



COVID-19 Preparedness and Response Plan

Drop Off and Pick Up Procedures

- To minimize the potential spread of COVID-19, we will limit the number of individuals in our facility which means drop off and pick up will be in front of the building at the entrance. A YDC team member will greet parent/other staff outside of the building.
- Limit the number of people dropping off or picking up to one adult
- Practice social/physical distancing 6ft. apart
- (Only if applicable) Ask parents to avoid congregating in a single space or a large group.

Limit Visitors

- Restricted Visiting
- Limit non-essential visitors, volunteers, and activities including groups of children or adults.

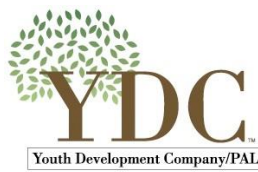
Staffing Plan

- We will assess staffing needs based on projected enrollment, staff to child ratio, the need to limit exposure across groups, and the need to practice social distancing.

Screening Procedures upon Arrival

1. Children

- Take the child's temperature. If temperature is 100.4° or above, child should not be admitted into facility. Thermometers should be cleaned and disinfected between uses. Gloves will be used and must be changed after each temperature check.
- Ask the parent/guardian:
Has your child, recently, been in close contact with a person who has COVID-19?
(If yes, the family should self-quarantine for 14 days)
Has your child felt unwell in the last 3 days?
(persistent cough, temperature, difficulty breathing, cold, diarrhea, and/or vomiting)
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing (without recent physical activity), fatigue, or extreme fussiness.
- Have child apply hand sanitizer to hands (adult supervision required) prior to entering facility. Hand sanitizer should be out of the reach of children.



- Once approved for entry, parent may sign in child. Pen should be cleaned and disinfected after each use.

2. Staff

- Perform temperature checks when staff arrive. If temperature is 100.4° or above, staff should not be admitted into facility. Thermometers should be cleaned and disinfected between uses. Gloves will be used and must be changed after each temperature check.
- Screen for cough, shortness of breath, difficulty breathing, change in smell or taste, and diarrhea.
- Staff should report contact with anyone outside of work who has had a documented case of COVID-19. Staff should be instructed to self-quarantine if they have been exposed to COVID-19.
- Prior to entering facility, staff must apply hand sanitizer to their hands.

Best Practices to Promote Hygiene

- Wash hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, sneezing; going to the bathroom; before eating or preparing food.
- Continue to wear gloves as usual during food preparation and diapering.
- Hand sanitizer stations will be set up throughout building and at entrance during screenings. Soap and water are the best option, especially if hands are visibly dirty.
- Continue to cover coughs with a tissue or sleeve.
- All staff must wash their hands upon returning to work.”

Personal Protective Equipment

Personal Protective Equipment (PPE) is necessary in many settings to keep individuals safe. Child care providers **do not** need to wear N95 or surgical masks, smocks, or face shields, however, other PPE is appropriate.

Children will not be required to wear a mask but if you choose to send your child with a mask it will be at your discretion. Face coverings are not allowed on children under the age of 2 per licensing.

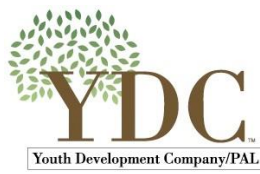
At YDC, staff will wear a non-surgical grade face covering while screening children and/or other staff. YDC will provide staff with face covering.

YDC staff will also wear gloves during the screening process for both children and staff. YDC will provide staff with gloves.

Monitor Symptoms of COVID-19

A re-check will be required *if* an individual appears sick or displays symptoms for COVID-19.

Children



- Fever is the key indicator for young children. If a child's temperature is above 100.4 degrees, the child should be excluded from care. Cough and/or diarrhea in addition to fever is suggestive of coronavirus.

Staff

- Cough, shortness of breath, difficulty breathing, change in smell or taste, and diarrhea.

***If a staff member or child exhibits multiple symptoms of COVID-19, you suspect possible exposure, or an individual tests positive COVID-19, the individual must stay home until:**

- Has been fever-free for at least 72 hours without the use of medicine that reduces fevers **AND**
- Other symptoms have improved **AND**
- At least 10 days have passed since your symptoms first appeared

Isolation Procedure

- If someone is or becomes sick, they must go to the indicated isolation area. This area will be clearly identified as such.
- Keep sick children and staff separate from well children and staff until they can be sent home.
- For staff: if a staff member begins to feel ill during the day, they should go home. If an individual is the only caregiver, they should put on a cloth face covering (if not already on) and limit close interactions with children until they can be relieved by another staff member.
- If a child, staff member, family member, or visitor to our child care becomes ill with COVID-19 symptoms, we must contact our local health department and licensing consultant for next steps. The Program Director will initiate contact with the health department and licensing consultant.

Communication Protocol

- It is extremely important that you keep your child home when they are sick.
- Staff make sure you are communicating any symptoms/illness to your immediate supervisor
- Youth Development Company is taking all precautions to make our facility as safe as possible.

Clean and Disinfect

- We will continue to routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys. This will also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink, handles, countertops, cots, chairs, cubbies, and playground structures.



- We will refrain from using toys that cannot be sanitized and disinfected daily such as soft toys.
- Limit the number of items brought into the facility because this can be a way to transmit the virus. Ex. No car seats should be brought into the building.
- If a sick child or staff member has been isolated in our facility, we must clean and disinfect all surfaces in the isolation room after the sick child has gone home or close off area.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean and disinfect to allow respiratory droplets to settle before cleaning and disinfecting.

Train Staff

- Employees will be trained about COVID-19. This includes how COVID-19 is transmitted, the distance the virus can travel, how long the virus remains viable in the air and on surfaces, signs and symptoms of COVID-19, steps employees must take to notify employers signs and symptoms of COVID-19 and a suspected or confirmed diagnosis, and measures the employer and employees are taking to limit the spread of the virus (including PPE)
- Staff will complete the following courses online:
 - ❖ [Caring for children in care during, COVID-19](#)
 - ❖ [Preventing and managing infectious disease in Early Education and Child Care](#)

Resources to Support Children's Social Emotional Needs

YDC will provide families and staff with resources to prepare for the transition back to programming and during programming as well. Resources will be posted on our family board and employee information board. A hard copy will be made available upon request from any staff member or family.

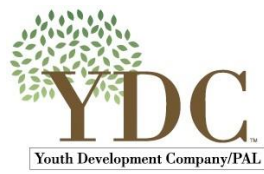
Some recommended shared resources:

- Cdc.gov – Talking with Children about Covid-19
- Zero to Thrive – Helping your children through Covid-19
- Zero to Thrive and Tender Press Books – Georgie and the Giant Germ

Resources to Support Members' Social Emotional Needs

To ensure the well-being of the children, it is also imperative to ensure the well-being of their teachers and caregivers, and to provide them with the emotional and administrative supports necessary during this time of re-integration, and in the months ahead.

- <https://rightasrain.uwmedicine.org/mind/stress/coronavirus-anxiety>
- <https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html>



If you have any questions and/or concerns regarding COVID-19, please contact our Human Resource Manager, Dorothy Hammond at (269) 639-2489 or via e-mail, Dorothy@ydcpal.org.