

## **SSLC Covid Policies and Procedures- Updated 10/4/2021**

**The policies within take precedence over any existing policy. This policy is updated regularly, in accordance with the release of most current information regarding updated mandates and best practices. Any policies mentioned are effective immediately.**

### **Preparedness and Planning**

- Our facility will encourage staff to practice every day preventative measures such as frequent hand washing, refraining from touching your face, covering a cough or sneeze with an elbow, and practicing social distancing (keeping at least 6 feet of distance between you and another person).
- Our facility will post signage recommended by the Division of Public Health.
- SSLC will follow the current requirements for cloth face coverings.
- For child care providers, these practices include:
- All child care providers and/or staff working in child care facilities must wear cloth face coverings while at work;
- Providers must follow JCPH guidance regarding face coverings for children;
- SSLC must deny entry to anyone ages 3 and up, who is not wearing a face covering, if one is not available to be provided to that person.
- SSLC will have a plan for staff absences, to the greatest of our ability.
- SSLC will encourage staff who may be at higher risk for COVID-19 to contact their health care provider to determine whether they should stay at home.
- In the event that SSLC experiences a positive case of COVID-19 in a staff member or child, management will contact the Division of Public Health within 2 hours of learning of the illness to discuss next steps and cleaning guidance specific to my facility.

### **Arrival/Drop-off and Screening Procedures**

- SSLC will remind staff to stay at home if they are sick, and remind parents to monitor children for signs of illness and keep them home if they are sick.
- SSLC facility will adhere to the following screening practices for adults and children entering the facility, and the most current and updated copies of the CDPHE's Symptom Screening Tools, Criteria for Sending Staff or Children Home, and Return to Learn Guidelines can be found in the Brightwheel Document Hub
- Staff will receive the children and see that they arrive safely in their classrooms. Parents/Guardians must ensure that staff and children do not have an elevated temperature before entering the facility. We will also conduct temperature screenings throughout the day, and if illness is suspected.
  - ♣ It is best to use touchless thermometers (forehead/temporal artery thermometers) if possible, but if you must use oral or other types of thermometers, make sure to clean the thermometers thoroughly between each person, as to not spread infection.
  - ♣ Follow the manufacturer's directions to disinfect the thermometer.

- ♣ If no directions are available, rinse the tip of the thermometer in cold water, clean it with alcohol or alcohol swabs, and then rinse it again.
- ♣ Personnel screening for fever should consider wearing gloves and face masks per CDC recommendations.
  - If a staff member or child reports or is noted to have body temperature at or above 100 degrees Fahrenheit, they must be sent home.
  - Staff must also ensure that each incoming staff member and child (or the child's parent may answer on their behalf) is screened with a basic questionnaire each time they enter the child care facility.
  
- ❖ The questionnaire shall include at least the questions below:
  
- ❖ Do you have any of the following symptoms: fever, cough, shortness of breath/difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of smell or taste?
  - If NO, proceed to the next question.
  
  - If YES, but symptoms have a known cause (asthma, COPD, chronic sinusitis, etc.), the staff member or child may not be admitted to child care and must be referred to their primary care provider for clearance to return (or have documentation on file with the center) If the child has documentation of chronic conditions, it may still be up to the discretion of SSLC management to request verification from a physician that covid testing is not needed
  
  - If YES, or the staff member or child is otherwise symptomatic and considered at risk for COVID-19 exposure, the staff member or child may not be admitted to the facility and should isolate at home.
  
- ❖ The staff member or child should maintain home isolation until at least 3 days have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in symptoms (e.g., cough, shortness of breath); and verify with management and physician to determine if covid testing is required.
  - Staff members should consult medical professionals if desired or needed and should adhere to screening decisions made by the primary care provider
  - If at any time a doctor confirms the cause of the staff member or child's fever or other symptoms is not COVID-19 and approves them to return to work or care, then the provider shall follow the appropriate center policies, as outlined in the handbook, in regard to return to work or child care.
  
- ❖ Have you been in close contact (e.g., within 6 feet for more than a few minutes) with a person with confirmed COVID-19 infection?
  - If NO, the staff member or child may proceed with work or may receive child care at the facility.

- If YES, the staff member or child will be required to stay at home for 10 days from the time they were exposed to confirmed COVID-19. If the person is over the age of 2, he/she may return after a 7 day quarantine, provided that a negative test was obtained no sooner than 5 days after exposure, no symptoms are present, and a mask can be worn at all times, except during eating and napping. Should the exposure be from an individual in a shared household, please review the document provided at the end of this policy to determine when that person's isolation ends, and the exposed individual's quarantine can begin.

### **Groups and Social Distancing**

- SSLC will adhere to the following requirements for group size and mixing of groups, and social distancing:
  - The maximum allowable group size is 24 children (or smaller, if indicated by OEC rules and regulations)
  - Groups should consist of the same children and staff each day, and mixing of groups should be restricted as much as possible- however, staffing may pose an obstacle to this goal
  - Groups must be kept at least 6 feet apart if using shared spaces
  - Our facility will ensure that children's naptime mats or cribs are spaced out as much as possible, ideally 6 feet apart. When a 6 feet distance cannot be maintained, children sleeping on mats or in cribs should be placed head-to-toe and follow current OEC regulations for spacing. Sanitation and Cleaning Practices

### **SSLC will adhere to the following additional cleaning and sanitizing practices:**

- Suspend use of sand and water table play
- Suspend use of play-doh or other clay-like materials, unless it can be distributed among children, is disposed of immediately after use, and is not shared with others
- Suspend use of toys that children wear on their faces such as masks and goggles, except masks or goggles that are worn by an individual child and stored separately for that individual child.
- Staff and children must wash hands upon entering the classroom and upon leaving
- All hard surfaces must be sanitized twice a day and as needed
- Toys should be separated for sanitizing immediately after being placed in a child's mouth
- All frequently touched surfaces (doorknobs, light switches, faucets and phones) should be sanitized frequently throughout the day
- Access to food preparation areas should be restricted to only staff who are essential to food preparation
- Our facility will clean all toys at the end of each day following CDC recommendations.
- Our facility will ensure that meals, if served, are individually plated, and family style meals will be suspended.

- Our facility will minimize the use of soft toys or other toys that cannot be easily cleaned or laundered. By signing below, I acknowledge the above requirements and shall ensure they are carried out

### **Quarantine/Exposure as SSLC**

- SSLC will notify families and staff immediately if we are aware that a staff or child tested positive for Covid, resulting in possible exposure
- Families and Staff are required to notify SSLC if they have been in direct contact with Covid, or if they have tested positive. In either case, children, guardians, and staff are to remain home and await further instructions, which SSLC Management will provide after consulting the JCPH liaison.
- Staff/Children who have received the Covid vaccine series, and have had 2 weeks pass since the final dose, do not have to quarantine upon exposure, unless symptoms or a positive test arises. Should symptoms or a positive test be presented, isolation will be required.
- If a staff member/child has a family member, living in the same household, who is isolating due to a positive covid case, that staff/child may not begin his or her quarantine until Day 11 of the positive individual's isolation period. Following quarantine, the child or staff member may return after 10 days of quarantine, and with a negative covid test result.
- Should exposure result in children needing to remain out of care, no refunds will be provided. All tuition fees are allocated to pay for a child's spot, not actual hours of attendance, and are collected to ensure that all operating expenses needed to preserve the SSLC's level of care and longevity are collected. SSLC management will work to help family's obtain tuition assistance, or can provide documentations addressing the rights of employees to be paid by employers in the event such as this.

### **Important Documents and Resources:**

How to Quarantine- This addresses the different quarantine steps/recommendations, including those related to exposure within one's family/household. <https://drive.google.com/file/d/178k4FO - iJilaTp7fw0aVCvanbzGuemb/view>

Return to Learn: Guidance on when a Child/Staff Member may return to school, or if further steps/testing are needed [Return to Learn.pdf - Google Drive](#)

Criteria to assess when a child or staff member may need to be sent home: [COVID Child-Staff Appears-Feels Unwell Oct 2020.pdf - Google Drive](#)

Remain at Home/Symptom Screening Tool [At-Home Symptom Screening for Parents and Staff 080221.pdf - Google Drive](#)

### **Testing:**

At this time, Binax Now is the only acceptable at-home test. Each kit comes with 2 tests. Both tests must be used, the first one should be conducted, and a picture of the individual who was tested, along with the test card visible (with the individual's name and date of test written on it) will need to be sent to [Director@steppingstoneslittleton.com](mailto:Director@steppingstoneslittleton.com) The second test is to be conducted

36 hours after the first, and documentation will need to be submitted for this one as well. Should symptoms still be present after both tests, please contact a physician to verify if further steps or testing are needed.

For all other tests, the following locations are recommended by staff and families:

Children's Hospital Drive Through Testing (Results are coming back quickly, often within 24 hours): call 720-222-0001

Covid Check Colorado: visit [covidcheckcolorado.org](https://covidcheckcolorado.org) to set up covid appointments. Most locations are quick and drive-through, and some locations offer saliva tests

AfterOurs Urgent Care Littleton: 720-459-9100