

COVID-19 Health & Safety

Practices Emergency Notification

Procedures

POLICY

In the event the office must be closed due to COVID-19, the Capital Area Community Action Agency Head Child Care Program will follow the office closing policies of the state, city and county governments of the impacted community.

Office closures due to COVID-19 must be authorized by the Chief Executive Officer (CEO) or his/her designee and will be determined on a case by case basis.

Temporary Cancellation of Operations

If there is a high transmission of COVID-19 in the center, it may be necessary to cancel operations temporarily. The Health Services Coordinator or his/her appointed designee will work closely with local public health officials to determine whether the center will need to be closed based on the recommendation of the Florida Department of Health.

Otherwise, the CEO or his/her designee will make the final decision in determining if school will be canceled on a given day based on the programs COVID-19 Temporary Cancellation of Operation procedures. The CEO or his/her designee will post the decision online.

NOTE: In the event that the center must be closed down for any reason the Florida Department of Children and Families (DCF) and the Office of Head Start (OHS) should be notified.

Procedures

The following procedure will be used to notify staff, parents and vendors of office and center closures:

Staff Communication

The Emergency Management Team consists of the CEO, COO, the Quality Assurance Manager, the Early Childhood Development Manager and the Family and Community Partnership Manager. The Team will conference regularly to provide updates on the status of the situation and communicate through the following chain of command to provide instructions:

The CEO will contact the COO, Quality Assurance Manager, Early Childhood Development Manager and the Family Community and Engagement Manager.

The Early Childhood Development Manager will contact his/her team members and the Family and Community Engagement Manager will contact his/her team.

The Center Directors will contact their center staff.

Specialists or Coordinators with supervisory responsibilities and/or contracted service providers in their areas will notify appropriate persons.

Staff will be provided phone numbers for all Emergency Management Team members, to contact if updates or clarification is needed. Staff will be trained on the emergency procedures.

Parent Communication

Child Plus and social media will be used to alert parents. In the event a parent cannot be reach via these channels the Family Community and Engagement team will contact each parent/guardian. If the Family Community and Engagement team is unable to contact a parent/guardian, the designated emergency contact will be notified.

Health Alert posters will be posted at the center(s) to inform parent/guardians of diagnosed staff or student cases of COVID-19. For additional information on COVID-19 parents will be referred to our online and social media presence for updates.

Below is a sample message for parents:

This is an important message from the Capital Area Community Action Agency Head Start program. Today is _____ (**Day of the Week**), _____ (**Date**). It is _____ am/pm. The _____ (**Center Name**) is being temporarily closed due to a high transmission of COVID-19 in the center/ or in line with LEA closures.

Please listen carefully to these student-release instructions. Parents, please go to the _____ (**Location at Site**) located at _____ (**Name of Site**) to pick up your child. All students, including those who normally picked up by another provider, will be taken to the _____ (**Location at Site**) at _____ (**Name of Site**) and released to parents and guardians there.

Bring your photo identification with you to the _____ (**Location at Site**). School staff will check your ID against a list of individuals approved to sign out each student. This is for the safety of your child.

Thank you for your patience as we work to reunite you with your child.

Vendors

The Health Services Coordinator or the cook will contact food vendors who are open but unable to deliver orders due to center closure.

Public Announcements

If the decision is made to cancel, the CEO will be responsible for informing the local television and radio stations serving the Head Start service areas. A public announcement will be made that will notify parents and staff.

RATIONALE

REFERENCES

Child Care: Emergency Preparedness (2018). Retrieved from <https://www.myflfamilies.com/service-programs/child-care/emergency-preparedness.shtml>

United States. (2000). Head Start Program performance standards and other regulations. Washington, D.C.: U.S. Dept. of Health and Human Services, Administration for Children and Families, Head Start Bureau.

SUPPLEMENTAL SHEETS

COVID-19 Health & Safety

Practices Face Coverings

POLICY

All adults shall wear a face covering upon entering the facility. According to the CDC face mask are recommended for children over two. Therefore, program will highly encourage all children to wear mask unless they have a documented reason on their Health Care Plan.

Exceptions will include:

- Persons who have trouble breathing due to a chronic pre-existing condition or demonstrable medical problem and a doctor's note,
- Persons eating or drinking,
- Staff who are in an area of a business establishment that is not open to customers, patrons, or the public, provided that six feet of distance exists between persons, and
- Napping children.

Students, staff, and visitors may wear mask from home. However, to support compliance with mask wearing students, staff, and visitors will be provided a mask if they are not already wearing a mask.

Signage will be posted at all of our sites indicating that masks are required.

PROCEDURE

Staff and Visiting Adults

- 1) Staff and visiting adults will put on a face covering before getting in line for temperature scanning upon arrival.
- 2) Staff and visiting adults will wear a face covering throughout the day when in doors or when social distancing is not possible.

Students

- 1) Student will be provided a face covering at drop off.
- 2) Students will wear the face covering throughout the day when in doors or when social distancing is not possible.
- 3) Students will remove face coverings during meals and nap.
- 4) Students will replace face coverings after eating and after nap.

NOTE: Students will be given an additional face covering after lunch if needed.

RATIONALE

CDC recommends that people wear cloth face coverings in public settings and when around people who don't live in your household, especially when other physical distancing measures are difficult to maintain. Cloth face coverings may help prevent people who have COVID-19 from spreading the virus to others.

REFERENCES

Leon County. (2020). Frequently Asked Questions - Leon County Requires Face Coverings. Retrieved 25 June 2020 from

https://content.govdelivery.com/attachments/FLLEON/2020/06/23/file_attachments/1480584/Leon%20County_Face%20Covering_FAQ_FINAL.pdf

Centers for Disease Control and Prevention. (2020). Considerations for Wearing Cloth Face Coverings Retrieved 16 July 2020 from <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

SUPPLEMENTAL SHEETS

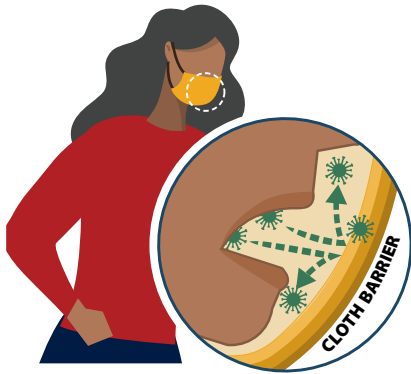
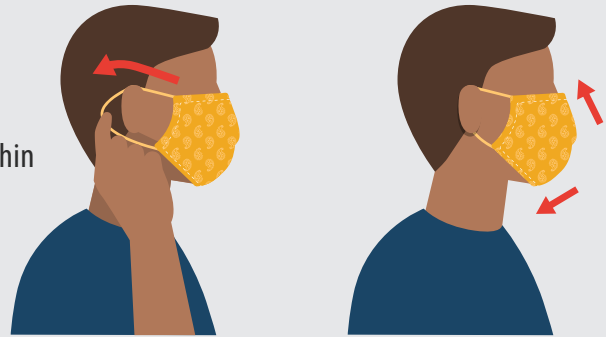
DOCUMENT NAME	DOCUMENT USE
How to Safely Wear and Take Off a Cloth Face Covering	Share with staff and parents
Please Wear a Cloth Face Covering	Building Entrance

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Please wear a mask.



**Maintain a distance of 6 feet
whenever possible.**



cdc.gov/coronavirus

COVID-19 Health & Safety Practices

Field Trips and Classroom Guest Speakers

POLICY

There will be no field trips or guest speakers during the COVID-19 pandemic. Virtual field trips will be used to support the curriculum.

PROCEDURE

RATIONALE

As of April 21, 2020 the CDC recommends planning to limit nonessential visitors and postpone or cancel use of classroom volunteers.

REFERENCES

Centers for Disease Control and Prevention. (ND). Assess Group Gatherings and Events. Retrieved 29 June 2020 from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

SUPPLEMENTAL SHEETS

COVID-19 Health & Safety

Practices Food Preparation and

Meal Service

POLICY

Food Preparation and Service Staff Temperatures

Cooks need to take their own temperature and directors will take the cooks temperature upon arrival. Temperatures are taken each morning for cooks.

Masks

All cooks should wear masks during meal preparation and service to protect their coworkers and students whom we serve.

Food Service

The teacher that assists with food service must wear gloves, a hair net, and apron. The teacher that assists with toileting or diapering should not be the teacher that serves the food.

PROCEDURE

- 1) In addition to following normal safe staff policies and procedures, cooks will wear masks and gloves while preparing the food.
- 2) Each classroom will be assigned a separate cart.
- 3) Cooks will deliver prepared food to the classroom door on carts. Cooks will not enter the classroom.
- 4) One of the teachers will put on a hair net and apron. Any adjustments to their face covering should also be made at this time. Face coverings should not be adjusted after hand washing.
- 5) The same teacher will now wash their hands.
- 6) After washing their hands the teacher will put on a fresh pair of gloves.
- 7) Now the same teacher may begin to plate and serve the food to the children.
- 8) After eating the same teacher will wash their hands.
- 9) Next the teacher should dump left over food and return serving bowls and utensils back to the cart.
- 10) The cart should be returned to the outside of the door for cooks to pick up.
- 11) The tables should be cleaned and sanitized.
- 12) The teacher should then wash their hands again.

NOTE: IF a staff member assists with toileting or comes in contact with bodily fluids such as urine or feces THEN the staff member should not serve the food that day.

RATIONALE

In abundance of caution and due to the multiple sources of information the Agency will follow the Office of Head Start Guidelines for Health and Safety during the COVID-19 Pandemic with regards to Oral Health and Safety.

REFERENCES

Centers for Disease Control Prevention. (2020). Food Preparation and Meal Service. Retrieved 16 July 2020 from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#FoodPreparation>

COVID-19 Health & Safety

Practices Health Check

POLICY

In addition to the COVID-19 screening question asked at drop-off, every day a trained staff member should conduct a health check of each child. The caregiver/teacher must gain information necessary to complete the daily health check by direct observation of the child, by querying the parent/guardian, and, where applicable, by conversation with the child. This health check must be conducted as soon as possible after the child enters the child care facility and whenever a change in the child's behavior or appearance is noted while that child is in care.

The health check must address:

- a. Reported or observed illness or injury affecting the child or family members since the last date of attendance;
- b. Reported or observed changes in behavior of the child (such as lethargy or irritability) or in the appearance (e.g., sad) of the child from the previous day at home or the previous day's attendance at child care;
- c. Skin rashes, impetigo, itching or scratching of the skin, itching or scratching of the scalp, or the presence of one or more live crawling lice;
- d. A temperature check has been done at drop off and a second check should be completed before lunch
- e. Other signs or symptoms of illness and injury (such as drainage from eyes, vomiting, diarrhea, cuts/lacerations, pain, or feeling ill).

NOTE: Centers are not expected to screen students or staff to identify cases of COVID-19. The majority of respiratory illnesses are not COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps.

Symptoms of COVID-19:

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of:

- Fever (101°F or higher) for at least 24 hours, without the use of fever-reducing medicines
- Cough
- Shortness of Breath
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Anyone exhibiting the previous signs or symptoms should not be allowed to attend school until they are no longer fever and symptom free. If a child is exhibiting signs or symptoms while attending school, he/she shall be placed in the isolation area in sight of staff, until they can be picked up by parent or guardian from the center. Parents will be given the exclusion form at pick-up.

The student will need to remain home until fever or symptom free for 72 hours and can then return to school. If the child has a fever and other symptoms, they may return to school with a doctor note. If there is no improvement or symptoms appear, the student may see a physician who may advise a COVID-19 test. (Illness may be from another ailment and a COVID19 test would not be needed). Once a COVID-19 test is administered the physician or Department of Health must provide a release to return to school for either a positive or negative test.

PROCEDURE

RATIONALE

Daily health checks seek to identify potential concerns about a child's health including recent illness or injury in the child and the family. Health checks may serve to reduce the transmission of infectious diseases in child care settings by identifying children who should be excluded, and enable the caregivers/teachers to plan for necessary care while the child is in care at the facility.

REFERENCES

Child Care: Emergency Preparedness (2018). Retrieved from <https://www.myflfamilies.com/service-programs/child-care/emergency-preparedness.shtml>

National Resource Center for Health and Safety in Child Care and Early Education. (2020) Daily Health Check. Retrieved 10 March 2020 from <https://nrckids.org/CFOC/Database/3.1.1.1>

United States. (2000). Head Start Program performance standards and other regulations. Washington, D.C.: U.S. Dept. of Health and Human Services, Administration for Children and Families, Head Start Bureau.

COVID-19 Health & Safety Practices

Isolation and Caring for Sick Individual

POLICY

SICK CHILD

If a child becomes sick at school, they must be separated from others in a designated isolation area by at least 6 feet until they can be sent home. The child should wear a mask, if they can tolerate it, while in isolation waiting to be picked up. The number of staff who takes care of the child must be limited to prevent additional exposure. The person caring for the sick child must wear a mask and gloves, if they can tolerate it. It is for their protection.

SICK STAFF

Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, families, students, and visitors. The employee should be sent home immediately.

In the event an employee does not feel well enough to transport themselves home or to medical care the employee should be wait in the designated isolation area separated from others by at least 6 feet until transportation can be arranged. If the employee can coordinate their own transport, they should immediately arrange transportation. If the employee is experiencing a medical emergency, 9-1-1 should be called and the employees' family should be notified.

While in isolation, the employee should be within sight and should always be within sight and sound of another staff member. The sick employee and the staff member caring for the sick employee should wear a mask and/or gloves if they can tolerate it. It is for their protection.

PROCEDURE

SICK CHILD PROCEDURE

If a child becomes ill at school:

1. Isolate child in an area of the classroom
2. The teacher will notify the Center Director.
3. The Center Director or Family Advocate will notify sick child's parent or guardian for pick-up.
4. While waiting on the child's parent or guardian to arrive, the Center Director will fill out Respiratory Illness Form.
5. The parent/guardian of the sick child will be given a "Short-Term Exclusion" form and all the child's belongings at pick up.
6. The person who was caring for the sick child should immediately clean and sanitize the isolation area upon the child's departure.
7. Once the other children have departed, the entire classroom should be cleaned and sanitized according to the "Cleaning, Sanitizing, and Disinfecting with Chemicals," procedure.

The child will remain at home until fever and or symptom free for 72 hours. If the child has a fever or symptoms after 72 hours a doctor's note will be required to return.

If the child is tested and receives a COVID-19 Positive result the "Emergency Notification," procedure should be followed.

If the child is tested and receives a COVID-19 Negative result the child may return to school with a doctor's note.

SICK STAFF PROCEDURE

1. Should an employee become ill at work with COVID-19-like symptoms, they will immediately be sent home.
2. In the event an employee does not feel well enough to transport themselves home or to medical care the employee should wait in the designated isolation area separated from others by at least 6 feet until transportation can be arranged.
3. The person who was caring for the sick employee should immediately clean and sanitize the isolation area upon the employee's departure.
4. Once the other children have departed, the entire classroom should be cleaned and sanitized according to the "Cleaning, Sanitizing, and Disinfecting with Chemicals," procedure.

Staff will follow the same procedures for positive or negative results for COVID -19.

RATIONALE

In abundance of caution and due to the multiple sources of information the Agency will follow CDC recommended guidelines for the COVID-19 Pandemic

REFERENCES

Centers for Disease Control and Prevention. (ND). Coronavirus (COVID-19). Retrieved 29 June 2020 from <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

SUPPLEMENTAL SHEETS

COVID-19 Health & Safety

Practices Oral Hygiene

POLICY

Students will not brush teeth during the COVID-19 Pandemic. At-home kits will be distributed to children. Kits will contain toothbrush, toothpaste, timer, and a brushing cup.

PROCEDURE

- 1) Kits will be assembled by staff.
- 2) Kits will be distributed to students for home use.

RATIONALE

In abundance of caution and due to the multiple sources of information the Agency will follow the Office of Head Start Guidelines for Health and Safety during the COVID-19 Pandemic with regards to Oral Health and Safety.

REFERENCES

SUPPLEMENTAL SHEETS

COVID-19 Health & Safety

Practices Special Services

POLICY

Special Service Providers must visit Capital Area Community Action Agency Head Start Centers during the Pandemic. Special Service Providers include: Dental staff, Mental Health, Occupational Therapist, Speech Therapist, and Titus.

Special Service Providers must submit to a temperature check before entry into a Head Start Center. Special Service Providers must wash their hands and/or sanitize before leaving the office. If a Special Service Provider has a temperature at or above 100.4 degrees Fahrenheit, the Special Service Provider must leave the Head Start Center. The Special Service Provider can return to render service when cleared by a doctor.

Special Service Providers will not enter Head Start classrooms.

Special Service Providers who refuse to follow the above rules cannot remain on the Head Start campus.

Special Service Providers will be provided a large container to store their materials in at the Head Start Center.

All materials will be cleaned between sessions with children.

A system of using walkie/talkies get children to and from their classroom will be used so that there is limited contact with classrooms.

Children will wash hands before and after therapy.

A special area will be designated for providers; this will reduce interaction with different areas of the Head Start Center.

PROCEDURE

- 1) Special service providers will sign-in at the office.
- 2) Upon arrival, providers will have their temperature taken and complete a health check.
- 3) The provider may then retrieve materials needed for their session.
- 4) Once set up, the provider will let a staff member know which child or children are needed from the classroom.
- 5) A walkie talkie system will be used to get the child or children from the classroom.
- 6) The children will wash their hands once they arrive in the designated area for service.
- 7) Children will complete their session.
- 8) After the session, the children will wash their hands.
- 9) Then the children will be escorted back to the classroom.
- 10) The provider will clean and sanitize materials.
- 11) The provider should then wash their hands.
- 12) The provider may then repeat steps 3-9 or move to step 11.
- 13) Once all sessions have been completed the provider will return materials to the designated storage area and sign-out.

RATIONALE

Human-to-human transmission via respiratory droplets is what spreads the disease to others. Ensuring Special Service Providers practice prevention tips will lessen the chances of the Covid-19 virus entering any Head Start Center from a Special Service Provider.

REFERENCES

US Department of Education. (March 2020). Questions and Answers on Providing Services to Children with Disabilities During the Coronavirus Disease 2019 Outbreak. Retrieved 30 June 2020 from <https://sites.ed.gov/idea/files/qa-covid-19-03-12-2020.pdf>.

SUPPLEMENTAL SHEETS

COVID-19 Health & Safety

Practices Supplies from Home

POLICY

Staff

With the exception of a face cover, medication, and small personal item (purse, backpack, purse, etc.) staff should not bring items including classroom supplies from home.

Students

Personal items such as combs, hairbrushes, toothbrushes, towels, food, and etcetera are should not be brought from home. Additional sets of clothing and a small blanket are allowed, but should be labeled with the name of the child who uses these objects and should not be shared. Bedding should be stored separately for each child, and not touching other children's personal items

PROCEDURE

- 1) Once a child arrives at the classroom, the child shall place personal items in cubby or designated storage bag.
- 2) Child shall then wash and/ or sanitize hands.

RATIONALE

Respiratory and gastrointestinal infections are common infectious diseases in child care. These diseases are transmitted by direct person-to-person contact or by sharing personal articles such as combs, brushes, towels, clothing, and bedding. Prohibiting the sharing of personal articles and providing space so that personal items may be stored separately helps prevent these diseases from spreading.

REFERENCES

Caring for Our Children (2020). Health Promotion and Protection. Retrieved 8 August 2020 from <https://nrckids.org/CFOC/Database/3.6.1.5>.

Note: Caring for Our Children was by U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start, Office of Child Care, and Health Resources and Services Administration, Maternal and Child Health Bureau, by the National Center on Early Childhood Health and Wellness.

SUPPLEMENTAL SHEETS

Capital Area Community Action Child Care Program Policies

COVID-19 Health & Safety Practices

Policies and Procedures Receipt Acknowledgment

I have read and been informed about the content, requirements, and expectations of the COVID-19 Health & Safety Practices policies and procedures for employees of the Capital Area Community Action Agency Child Development Program. I have received a copy of the policies and agree to abide by the policy guidelines.

I understand that if I have questions, at any time, regarding the COVID-19 Health & Safety Practices policies and procedures, I will consult with my immediate supervisor or Human Resources. Further in the event, that I notice any violations or non-compliance with the COVID-19 Health & Safety Practices Policies and Procedures I have a duty to say something to my immediate supervisor or Human Resources. If the information shared meets the standard defined in the Community Action Agency employee handbook, the Community Action Agency Whistleblower Policies apply.

Please read the COVID-19 Health & Safety Practices policies and procedures carefully to ensure that you understand the policy before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Date: _____