



St. Charles Early Childhood Procedures during COVID-19

Child care plays a critical role in the state's response to COVID-19. Providing care for the children of essential workforce families ensures those individuals stay in the workforce. The information below provides procedures and practices to promote the health and safety of children in our care, the families of those children, as well as your staff.

***Limit access to our program:**

1. Individuals should NOT provide child care, or visit child care programs if they:
 - a. Are older than 60 years old
 - b. Are pregnant
 - c. Have underlying health conditions, including those with compromised immune systems or respiratory conditions like severe asthma.
 - d. Are showing symptoms of COVID-19
 - e. Have been in contact with someone confirmed or suspected of having COVID-19 in the last 14 days.
 - f. Have returned from travel to areas with community spread of COVID-19 in the last 14 days. Updated information on travel restrictions can be found on the CDC website.

***Health screening at entry:**

Our childcare program will be screening all children and/or staff to identify cases of COVID-19. The following steps will be taken:

1. We will take temperatures and check symptoms for staff and children upon entry each day.
2. We will be asking if medications were used to lower any individual's temperature.
3. We will ask if there are any household members with COVID-19.
4. Ask if they are limiting the number of people they come into contact with as they abide by "Safer at Home" to prevent the spread of COVID-19.

****Recommend that children and staff with a fever at or above 100.4°F return home until the individual is fever and symptom-free for at least 72 hours.**

***Integrate social distancing strategies:**

1. We have canceled all field trips, assemblies, and other large gatherings.
2. We ask that your child bring no outside toys. We will only be allowing essential items needed for your child on a daily basis.
3. We ask that each child bring their essential items in a backpack that can be sealed and that will be taken home each day.
4. We will do our best based on space, to place cubbies spots 6ft from each other.

5. We will be increasing the space between chairs and nap mats/cots/cribs to at least six feet.
6. We will be reminding staff, children (of age that will understand), and their families to maintain a safe distance (six feet) from each other in our program.
7. Where possible, maintain child to adult ratios, and reduce group sizes to no larger than 10 people total, including children and adults (e.g., one adult and nine children, two adults and eight children, etc.).
8. Keep groups together throughout the day and do not combine groups (e.g., at opening and closing, at lunch, at outdoor play time).
9. We will be doing our best to maintain the same groups from day to day.
10. We will be limiting the use of water or sensory tables and wash hands immediately after any use of these tools.
11. We will be limiting items being shared, and if items are being shared, remind preschool and older children not to touch their faces and wash their hands after using these items.
12. We will do our best to minimize time standing in lines.
13. We will continue to wash hands immediately after outdoor play time.
14. We will do our best to avoid sharing spaces, even if the use of the space is staggered and used by only one group at a time or Large rooms or areas, like gymnasiums or playgroups, can be divided into discrete sections.

***Pick-up/Drop-off & Entry into Program:**

1. We will be limiting nonessential visitors (including volunteers or staff for special programming like music).
2. We are requiring pick up and drop off of children outside or in the main entry of our program. Please just ring the doorbell, a teacher will come grab your child and do the daily health check in during every drop off. At pick up, again please ring the doorbell and a teacher will bring your child and their items down to you in the entryway. Hand Sanitizer will be available in the entry way for use.
3. We ask that anyone entering the program to wash hands or use hand sanitizer immediately.

***Meals/Snacks:**

1. Meals and snacks should be provided in the classroom with kids be spaced out at the table, if possible.
2. We will be providing each child with individual meals and snacks – we will not serve family style meals during the covid-19.
3. Students and staff will not share utensils or serving tools.
4. Teachers and cooks will wear gloves at all times when serving and cooking food.
5. We ask that your child(ren) bring in a well labeled water bottle each day, or we will provide disposable drinking cups. The water fountain will be unavailable to all students.

***Increase Sanitation and Hygiene Practices**

1. We will continue to practice frequent handwashing. We will require and help the kids wash their hands often with soap and water for at least 20 seconds.

2. If soap and water are not available, we will provide hand sanitizer that contains at least 60% alcohol. We will remind students and staff to cover all surfaces of hands and rub together until they feel dry with hand sanitizer.
3. Please continue to practice handwashing upon arrival to the program, before meals and snacks, after outdoor play, after using the bathroom, prior to going home, and after blowing your/assisting a child with blowing their nose, coughing, or sneezing.
4. We advise children, families, and staff to avoid touching their eyes, nose and mouth with their hands.
5. We will remind students and staff to cover coughs or sneezes with a tissue, throw the tissue in the trash, and clean hands with soap and water or hand sanitizer (if soap and water are not readily available).
6. We will be **cleaning AND disinfecting** frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
7. Toys will be put through daily rotations to be cleaned throughout the week.

***Children, staff, or parents of children with COVID-19 or symptoms:**

- If an enrolled child or employee tests positive for COVID-19, we will contact the Chippewa Falls Public Health Department. They will walk us through our next steps.
- If a child or staff member develops symptoms of COVID-19 (fever of 100.4 or higher, cough, or shortness of breath) while at the facility:
 - We will immediately separate the person from others until the person displaying symptoms can leave the facility.
 - We will advise the employee or child's parent to inform the facility immediately if the person is diagnosed with COVID-19. If the child or employee tests positive for COVID-19, we will contact the Chippewa Falls Public Health Department as soon as possible.

***Allowing a child or staff member to return to a child care facility after suspected COVID-19 symptoms:**

1. If a staff member or child has symptoms of COVID-19 or is a close contact of someone with COVID-19, they can return to the child care facility if the following conditions are met:
 - a. If an individual has a fever, cough, or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, **they should stay home and away from others until 72 hours** after the fever is gone and symptoms get better.
 - b. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
 - c. If an individual is diagnosed with COVID-19, they must remain out of the facility for a minimum of 14 days after the onset of first symptoms. They may return after meeting the following conditions:
 - i. If the individual is not using a COVID-19 test, and they had a fever: 3 days after the fever ends AND there is an improvement in their initial symptoms (e.g. cough, shortness of breath).

- ii. If the individual is not using a COVID-19 test and they did not have a fever: 3 days after they see an improvement in their initial symptoms (e.g. cough, shortness of breath)
- iii. If the individual is using a COVID-19 test, they must no longer have a fever (without the use of medicine that reduces fevers) AND have improvement of other symptoms (for example, when your cough or shortness of breath have improved) AND receive two negative tests in a row, 24 hours apart.
- iv. If an individual believes they had close contact with someone with COVID-19 but are not currently sick, they should monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person. They should not go to work or school and should avoid public places for 14 days.

***Positive cases of COVID-19 in children and/or staff in our program:**

1. In addition to following any instructions received from your local public health authority, if there is a case of COVID-19 among children or staff, we will close down our programs for at least two weeks. This closure will allow for sufficient cleaning and disinfection. Public health can also use this time to trace close contacts of the case and determine if others could be at risk. We will assess the impacts of any decisions we make on the families you serve.
2. If extended facility closures are recommended by public health, we will notify all families immediately.
3. Parents of children at increased risk of severe illness should consider implementing plans to remove children from the program.
4. We will maintain regular communications with parents and our local public health department.
5. The staff or child diagnosed with COVID-19 should follow the CDC recommendations for discontinuation of home isolation and voluntary home quarantine.

Health Checklist for Teachers

Our childcare program will be screening all children and/or staff to identify cases of COVID-19. We will take temperatures and check symptoms for staff and children upon entry each day.

- 1. Does the student or staff have a fever at or above 100.4 F?**
 - a. If they have a fever, the child or staff need to be sent home and can not return for at least 72 hours symptom free without medication.
 - b. If no fever, they are able to join their classroom.

- 2. Have the child or staff take any medications to lower any individual's temperature or ease any symptoms?**
 - a. If they have taken medications to lower any individual's temperature or ease any symptoms, the child or staff need to be sent home and can not return for at least 72 hours symptom free without medication.
 - b. If no medication, they are able to join their classroom.

- 3. Are there any other symptoms?**

Thank you for your dedication and patience during this time.