

Hillcrest Children's Center COVID-19 Procedures Manual

January 2021

Hillcrest Family (staff and families),

For decades, families have trusted Hillcrest Children's Center to provide reliable, quality care for Alaskan families. As we all are learning to live through a global pandemic, we need our community more than ever. New information is continually coming out about COVID-19. We are learning to embrace the uncertainty and decide what our "risk-tolerance level" is.

During this pandemic, our primary concern is the health and safety of staff and children in our care. At the same time we also understand that interruptions in our services may cause conflicts for working families. As in all emergencies, Hillcrest looks to see how we can offer Emergency Childcare to essential personnel and at-risk families first; then, as more information is known, we work to extend care for our other families safely.

As Hillcrest Staff, you will play a critical role, and we thank you for your courage and dedication. We want you to know that your safety and well-being are a primary concern, and we are working hard to ensure that our facility is safe and enjoyable for you and our families. As none of us have ever experienced a global pandemic in our lifetimes, it continues to be a learning curve for us all. As most of our children have been attending Hillcrest since infancy, we are a trusted part of their lives. Continuing to attend Hillcrest provides a touchstone of normalcy for the children and families. We hope that you understand the vital role you play in the lives of the children and the families we serve. Additionally, your personal choices regarding risk exposure outside of Hillcrest can harm the children and their families in your class, your co-workers, as well as your own family members. You play an important part of ensuring the health and safety of all the staff, children, and their families. Hillcrest requires staff and asks families to be adaptable and dependable during these times, minimizing the risk of illness for all children, families, and staff. Our success is dependent on your vigilance in following these policies and procedures. Furthermore, you will have heightened responsibility to comply with public health instructions and practice expert physical distancing in and outside of work.

Information about COVID-19 is continually changing. As this situation evolves, so too will our program. Each day we will be evaluating risk and updating policies and procedures. We may determine that the risk is too significant and choose not to put our staff in harm's way. Similarly, we ask that you evaluate your situation and determine if this opportunity makes sense for you and your household. As we work together, we ask that you are patient with us and speak up when you have questions and concerns.

Christina, Executive Director, and the Board

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Summary of Hillcrest COVID-19 Care

Hillcrest will continue to operate a Municipal Licensed Child Care Programs to meet our communities need for care during the COVID-19.

Program hours are changed to 8:00 am to 5:30 pm, Monday through Friday. As we assess family needs and safety practices, we expect to extend hours of care to 7:30-6:00.

Capacity

Our classroom groupings and program routine are adapting to minimize the risk to staff and children. As much as possible we will have the same staff work with the same children so to lessen the exposure to others.

These groups of children will be kept together, and will not intermix with other groups of children, as much as possible. Physical distancing practices will be monitored and addressed throughout program times.

Staffing

There is to be a minimum of a staff for each floor children are in attendance to work directly with children, plus a supervisor on site at all times.

Should staff have any public health concerns:
Anchorage Department of Health: 907-343-6718
Anchorage Municipality of Child Care Licensing: 907-343-4758

Attendance

Due to heightened procedures around illness we encourage staff and families to play it safe in regards to their health. If you or a family member is experiencing a symptom of COVID-19, do not come to Hillcrest. Please notify Hillcrest of your symptoms and contact your medical provider for follow-up care. Contact Hillcrest again to share the determination as soon as you can, so we can decide the best way to move forward.

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Roles during COVID-19

Director will be responsible for:

- overseeing daily operations, ensuring procedure compliance through routine audits, cleaning and sanitizing as needed
- supervising leadership
- communicating with parents and staff
- communicating with the Board and outside agencies
- Following updates from local, state, and national health agencies

Following COVID exposure communication plan

Supervisor will be responsible for:

- Ensuring Staff are following procedures
- making any phone calls to parents or leadership
- overseeing daily schedule and transitions from one area to another
- ensuring all health screenings on children, staff, and leadership are completed
- ensuring all the necessary paperwork is filled out
- ensuring appropriate and realistic physical distancing
- overseeing food service
- will oversee the isolation of sick children

Classroom Teachers will be responsible for:

- running activities
- conducting all health screenings on children
- ensuring all supplies, toys, and classrooms are clean and sanitized throughout the day
- ensuring appropriate and realistic physical distancing
- overseeing appropriate hygiene practices
- **Staff must immediately notify Hillcrest that they themselves, or someone in their household, has tested positive for COVID-19 with correct times of symptom development, testing days, last day of contact with family member**

Families will be responsible for:

- Notifying the center when child or a family member display symptoms of COVID-19, their family has been in contact (closer than 10ft for over 15 minutes) with a person who is diagnosed with COVID-19, and any COVID-19 testing results (positive or negative)
- Not bringing their children into care who have had a fever within the past 24 hours, or received a fever-reducing medicine within the past 24 hours
- **Families must immediately notify Hillcrest that they themselves, or someone in their household, has tested positive for COVID-19 with correct times of symptom development, testing days, last day of contact with family member**

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Meetings and Trainings

We will be holding parent Board and staff meetings by Zoom as needed. A link will be sent prior to the meeting.

For staff meetings, this is still paid work time and as such the same expectations apply. During these meetings there is an expectation that everyone is prepared for work and is fully attentive to the information being shared.

If you have any concerns about your internet access or technology please reach out ahead of time so we can assist. Below are some important points to help you prepare.

- Have a computer with a webcam prepared, charged, or plugged in
- Have headphones ready if needed
- Find a quiet place with limited distractions
- Have a paper and pen ready to take notes
- If possible, have this PDF of the Procedures Manual readily available while in trainings

How to Work Zoom: "Arrive" in the Zoom room 5 minutes early to get yourself situated

- Step 1: Copy and paste the link provided in your web browser.
- Step 2: "Download and Run" Zoom
- Step 3: Join with audio
 - Mute: Controls your audio. Remember to unmute yourself when you want to speak and to mute yourself if you are not.
 - Video: Be sure to have your video turned on.
 - Chat: Communicate with all participants or to send messages to specific participants by clicking on their name in the participants list.
 - Reactions: Give a thumbs up or an applause.

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Changes to Program

- Each room will be assigned to a specific set of children. There will be **minimal to no moving children outside of their classroom floor.**
- It is important that **all items can be cleaned and sanitized throughout the day.** Toys that can not be cleaned and sanitized daily need to be bagged up at this time.
- All program supplies needed for the day, such as activity supplies or food, will be set out in the classroom **prior to the start of the day.**
- For the Preschool children, there will be a **limit to how many children can be in a play area.** This limit needs to be enforced.
- Each classroom needs to have a plan to dispense water into the children's water bottles. At the start of each day, staff wash their hands, wipe the outside of the bottles with a disinfectant rag, fill the water bottles, and give them back to each child. **Staff are to wash hands prior to pouring water for children.**
- **The office will be a designated isolation room.** If a child starts to feel sick staff are to follow the Responding to Possible Illness in Program Procedures. This room will be prepped with a sanitized sick mat and a select amount of toys.
- **A COVID notice outside the entrance doors each morning, asks that visitors do not enter the building without first being screened by the Supervisor, and everyone is wearing a mask.**

COVID-19 Awareness: How to Protect Yourself and Others

Personal Protective Equipment Procedures

Staff conducting health screenings must wear gloves, and face masks. All personal protective equipment is to be properly put on and taken off. Staff are to store their equipment in their bins or assigned hooks. Staff should always wash hands before and after handling personal protective equipment. At this time, Hillcrest does not require the use of protective eyewear or gowns, but will provide them if asked for.

Any PPE that is reused must be cleaned and sanitized after use.

Protective eyewear is to be cleaned at the end of the day using the 3 sink method

Face coverings are to be washed at the end of the day by staff after arriving home. Staff can rotate through two masks provided by Hillcrest, so that they can be cleaned in the building laundry.

Note: Soiled Personal Protective Equipment should not touch any surfaces. If they do, that surface must be cleaned and sanitized.

A Note about Physical Distancing:

The success of our COVID-19 response depends on your adherence to the procedures outlined here and the words of public health officials. When guidelines limit travel outside of the home, we all should be limited to going out for necessary supplies and outdoor recreation. It is essential that both in and outside of the workplace you practice physical distancing. Should you choose to not abide by these mandates, you put yourself and the families we serve at risk.

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Procedures for Face Coverings

Hillcrest continues to monitor federal, state and local health official guidance on the use of masks in our program space. Due to the nature of a child care setting, Hillcrest **REQUIRES ALL** staff to wear a cloth face covering while at site, except when eating in the staff room or are in a room on their own. As recommendations evolve, Hillcrest will continue to assess the procedures and safety measures surrounding the use of face coverings. Children 3 and older must also wear a face mask inside, except when eating or sleeping.

Those wearing a face covering should:

- Make sure the face covering covers both the nose and mouth.
- Not remove the face covering until you leave the building after your shift, unless eating meals.
- Not rely on face coverings as the primary way to prevent COVID-19 transmission, and be careful to avoid developing a false sense of security through the use of face coverings, by continuing to follow procedures around keeping with the same group of children, being outside as much as possible, having as many windows open as possible, keeping space between adults, not touching face and mouth, and washing your hands frequently.

Procedures for eating:

Staff will remove face covering safely

- When removing the face covering, avoid touching the front of the face covering (because it may be contaminated). Remove it by grasping the ear loops, ties, or bands.
- Place face covering on designated individual desk/table
- Immediately after eating, wash hands, replace face covering, then clean and sanitize the table.

Face masks for children will be available in the "clean" bin. A dirty bin will be in each classroom for all used masks to be placed into. The masks are washed each day.

How should I care for a cloth face covering?

Wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

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COVID-19 Mitigation Procedures

Shift Procedures

Staff Room Set Up: In the staff room, each staff member will have their own labeled container to store personal items. The Staff Room will also have a charging station for classroom and personal devices, a cleaning station which will be used to clean any items taken into the site program space, and a UVC sterilizer to use for small items such as masks and phones.

Staff Room Use: When transitioning in or out of the Staff Room, staff should wash their hands prior to going to another space. The Staff Room is primarily meant to store staff items.. Staff should only be in the staff room at the start or end of their shifts, or during approved breaks (which can be used to consume any food brought from outside). Physical distancing guidelines should be followed as outlined in this manual, and as always, staff should show respect for other people's belongings.

Staff Arrival:

- Wear your mask into the building
- Immediately go to the staff room and wash hands,
 - put on a clean face mask and put the other mask in the laundry bin
 - place personal items in your bin
 - clock in
 - note temperature on the sheet
- Go to the bathroom
 - wash hands
 - wipe handles/door handles with bleach cloth and put the cloth in the laundry bin
 - Put on gloves, take another bleach cloth to wipe things as you are walking to your classroom, place in the laundry bin
- Classroom
 - Sign in on paper sheet and LifeCubby- wipe pen and tablet down with bleach cloth
 - Communicate with team members about what cleaning and disinfecting has been done and the plan to complete the rest

Staff Breaks:

- Sign out of classroom on paper and LifeCubby- wipe pen and tablet down with bleach cloth
- Take another bleach cloth to the break room, wiping down common areas on the way
- Place cloth in the laundry bin
- Wash hands and apply lotion
- Clock out
 - Masks can be taken off outside or while eating in the break room; they stay on while resting or relaxing
 - Place the mask in UVC Sanitizer while eating
 - Wash hands again after placing a mask in sanitizer
 - Put mask in the UVC Sanitizer

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- Wash hands AGAIN after eating, before putting the mask back on your face
- Clock in
 - Put on gloves, take another bleach cloth to wipe things as you are walking to your classroom, place in the laundry bin
- Classroom
 - Sign in on paper sheet and LifeCubby- wipe pen and tablet down with bleach cloth
 - Communicate with team members about what cleaning and disinfecting has been done and the plan to complete the rest

Staff Bathroom Break:

- Use the bathroom
 - Wash hands and apply lotion

Staff Changing Classrooms or Spaces:

- Signout on paper and in LifeCubby- wipe down with a bleach-cloth
- Put on gloves, take another bleach cloth to wipe things as you are walking to your classroom, place in the laundry bin
- Sign in on paper and in LifeCubby- wipe down with a new bleach cloth
- Wash hands and apply lotion

Staff End of the Day:

- Complete all classroom cleaning and disinfecting- mark it on the form
- Signout on paper and in LifeCubby- wipe down with bleach cloth
- Put on gloves, take another bleach cloth to wipe things as you are walking to your classroom, place in the laundry bin
- Clock out
- Gather personal items and take care after you leave

Guidelines for Staff Running Errands for Hillcrest

Any staff who need to go to the store or conduct business in the public for Hillcrest should exercise caution, wear a mask, and practice frequent hand hygiene. Take a zip lock bag with bleach cloths to use (one with clean cloths and another for dirty). When possible staff should order online or use curbside pick up to limit time in stores. Staff are encouraged to coordinate their Costco, Fred Myer, or Carrs shopping with Hillcrest's. Let Christina know if you are interested in doing this. If staff must enter public spaces, they are to maintain a 6 foot distance between themselves and other shoppers. Staff are encouraged to go to stores during hours when fewer people will be there, for example, early in the morning or in the late evening. Staff are to disinfect any shopping carts or baskets used. Staff are to not touch their face, eyes, nose, or mouth while in the store. Staff are to use hand sanitizer when leaving the store and are to wash hands as soon as possible

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Opening & Closing Procedures

Opening and Closing

The supervisor will be responsible for assigning/delegating most opening and closing responsibilities among the staff. All cleaning and sanitizing should be in accordance with the procedures outlined in this manual. All tasks should be clearly assigned to one individual, marked as complete when finished, and signed off on by the supervisor.

The following tasks must be completed prior to opening Hillcrest

- All staff must complete and pass a health screening
- All staff must complete their Staff Shift Start procedures. Including, but not limited to...
- Place personal belongings in basket
 - Wash hands
 - Sanitize any items coming into the program (water bottles, phones, pens, etc...)
 - Sanitize assigned tablets
 - Wash hands prior to transitioning into a new space
 - Complete assigned task/kaper
- Distribute bleach buckets and soapy water bottles to their appropriate locations
- All classrooms must be cleaned and sanitized
 - Commonly used surfaces (tables, sinks, desks, chairs, shelving, cabinets, etc.)
 - Yuck Bins
 - Bathrooms
 - Door handles
 - Commonly touched items (trash can handles, light switches, hooks, etc.)

The following tasks must be completed within the FIRST HOUR of site open:

- Clean, sanitize, and prep food area
- Clean and sanitize
 - Commonly touched hallway areas (handrails, corners, etc.)
 - All door handles utilized during programing
 - Fridges and microwaves utilized for program (outside; inside if needed)
 - Commonly used hard surfaces
 - All sinks utilized during program

*All items in classrooms will have been cleaned prior to site open and only should be cleaned again within the first hour if the need arises.

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Closing Site

Site closing tasks should begin at the completion of all regular daily tasks and/or when there are no more children in the program. The supervisor will evaluate when best to start closing tasks on a daily basis.

The following tasks must be completed prior to closing site:

- All classrooms must be cleaned and sanitized
 - Commonly used surfaces (tables, sinks, desks, chairs, shelving, cabinets, etc.)
 - Commonly touched items (door handles, trash can handles, light switches, hooks, etc.)
 - Clean and Sanitize Yuck Bin toys and lay out to dry in designated location
 - Yuck Bins
 - Bathrooms
 - Empty trash can
 - Empty soapy water and bleach buckets
 - Refill soap bottles
- The Staff Room must be cleaned and sanitized
 - Commonly used surfaces (tables, sinks, desks, chairs, shelving, cabinets, etc.)
 - Commonly touched items (door handles, trash can handles, light switches, hooks, etc.)
 - Empty and refill bleach bottles
 - Refill soap bottles
 - Empty trash cans
 - Fridges and microwaves
- Additional areas to clean and sanitize
 - Bathrooms
 - Hallway and sign in area
 - Clear hallway of debris/extraneous items
 - Commonly touched surfaces (light fixtures, handrails, sign in table, etc.)
 - Empty trash cans
- Set up sign in area for following day
 - Wipe down signs
 - File daily paperwork
 - Pull out paperwork for next day
- All staff must complete their Staff Shift End procedures. Including, but not limited to...
 - Complete assigned task
 - Wash hands
 - Sanitize any personal items leaving the program (water bottles, phones, pens, etc.)
 - Sanitize assigned tablet
 - Remove any food from staff fridge
 - Remove personal belongings from basket and clean and sanitize assigned basket
 - Wash hands prior to transitioning into a new space
 - All staff must complete and pass a health screening

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Preventative Handwashing Procedures and Routines

Hand sanitizer is not a replacement for handwashing.

How to Wash Hands Below are CDC recommendations for washing hands:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

When to wash hands

Children and staff are expected to wash hands anytime they transition from one space to another, before and after eating, or anytime their hands are soiled.

Entering Program

- Staff should wash their hands before and after conducting health screenings.
- Staff should wash hands in the staff restroom when they enter the building.
- When any child and/or staff enter a classroom, they must wash their hands after putting their gear away.
- After their hands are washed and their items are put away, they can participate in the program.

Returning from Outside

- When any child and/or staff come in from playing outside, they must wash their hands after the removal of their gear.

Before and After Meals and Snacks

- All staff involved in handling and preparing food will need to wash their hands before and after handling food.
- Even if gloves are used – hand washing before/after and between glove changes must be done. Before and after eating, all kids and staff will wash their hands.

Before and After Administering Medications

- Any staff involved in administering medications must wash their hands before and after administration.
- A child must wash their hands before and after receiving medication.

After Using the Restroom

All staff and children must wash their hands after using the restroom.

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Any Staff or Child Blowing Their Nose, Coughing, or Sneezing

- Any staff and/or child who blow their nose, cough, or sneeze, must wash their hands.
- Any staff who helps a child blow their nose, cough, or sneeze, must wash their hands before putting on gloves, provide aid to the child, and then wash hands again.
- Please review Illness Screening and Response Procedures if a child or staff are experiencing these symptoms.

Any Staff Who Touches and/or Remove Garbage or Help with Cleaning

- Any staff and/or child who touch and/or remove garbage must wash their hands after handling.
- Any child who helps clean (such as spraying or wiping down tables) must wash their hands prior to assisting.

Before and After Working with any Child in Isolation

- Any staff who is supervising a child in isolation should wash their hands before and after
- Any child who is feeling ill should wash their hands immediately.

Staff Switching Classrooms

- Any staff who has to switch classrooms in the middle of the day needs to wash their hands before moving to the new classroom

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Cleaning & Sanitizing Protocols

Purpose: To identify new and emphasize existing cleaning and sanitation protocols and procedures for Hillcrest Emergency Child Care locations.

Cleaning: This is the process of using soapy water to wipe down or scrub a surface. This does not kill viruses or bacteria. It removes dirt and grime.

Sanitizing: This is the process of using bleach to kill 99.9% or more of viruses or germs on a surface. ($\frac{1}{3}$ c bleach for a gallon of water)

Disinfecting: This is a process that kills everything on a surface. This requires a higher concentration of bleach being left on the surface for a longer time period. ($\frac{1}{4}$ c bleach for a gallon of water)

Prior to cleaning and sanitizing at site staff must wash hands and put on disposable gloves. After each day hard surfaces (tables, service areas, door knobs, trash can handles, hard plastic toys, etc.) can be wiped with the sanitizing solution and allowed to air dry. Before children arrive to program, each surface must be wiped with bleach solution.

If staff are assigned specific clothing for work, including masks, it is to be cleaned and sanitized or replaced at the end of each shift. Program Staff will have an assigned place for their clothing.

Safety Guidelines:

- Sanitizing and disinfecting should take place in ventilated areas. Doors should remain open.
- All cleaning supplies must be labeled
- All cleaning supplies are to be stored out of reach of child
- Staff must wash hands after handling chemicals.

Soapy Water Preparation:

- While spraying a surface with the soapy water solution bottle and wiping off debris and solution constitutes "cleaning" within these procedures and on posted Hillcrest Information we recommend mixing a sink or bucket of soapy water. Use washable cloths to wash down items. Placing them in the dirty laundry bin after each use.
- To prepare a soapy water bottle for the diaper table:
 - Add 2-4 drops of dish soap to each spray bottle after filling it up with warm water.
 - Give the bottle a gentle shake to ensure the soap mixes with the water.
 - Soapy water bottles can be used until they are almost empty.

Bleach Solution Preparation:

It is very important to pay close attention to the amount of bleach you use. Test your Bleach with a test strip and match it to the color key on the test strip bottle to 100ppm. Bleach must be mixed at the highest strength of 100ppm no more and no less. Reaching the highest level of concentration will give us the highest level of disinfection. Bleach needs to be formulated every morning.

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Cleaning and sanitizing hard plastic toys:

Rubbermaid bins and/or sinks will be provided at each classroom for the 3 sink method for toy sanitation.

Bin 1 is to be filled with warm soap water.

Bin 2 is to be filled with clean warm water.

Bin 3 is to be filled with bleach water solution mixed to 100ppm.

1. Soak and scrub toys in warm, soapy water (use a brush to get crevices clean)
2. Rinse toys in clean water
3. Immerse the toys in a solution of bleach water mixed to 100ppm
4. Allow toys to air dry before used by a child; make sure toys do not contain traces of the sanitizing solution

Note: A dishwasher CAN be used for washing and sanitizing hard plastic toys as long as the utilized dishwasher is a commercial grade dishwasher that has a sanitizing setting OR a domestic dishwasher that has heat wash and heat dry settings.

Objects such as puzzles, books, etc. can be spot cleaned and sprayed with the bleach water solution. Small versions can use the UVC light.

Frequency:

- Once soiled or in contact with a known contagion, all hard plastic toys will be set aside for cleaning and sanitizing prior to reuse
- Each room will have a "yuck" tub for contaminated toys. Yuck tubs can be cleaned and sanitized in the middle and at the end of the day.
- All hard plastic toys that were used, but not soiled/in contact with a known contagion will be checked and sanitized daily and spot cleaned if necessary
- All toys must be completely dry before being placed back in the classroom for use.

Bathrooms: Before and after the program, and after each use by a child or staff restrooms will be spot cleaned and sanitized. Compliance with this procedure will be audited by the Shift Supervisor and confirmed by the checklist that is to be filled out and posted in each restroom. Staff will ensure that:

- Toilets are flushed
- Toilet paper and paper towels are provided in all dispensers
- Paper debris is removed from the floor
- All surfaces (walls, door handles, sinks, toilets, floors) are cleaned and sanitized
 - All debris is to be swept up as needed.

Trash Receptacles:

- Ensure that materials are disposed of in the appropriate receptacle
- Trash cans emptied when full and at the end of program daily

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- Trash can handles should be sanitized and cleaned in accordance to the guidelines given for all commonly used surfaces earlier in this document. Cleaning and sanitizing food preparation and service areas steps:

Storing cleaning and sanitizing agents:

- Keep all chemicals in the bottles or boxes they come in. If they are put in a different container for spraying, it must be clearly labeled.
- Cleaning agents and other chemicals must be kept in an area where children do not have access.
- Storage area must be away from food, equipment, and utensils.

Specific Classroom Toy Procedures

Outside Toys

Children should leave toys in or next to the cleaning and disinfection area outside to be cleaned before putting back into play.

- All used toys will be cleaned and disinfected by the end of the day.
- Toys will be laid out to dry.
- Toys will be returned to their designated locations by a staff with clean hands after they are dried.

Classroom Toys General

Children can check out a toy bin during choice time. If a child plans on keeping their toy bin into the next choice time, they can store the bin under their desk throughout the day.

- All used toys will be cleaned and disinfected by the end of the day.
- Toys will be laid out to dry.
- Toys will be returned to their designated locations by a staff with clean hands after they are dried.

Popular Toys Play Procedures/Guidelines (i.e. LEGOs, magnet tiles, etc.):

These toys will need to be cleaned and disinfected during nap and at the end of the day.

Books/Puzzles Procedures/Guidelines:

Books/Puzzles in the Yuck-Bin at the end of the day will be wiped with a damp disinfectant rag and laid out to dry.

Art Area:

Paper for paper cutting for folding, and drawing/writing paper are available for children.

- If a child chooses the art area to play in, the staff should verbalize/show them their options and have the child choose which paper(s) and art materials they would like.
- Paper that has been given to a child, but is not used/no fully used should be recycled or thrown away.

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Tablet Procedures/Guidelines:

Tablets will be numbered and stored in the classroom out of reach of children.

At the end of the day, staff will collect tablets and clean and sanitize them using provided electronic cleaning materials or by wiping them down with bleach water. All tablets should be plugged in the staff room at the end of the day.

Outside Procedures

In accordance with CDC recommendations around limiting the spread of COVID-19 and general best practices, we will utilize outdoor spaces for active activities whenever possible (when weather/outdoor circumstances permit). Staff and children are to act in accordance to the below listed information, rules, and guidelines whenever transitioning to outside activities and participating in outdoor activities.

- ALL staff should maintain a distance of 6 feet from one another.
- Staff should engage children in physical and fun activities which reinforce/allow for appropriate physical distancing.

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Food Service Procedures

Hillcrest will continue to provide breakfast, lunch, morning and afternoon snacks. These meals will be pre-plated. Staff will have a designated location in the staff lounge refrigerator to store their food. Staff can only eat their food from home in the staff room and outside at the staff table.

Cleaning and sanitizing food preparation and service areas:

- Each table used is in good repair, is easily cleanable, and is cleaned and sanitized before and after each use.
- Wash the surface with soapy water and wipe clean with clean cloth. Put both in the wash bin. Surfaces that require cleaning: table top, seating area, any areas regularly touched by children or staff, and any area that is obviously unclean.
- Wipe with bleach disinfectant solution and allow to air dry. If tables are to be immediately used by use, for example, during food service, bleach can be wiped away by staff.

Food service and food handling:

- Never touch food directly with bare hands. Gloves or utensils must be used at all times when directly handling ready-to-eat foods.
- Pre-packaged foods will not be opened until service.
- Children will not be helping with food service during this time.
- Proper utensils (spoons, ladles, etc.) must be provided to serve food.
- All fruits and vegetables will be washed prior to being served.

Food service and clean-up:

- Tables will be washed with soap and water solution then sanitized with a bleach water solution.
- Manage leftovers: Food on the prep table that is still intact in its original container or wrapper must have the opened date on it and may be re-served.

Meal Times:

- Hand washing is the most important way to help prevent the spread of germs and disease. Practicing proper handwashing is the number one way to protect ourselves and others. Staff must wash hands thoroughly with soap and water for a minimum of 20 seconds prior to cleaning and sanitizing food prep areas.
- Staff must then first sanitize prep surfaces and food tables with soapy water followed by a bleach solution and allow the surface to dry BEFORE beginning food preparation. Be sure to also sanitize the food delivery trays.
- While the bleach solution is drying, staff must repeat the handwashing procedures listed above. (Hands must be washed with soap and water for a minimum of 20 seconds).
- After drying hands completely staff must wear single use gloves to plate meals at all times.
- During Food Plating:
 - All food plating must occur in designated areas.

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- Make sure any child who has allergies or requires special meal accommodations are noted on the allergy list.
- Single use gloves are required for meal preparation.
- Never touch food with bare hands. Gloves and utensils must be used at all times.
- It is imperative that staff refrain from touching un-sanitized contact surfaces during food preparation. This includes the following: cabinets, cupboards, stove tops, doors, and door knobs, your face, head, hair, nose, eyes, mouth, and ears while preparing food. Remove gloves and wash your hands with soap and water for a minimum of 20 seconds if any of the above occurs.
- Gloves must be changed and hands must be washed for a minimum of 20 seconds when and if you switch tasks for any reason.
- Staff and children will wash hands prior to eating and being served. Staff will assist children in proper hand washing procedures at all times.
- Meals may be eaten in "shifts" to ensure more spacing between children at the table.
- Staff and children are still encouraged to engage in healthy conversation with one another.
- Immediately following meal service, children and staff must wash their hands using proper handwashing steps outlined above.
- Tables must be cleaned with soapy water and wiped down after spraying the surface.
- Follow up cleaning with soapy water by sanitizing with bleach solution.

Washing Dishes:

Dishes must be washed after each meal service using the 3 sink method. There are 5 steps to this method.

Step 1: scrape existing food off of the dishes into a trash receptacle

Step 2: wash dishes using warm soapy water and a scrub/scrub brush/sponge in a container/sink filled with warm soapy water (exclusively)

Step 3: rinse the soapy dishes off in a sink/container filled with warm water

Step 4: sanitize the dishes in a container/sink filled with room temperature bleach water solution

Bleach water should read at 100ppm

Step 4: let dishes air dry

Food storage:

- A first in, first out policy must be used. Use date marking food when it is received and when it is opened.
- Food supplies that are non-perishable will be kept at least six inches off the floor.
- All food items will be kept in original sealed packages with expiration date until ready for use. Open food must be labeled with the date it was opened. Dispose of all expired food products.
- Discard any food that is contained in:
 - a bulging, dented, or broken-seamed can
 - An unlabeled container (e.g., the wrapper has fallen off)

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Screening and Sick Child in Program Procedures

All procedures described are to follow the most current CDC recommendations.

Screening Overview

- Any child or staff with a fever and respiratory symptoms (cough, trouble breathing, mucus, etc...) should stay home, get a COVID test, and not return to Hillcrest until the following parameters have been met:
 - 24 hours without fever (without using fever reducing medication)
 - 24 hours completely free of a cough, body aches, runny nose, sneezing or other symptoms with lethargy (since symptoms are continually updated, use updated CDC symptom and screening laminated list to refer to)
- All children and staff will be screened daily by leadership as they arrive.

A health screening station will be set up in each classroom. In addition, there will be CDC flyers posted around the facility to inform staff and participants about COVID-19, precautions, and policies. There will be a trash can designated for soiled gloves.

STEPS:

Step 1: Be sure to offer a warm welcome to all staff, child, and families

Step 2: Families will share if there is a positive answer to any of the following Health Screening Questions

- Any fevers within the last 72 hours (three full days)? Has any medication been used to reduce a fever in the last 24 hours?
- Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
- Do you or anyone in your household have a fever, cough, and/or shortness of breath?
- Do you or anyone in your family have any other signs of communicable illness such as a cold or flu?
- Have you or anyone in your household travelled outside of Alaska in the last 14 days?
- Have you/your child had direct contact with anyone who was diagnosed with COVID-19 in the past 14 days outside of a controlled work environment?

Step 3: Take the staff, child, and any other person's temperature.

Step 4: Document results on the sign-in/out sheet.

If they have a temperature greater than 100.4 F, have taken a fever reducing medicine within the past 24 hours, or have a combination of other symptoms while presenting lethargic symptoms they will be asked to leave the site.

- Ask the staff/child's parents to return home. Let them know Hillcrest Leadership will be in contact about next steps.
- Staff who conducted the health screening are to wash hands immediately. Staff are to clean and sanitize any surfaces or items that were utilized during the screening.

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Traveling Restrictions

Refer to the most current requirements by the State of Alaska.

Special Exemption: If you've previously been COVID-19 positive at least 3 weeks before travel, are currently asymptomatic, and have a doctor's note of recovery, then no molecular-based SARS-CoV2 test or the 14-day quarantine is required.

Responding to Possible Illness in Program

Any child who becomes ill with fever, cough, or difficulty breathing or is unable to participate in daily activities will be separated and isolated from other children while being comforted and supervised at all times.

Steps for When a Child Gets Sick During the Day:

This screening should be conducted by the Lead. The child Illness Report Form should be used to complete this screening.

Step 1: Ask the child what hurts? (stomach, headache, etc.)

Step 2: Take the child's temperature.

Step 3: Look for visible symptoms: Rash/splotchy/spots Red, swollen eye with discharge, Pale, Lethargic

The Lead should contact the Director and parents to relay signs and symptoms identified and their severity. Arrangements must be made to have the child immediately picked up. The Supervisor will work to ensure supervision so the child can be isolated with their caregiver. Staff are to immediately wash their hands after contact with the child and any surfaces or items that the child has touched.

Step 4: Once the child has left the program, the sick mat and any other potentially contaminated surfaces, toys, etc. will be thoroughly cleaned and disinfected with soapy water and a bleach solution. Staff should follow all Hillcrest Cleaning and Sanitizing Protocols.

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COVID-19 Exposure Response Plan

Below are the steps that will be followed by Hillcrest in response to actual or possible COVID-19 exposure. If the CDC or the Alaska Health Department releases new information, we will move to follow that.

Symptoms of Illness: Child or Staff either exhibit COVID-19 symptoms and/or have a temperature of 100.4 or above.

Action:

- Student or staff are sent home with instructions to get a COVID test
- They stay in contact with the administrator about their COVID status.
- Administrator works through possible contacts of the person within Hillcrest.
- Classroom and program stays open

Communication:

- No action is required but recommend to begin to prepare for contact tracing. Use this time to start documenting who/where you had contact with people for the previous three days and any additional people you have contact with in the days ahead (though you should be quarantining). Contact is defined as less than 6 ft apart for over 15 minutes.

Potential for Possible Exposure “You had contact with someone, who had contact with someone who is now displaying symptoms or tested positive for COVID”

Action:

- Notify Administrator with the following information
 - Last time and how long your person's contact was with the person suspected or tested positive for COVID
 - Last time and how long you had contact with this person and their symptoms, if they have any
- Depending on contact duration and the timeline, a decision will be made to continually monitor the situation up to begin isolation from Hillcrest (we recommend isolating from everyone you can).
- They stay in contact with the administrator about their COVID status.
- Administrator works through possible contacts of the person within Hillcrest.
- Classroom and program stays open

Communication:

- No action is required but recommend to begin to prepare for contact tracing. Use this time to start documenting who/where you had contact with people for the previous three days and any additional people you have contact with in the days ahead (though you should be quarantining). Contact is defined as less than 6 ft apart for over 15 minutes.

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Possible Exposure: A family member or someone in close contact while possibly contagious (within 6 ft for over 15 minutes) with a student or staff member test positive for COVID-19; and that student or staff member has been at Hillcrest within 3-10 days after that exposure.

Action:

- Students' family or staff report information to the administrator, are sent home if in attendance, and undergo quarantine for 10 days since their last contact with the confirmed case. They stay in contact with the administrator about their COVID status.
- Administrator works through possible contacts of the person within Hillcrest.
- Classroom and program stays open

Communication:

- Student families and staff receive letter "Outside Contact with COVID-19 Positive Person"
 - Share the last date their child had contact with the individual, and the possible timeline for closure.
 - No child, family, or staff names will be shared. It is critical to maintain confidentiality of child or staff as required by the Americans with Disability Act.

Actual Exposure: A student or staff member tested positive for COVID-19 and had been in Hillcrest for over 15 minutes while possibly contagious.

Action:

- Student's family or staff report information to the administrator.
- Administrator works through possible contacts at Hillcrest when they were possibly contagious.
- Families of students and staff are to quarantine for 10-14 days from last possible contact with the COVID-19 positive person. Recommendations for testing to be made. Everyone stays in contact with the administrator about their COVID status.
- **Classroom CLOSED for the necessary time to ensure continued spread does not happen.** Program closed if possibility of multiple classroom exposure.
- The decision to discontinue isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers. It usually entails
 - 3 days with no fever and
 - Respiratory symptoms have improved (e.g. cough, shortness of breath) and
 - 10 days since symptoms first appeared

Communication:

- Student families and staff receive phone call and email "Confirmed COVID-19 Positive Person in Classroom"
 - Inform all families of the exposure, share as much information about the level of risk to their child (in their classroom, adjoining room, in the building), the last date their child had contact with the individual, and the possible timeline for closure.

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- No child, family, or staff names will be shared. It is critical to maintain confidentiality of child or staff as required by the Americans with Disability Act.
- Immediately notify local health officials of exposure and Child Care Licensing if there is a closure.

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Common Q/A Last updated 10/20/2020

When to get tested:

From the data, the Johns Hopkins researchers calculated daily false-negative rates. The researchers estimated that those tested with SARS-CoV-2 in the four days after infection were 67% more likely to test negative, even if they had the virus (CI, 27% to 94%).

When the average patient began displaying symptoms of the virus, the false-negative rate was 38%. The test performed best eight days after infection (on average, three days after symptom onset), but even then had a false-negative rate of 20% (CI, 13% to 31%).

<https://www.clinicaloncology.com/COVID-19/Article/07-20/False-Negatives-Found-If-COVID-19-Testing-Done-Too-Soon/58781>

The average onset of symptoms is five days post-exposure, and your peak infectiousness is two days before and one day after symptom onset, according to a study published in *Nature Medicine*.

I got tested. What's next?

[Stay home and away from others](#) (self-quarantine) until your test result is returned.

[Monitor your symptoms](#). If you need to visit a health care provider, call ahead and tell them you are waiting for COVID-19 test results.

[Practice social distancing](#) and [wear a cloth face covering](#) if you share a room with others or if you have to leave your house to seek medical treatment. Avoid sharing personal household items. [Wash your hands](#) often. [Clean and disinfect](#) high-touch surfaces daily.

For more information, refer to the Division of Public Health's [What to do if you have confirmed or suspected COVID-19](#) and the [notification process for new cases of COVID-19 in Alaska](#).

What do I do when results are returned?

If you are positive for COVID-19, your health care provider will contact you. Stay home unless you need emergency medical care.

If you are negative for COVID-19, you may still test positive later. If symptoms persist or get worse, talk to your health care provider about whether you should get another test. If you have a fever or other symptoms, stay home and stay away from others except to get medical care. Always wear a face mask and practice social distancing.

What if the result is positive?

You will need to remain isolated.

A public health nurse or another public health official will be in touch with you for an interview about your illness to provide support and also begin to identify close contacts who may have been exposed to and possibly infected with, the virus. Public health officials also decide when patients can end their isolation based on CDC guidelines. For more information, visit the CDC's webpage, [If You Are Sick or Caring for Someone](#).

How common are false positives and false negatives?

The PCR test for COVID-19 works by detecting genetic material from SARS-CoV-2, the virus that causes COVID-19. The genetic material from SARS-CoV-2 cannot be confused with the genetic material from other viruses, so the COVID-19 diagnostic test is highly specific. This means it almost

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never gives a false positive. If you are tested for COVID-19, and the test comes back positive, you can be very sure that you are infected with this virus.

False-negative results can occur. If a specimen collection is not done correctly, or if you are in an early stage of infection or already partially recovered, your swab sample might not contain enough viral material to come back positive. If you have any symptoms of COVID-19, it is safest to assume you are infected and act accordingly, even if your diagnostic test comes back negative.