

River Valley Child Development Services Updated Policy and Procedures to prevent the spread of COVID-19

Policy

The safety and well-being of our children, families, and staff are very important. As the outbreak of coronavirus (COVID-19) continues to expand, we will diligently implement and follow practices to keep us all safe at our facilities while also minimizing the disruptions to our day-to-day operations.

This policy and its procedures serve as a guide for ongoing daily operations of River Valley Child Development Services while preventing to the maximum extent possible the spread of COVID-19. Although they are not all inclusive, we're continuing to closely monitor the situation and additional changes and addendums to the policy and procedures will be made as new information and guidelines are released regarding COVID-19.

The policy and procedures included herein align with local, state, and national recommendations and guidelines as well as executive orders of the WV Governor. For up to date information regarding COVID-19 including recommendations and guidelines, we recommend visiting the specific coronavirus websites of the CDC the Centers for Disease Control and Prevention ([cdc.gov](https://www.cdc.gov)) or The World Health Organization ([who.int](https://www.who.int)). Additional information can also be found at the West Virginia Department of Health and Human Services (dhhr.wv.gov).

This policy and these procedures are in effect until further notice. A copy will be provided as an addendum to your Family/Employee Handbook.

Procedures

SECTION I: STAFF MEMBERS

1. Staff members will be required to stay home in the event they become ill

Staff members who are experiencing cold, flu-like symptoms including but not limited to a fever (100.4°F or above), uncontrolled cough, shortness of breath, gastrointestinal upset,

new loss of taste/smell, muscle aches, or any of the other signs of illness associated with COVID-19 will not be permitted to enter the facility. They will be asked to contact their healthcare provider to see if they should be tested for COVID-19.

If a staff member tests positive for COVID-19, they will be excluded from the facility for a minimum of 10 days from symptom onset. Prior to their readmittance into the facility they must be fever free for 24 hours (with no fever-reducing medications) AND have significant improvement in symptoms AND have clearance from their healthcare provider to return to work. Individuals who have not had any symptoms after at least 10 days have passed since the date of their first positive COVID-19 test and who have had no subsequent illness may be readmitted to the facility.

In the event that a staff member has cold, flu-like symptoms as previously indicated but it is determined by their healthcare professional that they should **not** be COVID tested, they must be fever free for a minimum of 24 hours (with no fever-reducing medications) AND have significant improvement in symptoms OR have clearance from their healthcare provider to return to work.

2. Staff members will stay home in the event they have had contact with a potentially infected person *

Staff members who have had contact with a confirmed case of COVID-19 will refrain from entering the facility for a period not to exceed 14 days. If a staff member begins to exhibit symptoms as listed previously, they will be asked to contact their healthcare provider to see if they should be tested for COVID-19 and the above procedures will go into effect.

*Staff who are fully vaccinated and do not have COVID-19 symptoms are encouraged to get tested 5-7 days after close contact with someone with suspected or confirmed COVID-19. Fully vaccinated staff are still expected to isolate if they have tested positive for COVID-19 in the prior 10 days or are experiencing symptoms.

SECTION II: PREVENTION STRATEGIES

1. Children and Family Members

All parents, children, and vendors will be asked to sanitize their hands upon entering the building. Children will be screened each day upon arrival to the school.

2. In the event the child being screened has the following symptoms: fever 100.4 degrees or above, uncontrolled cough, shortness of breath, gastrointestinal upset, new loss of taste/smell, muscle aches or any of the other signs of illness associated with COVID-19, they will be sent home. Parents/Caregivers will be asked to contact their healthcare provider to see if the child should be seen and/or tested for COVID-19.

If a child tests positive for COVID-19, they will be excluded from the facility for a minimum of 10 days total from symptom onset. Prior to their readmittance into the center they must be fever free for 24 hours (with no fever-reducing medications) AND have significant improvement in symptoms AND have clearance from their healthcare provider to return to school.

In the event that a child has cold, flu-like symptoms as previously indicated but it is determined by their healthcare professional that they should **not** be COVID tested, they must be fever free for a minimum of 24 hours (with no fever-reducing medications) AND have significant improvement in symptoms AND have clearance from their healthcare provider to return to the facility. Please remember that in addition to the symptoms associated with COVID-19, do not bring your child to the facility if he/she is exhibiting:

- Fever of over 100.4 degrees
- Vomiting/Diarrhea
- Undiagnosed skin rash
- Inflamed eyes or drainage from eyes
- Lice or nits
- Any illness which prevents a child from participating in routine activities, including outdoor play

During this time, we cannot stress the importance of adhering to the above protocols. **PLEASE DO NOT GIVE YOUR CHILD TYLENOL OR MOTRIN TO REDUCE THEIR FEVER AND BRING THEM TO SCHOOL.**

In the event that a child's household member has tested positive for COVID-19, the child will need to be kept home in quarantine for 10 days after the last time they could have been exposed to the family member with COVID-19. Individuals who have not had any symptoms after at least 10 days have passed since the date of their exposure and who have had no subsequent illness may be readmitted.

3. Individuals will be screened for symptoms when sick

If a child develops any of the following symptoms: fever 100.4 degrees or above, uncontrolled cough that causes difficulty breathing, shortness of breath, gastrointestinal upset, new loss of taste/smell, muscle aches or any of the other signs of illness associated with COVID-19, **they will be sent home**. A staff member will call the child's parent/guardian(s) first. If they cannot be reached, staff will call the persons listed in the Emergency Information section of the Enrollment Form, and then persons listed on the Authorized Pick Up List until someone can be reached.

Should the staff contact a parent/guardian, and the parent/guardian is unable to pick up the child, it is then the responsibility of the parent/guardian to arrange for their child to be picked up by someone on the Authorized Pick Up List.

While waiting for the child to be picked up by authorized person, the child will be removed from the classroom and supervised by a staff member in a room isolated from others. Upon arrival of the parent/guardian, the caregiver will take the child out to meet them.

The parent/guardian will be asked to contact the child's healthcare provider to see if they should be seen and/or tested for COVID-19.

Prior to their readmittance, they must be fever free for at least 24 hours (with no fever-reducing medications) AND have significant improvement in symptoms AND have clearance from their healthcare provider to return to the facility.

SECTION III: WHEN A CONFIRMED CASE OF COVID-19 IS IN THE FACILITY

In the event there is a confirmed case of COVID-19 in the facility, the local health department will be notified immediately.

If the individual with a confirmed case of COVID-19 has been in the facility within 48 hours before becoming symptomatic or being confirmed as having COVID-19, all staff and students will be dismissed from the facility and the following steps will be taken:

- Parents/caregivers will be notified that a case of COVID-19 has been detected in the facility and asked to come and pick up their children.
- All areas of the facility that were used by the person who is sick will be closed.

- After at least 24 hours, all areas used by the sick person such as offices, bathrooms, classrooms, and common areas will be cleaned and disinfected.
- Communication with parents/caregivers will be ongoing during the time of closure.
- Health Department officials will engage in an investigation to determine and identify close contact with the sick individual. **River Valley School Age Connections and RVCARES will be required to provide the names, addresses, and phone numbers of all individuals that were potentially exposed to the sick individual.**

NOTE: The Health Department can direct individuals to self-quarantine and monitor symptoms for up to fourteen days.

- If additional illnesses are detected and there is evidence of transmission within the facility as determined by the local health department, the facility will dismiss for fourteen days in order to stop transmission within the childcare facility. During this time, individuals will be encouraged to self-quarantine.

SECTION IV: EVERYDAY PREVENTATIVE MEASURES

1. Mask use

All staff members are expected to wear a cloth face covering while in the building. All children over age of 2 are expected to wear a mask while inside.

2. Hand Hygiene

All who enter the facility are expected to practice good hand hygiene primarily by washing hands with soap and water for at least 20 seconds. However, if hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available. Hand sanitizer will not be used on infants' hands.

Hand hygiene practices will be utilized at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food or feeding children
- Before and after administering medication or medical ointment
- After using the toilet or helping a child use the bathroom

- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

3. Cleaning Practices

In an effort to prevent the spread of COVID-19, cleaning and disinfecting of frequently used and touched surfaces and objects will be intensified.

A routine cleaning schedule will be utilized to clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This includes but is not limited to tables, chairs, toys, indoor equipment, iPads, and storage furnishings.

All cleaning supplies will be utilized according to the directions on the label for the purpose of cleaning, sanitizing, and disinfecting. The cleaning supplies are EPA-approved for the use against the virus that causes COVID-19. All cleaning materials and supplies will be kept out of the reach of children.

When surfaces are visibly dirty, they will be cleaned using a detergent or soap and water prior to disinfection. Manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products will be used. EPA-registered disposable wipes will be provided to allow staff to wipe surfaces down frequently.

3a. Toys

Toys that cannot be cleaned and sanitized will not be used in the classroom. This includes machine washable cloth toys. Items more likely to be placed in a child's mouth, such as play food, dishes, and utensils, may not be used. Decisions regarding toys present in the classroom will be made by Teachers, Site Supervisor, and Directors in accordance to the recommendations and consideration of the DHHR and CDC.

Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

SECTION V: Daily Operations

1. Parent Pick Up

In order to reduce direct contact and limit the risk for coronavirus transmission RVCDS is restricting parent/family access to its entryway. Further, families may not bring additional siblings into the program unless they are being cared for by our program. A staff member will greet each family in the entryway and the subsequent procedures will be followed:

- Families will be greeted at the entryway door by a Staff member. No more than six people will be permitted in the reception area at a time including staff.
- During pick up, parent/family member will use the hand sanitizer provided by Staff at the entryway door.
- Families will not be allowed into the child's/children's classroom.
- Families will be required to wear masks when interacting with Staff during pick up.
- Once the child is in the care of our program, they will be:
 - Signed in and out for the day in order to avoid having parent/caregiver touch the document and pen.
 - Escort the child to the nearest handwashing location.
 - Direct/assist child in washing their hands.
- Staff member will greet you at the entryway door and bring your child and his/her belongings to you.

NOTE:

Staff members will be signing child(ren) in upon arrival and out upon departure in order to avoid having parent/caregiver touch the document and pen.

2. Ratio, Group Size, and Capacity

The total number of children in the facility will be limited based on the discretion of the Executive Director, Program Director, and/or Site Supervisor in order to support social distancing guidelines of 6 feet between children and staff where practical. Group sizes while not wearing masks will be no larger than 10 including staff members. Every effort will be made to have the same staff assigned to specific children each day when possible. Because everyone is not vaccinated, physical distancing should be maintained whenever possible. When it is not possible, it is especially important to use masking indoors and cohorts. Cohorts keep small groups together throughout an entire day, which limits the number of people who come in contact.

3. Classroom Practices

To prevent the spread of COVID-19 only staff necessary to maintain ratio compliance and quality care will be inside of classrooms. Staff are required to wear a cloth facial covering while in the classroom. Children over the age of two **are required** to wear a mask while in care. Activities will be geared toward small groups or individual activities. Children will be provided with individual packets and supplies for activities in order to prevent sharing and reduce risk. There will be an increased focus on outdoor activities when possible. In addition, no outside guests or volunteers will be permitted in the classrooms. Items that cannot be cleaned and disinfected according to CDC guidelines will be removed from the classroom. **Personal items such as bags, blankets, pillows, cell phones and toys will not be permitted in the classroom as they can be a source of transmission.**

4. Food and Nutrition

To prevent the spread of COVID-19, only the River Valley Staff will prepare meals. Intensified cleaning procedures will be utilized in the kitchen area according to CDC guidelines and cleaning routine. Staff members will practice good hand hygiene according to guidelines prior to preparation and serving of food and after helping children eat. Gloves will be worn during preparation, serving, and assisting children at meal or snack times. Family style dining will be discontinued at this time and staff will serve meals and snacks. Children will be required to practice good hand hygiene prior to and immediately after eating. In addition, space will be created between each child by having children sit every other chair when possible.

5. Communication

All River Valley Child Care Services will continue to monitor and stay informed regarding COVID-19 to determine continued best practices and to attempt to continue to minimize risk to our children, families, and staff. As circumstances change, it is our goal to keep our families informed of changes in policies, procedures, and practices as we continue to navigate through the challenges of COVID-19. We recognize the importance of communication and will strive to use as many means possible to ensure that you are aware of things happening at the center. Communication tools that may be utilized include but are not limited to:

- Phone calls (Please make sure we have your current phone number on file)
- Social Media
- Email (Please make sure we have a current email on file)
- Parent letters

Please feel free to contact the Director or Site Supervisor with any questions or concerns. We are happy to talk with you and appreciate your constructive feedback.

7. Vulnerable Populations

The Director and/or teacher will speak to parents of children who have been determined to have underlying medical conditions regarding risk. Care plans for children who have been determined to have underlying medical conditions will be followed.

