



**REGION 9 HEAD START/EARLY HEAD START  
COVID 19 Re-Entry Plan  
143 EL PASO ROAD  
RUIDOSO NM 88301  
(575) 257-5025**



**2710 SUDDERTH DR.  
RUIDOSO, NM 88345  
575-630-0355**



**199 WEST WHITE MOUNTAIN DR  
RUIDOSO, NM 88345  
575-257-5025**

**FACILITY INFORMATION AND CONTRACT NUMBERS**

NM State Police

1-505-827-9300

Lincoln County Sheriff

1-800-687-2419

|  |  |                             |
|--|--|-----------------------------|
| Lincoln County Medical Center            | 1-575-257-8200   |                             |
| EMS (Ambulance) 911                      | 1-575-257-8290   |                             |
| Poison Control                           | 1-800-222-1222   |                             |
| COVID-19 HOTline                         | 1-855-600-3453   |                             |
| New Mexico non health related question   | 1-833-551-0518   |                             |
| Animal Control                           | 1-575-258-7365   |                             |
| <b>Ruidoso 911 Non-Emergency</b>         | <b>1-575-258-7365</b>  |                             |
| <b>Fire Rescue 911 Non-Emergency</b>     | <b>1-575-257-4116</b>  |                             |
| <b>Ruidoso Downs 911 Non-Emergency</b>   | <b>1-575-378-4001</b>  |                             |
| <b>Alto/Bonito Fire Rescue</b>           | <b>911</b>   |                             |
| <b>Capitan 911 Non-Emergency</b>         | <b>1-575-354-2153/2154</b>                                   |                             |
| <b>Hondo 911 Fire Rescue</b>             | <b>911</b>   |                             |
| A1-Anon/Income Support Group             | 1-800-344-2666   | 575-430-9502                |
| Children Youth & Family                  | 1-800-797-3260   |                             |
| Crime Stoppers                           | 1-575-258-7300   |                             |
| Crisis Line 24 hour line                 | 1-800-634-3666   |                             |
| Crisis Response                          | 1-855-622-7474   |                             |
| Disease Control & Prevention             | 1-800-232-4636   |                             |
| Law Access                               | 1-800-340-9771   |                             |
| Legal Aid                                | 1-505-243-7871   |                             |
| <b>Head Start/Early Head Start Staff</b> | <b>1-575-257-5025 (HS)</b>                                   | <b>1-575-630-0355 (EHS)</b> |
| <b>Calla Goeller-</b>                    | Head Start/EHS Director                                      |                             |
| <b>Billie Arguedas-</b>                  | Early Head Start Manager                                     |                             |
| <b>Joanie Binger-</b>                    | Health, Safety & Transportation Manager for Head Start/EHS   |                             |
| <b>Carolina Hernandez-</b>               | Education Coordinator  |                             |
| <b>Dana Jensen-</b>                      | Early Head Start Family Advocate                             |                             |
| <b>Sylvia Wilson-</b>                    | Head Start/EHS enrollment/Family Advocate                    |                             |
| <b>Olivia Farmer-</b>                    | Head Start PFCE Manager/Family Advocate                      |                             |
| <b>Jordan Reynolds-</b>                  | Head Start/EHS Instructional Coach/ EHS Disabilities Manager |                             |
| <b>Sherrie Padilla-</b>                  | Head Start Family Advocate                                   |                             |
| <b>Blanca Gutierrez-</b>                 | Head Start Family Advocate/Secretary                         |                             |
| <b>Dayna Wortham-</b>                    | Head Start/EHS Social Emotional Specialist                   |                             |

## I. Re-Entry Plan

Region IX Head Start has developed a COVID-19 re-entry and safety plan based on the ECECD and NMDOH “COVID-19 Child Care Health and Safety Guidelines for NM Childcare Centers and Early Childhood Professional - July 6, 2020”, the CDC guidelines and supplemental guidance for child care programs, the NMDOH, and the Region IX Education Cooperative requirements.

### **Re-Entry Dates:**

**Early Head Start:**

We will open on July 27, 2020 for all children in person. If families do not wish to bring their children to the center we will not drop them from the program, we will continue family services and education services to the best of our ability for this age group. Families will be welcome to bring their children when they feel comfortable.

**Ruidoso Head Start:**

August 24:

- Head Start children receiving SPED services and our Head Start/EHS staff children can begin in the classroom 4 days a week (Monday, Tuesday, Thursday, Friday) from 7:45 - 2:30.
- We will have 2 classrooms open with approximately 7-9 children in each room.
- All other children will receive virtual learning until September 8

September 8:

- We will open all 5 Head Start classrooms with all children enrolled, with an AA/BB scheduled with Wednesdays no children.
- Half the kids in each classroom will attend Monday/Tuesday and the other half will attend Thursday/Friday except for staff children & SPED children - they can attend all 4 days.
- We will maintain less than the required 10:1 ratio of CYFD with approximately 9 children in a classroom at once so our ratio will be at most a 5:1 ratio.
- If parents choose not to do in-person/hybrid they have the option of doing all virtual.

**Capitan Head Start:**

August 24:

- Head Start children receiving SPED services and our Head Start/EHS staff children can begin in the classroom 4 days a week (Monday - Thursday) from 7:45 - 2:30.
- All other children will receive virtual learning until September 8

September 8:

- We will open our classroom with all children enrolled, with an AA/BB schedule
- Half the kids in each classroom will attend Monday/Tuesday and the other half will attend Wednesday/Thursday except for staff children & SPED children - they can attend all 4 days.
- We will maintain less than the required 10:1 ratio of CYFD with approximately 9 children in the classroom at once so our ratio will be at most a 5:1 ratio.
- If parents choose not to do in-person/hybrid they have the option of doing all virtual.

**Hondo Head Start:**

August 24:

- Head Start children will begin virtual learning

September 8:

- We will open our Head Start classroom for all children 4 days a week
- Our hours of operation will be from 8:00 - 2:00
- We will maintain the the required CYFD 10:1 ratio
- If parents choose not to do in-person they have the option of doing all virtual.

**Personal Protective Equipment (PPE):**

#### Students:

- Students 3 years and up must (attempt) to wear a mask throughout the day.
- When students' masks are not in use they must be stored in a paper bag with the child's name on it.
- Children must be supervised when wearing a mask.
- Children's masks will be provided by Head Start if needed
- Children must not wear masks with ties because of it being a choking hazard
- Masks must be removed during nap time and meal time
- If a child cannot remove a mask on their own, without assistance, they should not wear a mask.
- Teachers should use their professional judgement in deciding when to remove a mask if it is creating discomfort or resulting in a child touching their face frequently.

#### Faculty:

- Face coverings are required for all faculty at all times except while eating or drinking
- Faculty can wear a face mask and a face shield for more protection. Staff cannot wear ONLY face shields but can wear just the face mask.
- Face masks and shields will be provided by Head Start

#### **Staff Daily Screening:**

- All Head Start staff will be screened by Region IX Education Cooperative through Alert Media. Staff will receive a text message every morning at 6:00am with the following questions:
  - Did you take your temperature today and was it 100.4 F or above?
  - Are you experiencing a cough?
  - Are you experiencing shortness of breath?
  - Have you traveled out of state/country in the last 14 days?
  - Have you been in contact with anyone from out of state that has not quarantined for 14 days?
  - Have you been in contact with anyone who has tested positive for COVID-19?
- Staff must answer (1) for yes (2) for no (3) for they are not scheduled to work that day. If staff answer yes for any of the questions they must contact their supervisor for further instructions.
- All Head Start staff must be screened when they arrive at the workplace as required by CYFD.
  - Staff will take their temperature and document it on the temperature log.
  - Staff who have children in HS will screen their own child as they enter the building
  - If a staff member's temperature is 100.4 or above they will be sent home
  - Staff will wash hands immediately after entering their classrooms

#### **Drop-Off Procedures & Child/Parent Daily Screening Early Head Start:**

- Parents/visitors will not enter the building without an appointment and approval of the Director or Manager(s), they must wear a mask and sign in.
- Early Head Start children and the parent will remain outside the front entrance when dropping their child off. An Early Head Start staff member will screen the child and the parent before the child is allowed in the building:
  - The staff member will take the child's and parent's temperature, and document it on the temperature log.

- The staff member will ask the parent the following questions:
  - Do you or anyone in your household have a fever of 100.4 or above?
  - Did you give your child a fever reducer this morning?
  - Are you experiencing a cough?
  - Are you experiencing shortness of breath?
  - Have you traveled out of state/country in the last 14 days?
  - Have you been in contact with anyone from out of state that has not quarantined for 14 days?
  - Have you been in contact with anyone who has tested positive for COVID-19?
- The child and the parent must wear a mask
- The EHS staff member/teacher will receive the child and escort them to their classroom, and then the child will wash their hands.

### **Pick-Up Procedures:**

- If parents pick up their child before the designated pick up time of 3:00pm, they will need to call the front office or ring the doorbell, and inform us they are there to pick up their child. A staff member will have to escort the child outside and have the parent sign them out.

### **Drop-Off Procedures & Child/Parent Daily Screening Head Start:**

- Each parent will receive a bag of pens to use for signing in and signing out their child. We will not pass pens back and forth.
- Each child will have a take home communication folder that will have individual sign in/out sheets in it for each week, and a document in the back pocket stating whether the child will be riding the bus or being picked up and by whom. Parents will be required to fill this form out weekly.
- Parents/visitors will not enter the building without an appointment and approval of the Director and/or Principal, they must wear a mask and sign in.
- Head Start children and the parent will remain in the vehicle when dropping their child off. A Head Start staff member will screen the child and the parent before the child leaves the vehicle:
  - The staff member will take the child's and parent's temperature, and document it on the temperature log.
  - The staff member will ask the parent the following questions:
    - Do you or anyone in your household have a fever of 100.4 or above?
    - Did you give your child a fever reducer this morning?
    - Are you experiencing a cough?
    - Are you experiencing shortness of breath?
    - Have you traveled out of state/country in the last 14 days?
    - Have you been in contact with anyone from out of state that has not quarantined for 14 days?
    - Have you been in contact with anyone who has tested positive for COVID-19?
  - The child and the parent must wear a mask
  - The HS staff member/teacher will receive the child out of the vehicle and escort

them to their classroom, and then the child will wash their hands.

### **Pick-Up Procedures:**

- Each family member allowed to drop off and pick up the child will have a placard (each class will have a different color of paper) with the child's name, the class name, and all the people allowed to pick up their child.
- Pick up times for each site:
  - Ruidoso (SVP) - 2:30
  - Hondo - 2:00
  - Capitan - 2:30
- If parents pick up their child before the designated pick up time for each site, they will need to call the front office and inform them they are there to pick up their child. A staff member will have to escort the child outside and put them in the car.
- At pick up time all children who are not riding the bus will be taken outside to a designated spot for each site. Parents will pull up in their vehicle to their classroom "spot" and the teacher will have the parent sign the child out on the form in the child's folder.

### **Bus Pick-Up/Drop-Off Procedures:**

- The bus aide will depart the bus while the parents are waiting in their vehicles.
- The bus aide will approach each vehicle and conduct the daily child/adult screening as outlined in the drop off procedures above.
- The child's temperature will be taken before entering the bus. If the child's fever is 100.4 or above the child will not be allowed to board the bus.
- Children will continue to wear harnesses and we will seat one child to each seat.

### **ECECD Guidance:**

- Staff will supervise children when using hand sanitizer
- Group size must be 10:1 or below
- Children must remain in the same group with the same staff
- Children should be placed at least 6 feet apart during naps
- Mats should be placed head to toe
- Stagger outdoor time and clean outdoor equipment in between groups.
- Children in each group must have access to all interest areas
- Limit sharing of materials amongst groups of children
- Teachers will plate each child's meal and eat in the classroom - no family style dining
- No toothbrushing
- Ensure adequate supplies to minimize sharing of high touch materials such as markers, crayons, scissors, etc. - each child will have their own pencil box/bag with their name on it.
- Do not use sensory bins/tables
- Open windows frequently if possible

### **Fever, Sickness, and Health Conditions for Staff and Children:**

Staff:

- If staff has a fever of 100.4 or above they should not report to work, or they will be sent home if it happens at work. This also includes if they have shortness of breath or are coughing with a fever.
- An employee sent home for health reasons, will be allowed to return to work when:

- Fever/symptom free for 3 days without medication; and
- Any respiratory symptoms (cough and shortness of breath) have improved; and
- At least 10 days have passed since the symptoms began.
- The employee will be allowed to work from home if their health permits and the supervisor approves the work from home.
- If the staff's child has fever of 100.4 and symptoms:
  - Contact your supervisor immediately
  - Do not report to work
  - Discuss the symptoms, doctor's recommendation, etc. with their supervisor to determine next steps.
- Staff with COVID symptoms should be tested and must remain home until the test results come back.
- An employee may return to work if the doctor confirms the fever/symptoms are not COVID-19 and provides a doctor's note.

#### Children:

- Children who are exhibiting fever of 100.4 and/or symptoms at drop off will not be allowed in the building.
- If they get fever during the day of 100.4 they will be sent home immediately:
  - Contact the health manager
  - Contact the parent to pick them up ASAP
  - The child will be placed in a separate area away from other children.
  - The child must be fever free for 3 days without meds before returning
- Children with COVID symptoms should be tested and must remain home until the test results come back.
- If the parent of a child has a fever, the child can not enter the building and can't return until the parent is fever free for 48 hours without medication. If the parents get tested, then the test results must be given to the Director.

#### Health Conditions/Accommodations for Staff:

- If a staff member has an underlying health condition or needs an accommodation they will contact Judy Jones - R9 HR Director. Region IX will make accommodations as recommended by a physician to the highest extent possible. If accommodations are not reasonable for their job duties then Judy will outline their options. Until we receive the proper documentation - all employees will be expected to complete their job duties as assigned.

## **II. Preventative Plan:**

### **1. Handwashing**

**R9 Head Start/EHS Policy:** All staff will systematically and routinely implement hygiene practices that ensure appropriate hand washing procedures are followed during all Head Start and Early Head Start activities where applicable.

Adults and children ALWAYS WASH HANDS at the following times:

1. On arrival for the day;
2. After using the restroom, assisting a child with toilet use, changing a diaper or toileting;

3. After caring for a sick child;
4. Before handling or preparing any food, or any other food related activities (setting the table);
5. Before and after eating;
6. After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals;
7. After handling any bodily fluids or whenever hands are contaminated with blood or other bodily fluids;
8. After handling contaminated objects such as toys, etc.;
9. Before and after administration of medication to a child;
10. Before and after treating or bandaging a wound (non-porous gloves should be worn if there is contact with blood or blood-containing body fluids);
11. After caring for a child with symptoms of a communicable illness (runny nose, cold, lice, etc.);
12. After playing in water that is shared by two or more people;
13. After handling garbage or cleaning.

Hand washing procedure:

1. Wet your hands under warm running water.
2. Use liquid soap (preferably an antibacterial soap), because bar soap can harbor bacteria
3. Lather up and rub your hands for at least 20 seconds. Be sure to scrub the back of hands, wrists, and between the fingers.
4. Rinse well under warm running water.
5. Use paper towels or an air dryer for drying hands.
6. Use the paper towel to turn off faucets before discarding it.

## **2. Face Coverings for all Staff, Parents, and children.**

1. Managers/Teachers will be required to wear a face mask and a face shield when conducting the COVID-19 screening in children in the morning and mask and face shields will be used during departure.
2. Parents must wear a face mask/face shield when dropping off/picking up their child. If a parent/guardian does not have one they will be asked to go back to their car and get their mask/face shield, or the center will provide them one.
3. Cloth face masks should not be placed on children under 3 years of age-nor on anyone who has trouble breathing or is unconscious, incapacitated or other wise unable to remove the cover without assistance. Please Note: Children between the ages of 3 and 5 must be supervised if they are wearing a mask. Teachers should use their professional judgement in deciding when to remove a mask if it is creating discomfort or resulting in a child touching their face frequently. If a child cannot remove the mask on their own, without assistance, even if they are over the age of 3 they should not wear a mask. As always, providers should be aware of choking risks due to masks with ties.

## **3. Child, Parent, and Staff Daily Screenings**

- Parents, children, and staff will be screened daily by taking temperatures and answering screening questions.
- Parents, children, and staff will not be allowed in the building if they have symptoms, fever, have been exposed to someone who tested positive, or if they have been out of state, or in contact with someone who has been out of the state in the last 14 days.



#### 4. Cleaning & Sanitizing

**Below is a cleaning & sanitizing procedure that will be conducted by staff daily, weekly, and monthly. The staff member that completes the cleaning checklist must have a Manager check that they have conducted the cleaning & sanitizing duties assigned to them.**

Relevant to NAEYC Standard 5 (Health), especially Topic C: Maintaining a Healthful Environment, Caring for our Children 4th Edition 5.3.1.10 Pg. 264 Appendix K Routine Schedule

**Daily Checklist:**

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

| Areas                                  | Before each Use  | After Each Use    | Daily (End of the Day) |  | Comments  |
|--|------------------|-------------------|------------------------|---|---|
| <b>Food Preparation surfaces</b>       | Clean & Sanitize | Clean & Sanitize  |                        |   | <b>Use a sanitizer safe for food contact</b>  |
| Eating utensils & dishes               |                  | Clean & Sanitize  |                        |   | If washing the dishes and utensils by hand, use a sanitizer safe for food contacts the final step in the process; use of an automated dishwasher will sanitize. |
| Tables & highchair trays               | Clean & Sanitize | Clean & Sanitize  |                        |   | Tables and highchair trays should be wiped underneath as best as possible.  |
| Countertops                            |                  | Clean             | Clean & Sanitize       |   |   |
| Food Preparation appliances            |                  | Clean             | Clean & Sanitize       |   |   |
| Mixed use tables                       | Clean & Sanitize |                   |                        |   | Before serving food   |
| Handwashing Sink should not have food. |                  |                   | Clean & Sanitize       |   | Food should be tossed in the trash. A separate container is provided to place your dirty dishes in. Place outside your door.                                    |
| Toilet & Diapering Areas               |                  |                   |                        |   |   |
| Changing tables                        |                  | Clean & Disinfect |                        |   | <b>Use of potty chairs is not recommended, But if used should be cleaned and disinfected after each use.</b>  |
| Handwashing sinks & faucets            |                  |                   | Clean & Disinfect      |   | Plates, silverware, etc. should not be placed in sinks.   |
| Countertops                            |                  |                   | Clean & Disinfect      |   | All counter tops. There should be no clutter at any counter top.  |
| Toilets                                |                  |                   | Clean &                |   | <b>Teachers should monitor</b>  |

|   |  |           |                   |  |   |
|---|--|-----------|-------------------|--|---|
|   |  |           | Disinfect         |  | <b>restrooms while children are present.</b>  |
| Diaper Trash cans                                   |  |           | Clean & Disinfect |  | Place trash bag outside your door<br>For custodian, if not you need to dispose of the trash can upon departure.   |
| Floors  |  | Sweep     | Clean & Disinfect |  | After meals please sweep up excess food that may have been dropped.<br>Mop floors with cleaner/disinfectant at the end of the day. Carpet needs to be vacuumed. |
| <b>Child Care Areas</b>                             |  |           |                   |  |   |
| Plastic Mouthed Toys                                |  | Clean     | Clean & Disinfect |  | If you can not get to it, place it in the biohazard bin and clean at the end of the day.  |
| Pacifiers   |  | Clean     | Clean & Sanitize  |  | They should be labeled with a sharpie.  |
| Hats  |  |           | Clean & Disinfect |  |   |
| Door & Cabinet handles                              |  |           | Clean & Disinfect |  |   |
| Center furniture                                    |  |           | Clean & Disinfect |  | Wipe down with soapy water and air dry then spray with Lysol  |
| Small Rugs  |  |           | Clean & Disinfect |  | Vacuum and use Lysol to Disinfect.  |
| Mats  |  |           | Clean & Sanitize  |  | They must be wiped down after each use. Use bleach solution.  |
| Machine washable cloth toys, Dress up clothes, toys |  | Disinfect |                   |  | Disinfect with Lysol daily and wash on your scheduled day.  |
| Refrigerator  |  |           | clean             |  | Get rid of all food. Wipe out.  |
| Bikes & Helmets                                     |  | Disinfect |                   |  | Must be sprayed after use.  |

Classroom: \_\_\_\_\_

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

Signature who completed: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor approval: \_\_\_\_\_ Date: \_\_\_\_\_

### Weekly Cleaning, Sanitizing, and Disinfecting

| Areas                                 | Weekly | <input checked="" type="checkbox"/> | Comments  |
|---------------------------------------|--------|-------------------------------------|---|
| All Center Toys                       |        |                                     | Use the correct bleach ratio to clean toys.   |
| Books                                 |        |                                     | Hard back can be wiped down with a cloth with a bleach solution, and the soft back can be sprayed with Lysol. |
| Center Furniture                      |        |                                     | Bleach solution needs to be used. Air dry and Lysol after drying is complete.                                 |
| Sheets                                |        |                                     | Laundered   |
| Chairs                                |        |                                     | Bleach solution needs to be used. Air dry and Lysol after drying is complete.                                 |
| Tables                                |        |                                     | Bleach solution needs to be used. Air dry and Lysol after drying is complete.                                 |
| Teacher desks and chair               |        |                                     | Bleach solution needs to be used. Air dry and Lysol after drying is complete.                                 |
| Fronts of cabinets & Dry erase boards |        |                                     | Bleach solution needs to be used. Air dry and Lysol after drying is complete.                                 |

Classroom: \_\_\_\_\_

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

Signature who completed: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor approval: \_\_\_\_\_ Date: \_\_\_\_\_

### Monthly Clean, Sanitized, and Disinfected

| Area                      | Monthly | <input checked="" type="checkbox"/> | Comments:   |
|---------------------------|---------|-------------------------------------|---|
| Carpets & Large Area Rugs |         |                                     | Carpets must be shampooed monthly. By the end of the month. Daily: Vacuum when children are not present; clean with a carpet cleaning method consistent with local health regulations and only when children will not be present until the carpet is dry. |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Classroom: \_\_\_\_\_

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

Signature who completed: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor approval: \_\_\_\_\_ Date: \_\_\_\_\_

#### **4. Personal Protective Equipment (PPE)**

Region 9 Head Start Head Start/Early Head Start will provide all PPE equipment to all staff to ensure the safety of all. The following will be provided:

1. Face mask
2. Powder free disposable gloves
3. Protective Face Shield

#### **5. Guidelines for talking to children about health and safety**

- Staff will educate children by demonstrating how to properly wash hands.
- Teachers will make it a fun learning experience for the children.
- Teachers will encourage children to play independently giving the children one on one activities.
- Teachers will model how to play safe in the classroom by encouraging walking feet and monitoring children that may like to climb on equipment.
- Teachers will show personal hygiene videos to children how to wash their hands, brush their teeth, (even though we can't during Covid-19 we still need to encourage it when they go home).
- The Health Manager will provide letters and information to parents/guardians on health and safety throughout the year.
- Teachers will incorporate lessons on how, when, and why we wear a face mask using books, stories, etc.

### **III. Physical Distancing**

#### **1. Distancing space**

- All staff will monitor social distancing throughout the day. All staff are responsible for having the children spread out in the classroom.
- During nap time children will be placed 6 feet apart. Children will be placed head to toe.
- We will Limit mixing groups of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.

## **2. Group size and ratios**

- Classroom ratios are 4:1 at Early Head Start with two paid staff at all times so no more than 8 children in a room unless there are 3 staff members we can have 9 children in one room.
- Classroom ratios will be 5:1 at Head Start with two paid staff members.
- Children have to stay in the same group throughout the day. Staff must keep social distancing throughout the day.

## **3. Meals**

- All meals will be served in the classroom. Due to COVID-19 family style dining has been eliminated.
- Children will no longer serve themselves. Teachers will serve the children their portion sizes, and food for each meal.
- Children will be spread apart at the table while eating.
- Teachers will monitor children to ensure that children are eating their own food and not sharing with other children.

## **4. Toothbrushing**

- Toothbrushing has been eliminated at both Head Start and EHS.
- We will provide parents toothbrushes and toothpaste twice a year to promote dental hygiene.

## **IV. Suspected/Confirmed COVID 19 cases:**

### **1. Positive COVID Cases:**

Five ways a COVID-19 positive case may be identified in a child care facility:

1. Onsite testing by DOH
2. Reported by a parent/guardian that their child has tested positive
3. Employee or child develops symptoms
4. Employee has tested positive and reports to director
5. Complaint received through the child care complaint hotline

If a staff member or child tests positive for COVID the following will occur:

1. Director will report the positive case to CYFD and DOH
2. The Director will follow the rapid response action steps (next section)
3. The staff member who tested positive will not be permitted to work at this or any other facility until they have received a negative test.
4. A child who tests positive will not be permitted to attend the child care facility until they test negative
5. If a parent or staff member refuses testing they will be excluded for 14 days.

## **2. Rapid Response Action Steps:**

Steps taken by CYFD/ECECD, DOH, and Director:

1. The Director will contact the individual with the positive test to offer support and resources.
2. Close the facility for airing out and deep cleaning and sanitation
3. Director will fill out the “COVID-19 Response at your Business or Facility Letter and Checklist”
4. DOH will initiate case investigation and contact tracing
5. Director will provide the “COVID-19 Positive Case Letter” to all enrolled families.
6. DOH and ECECD will schedule testing for all staff and children (with parent permission)
7. DOH will test all staff and children, and re-test in 7-10 days if warranted by DOH.
8. Enhance cleaning, sanitizing, and disinfecting at facility
9. Submit our COVID-19 safety plan
10. Complete and submit the specific checklist
11. DOH and ECECD will approve our plan and checklist

## **3. Deep Cleaning & Disinfecting**

- In the event there has been a confirmed case of COVID-19 the Director will shut down the facility and all staff will exit for 24 hours.
- All staff exposed will need to be re-tested
- After 24 hours, Teacher/Managers will stagger and clean each room including toys, desks, chairs, floors, door handles, walls, play equipment, etc. using bleach water solution. (Refer to cleaning, sanitizing, disinfecting checklist).
- After everything has been disinfected the center will remain closed another 24 hours.
- After the center has been closed for a total of 48 hours it will be decided by the Executive Director, Director, Health Manager, CYFD, and DOH when the reopen date will be.

**We have ensured that all staff and families have had the opportunity to read and receive this plan, and will be posted in each facility for future reference.**