents to have exact change when making their purchase.
- Hand sanitizing stations are located at all entrances. Adults and children are required to disinfect their hands upon arrival.

Preschool Drop Off (8:45 am) will be at the parking lot entrance.

- AM Preschool: You may drop your child off NO EARLIER than 8:40am, and you may pick up NO EARLIER than 11:55am. This is to help eliminate too much traffic around the preschool classrooms.
- PM Preschool: You may drop off your child NO EARLIER than 12:55pm and pick up NO EARLIER than 4:10pm. This is to help eliminate too much traffic around the preschool classrooms.
- Young Preschool will begin their day on the playground.
- Pre-K Preschool will begin their day on the playground.

MONITORING SYMPTOMS OF COVID-19

- You are required to contact the office if your child is getting tested for COVID-19.
- It is required that the parent answer the health questions on the Brightwheel app.
- The staff will perform visual checks on the children for signs of illness including: flushed cheeks, rapid or difficulty breathing (without recent physical activity) fatigue, excessive coughing, or extreme fussiness.
- If your child is awaiting COVID-19 testing results he/she MAY NOT attend CCDC until results are given.
- If a child or staff member develop symptoms during care, they will be isolated in the CCDC office separate from other children and will remain until they are picked up.
- If a staff member or child has a fever or a cough, we will follow our CCDC handbook policy. If a staff member or child exhibits multiple symptoms of COVID-19, or you suspect possible exposure, or an individual tests positive for COVID-19, the individual must stay home until:

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- He/She has been fever-free for at least 24 hours without the use of medicine that reduces fevers and other symptoms have improved and
- At least 10 days have passed since symptoms first appeared.
- Families should be encouraged to have back-up child care plans if the child or a family member becomes ill or is required to self-quarantine due to possible COVID-19.
- **If someone in your household tests positive for COVID-19 you are required to contact the office. If you cannot quarantine away from your child, then your child must quarantine for 20 days from the date your symptoms began. If you can quarantine away from your child, your child must quarantine for 10 days from the date your symptoms began. If your child comes into close contact with someone who has tested positive for COVID-19, you are required to call the office at CCDC. We require you to have your child quarantine for 7 days. If your child is not experiencing any symptoms you may test after the 7th day and return with a negative result. You may email or bring in their negative test result. If you choose not to have your child tested then they must quarantine the full 10 days.**

REPORTING EXPOSURE

If a child, staff member, family member becomes ill with COVID-19 symptoms, we must contact our local health department and licensing consultant for next steps. Staff and families of children in care are also required to report to the provider if they become symptomatic or receive positive COVID-19 test results. If an individual in a classroom is identified with a positive test for COVID-19, the classroom will be closed, cleaned, and everyone in that classroom should be quarantined for 10 days initially. We will contact our local health department for guidance and best practices and to determine if our entire Center must close.

SOCIAL DISTANCING

- Classroom sizes will be 10-18 children per room. We will not be mixing school age children with the younger children, unless it is necessary.
- As much as possible, classrooms should include the same group of children and caregivers.
- During meal times, we no longer are serving family style dining.
- We have purchased touchless trash cans to provide a hands-free way to dispose of tissues and contaminants.
- Contact with teachers outside of their classroom and between groups of children should be limited. For example, playground time will be rotated between groups.
- Cots will be six feet apart at rest time in head-to-toe positioning. Bedding: One small blanket; NO pillows.

REINFORCE BEST PRACTICES TO PROMOTE HYGIENE

Child care providers are experts in limiting the spread of illness. We will continue to reinforce the best practices we already use with children and staff members to limit the spread of COVID-19.

Hand Washing: We will be reinforcing regular health and safety practices with children and staff.

- Wash hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, sneezing, using the bathroom, and before/after eating or preparing food.

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- Soap and water are the best option, especially if hands are visibly dirty. We will continue to have hand sanitizing stations around CCDC.
- Please continue to encourage your child at home to cover coughs with a tissue or sleeve and wash with soap and water immediately after.
- At this time we will not be providing dental hygiene after lunch.

Cleaning and Disinfecting: We will continue to use robust cleaning protocols on a daily basis for items touched frequently. We have our janitors/sextons, Chris and Veronica, who clean on a nightly basis. They are required to clean all bathrooms, floors, doorknobs, door frames, sinks, windows, carpets, etc.

- During rest time, staff members are required to clean common areas. They will continue a daily deep clean (sinks, bathrooms, doorknobs, tabletops, chairs, and shared items).
- Toys will be cleaned frequently; especially items that have been in a child's mouth. Some have recommended that toys should be cleaned after each child uses them (especially if a child has mouthed the toy). Although this is ideal, it is not a recommendation most child care settings can implement due to time and staff resource limitations. We will have a "wash" bucket for each classroom. These items will be disinfected every night in the commercial dishwasher.

Physical Space: CCDC is making changes to our physical space to make it safer for children and staff. Staff have removed all toys and objects which cannot be easily cleaned or sanitized between uses. Toys should be limited to items made of materials that can be easily sanitized or disinfected.

Items from Home: Limit the number of items brought into the facility because this can be a way to transmit the virus. NO TOYS FROM HOME MAY BE BROUGHT IN. Blankets for rest time shall be kept in a backpack/bag in cubby. These MUST be sent home on Friday and washed before returning to CCDC.

EFFECTIVE AUGUST 25TH, 2021

In compliance with Executive Order 2021-164 the following policy will be in place:

- Face coverings are NOT required but HIGHLY recommended:
- All persons 2+ years and older in the building are not required to wear a face mask.
- Staff and parents/guardians who are fully vaccinated are not required to wear a face mask, but it is highly recommended.
- We respectfully ask that all adults not fully vaccinated enter the building with a mask.
- We will support any families who want their child to continue to wear a mask.
- CCDC has provided cloth masks and face shields to all staff who do not have/do not want to use their own personal masks. CCDC will not be able to provide masks to visitors or parents/guardian.
- Please let anyone who may be dropping off and/or picking up your child know that face coverings are required to enter the building if unvaccinated. If they have a medical exemption, please have them respectfully notify the office staff.

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Updated October, 2021