

**QUICK START GUIDE FOR EMERGENCY CHILD CARE RESPONSE**

**Updated 4/7/2020**

Please consider the following operational, staffing and healthy environment items as you respond to the critical need for childcare in your communities. The CDC is asking to consider health care workers, first responders, teachers and school administrators, utility company staff and mental health professions as essential to infrastructure in our communities ([CDC](about:blank)).

# Operations Preparation

* Obtain reliable, up-to-date information.
  + [CDC](about:blank) and [WHO](about:blank)
  + Local and state health officials (and licensing guidelines where applicable)
  + [OSHA](about:blank)
  + Your local school districts and hospitals
* Review medical procedures with cooperating physicians and specifically ask for review of symptoms that could indicate the coronavirus
* Determine a public health contact you can call directly for questions and reporting
* Consider your hours of operation based on who you are serving, medical providers, first responders, etc. 12 to 24-hour operations are common
* Cleaning products and dispensers:
* Confirm that all cleaning products are approved by EPA and CDC. Find those [here.](about:blank)
* Review cleaning equipment and sanitizing dispensers (think about type, location, quantity)
* Ensure that bathrooms are well-stocked with soap and paper towels or air dryers
* Place orders early to have products on site in time given current backorders
* Review cleaning frequency, procedures and equipment for staff as guided by CDC here
* Consider also putting up communications materials for hand hygiene for kids. Resources [here](about:blank)
* Isolation Procedures:
* Review procedures to isolate or quarantine a sick child until they can be picked up
* Plan to have an isolation room/area that could be used for quarantine for a sick child
* Check-In and Pick Up
* Temperature checks at check-in and for all staff daily
* Limiting the number of people who enter your facility
* Create a plan for curb side drop off and pick up that limits direct contact and adheres to social distancing recommendations
* Consider offering a meal program as a USDA Sponsor or in conjunction with a food bank,

school district or other food program sponsor

* Do not bus between sites, do not take field trips and do not allow guest on site in order to limit exposure and follow social distancing guidelines

**Screening (CDC criteria)**

* Take Temperature daily prior to entry into program; before parent leaves site, consider

partnering with a local hospital or health department to conduct or train staff to conduct

* Sample intake questions:
* Do you live with anyone or have you had close contact (prolonged or coughed on, for example) with anyone who has been diagnosed with COVID-19 within the last 14 days?
* Do you have a fever, cough and/or shortness of breath? For children, fever is 100.4 degrees for forehead thermometer, 99 degrees or higher with armpit thermometer or 99.5 with oral thermometer.
* Any other signs of communicable illness such as a cold or flu

# Healthy Environment

Consider the following when creating a healthy and safe environment:

* Social distancing of children six feet apart and separating children into smaller groups that fall within state or local guidelines. Ratio of 1:10 to include 1 adult and 9 children.
* Do not share equipment and clean equipment in between use
* Limit the mixing of students from groups (e.g., stagger playground time, keep groups separate for special activities such as art, music, movement)
* Disinfecting high-touch hard surfaces throughout out sites hourly, such as door handles, light switches, faucets, toys and games that children play with
* Enhancing deep cleaning and disinfection every night in all areas, on all touched surfaces. If in an area where COVID-19 transmission in the community is sustained/substantial, consider having janitorial staff wait until early morning, if possible, to ensure that any potential respiratory droplets from children with COVID-19 have been dispersed. Open windows/increase ventilation in building to help reduce the time to wait. We realize there are considerations around fume exposures to children but try to wait as long as practical to clean and disinfect.
* Antibacterial soaps and hand sanitizers are increasingly not allowed to be sold as such per [FDA monograph](about:blank). You do not need anti-bacterial products, just ‘regular’/’plain’ soap and alcohol-based hand sanitizers with at least 60% alcohol content.
* Increasing the use of sanitizers for all electronic devices and check with manufacturer’s instructions. For electronics such as tablets, touch screens, keyboards and remote controls, remove visible contamination if present.
* Follow the manufacturer’s instructions for all cleaning and disinfection products.
* Consider use of wipeable covers for electronics.
* If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
* Educating our staff on COVID-19 symptoms as well as preventative measures
* Instructing employees to wash/scrub their hands, and children’s hands, a minimum of hourly and consider promoting handwashing especially at key times:
* Before, during, and after preparing food
* Before eating food
* Before and after caring for someone who is sick with vomiting or diarrhea
* Before and after treating a cut or wound
* After using the toilet
* After changing diapers or cleaning up a child who has used the toilet
* After blowing your nose, coughing, or sneezing
* After touching garbage
* Regulating food distribution to include grab-and-go options, smaller groups, and more
* Mandating that those who are not feeling well to stay home to prevent the spread of germs

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# Employee Needs/Staffing

Review the CDC’s Recommended Strategies for [Employers](about:blank).

* Recent updates to CDC guidelines have indicated the use of masks in childcare programs. Please note they are not recommending medical masks but cloth face cover. It is important to continue to work with your local and state officials for their recommendations as well. [Supplemental Guidelines](about:blank) from the CDC.
* Follow all local HR department rules and regulations
* If using staff who do not work in Childcare, follow local licensing guidelines and HR regulations regarding background checks and training
* Be prepared to make accommodations for employees with disabilities and/or employees with complex medical needs
* Be prepared to support employees based on physical and mental health needs
* Prepare policies on sick leave and compassionate leave during a pandemic
* Staff should consult with their physicians and come forward if they believe that they are more susceptible to the virus.
* All staff should receive training on EPA and CDC-approved workplace disinfection
* Staff should not share their phone, devices, or meal or utensils with one another or children
* Staff should check their temperature at the beginning of each shift and notify supervisor if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify supervisor if any develop (fever or respiratory symptoms)

# Meal Preparation:

# All surfaces will be disinfected at the beginning of each shift and before meal preparation and feedings using CDC and EPA approved products

# All staff will wash hands before and after meal preparation and feeding

# Consider ways to adapt meal service. Consider serving meals in classrooms instead of a cafeteria. If meals are typically served family-style, consider plating each student’s meal to serve it so that multiple students are not using the same serving utensils

# Staff and children will not eat at the same time to allow staff to adequately clean hands and disinfect surfaces between meals

# Communication:

# Provide transparent communication with parents to include efforts to protect children in care. Utilize multiple channels including email, newsletters and website

# Confirm plans for communication if you experience a participant who shows symptoms or is confirmed with COVID-19

# Consider distributing [communications materials](about:blank) to parents as well

# Praesidium Top 10 Child Sexual Abuse Prevention Essentials for Emergency Childcare

* Please consult this [guide](about:blank) from Praesidium for essentials on keeping all participants safe in Emergency Childcare programs
* Please visit [https://www.praesidiumymca.com/](about:blank) for access to the following resources:

* 15-minute specific trainings for both staff and supervisors working in your Y's program
* Top 10 Child Sexual Abuse Prevention Essentials for Emergency Childcare
* Code of Conducts for both staff and youth
* Access to several other additional resources that program supervisors need during times of uncertainty (i.e. facility and program quick checks, sample crisis care policies)
* Recommended resources and reading regarding abuse prevention topics for parents and their youth

**Additional CDC Resources**

CDC’s Coronavirus Disease-2019 (COVID-19) guidance for schools and childcare programs now includes [Supplemental Guidance for Child Care Programs That Remain Open](about:blank).  
   
The CDC's [Guidance for Schools and Childcare Programs page](about:blank)is based on what is currently known about the transmission and severity of coronavirus disease and is updated as needed and as additional information becomes available.

[Interim Guidance for Administrators of US K-12 Schools and Childcare Programs](about:blank)

[Checklist for Teachers Planning and Preparing for COVID-19](about:blank)

[Environmental Cleaning and Disinfection Recommendations](about:blank)

[EPA List of Disinfectants for Use Against SARS-COV-2](about:blank)