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ACTION PLAN

COVID - 19

**COVID-19 Policy**

**(Write your name and/or the name of your program here)**

In my role as a childcare provider in the community where I live and offer my services, it is my responsibility to make my program a safe place for the children under my care, and to inform parents of the importance of communication so we can work together and prevent the spread of the COVID-19 virus. Our goal is for my students to have a safe and healthy learning environment as we prepare to reopen. We are **committed** to continually assessing our practices and to following the most up-to-date guidelines from the Illinois State Department of Health and the Centers for Disease Control (CDC). Another of my goals is to provide care and learning opportunities in the safest environment possible.

Please read carefully to familiarize yourself with our new policy, as we want our staff and families to help us maintain a safe and healthy environment for all!

1. **Receiving and Releasing Children – Sign in – Policy and Procedure:**

Upon arrival, all parents and children will enter through the assigned door, and a staff member will meet them. While maintaining social distancing (6 feet apart), staff will conduct a health check on both the child and the parents; they will record the information and take them directly to the bathroom to wash their hands.

All adults, including staff, parents and regulatory agencies, are required to and must wear a mask when making official visits or dropping off a child.

**NO ONE SHALL BE ABLE** to walk through the facility, except for the DCFS representative, FDA/sponsors, or any other mandatory regulatory agency.

Staff will gather all the children and bring them to the assigned door during pick-up time. You can call from your vehicle or ring the bell and wait while they release your child. Parents must also wear a mask when dropping off and picking up their children. We ask everyone to be respectful and abide by 6-foot social distancing at all times. If you meet another parent at the door, wait until that person leaves before approaching.

1. **Staff, parents and children’s health on arrival**

**A daily assessment will be carried out upon arrival of staff, parents and children.**

**Teacher / Staff:** On arrival, staff will use sanitizer to clean their hands and will record and complete the questionnaire, which consists of the following questions:

1. Have you been in close contact with a person who has COVID-19?

2. Have you felt unwell with respiratory symptoms or have you had a cough, high temperature, shortness of breath or difficulty breathing?

After completing the questionnaire, a temperature check will be performed and the results will be recorded on the attendance sheet of the staff questionnaire.

**Parents:** The father, mother or other adult who drops off the child in the morning will be subject to a temperature check by staff. Verification will take place before or immediately after the child is registered. Parents will answer the symptom check questions and the staff member will record the answers. If a parent has a fever of 100.4º or higher, and/or answers ‘yes’ to any of the symptom check questions, they will not be allowed to leave their child in my care. We will provide them with an instruction sheet listing the conditions they must meet before returning to my program.

**Children**: Staff will visually inspect the child for signs of illness, which could include flushed cheeks, rapid or labored breathing, fatigue, extreme blurring, inflammatory syndrome overlapping with **Kawasaki disease and toxic shock syndrome.** This can include a persistent fever, abdominal symptoms, skin rash and even cardiovascular symptoms. In addition, the children's temperature will be monitored, and if a fever of **100.4º** or higher is detected, or if the child shows other signs of illness, the child will be turned away at the door. If any of these symptoms occur during the day, parents will be contacted to pick up their child **immediately**.

A health screening checklist will be posted to record daily screening results for all staff, parents, children and the teacher.

1. **Healthy Hand Hygiene Behavior**

All children, staff and volunteers must practice hand hygiene at the following times:

* Before arriving at the facilities
* After staff breaks
* Before and after preparing food or drinks
* Before and after eating, handling food or feeding children
* Before and after giving medicine or medicinal ointments
* After changing diapers
* After using the bathroom or helping a child use the bathroom
* After coming into contact with body fluids
* After playing outside
* After playing with sand
* After handling garbage
* After cleaning

Hand washing with soap and water for at least **20 seconds** is our practice; children will be assisted, and staff will wash their hands after helping the children.

If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used, where soap and water are not available **(for example, outdoors).**

1. **Social Distancing Strategies: Group Size and Nap Time**

The ages and number of children under our care have stayed at groups greater than 10, separated according to DCFS standards. Social distancing during all activities will be practiced whenever possible, by reducing group size and implementing new strategies. I have developed and will keep on file a statement signed by parents as to whether I should try to make their children over two years of age wear a mask. Adults will always wear masks, except for taking children outside to play.

**Mealtime:** Tables will be separated and/or meals will be served in shifts. Additionally, meals will be prepared by staff to ensure limited handling of food utensils.

**Nap time:** Children will be positioned 6 feet or more apart to reduce the possibility of viral spread, or I will separate one bed from another by placing an acrylic barrier between them.

**Learning areas:** The number of children playing together will be reduced to encourage interaction of smaller numbers of children in learning areas.

**Circle time:** The carpet and the floor will be marked with pictures alerting children where to sit to ensure the practice of social distancing.

**Outdoor play time:** Outdoor areas will allow fewer children to interact at the same time. Games and activities will be facilitated by staff using additional space.

1. **Cleaning and Disinfection with Natural Cleaners and Commercial Products**

We will concentrate cleaning and sanitizing practices in one hour using natural cleaners when children are present. For deep cleaning when disinfecting childcare areas, we will only use chemicals such as bleach, Lysol and other products that create strong fumes when children are not present.

All high-contact areas listed below will be cleaned with disinfectant wipes every hour. Frequently used and touched areas are surfaces where children eat, bathrooms, electronic devices, door handles and handrails, light switches, sinks and faucets, trash cans, food area surfaces and toys. Toys and books that children handle will be removed and cleaned immediately after the child has finished with them.

Toys that cannot be frequently cleaned and disinfected will be removed from childcare areas **(e.g., stuffed animals, puppets, and theatrical costumes)**. Children's books and other paper materials are not considered high risk for transmission and do not require additional cleaning or disinfection procedures.

All of our students' bedding is stored separately, and personal belongings are placed in containers within their cubicles. Cribs and beds are labeled for each child, and bedding is cleaned daily.

1. **General Rules**

There will be no outside visitors or volunteers, other than employees, contracted service providers or regulatory personnel that have prior approval to visit the childcare program. **Everyone must wear a mask before entering the door.**

To discourage spread of the virus, children will not be able to bring toys from outside.

1. **Emergency Communication Plan**

Communication can be carried out in several ways: personal text messages or telephone calls **(write your cell phone number and your home number here)**, email [info@gmail.com](mailto:info@gmail.com) **(write your email here)**, or briefly during drop off and pick up of children, where the use of masks and social distancing will be respected.

1. **Emergency Evacuation Drills**

All emergency contact lists will be reviewed and updated monthly to ensure that families' contact lists are accurate and accessible.

We conduct emergency evacuation drills once a month. Staff will be informed every day of which children they will be responsible for and how to lead all children out safely while adhering to the practice of social distancing. Children and staff must stay in groups of ten or fewer.

Parents will receive a written communication plan describing how and where we will meet with families in an emergency.

1. **Diaper and Toilet Protocol**

When changing a child's diaper, we will follow safe diaper-changing procedures, while wearing disposable gloves during all diaper changes.

After changing diapers, staff will wash their hands, even if gloves were used, and wash the child's hands.

We will sanitize the diaper changing area before and after each change, and we will place dirty diapers in a plastic-lined, hands-free trash can. If the child's clothing is dirty, we will place it in a sealed bag and store it outside, and we will give it to parents at the end of the day.

Disinfect the toilet and urinal with a natural product after each child uses it.

1. **Known Exposure or Confirmed Cases of COVID-19 Exclusion Policies**

It is our policy that any person (parent, child or staff) with a known exposure or confirmed case of the COVID-19 virus will be unable to receive care or return to my program for a period of at least 14 days after having been exposed. Symptoms may or may not appear 2–14 days after exposure to the virus but can be transmitted to others during that time.

**CDC Guidelines Recommendations:**

* **Quarantine**

Quarantine is used to keep someone who may have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of diseases that can occur before a person knows they are sick or infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health and follow the instructions of their state or local health departments.

* **Isolation**

Isolation is used to separate people infected with the virus from people who are not infected (both those who are sick with COVID-19 and those who have no symptoms). People who are isolated should stay home until it is safe for them to be around others. At home, any sick or infected person should separate themselves by staying in a specific "room" or area and using a different bathroom when possible.

* **Possible Symptoms**

Fever (100.4 or higher) with cough or shortness of breath, chills, muscle pain, sore throat, loss of taste or smell, skin rash developed by Multisystemic Inflammatory Syndrome.

You are advised to seek emergency medical care immediately if you experience trouble breathing, persistent chest pain or pressure, confusion, inability to wake up or stay awake, blue lips or face.

**Families who are experiencing a known exposure or have confirmed COVID-19 will receive a letter describing what has been stated here.**

1. **Isolation of Children or Staff**

If any child becomes ill while in childcare, they will be isolated until someone on the family's pick-up list can retrieve them. The child will be placed in the lower-level kitchen area, so staff can observe them until they are picked up. The area used during isolation will be cleaned again, after the child has left the house.

**XII. Notice of Exposure and Positive Cases of COVID-19**

If we receive notice that a parent, child, teacher or staff member has been exposed or has a confirmed case of COVID-19, I will report the exposure or confirmed case to my DCFS representative and the local health department. DCFS and the local health department will be contacted by email and voice call immediately upon receipt of the notification.

I will monitor absenteeism among staff and children in case the local health department needs assistance with contact tracing efforts. It will also be up to our local health department should we be required to close our program for a specified period of time.

I quote verbatim the recommendation of the DCFS department guidelines:

**“Identify the person(s) in charge of notifying the local DCFS licensing office by phone and IDPH, at 1-800-889-3931 or** [**DPH.SICK@ILLINOIS.GOV**](mailto:DPH.SICK@ILLINOIS.GOV) **, immediately after being informed of exposure of the licensee, staff or child to COVID-19 and follow up in writing to the local DCFS licensing office”.**

**Signage at the Facilities**

Signs will be posted on the lawn, at the back door and throughout the childcare home. The signage will address: excluding anyone with COVID-19 symptoms, handwashing techniques, preventing the spread of germs and social distancing.

1. **Assistant/Substitute Availability**

If the teacher or a staff member becomes ill during childcare hours, a second assistant will be used. Currently, there are three staff members available; although one does not work every day, they will be available and will already be in the home.

1. **Personal Protective Equipment (PPE)**

The purchase of ALL PPE equipment for use in the childcare home will be responsibility of the provider.

PPE supplies will be located in the cabinet with appropriate signage for easy location. All staff will have access to PPE supplies. A list of PPE supplies will be posted on the cabinet door and checked daily by the provider, so items can be reordered as needed.

1. **What Parents Should Do:**

* It is the parents' **obligation** to notify me **immediately** if their children, they themselves or any close family member have been exposed to a positive case of COVID-19.
* Parents should pick up their children immediately if asked to do so.
* Parents should keep their contact information and pick-up list up to date.
* Parents should be mindful of each other while practicing social distancing when on the premises.
* Parents must supply and return a weather-appropriate change of clothing as requested.
* Parents should arrive early enough to avoid rushing. Checking for COVID-19 symptoms and temperature can take some time, and we will not rush through the process.

**These policies and procedures will remain in effect until further notice.  
Any updates or changes will be binding on parents and staff within twenty-four hours of receipt.**

**Thank you very much for your understanding and cooperation.**

**AUG/2020**