

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 Time

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.

- **Drop Off for Daycare** will be at the Washington Street entrance ONLY. Parents are required to check in their child on the Brightwheel app. A staff member will be taking the child to their classroom.
- **Pick Up for Daycare** will be at the Washington Street entrance ONLY. Parents are required to check out their child on the Brightwheel app. We will bring your child out to you at your contracted pick up time. If you pick your child up earlier, please ring the door bell and a staff member will meet you at the door. Please be patient as we are all working and it may take us a minute to get to the door. - *Hand sanitizing stations are located at all entrances so children. Adults and children are required to disinfect their hands upon arrival.*
- **Preschool Drop Off (8:45 am)** will be at the parking lot entrance. A staff member will be taking your child's temperature. Preschool parents are required to check their child in at 8:45 am and out at 12:00 pm.
 - **Young Preschool** will begin their day on the playground.
 - **Pre-K Preschool** will begin their day in their classroom and end their day on the playground.

Monitoring Symptoms of COVID 19

- Children and staff will be required to have their temperatures taken before entering the classrooms. ALL staff and children will enter through the Washington Street doors until further notice.
- A designated staff member will perform temperature checks. It is required that the parent answer the health questions on the Brightwheel App:
 - *No cough or shortness of breath*
 - *No contact with COVID-19 in the last 14 days*
 - *No fever. If a child's temperature is above 100.4 degrees or shows any of the COVID-19 symptoms, they will be excluded from care.*
- Thermometers will be cleaned and disinfected between uses following the manufacturer's instructions.
- We will perform visual checks on the children for signs of illness including: flushed cheeks, rapid or difficulty breathing (without recent physical activity) fatigue or extreme fussiness.
- 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. At this time, it is recommended that children be fever free for 24 hours before returning to care (even if other symptoms are not

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present). If a staff member or child exhibits *multiple symptoms* of COVID-19, or you suspect possible exposure or an individual *test positive* for COVID-19, the individual must stay home until:

- *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 your 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 a parent tests positive for COVID-19, children are required to quarantine with the parents. **The child/children would then start their 10 day quarantine at the end of your isolation.**

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 14 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 (opening and closing times).

- 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.
- Please refer to the website and/or Brightwheel for your child's menu.
- 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. Playground equipment will be wiped down and disinfected after each group. Chapel, music, and motor movement will be cancelled at this time.
- 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 eating or preparing food.
 - *Soap and water are the best option, especially if hands are visibly dirty. We will continue to have hand sanitizing stations around CCDC.*

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- *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.*
 - *Sensory tables, play dough, community markers, paints, crayons, glue sticks, or scissors will be unavailable at this time. Each child will be provided a bin/baggie of items with their name on it. These items will be for their individual use only.*
- **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 (play clothes, doll clothes, and blankets).*
 - *Toys should be limited to items made of materials that can be easily sanitized or disinfected.*
 - *Cloth toys are not recommended at this time.*
- **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 Monday, November 16, 2020****

In compliance with MDHHS Epidemic Order, the following policy will be in place:

- Face coverings that cover the nose and mouth are now required to be worn by:
 - All persons 5 years and older in the building, including staff and parents/guardians.
 - At all times unless eating, sleeping, performing strenuous activities, or if medically exempt.
 - All children 4 years and older in the building **ONLY when in commonly used areas; such as hallways and bathrooms outside of classrooms, unless medically exempt. This does NOT include when they are in their classrooms or when they are outside.**
 - We respectfully ask that all medical exemptions be signed by a licensed physician and be on file (staff and children).
 - *All children two years and older are encouraged to wear masks while in their classrooms, but at this time, they are NOT required. Please see graph below.*

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- 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, parents/guardians or children.
- ***We are now selling CCDC branded masks for children and adults for \$8.00 ea.***
- CCDC recommends all children, 4 years and older (or 2 and older should you choose) have a cloth mask with his/her name clearly written on it, in a ziplock baggie with his/her name clearly written on it, to avoid mix ups, lost, or traded masks.
- Masks should be taken home frequently and washed.
- Please talk to your child at home about not sharing/trading masks and the proper way to wear them and how to take care of them.
- Please let anyone who may be dropping off and/or picking up your child know that face coverings are now required to enter the building. If they have a medical exemption, please have them respectfully notify the office staff.

When and Where to Wear a Cloth Face Mask in Your Facility

Environment	Staff	Children Ages 2-3	Children Ages 4	Children Ages 5 and up	Parents and visitors
Classrooms, homes, cabins, or similar indoor settings	Required	Should be encouraged*	Should be encouraged*	Required	Required
Indoor hallways and common areas	Required	Should be encouraged*	Required	Required	Required
School bus or transportation	Required	Required	Required	Required	Required
Outside with social distancing	Not required	Not required	Not required	Not required	Not required

* Although cloth face masks are not required in these settings, they should be encouraged if tolerated.