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AUBURNCHILDCARE.ORG

COVID-19 ACTION PLAN

Purpose:

This Enhanced Risk Management Plan (ERMP) describes the policies and procedural guidance for Auburn Child Care, which plans on opening Monday, July 6, 2020. As we prepare to welcome our children and families back, this plan is meant to address extraordinary circumstances that may threaten the health and safety of our staff, children, families, and communities. To that end, it is of the utmost importance that staff, and families adhere to these policies and procedures to ensure the health and safety of everyone. Site, staff and families will receive training on the specific guidelines for the re-opening of childcare centers and the current policies and procedures designated for COVID-19 by the Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH), and the Illinois Department of Children & Family Services (IDCFS).

Arrival & Departure Procedure:

- Auburn Childcare, INC hours of operation will vary depending on DCFS's COVID guidelines.
- Per policy, your child should be dropped off by 9am
 - School Age is required to be here by 7:30am if they want to ride the daycare bus to school.
- Children age 2 and above as well as adults dropping off or picking up children shall wear face masks when entering facility.
- Please adhere to all posted signs.
- Nap is from 11:45 to 2:45, so please no pickup during this time.
- No outside items will be allowed in the daycare (this includes car seats, diaper bags, blankets, toys, food, etc.).
- Once it is deemed safe for the child to enter, a staff member will make sure the child uses hand sanitizer upon entrance, give the student their daycare mask to wear when tolerable, and walk them to class. Parents will take the mask that the child came in, home with them and bring it back at pick up.
- School Age students will leave a weekly mask here that was provided from home. These masks will be sent home on Friday to be washed.
- If the child has a temp higher than 100.4, then unfortunately he or she will not be allowed to attend daycare (see Exclusion of Symptomatic Children for further information).

6 Weeks to 3.5 Year Olds

- Infants, Toddlers, & PreK1 (2-3.5 YO) will drop off & pick up at front entry way.
- Only **one** parent & their child at a time is allowed in the entry way.
- If more than one family is here to drop off at a time, then they must create a line down the side of the building, 6 feet apart.
- Infants are to bring their 4 daily bottles in a plastic bag, marked clearly with their name.

3.5 Year Olds to 12 Year Olds

- PreK2 & School Age will drop off at the small playground or at the PreK2 outside classroom door (sign will be posted on door).
- Only **one** parent & their child at a time will be allowed at drop off and pick up.
- If more than one family is here to drop off at a time, then they must create a line down the side of the building, 6 feet apart.
- Pick Up for PreK2 & School Age will be at the PreK2 classroom door (sign will be posted on door). Parents must knock so that we are aware they are here to pick up. (Door will remain locked at all times, other than when a parent picks up their child.)

Health & Safety Policy & Procedure:

Exclusion of Symptomatic Children: Children who have or show symptoms of Covid-19 will be temporarily excluded from the program until the condition subsides, is no longer contagious, or a statement is received from the child's doctor that the child is no longer contagious.

- Children who have any of the following conditions/symptoms will be excluded from the program until they are no longer contagious:
 - Oral temperature of 100.4 degrees or greater
 - Vomiting
 - Diarrhea
 - Deep, hacking uncontrolled cough
 - Sore, red throat
 - Severe congestion/difficulty breathing
 - Sinus Infection Symptoms
 - Unexplained rash
- If a parent knows or suspects that their child has a contagious disease, they will let the daycare know and take the child to see a doctor to confirm the diagnosis. Parents will be asked to bring a note from the doctor on the doctor office's letterhead, describing the condition, when it is okay for the child to return to the classroom, along with the doctor's signature and contact information.
- If children or staff exhibit symptoms while at the daycare, they will immediately be separated from other children and staff. The identified isolation space will be the Curriculum room.
- A director will notified the guardian right away and it is mandatory that the child is picked up within 1 hour.

- If your child becomes ill, you will be called to pick up your child within an hour of the phone call. Anyone arriving after one hour of being contacted regarding a sick child will be charged \$15 for the first 1-14 minutes, \$25 for 15-29 minutes late, and an additional \$10 per minute after the first 30 minutes.
- While waiting for a sick child to be picked up, the staff person will stay with the child in a room isolated from others. If the child has a fever, cough, or shortness of breath, the caregiver will remain as far away as safely possible from the child (preferably at least 6 feet), while remaining in the same room.
- Site staff that is monitoring a sick child must wear a medical mask and gloves.

Exclusion of Symptomatic Staff:

- Auburn Child Care's Director will advise staff to not come to work if they have recently had an illness with fever or cough.
- They should stay home 10 days after onset of symptoms and 48 hours after resolution of both fever and cough.
- If a staff member develops a cough, fever, or shortness of breath, while onsite, they must be isolated from others immediately and sent home as soon as possible.
- Director may require the testing results.

Exclusion of Children and Staff Who Have Had Contact with People Exhibiting Symptoms of COVID:

- Staff should not come to work, and families should not bring children to the center who have been exposed to someone who has had a presumptive case of COVID-19.

Written Notification:

- If a child or staff member have a contagious illness and has been in contact with other children then a notification letter will be sent home to all parents that same day. This letter will state that their child may have been exposed to (name of illness) and to monitor them for specific symptoms. All symptoms will be listed in detail, in the letter.
- A notification letter will be posted on the Remind & Bright-Wheel app as well as posted in the daycare's entry way.
- A phone call will be made to IDPH, CDC, & DCFS to inform them of the exposure.
- A copy of the parent notification letter will be forwarded to Deidre Spaulding, Auburn Child Care's DCFS rep.

Hand Washing:

- Children of the center and staff members are required to wash their hands in accordance to CDC guidelines, including before and after contact with individuals, and after contact with contaminated surfaces or equipment.
- Staff will be required to assist children who are not able to wash their hands independently.
- Staff will monitor children washing their hands upon arrival, before and after eating, after playing outside, and after using the restroom or diaper changes.
- Alcohol-based hand sanitizer will be placed in all classrooms, as well as at any check-in locations.
- The Hand Washing Procedure that will be followed is:



Cleaning & Disinfecting Procedures:

The program will follow cleaning guidelines as outlined by the CDC. During this reopening phase and going forward, all cleaning and disinfection efforts will be intensified.

- The daycare will clean, sanitize, and disinfect surfaces and objects that are frequently touched, including but not limited to: phones, door handles, light switches, tables and chairs, hand washing sinks, and toilets.
- All staff will wear disposable gloves to clean and disinfect.
- They will clean surfaces using soap and water, then disinfectant.
- More frequent cleaning and disinfection may be required based on level of use in classroom items.
- Staff will complete cleaning of premises once the center closes.
- All cleaning materials will be kept secure and out of reach of children per DCFS guidelines.

Cleaning and Disinfecting of Toys:

- Toys that cannot be cleaned and disinfected will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves.
- Staff will clean using the 3 bucket sanitization system required by DCFS.
- Machine washable cloth toys will not be used at all.
- Groups will not share toys with other groups of infants or toddlers, unless they are washed and disinfected before being moved from one group to the other.
- Staff will set aside toys that need to be cleaned. These toys will be placed in a separate container marked for “dirty toys.”
- Classrooms will have enough toys so that the toys can be rotated through cleanings.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Cleaning of Bedding:

- Cots and cribs will be labeled for each child.
- Cot sheets will be changed and washed at least twice a week.
- Auburn Child Care will provide each student with their own blanket.
- Blankets will be stored daily, in each child’s cubby.
- Blankets will be washed at least twice a week.

Cleaning and Disinfecting if Someone is Sick:

- Staff will close off areas used by the person who is sick.
- Open outside doors to increase air circulation in the area.
- Wait 24 hours before staff clean or disinfect. If 24 hours is not feasible, the program will wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment, etc.
- Vacuum the space if needed.
- Once area has been appropriately disinfected, it will be opened for use.

Personal Protective Equipment:

- Auburn Childcare requires that every staff member wear a mask daily. If a staff member does not have a mask for that day, then the center will provide a disposable one for the workday.
- Parents are required to provide a daily, clean mask for their child. If parents do not provide a mask, Auburn Childcare will provide the child one for a \$1 fee, per mask.
- When tolerable, children ages 2 and up shall wear a face mask when arriving and leaving the daycare center, when in hallways and throughout the day, except when napping, playing outdoors, or eating.
- Parents are responsible for the providing the mask, transitioning to and from the center.
- Auburn Childcare will order PPE supplies including but not limited to disinfecting wipes and gloves.
 - A staff member will inventory all PPE supplies at the close of every Friday.
 - They are automatically reordered every 6 weeks, with an option to order sooner if needed.
 - An order contains 24 boxes of gloves with each box holding 100 gloves, and 12 disinfecting wipe containers, with each container holding 100 wipes.
- The gloves and wipes are stored in the daycare's pantry area, where all staff can grab the items without needing to walk through another classroom.
- Auburn Childcare will require floater staff to bring a spare set of clothes, just like the children to change when necessary.
- All staff have been trained on PPE and other COVID policies.

Child's Name: _____

- Yes, I have received an electronic copy of the COVID Action Plan for Auburn Childcare.
- Yes, I agree to adhere to the COVID Action Plan for Auburn Child Care.

Signature

Date