

**Emergency Risk Management Plan - COVID-19 Policy**

As Tara’s DayCamp prepare to re-open to service the needs of our families, we are committed to continuously evaluating our practices to ensure we are following the most up to date guidance regarding COVID-19.  As such, we will continuously review CDC and IDPH guidance. Our goal is to provide care and learning in the safest environment possible for the families that are in need.  Please read carefully and keep nearby as a reference document, as we are looking to our entire childcare community (families, staff, and management) to assist us in maintaining the overall health of everyone!

**I.** **Arrival and Departure Procedure:**

* In an effort, to limit exposure, only the child(ren) will be allowed to enter the childcare premises.
* To maintain social distancing, Parents will be instructed to call before they arrive to insure that it is safe for them to bring the child/ren, pull up in front of the childcare home, get out of their car, walk their child to the front door, where the Provider will be standing ready to greet you to have temperatures taken and sign in.  (use of the QR Code coming soon)
* Upon departure, in an effort to maintain social distancing, parents will call 15mins before arriving to allow time for the Provider to prepare the child for home and again to maintain social distancing.  Pull up in front of the childcare home, use the QR Code to sign out, return to your car and prepare to greet your child.  **PLEASE STAY NEAR YOUR CAR.**
* Two masks are required, and the masks are to be cleaned daily.  An inside mask will have to be put on after hands are cleaned it will remain at the childcare home and cleaned daily by the provider.
* A QR Code will be provided, (coming soon), for parents to check the child in and out daily
* Children will arrive one at a time. Parents should avoid crowding and help maintain social distancing by allowing active drop-offs and pick-ups to be completed before they pull in front of the daycare.
* No outside items can be brought into the program and Children will take off their outside mask, shoes, and outside clothing, and proceed to the washroom to wash their hands.

**II. Health Screening: (If a parent, child, or staff member identified with**

**Covid-19 Symptoms, IDPH & CDC will be notified).** It is recommended

that the same parent or designated person drop off and pick up the

child every day. If possible, older individuals such as grandparents or

those with serious underlying medical conditions should not pick up

children, because they are more at risk.

According to the CDC and IDPH, everyone will have their temperature taken and recorded at time of arrival and answer a couple of COVID – 19 related questions such as

* + - 1. Have they been in close contact with a person who has COVID – 19?
      2. Have they felt unwell with respiratory symptoms or had a cough, high temperature, shortness of breath, or difficulty breathing?

* **Daily Health Screenings** **for Provider / Staff**

Upon arrival staff will wash their hands, sign-in, and answer the COVID-19 questions. Afterwards, temperatures will be taken and recorded on staff attendance form.

* **Parents / Drop-off Person -**

Temperatures will be taken and recorded at drop-off by Provider / Staff. If a parent temperature is 100.1 or higher, the child will not be permitted to enter the Childcare facility. It is recommended by the CDC, that the person dropping of the child/ren off be the same person picking the child up.

* **Child(ren) -**

Temperatures will be taken and recorded upon arrival and throughout the day. If a temperature of 100.1 or higher is found, the child will not be permitted to enter the Childcare facility. This applies to all members of the household – if a family member is exhibiting symptoms/and or fever, then all family members must stay home. ***If any of these symptoms occur during the day, parents will be contacted to pick their child up immediately.***

* **A Visual Health Inspection -**

Visual inspection will be conducted as the child/ren arrive. The Provider / Staff are looking for rashes, diarrhea, stomach aches, headaches, flushed cheeks, rapid or difficulty breathing, fatigue, extreme fuzziness, inflammatory syndrome which overlaps with Kawasaki disease and toxic shock syndrome. It can include persistent fever, abdominal symptoms, and even cardiovascular symptoms. Each child will be assessed for good health upon entering the Childcare facility. We will check. Temperatures will be taken several times throughout the day.

\*\*\* Parents are encouraged to have backup care\*\*\*

Holiday Travel

\*\*\*If parents are traveling for the holidays or are expecting out of town company, the child will NOT be allowed into the childcare home until after they have quarantined for 14 days and produce negative test results from the doctor.\*\*\*

Free COVID-19 Testing in Illinois, No Symptoms required, No Insurance Required, Open 7 Days a week… [www.DPH.ILLINOIS.GOV/TESTING](http://www.DPH.ILLINOIS.GOV/TESTING)

**III. Cleaning, Sanitizing & Disinfecting Procedures**

* **High Touch Areas**:

These areas will be disinfected by staff members with a bleach solution within each hour. Those surfaces will include:

* Door handles/knobs/bars (exterior/interior, classroom/RRs/closets, kitchen), Cabinet handles (dramatic play), Light switches, Classroom tables, RR sinks and faucets, Classroom sinks and faucets, Toilet handles, Diaper bins, Food area surfaces, Gates, Refrigerator handles/openings (Classrooms & Kitchen), and Microwave
* **Intensive Daily Cleaning**

All equipment shall be cleaned and disinfected daily with a germicidal solution approved by the Centers for Disease Control and Prevention. Routine cleaning and disinfecting shall be increased to hourly, during hours of operation, for frequently touched item including doorknobs, toys, phone keyboards, mouse and other items identified as frequently handled objects. Cots, sheets, and bedding shall be changed when soiled. All sheets and bedding shall be cleaned and laundered daily.

* **Toys**

Children will have their own separate toys to play with daily. Toys will be cleaned continuously after the child use them. If a toy is placed in the mouth of a child, the toy and the child will be monitored so no other child come in contact with that toy. Immediately after that child put the toy down it will be removed from the area cleaned and sanitized before placed back in that area. At the end of the day all toys will be cleaned and sanitized. To clean plastic toys like cars, Legos, and pretend kitchen items, first, place them in a bucket or tub filled with hot, soapy water. We will scrub them to get rid of debris, rinse them in clean water, and then let them air-dry. Then, we will fill up the bucket or tub with a solution of disinfectant. Next, we will soak the toys in this solution, rinse them in clear water, and finally we will let them air-dry. All stuffed animals and cloth toys will be removed from the children area and used by staff only. To clean plush toys that are washing machine-safe (check the product label to be sure), put them in a pillowcase, and secure the opening into a knot. Wash these in warm water on the gentle cycle and a slow spin. Later, leave the toys in the pillowcase and dry them on a low heat setting.

Plush toys that are not washing machine-safe should be hand-washed. First, dip a cloth in warm, soapy water and wipe it all over the toys. Get another piece of cloth, dip it in clean water, and use it to rinse the toys. Let the toys air dry.

**IV. Healthy Hand Hygiene Requirements -**

* All Children, staff and administrators should wash their hands after the times below for 20 minutes as follows:
  + Upon arrival
  + Before/after preparing food/drinks
  + Before/after eating or handing food or feeding children
  + Before/after administering medications/ointment
  + Before/after diapering
  + After RR use or assisting a child with RR use
  + After any contact with bodily fluids (RR, nose blowing, sneezing, coughing)
  + After handling animals or animal waste
  + After playing outdoors or in sand
  + After handling garbage/touching garbage can
* Posted hand-washing procedures should be followed and taught to children/assistance given when needed.
* Hand washing with soap and water for at least 20 seconds is our practice, and children will be assisted, and staff will wash their hands after helping children.
* 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 (e.g. when outdoors).

**V. Caring for Infants and Toddlers**

* **Sheets /Cribs Clean and Disinfect Bedding**
  + Use bedding (sheets, pillows, blankets, sleeping bags, and bouncer covering) that can be washed. Keep each child’s bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child’s skin should be cleaned daily. High-chairs and infant seats will be cleaned and disinfected several times throughout the day.
* **Diapering & Bathroom Procedures -** 
  + When diapering a child, we will follow safe diaper changing procedures while wearing disposable gloves. Procedures will be posted in the diaper changing area. Steps include:
    - Prepare (includes putting on gloves)
    - Clean the child
    - Remove trash (soiled diaper and wipes)
    - Replace diaper
    - Wash child’s hands
    - Clean up diapering station
    - Dispose of gloves
    - Wash hands
  + After diapering, staff will wash hands (even if gloves wear worn) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection. Reusable cloth diapers will not be used to minimize the spread of the Covid-19 virus.
  + Disinfect toilet and potty with a natural product after each child uses it.

**VI. Social Distancing Efforts, Class Size & Napping**

* + If possible, childcare classes should include the same group of children each day, and the same childcare providers should remain with the same group each day. Ages and numbers of children served have been maintained with groups above 10 separated as per DCFS standards. Social distancing during all activities will be practiced whenever possible by reducing group size and implementing strategies. I will try to encourage the children over two years of age to wear a mask. Adults will wear masks or face shields at all times, with the exception of taking the children outside to play.
  + **Mealtime** – tables will be separated and/or meals will be served in shifts. Also, meals will be plated by staff to ensure limited touching of food utensils.
  + **Naptime** – Children will be placed 6 feet or more apart to reduce the potential for viral spread and clear barriers will be used to help keep the children safe while napping.
  + **Indoor Centers** – Numbers of children playing together will be reduced to encourage smaller number interaction in centers.
  + **Circle time** – Markers will be placed on the carpet and floor as visuals alerting children where to sit to ensure social distancing is practiced. Keeping groups separate for special activities such as art, music, and exercising will help cut the spread of the Covid-9 virus.
  + **Outdoor play time**- Outdoor centers will allow fewer children to interact at one time to encourage social distancing. Games and activities facilitated by staff will encourage additional spacing. We will limit the mixing of children, such as staggering playground times. \*\*All field trips will be canceled until further notice\*\*.

**VII. COVID-19 Possible Symptoms (per CDC website)**

Cough, shortness of breath or difficulty breathing, fever (100.0 or higher), chills,

muscle pain, sore throat, new loss of taste or smell, or a rash that developed from

Multisystem Inflammatory Syndrome. This list is not all possible symptoms. Other

fewer common symptoms have been reported, including gastrointestinal

symptoms like nausea, vomiting, or diarrhea.

* + My sick policy has changed to include COVID-19 and its policies and procedures from the DCFS, CDC and IDPH. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19.
  + If parents are traveling for the holidays or are expecting out of town company, the child will NOT be allowed into the childcare home until after they have quarantined for 14 days and are able to produce negative test results from the doctor. Free COVID-19 Testing in Illinois, No Symptoms required, No Insurance Required, Open 7 Days a week… [www.DPH.ILLINOIS.GOV/TESTING](http://www.DPH.ILLINOIS.GOV/TESTING)
  + **It is recommended you seek emergency medical attention immediately if you experience trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, bluish lips or face.**
  + It is our policy that anyone **(Parent, child, or staff),** with a known exposure to ***or*** confirmed case of COVID-19 virus cannot be received for care, nor return to care for at least 14 days. Symptoms may or may not appear 2-14 days after exposure to the virus but can be spread to others during that time.

**VIII. Isolation of Children or Staff**

* + If a child develops any known symptoms while they are in care, they will be isolated until they can leave the premises. There is a separate room that will utilized for isolation. After the child leaves, the room will be cleaned and sanitized and made ready for use.
  + If staff is not feeling well, they will be permitted to leave immediately, if they have any of the symptoms, they will be required to quarantine at home for seven days.

**IX. Exclusion from Care Protocols (Based on CDC Guidelines):**

It is our policy that anyone **(Parent, child, or staff)** with a known exposure to ***or*** confirmed case of COVID-19 virus cannot be received for care, nor return to care for at least 14 days. Symptoms may or may not appear 2-14 days after exposure to the virus but can be spread to others during that time.

* Children will not be allowed entry with fever over 100.4
* Excessive or consistent cough or any exclusive symptoms listed on the CDC and DCFS website.
* Children with symptoms will be excluded for a minimum of 48 hours.
* Those tested positive or exposed to a person who tested positive will be excluded for 14 days.
* Children with family members who are ill will be unable to attend childcare until after the adult has been cleared of COVID19 or is healthy.
* If anyone tests positive for Covid-19, DCFS and the CDC will be notified and a sign will be posted that is visible outside the door that a person who has been in the childcare within the past 72 hrs. has tested positive and include if the childcare is open or closed and if closed a min length of time.
* Children who become ill at childcare will be separated from the other children until picked up.
* If Childcare provider becomes ill, parents will be notified ASAP through text
* Childcare will close for at least 72 hours (3 days) to allow for healing, testing if needed and cleaning.
* Parent will be notified by text
* A sign will be posted on the front door stating that a person has tested positive, if the childcare is open or closed and if closed a minimum timeframe before opening. Written notification must be provided to parents/guardians within 24 hours of any confirmed COVID-19 exposure (406.28(d)(2))
* Provider will email Licensing Rep with the information and provider will give information about contacts and absences to the health department as requested or required. Providers must notify the local DCFS Licensing office immediately by telephone and in writing upon any confirmed infection or exposure to COVID-19 (406.28(j))
* If there is an active case of Covid-19, we will close for whatever length of time is required by the health department.
* Per 406.14(d), exclusion policies need to ensure that children will remain excluded from the home until the Illinois Department of Public Health or local health department states, in writing, that the communicable, contagious or infectious stage of the disease has passed and that the child may be re-admitted to the day care home.
* DCFS, IDPH and parents will be notified via text, email or phone call.

**X.** **Reporting Exposure and Positive Cases of COVID-19**

* If we receive notice that a parent, child, provider, or staff member has been exposed to or have a confirmed case of COVID-19, I will report the exposure or confirmed case to DCFS, and our local health department. DCFS as well as our local health department will be contacted via email and voice call immediately after receiving notification.
* I will monitor absenteeism among staff, and children in case the local health department may need assistance with contact tracing efforts. ***It will also be up to our local health department if we will be required to close our program for a determined period of time.***

**XI. Facility Signage**

* Signs will be posted on the lawn, backdoor and throughout the childcare home. The signage will address, excluding anyone with symptoms of COVID-19, hand-washing techniques, and germ spread prevention.

**XII**. **Assistant / Substitute Availability**

* If the provider or a staff member should become ill during childcare hours, a member of the household will step in to assist until all children have been picked up.

**XIII. Personal Protective Equipment (PPE)**

* The purchase of ***ALL*** PPE equipment for use at the childcare home will be the responsibility of the provider.
* PPE supplies will be located in the closet closes to the front door. All staff will have access to the PPE supplies. A list of PPE supplies shall be placed on the closet door and checked daily by the provider, so items can be reordered as needed.

**XIV. Parent Must-Do’s:**

* Parents must comply with ALL the rules of the Childcare program
* Parents must pick up their child immediately if asked to do so.
* Parents must keep their contact information and pickup list up-to-date.
* Parents must be mindful of each other, while practicing social distancing when on the premises.
* Parents must supply and return a weather appropriate change of clothing as requested.
* Parents must arrive early enough as not to be in a rush. The COVID-19 symptom and temperature check may take time, and we will not rush through the process.
* We ask that all Parents are honest regarding coming in contact with a known COVID-19 Patient, out of town travel and visitors from put of town.

**These Policies will remain in effect until further notice. Any updates or changes will be made available to parents and staff within twenty-four hours of my receipt of them.**

Thank you for your patience and understanding and PLEASE remember, We Are All In This Together