

ERCDC PROTOCOL

Introduction

Embassy Row Child Development Center (ERCDC) has created this document in response to COVID-19, a respiratory illness caused by a novel virus that has spread globally. The guidelines have been constructed to address prevention, detection, and response to occurrences of COVID-19. Our goal is to be able to share ERCDC's customized approach that will address the areas of screening, cleaning, and social/physical distancing. Throughout this process, we have had to rethink our protocols, reimagine our practices in order to reconstruct our program. Please recognize that what is being presented is based on the latest findings; however, we will remain fluid throughout this process as we recognize this is an ever-changing situation.

Preventing COVID-19 in the Workplace for Essential Workers and Those They Serve

Across America, businesses are taking extraordinary steps to prevent the spread of COVID-19. For some workplaces, this may mean changing or limiting their hours of operation, or even closing for a period of time. Many employees have been told to stay at home, and others have been asked to work from home, while still others are asked to continue to go to work because their jobs are essential to keeping America functioning during this outbreak. Essential workers are considered critical to preserving life, health and basic societal functioning. This includes, but is not limited to, first responders, health care workers, critical infrastructure workers, grocery store and pharmaceutical workers and workers who are essential to supply society by critical goods such as food and medicines. Included in this list are childcare workers, who have been named the backbone of America; because without you America cannot start to rebuild again. Your work is essential and admirable. While all employees should continue to practice physical distancing and hygiene in their personal lives, we also need to take additional measures here at ERCDC to protect our employees, who are providing essential services. Employers and employees will need to work together to protect the health of employees and children, and to keep the workplace delivering its essential services.

What is COVID-19?

Novel coronavirus (COVID-19) is a new virus strain spreading from person-to-person. It is currently in the United States and many other countries. Most coronavirus illnesses are mild with fever and cough. The large majority of people with COVID-19 do not require hospital care. Health experts are concerned because this new virus has the potential to cause severe illness and pneumonia in some people, especially people over age 60, people with underlying health conditions or weakened immune systems, and pregnant people.

Reopening Calendar

July 3rd: Send out survey to parents regarding re-opening.

July 13-17: Prepare the building for reopening. Schedule maintenance and inspections. Finalize staff training agenda. Have plumber service entire water system. Upgrade filtration system. Finalize protocol, send reopening newsletter to parents.

July 20-24: Receive questions from parents and Town Hall meeting. Enrollment decision must be submitted.

July 27-31: Create final class roster. Fill staff vacancies. Order remaining PPE equipment and cleaning supplies.

August 3-7: Staff receives virtual training on all protocol. Parents will receive information on ways to encourage children to wear masks and start talking to children about the importance of wearing them. Parents will receive class assignments.

August 10-14: Staff will submit COVID-19 test results and sign social distancing agreement. The building will be cleaned, disinfected, and sanitized. Installation of partitions in classrooms. Installation of playgroup shade station. Organize PPE inventory. Set up social distancing markers and post signage. Refigure classrooms to ensure group sizes of no more than 10 (8 kids, 2 adults). Organize individualized supply boxes for children and create plans for social distance large motor activities.

August 17-21: First day back for children. Children arrive on staggered schedule; staff will introduce and practice new protocol with children.

Communication with Staff and Families

Signs will be posted in highly visible locations (school entrances, hallways, classroom, and restrooms) that daily promote protective measures and describe how to stop the spread of germs, such as properly washing hands, properly wearing a cloth face covering, and practicing physical (social) distancing.

Parents and staff should update emergency contact information.

Messages will also be included in newsletters, emails, texts, Procure daily reports, social media, and website.

We will continue to educate ourselves on the latest findings. Information will be shared with the entire community as it becomes available.

Staff, parents, and child will continue to be educated on COVID-19 prevention, detention, and protocol.

Supplies for Children

- 10 face masks labeled and in a zip lock bag (for children 2½ years old and up)
- Sheets and light blanket (infants require 5 sheets per week)
- Outdoor shoes and indoor shoes (must be closed toes)
- 3 changes of seasonal clothes (include socks)
- Infants must have food and bottles the entire day
- Infants must have 3 pacifiers a day (if applicable)
- Toddlers must have 4 sippy cups daily
- All items must be labeled with child's name

Health Screenings for Staff and Children

All screenings will be conducted using PPE while practicing social distancing of 6 feet.

All children, parents, and staff will be questioned and screened for wellness upon arrival.

Screening Questions: What is your child's temperature? Have you given your child a fever reducer? Does anyone in your household have any symptoms? Have you been in close contact with anyone that has been diagnosed with COVID-19 in the past 14 days? Has your family been practicing social distancing guidelines?

All children and staff exhibiting the following will be **excluded**:

- Fever over 100.4°F
- New cough of any kind
- Nasal congestion
- Sore throat
- Shortness of breath
- Diarrhea
- Fatigue/Lethargic, overly tired, unusually calm or quiet
- Headache
- Poor feeding or poor appetite
- Loss of taste or smell

- Serious heart conditions
- Mild respiratory illness/issues
- Symptoms indicating the person is unwell

If excluded, individual will be required to seek medical attention. Once a medical clearance is received, including COVID-19 testing, the individual may return. If the individual is waiting for COVID-19 results, a negative report must be received before reentry.

Staff Health

Staff will be required to complete all training before being cleared for work. The trainings will include: MAT, SIDS, shaken baby syndrome, safety precautions with children, meal service, CPR/first aide, social and emotional well-being for children and families, self-care, health screening, use of PPE, cleaning, sanitizing and disinfecting, physical (social) distancing, COVID-19 prevention, drop-off and pick-up protocol, and implementing curriculum with new guides, and new daily routines.

Drop-offs and Pick-ups

Drop-offs and Pick-ups will be staggered. Parents will be able to walk up to the door, maintaining 6 feet apart from other parents. After screening, staff will receive the child, and all belongings. **We will not be able to store strollers.**

Greeter will conduct physical and verbal screening. Parents are encouraged to take temperature before leaving the home. Staff will retake temperature using proper protocol of maintaining proper distance using a temporal thermometer and dressed in PPE. Child with temperature of 100.4°F and above will not be permitted inside the school.

Once cleared, the child will be escorted to wash hands, remove outside shoes, change into inside shoes, and escorted to assigned class. We will not combine groups in the morning or afternoon.

During pick-ups, an assigned staff member will bring your child out.

We recommend parents use the same person for pick-ups and drop-offs.

Physical (Social) Distancing

ERCDC will reduce group sizes to no larger than 10 people total, including children and adults (e.g., two adults and eight children, etc). We will keep groups together throughout the day, and will not combine groups (e.g., at opening and closing). To the degree possible, we will maintain the same

groups from day today. In other words, mixing of groups will not be permitted. This will help reduce potential exposures and prevent our entire program from shutting down if exposure does occur.

Floater will be used to support the existing classroom personnel. Floaters will always wear clean PPE and wash hands upon entry.

ERCDC is committed to the following protocol: Eliminate large group activities. Limit the number of children in each program space. Increase the distance between children during table work. Plan activities that do not require close physical contact between multiple children. Limit item sharing, and if items are being shared, remind children not to touch their faces and wash their hands after using these items. Limit use of water or sensory tables and wash hands immediately after any use of these tools. Encourage space for children while using ropes or in the buggies.

Minimize time standing in lines. Incorporate additional outside time. Avoid gathering in larger groups for any reason. Cribs and nap cots will be 6 feet apart (head to feet or feet to feet)

Healthy Environment

Program staff will always remain with small group. Cribs, cots, and tables will be 6 feet apart. Children will have individual play boxes. Any shared items will be cleaned immediately after individual use. Toys that can't be washed will be removed from the room. Children will not be allowed to bring toys from home. Program staff will clean surfaces, knobs, doorways, light switches, cots, and toys after each use. Children and staff will wash hands for 20 seconds upon entering the building and classrooms, after blowing nose, before and after using the bathroom, before and after administering medicine, before and after handling food or feeding a child, after handling trash can, after handling phone or computer, after handling toys, after coughing or sneezing, before eating, before and after diapering/toileting, and whenever necessary. Professionally trained cleaners will conduct deep cleaning every night.

Cleaning in the common areas will occur every 2 hours. Cleaning in the bathrooms will occur after each use. Children 2 and older will wear cloth masks. Parents, delivery folks, and guests will not be allowed in the school. Staff will always wear proper PPE. Staff with long hair will pull hair back or wear a head cover.

Outside Play

Outdoor/Playground time will be in staggered shifts. When classrooms are outside at the same time, they will have a minimum of six feet of open space between outdoor play areas or visit these areas in shifts so that they are not congregating. During walks, children will maintain physical distance. Playground equipment will be sanitized before and after each class plays on the playground. A playground attendant will be assigned to the playground for sanitizing purposes each day. Ropes and

buggies must be disinfected after use. Backpacks will have disinfectant and paper towels for appropriate cleaning.

Meals and Snack Times

All surfaces must be cleaned and disinfected before use. All staff and children must wash hands before and after meals. Meals and snacks will be provided in the classroom. No family style meals at this time. Staff will handle utensils and serve food to reduce spread of germs. Gloved hands will be used for all meals and snacks and meal preparation. All meals will be served on individual plates. Staff will sit with group to ensure physical distancing.

Cleaning, Sanitizing and Disinfecting

Staff is required to clean all surfaces, light switches, door handles, toys, playground equipment, buggies, lunch area, and bathrooms after each use. All cleaning activities must be conducted using the appropriate products. All items must be disposed of in the appropriate bins.

For All Employees

All employees should ensure they understand and comply with the infection prevention policies and practices in place in their workplaces. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer. Avoid touching your eyes, nose and mouth. Cough or sneeze into the bend of your arm. Avoid touching surfaces people touch often. Instead of a handshake, give a friendly wave or elbow bump. Use any necessary personal protective equipment, as provided. Keep your environment clean. Use appropriate products to clean and disinfect items within your classroom, work surface, shelves, toys and changing tables, chairs and tables, doorknobs, windows more often, especially when visibly dirty. Bring a change of clothes to change into for work. Cover with proper PPE (mask, head cover, shoe cover, lab coat, and gloves) Maintain enhanced hygiene practices such as daily showers, changing clothing and shoes when you arrive home. Keep a distance of 6 feet between you and your coworkers, and parents. Increase distance between you and co-teachers-consider rearranging your classrooms to create marked areas for social distancing. Limit any contacts closer than 6 feet to the shortest time possible. During break times, stay 6 feet apart from coworkers, unless sharing the same classroom. When entering kitchen lounge and administrative offices, be sure to maintain 6 feet physical distance.

If you have a symptom of COVID-19 or you think you might have COVID-19, use our self-assessment tool and seek medical attention. Report results to ERCDC Management. It is critical that if you have one symptom of COVID-19 (fever, cough, or difficulty breathing), or even mild symptoms, you should stay home to avoid spreading illness to others. Contact the director or administrator on duty immediately to discuss. If you develop even mild symptoms while at your workplace, separate

yourself from others and go home, avoiding use of public transit (e.g. buses, trains, taxis) if possible. Contact your local Public Health Department and follow their advice.

Children, staff, or parents who develop COVID-19 or symptoms

Children or staff with a fever (100.4°F or higher), cough, or shortness of breath will be excluded from the center.

Children with household members who are known to have COVID-19 will also be excluded from the center for 14 days. If a child develops symptoms of COVID-19 (fever of 100.4°F or higher, cough or shortness of breath) while at the center, staff will immediately separate the child from the other children until the ill child can leave the center. The parents are expected to pick up the child within 2 hours. If symptoms persist or worsen, you should call your healthcare provider for further guidance. Please report to the center management team immediately if your child is diagnosed with COVID-19. If a child tests positive for COVID-19, you should contact the local health jurisdiction to identify the close contacts that will need to quarantine. It is likely that all members of the infected child's classroom would be considered close contacts. • If ERCDC is notified of a confirmed case of COVID-19 among our staff, parents or children, we will consult with the local health authorities to determine the next steps. This may result in one of the following steps: close one classroom, close the center for 14 days, or possibly longer if advised by local health officials.) • If the infected individual with confirmed or suspected COVID-19 spent minimal time (i.e. 10 minutes or less) in close contact with those in the child care facility, the facility may consider closing for 2-5 days to do a thorough cleaning and disinfecting and to continue to monitor for ill individuals.

Returning to a childcare facility after suspected COVID-19 symptoms

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 center when the following conditions are met: If individuals have fever, cough or shortness of breath and have not been around anyone who has been diagnosed with COVID-19, they should stay home away from others until 72 hours after the fever is gone and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19. 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 under the following conditions: If you had a fever, 3 days after the fever ends AND you see an improvement in your initial symptoms (e.g. cough, shortness of breath) If you did not have a fever, 3 days after you see an improvement in your initial symptoms (e.g. cough, shortness of breath) or 7 days after symptom onset.

If an individual believes they have had close contact to someone with COVID-19 but are not currently sick, they should notify a member of management and 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 with COVID-19. They should not go to work or school, and should avoid public places for 14 days.

Travel Suggestions for Employees and Parents

Non-essential travel should not occur at this time. Consider the risks and benefits related to any upcoming essential travel and evaluate other options, such as postponing, cancelling or participating virtually. • Check the latest information on affected areas and any travel health notices. When you return from any travel outside Washington, you must self-isolate for 14 days. For employees, you can use vacation or personal time for your isolation, however this is an unpaid decision to travel. When you return from travel, monitor yourself for symptoms, such as a cough, fever or difficulty breathing for 14 days. If you develop even mild symptoms, such as cough, fever or difficulty breathing, isolate yourself at home and contact your local Public Health Authority for further instructions.

Signature and Acknowledgement

My signature below indicates that I have read and understand the ERCDC Protocol, and that I understand that ERCDC is providing me with adequate training, knowledge and intend to hold ERCDC harmless, as I understand I was given options and PPE supplies (if applicable) for returning to work or the center during the COVID-19 pandemic.

Child's Name

Child's Date of Birth

Parent Name (Print)

Parent Signature

Today's Date

Parent Name (Print)

Parent Signature

Today's Date