

# Reno County Economic Recovery Playbook:

## Child Care Facilities

DRAFT: April 30, 2020

The following is a phased approach to the operating of child care facilities in Reno County. These guidelines should be followed at a minimum, with organizations having the ability to enforce stricter parameters as they choose.

<b>Phase “Ground Zero” Guidelines</b>	
<b>Timeline</b>	<b>Current Phase - Stay At Home Order In Affect</b>
Legal Disclaimer	<ul style="list-style-type: none"><li>• All organizations should print and include a Legal Disclaimer recognizing the risk of working, operating, and entering a nonprofit facility.</li><li>• All staff members and clients that choose to use _____ facilities are doing so on a voluntary basis. All staff members and clients recognize the risk in coming to _____ and interacting with other patrons, guests, and staff. No person with a fever of 100 or greater, or with symptoms of COVID-19 may enter the facility. By entering our facility, you acknowledge this place of business is not liable for the spread or transfer of any virus or illness as a result of being on the _____ property.</li></ul>
Phase Restrictions on Community	People are ordered to stay home, and they can leave their homes only to address essential needs. Adhere to social distancing guidelines at all times while in public settings.
Travel Restrictions	Non-essential travel restricted. Travel to certain counties and states is highly discouraged and may result in a 14-day self isolation or quarantine.
Social Distancing Guidelines	<ul style="list-style-type: none"><li>• Maintain a 6 foot radius of distance from others whom you do not live with.</li><li>• If the 6 foot radius must be crossed, do so for no longer than 10 minutes.</li><li>• Wear a cloth or disposable mask while in public</li><li>• Do not gather in larger groups</li><li>• Avoid mass gatherings and crowded spaces</li><li>• Cover cough and sneezes</li><li>• Wash Hands routinely</li><li>• Wipe down frequently touched surfaces routinely</li><li>• Remain at home if sick</li></ul>

High Risk most Vulnerable	Should remain at home as much as possible and remain vigilant in social distancing guidelines.
General Principles	<ul style="list-style-type: none"> <li>• Child Care facilities are on the list of businesses deemed essential and can operate. Child Care facilities are not required to monitor parent decisions related to what is essential.</li> <li>• Child Care facilities may continue operations according to their KDHE approved license in regards to ages of children, group sizes and total capacity.</li> </ul>
Prevention of the spread of COVID-19	<ul style="list-style-type: none"> <li>• Access to hand sanitizer stations monitored by staff</li> <li>• Wash hands regularly</li> <li>• Cover coughs and sneezes</li> <li>• Staff and children are encouraged to wear face masks when engaging with others outside of their assigned classroom.</li> </ul>
Enhanced Exclusions for Sickness & Illness	<ul style="list-style-type: none"> <li>• Implement screening procedures upon arrival to include but not limited to: <ul style="list-style-type: none"> <li>o Washing of hands or sanitizing of hands upon entry of all parents, children and staff</li> <li>o Temperatures will be taken of staff and children upon entering the facility. Anyone with a temperature of 100.4 degrees or greater, must be sent home immediately.</li> </ul> </li> <li>• Implement process for monitoring absences by both staff and children using CDC guidelines.</li> <li>• Other Preventions <ul style="list-style-type: none"> <li>o If a child or staff member have a temperature of 100.4 degrees or greater at any point during the day for any reason, they must be sent home immediately.</li> <li>o Regularly monitoring of staff and children throughout the day</li> </ul> </li> </ul>
Facility Restrictions	<ul style="list-style-type: none"> <li>• No field trips</li> <li>• No special gatherings</li> <li>• No outside visitors during this time including: <ul style="list-style-type: none"> <li>o Conduct interviews and new enrollees via phone, Skype, Facetime, Zoom, email, etc. if possible.</li> </ul> </li> <li>• All staff meetings and trainings will be conducted via phone, facetime, zoom, email, etc if possible</li> </ul>

<p>Enhanced Sanitation Policies</p>	<ul style="list-style-type: none"> <li>• Implement workplace controls to reduce transmission of virus, such as those described below: <ul style="list-style-type: none"> <li>○ Clean and disinfect frequently touched surfaces regularly</li> <li>○ Facility will be cleaned and sanitized daily.</li> <li>○ Feeding areas will be sanitized following each use. If a table is used for more than one classroom, said area will be sanitized prior to use of the next classroom.</li> <li>○ Feeding areas used for more than one classroom at a time will implement changes to encourage social distancing by spreading out tables and or spreading out meal times.</li> <li>○ Playground equipment will be sanitized at least one time per day.</li> <li>○ If a child or staff member is sent home due to sickness or illness, ensure the cleaning and sanitation of all areas exposed to by said person has been completed.</li> </ul> </li> <li>• Utilize the CDC guidelines for cleaning and disinfecting that include but are not limited to: <ul style="list-style-type: none"> <li>○ Cleaning and sanitizing of toys and equipment</li> <li>○ Clean and disinfect bedding</li> <li>○ Caring for Infants &amp; Toddlers</li> <li>○ Healthy Hygiene Behavior</li> <li>○ Food Preparation &amp; Meal Service</li> </ul> </li> </ul>
<p>Social Distancing strategies for Child Care</p>	<ul style="list-style-type: none"> <li>• If possible, child care classes should include the same group each day, and the same child care providers should remain with the same group each day.</li> <li>• Consider whether to alter or halt daily group activities that may promote transmission. <ul style="list-style-type: none"> <li>○ Keep each group of children in a separate room.</li> <li>○ Limit the mixing of children, such as staggering playground times and keeping groups separate.</li> </ul> </li> <li>• Consider altering arrival and drop off procedures.</li> </ul>

Employees	<ul style="list-style-type: none"><li>• Employees with symptoms associated with COVID-19 are to report them to their supervisors. Instruct sick employees to stay home and to consult their doctor or the local health department for additional guidance.</li><li>• Employees who are well but know they have been exposed to COVID-19 are to notify their supervisor and follow CDC-recommended precautions as well as consult their doctor or the local health department for additional guidance.</li><li>• Employees are to notify their supervisor if they plan to travel to any of the areas identified by the local health department or KDHE as areas where travel restrictions require isolation or quarantine following return.</li><li>• Employees are encouraged to wear cloth or disposable masks while interacting with other staff, parents, or in an area of multi-classroom use.</li><li>• Cleaning staff are encouraged to wear Personal Protective Equipment as available and will be changed regularly throughout shift.</li></ul>
Parents	<ul style="list-style-type: none"><li>• Parents are asked if they or someone they have been in contact with have symptoms associated with COVID-19 to notify the facilities administrative office. Parents will be instructed to stay home and to consult with their doctor or the local health department for additional guidance.</li><li>• Parents are asked if they or someone they have been in contact with are well but know they have been exposed to COVID-19 to notify the facilities administrative office. Parents will be instructed to stay home and to consult with their doctor or the local health department for additional guidance.</li><li>• Parents are asked to notify the administrative office if they plan to travel to any of the areas identified by the local health department or KDHE as areas where travel restrictions require isolation or quarantine following return.</li><li>• Parents are encouraged to wear cloth or disposable masks when entering the facility.</li></ul>

## Phase 1 Guidelines

Timeline	No earlier than May 4 <sup>th</sup> . To be determined by State and Reno County Authorities. These guidelines should be followed at a minimum; however, places of business may enforce stricter parameters as they choose.
Phase Restrictions on Community	Maintain social distancing guidelines and limit mass gatherings of more than 10 individuals
Travel Restrictions	Minimize or eliminate non-essential travel and follow KDHE travel and quarantine guidelines for travel to high-risk areas. Essential travel includes travel for urgent family, medical, and business-related needs as determined by the individual or business.
High Risk Individuals	High risk individuals are advised to continue to stay home except when conducting essential functions.
Social Distancing Guidelines	<ul style="list-style-type: none"> <li>• Maintain a 6 foot radius of distance from others whom you do not live with.</li> <li>• If the 6 foot radius must be crossed, do so for no longer than 10 minutes.</li> <li>• Wear a cloth or disposable mask while in public</li> <li>• Do not gather in groups larger than 10 individuals</li> <li>• Avoid mass gatherings and crowded spaces</li> <li>• Cover cough and sneezes</li> <li>• Wash Hands routinely</li> <li>• Wipe down frequently touched surfaces routinely</li> <li>• Remain at home if sick</li> </ul>
Maintain	Maintain all steps implemented in previous Phase adjusting;
Communication, education & awareness	<ul style="list-style-type: none"> <li>• Develop and implement strategies to educated staff, children and parents on COVID-19 and prevention methods.</li> <li>• Develop, implement and maintain a communications process to be able to communicate changes or important information in a timely manner to both employees and families served.</li> </ul>
Long term preparedness	<ul style="list-style-type: none"> <li>• Update orientation process for both new staff and parents that includes updated operational procedures.</li> <li>• If possible, ensure 1-2 other staff are trained on each position in case of absences related to COVID-19.</li> </ul>

## Phase “Out” Guidelines

Timeline	<ul style="list-style-type: none"> <li>• No earlier than June 15. To be determined by State and Reno County Authorities. These guidelines should be followed at a minimum; however, places of business may enforce stricter parameters in they choose.</li> </ul>
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## Phase 2 Guidelines

Timeline	No earlier than May 18 <sup>th</sup> . To be determined by State and Reno County Authorities. These guidelines should be followed at a minimum; however, places of business may enforce stricter parameters in they choose.
Phase Restrictions on Community	Maintain social distancing guidelines and limit mass gatherings of more than 30 individuals
Travel Restrictions	Minimize or eliminate non-essential travel and follow KDHE travel and quarantine guidelines for travel to high-risk areas. Essential travel includes travel for urgent family, medical, and business-related needs as determined by the individual or business.
High Risk Individuals	High risk individuals are advised to continue to stay home except for essential needs.
Social Distancing Guidelines	<ul style="list-style-type: none"> <li>• Maintain a 6 foot radius of distance from others whom you do not live with.</li> <li>• If the 6 foot radius must be crossed, do so for no longer than 10 minutes.</li> <li>• Wear a cloth or disposable mask while in public</li> <li>• Do not gather in groups larger than 30 individuals</li> <li>• Avoid mass gatherings and crowded spaces</li> <li>• Cover cough and sneezes</li> <li>• Wash Hands routinely</li> <li>• Wipe down frequently touched surfaces routinely</li> <li>• Remain at home if sick</li> </ul>
Maintain	Maintain all steps implemented in previous Phase adjusting;
Long term preparedness	<ul style="list-style-type: none"> <li>• Implement a visitors self-screening checklist printed and available with the following questions to be used for new hirers, new enrollees or any visitor to the facility to include the following:             <ul style="list-style-type: none"> <li>○ Do you have a fever; have you had a fever in the last two days?</li> <li>○ Are you experiencing any symptoms that are similar to a cold or flu, specifically cough or shortness of breath?</li> <li>○ Do you know if you have been in close contact with anyone who has been diagnosed with COVID-19?</li> <li>○ Have you or someone close to you traveled in the last 14 days to an area with widespread or sustained community transmission of corona virus? (Note the presence of a cough, runny nose or other audible or visual signs that contradict verbal response to the questions above. Do not admit if symptomatic and refer to a health care provider.)</li> </ul> </li> </ul>

## Phase 3 Guidelines

Timeline	No earlier than June 1st. To be determined by State and Reno County Authorities. These guidelines should be followed at a minimum; however, places of business may enforce stricter parameters in they choose.
Phase Restrictions on Community	Maintain social distancing guidelines and limit mass gatherings of more than 90 individuals
Travel Restrictions	Engage in nonessential travel but follow KDHE travel and quarantine guidelines for travel to high-risk areas.
Social Distancing Guidelines	<ul style="list-style-type: none"> <li>• Maintain a 6 foot radius of distance from others whom you do not live with.</li> <li>• If the 6 foot radius must be crossed, do so for no longer than 10 minutes.</li> <li>• Wear a cloth or disposable mask while in public</li> <li>• Do not gather in groups larger than 90 individuals</li> <li>• Avoid mass gatherings and crowded spaces</li> <li>• Cover cough and sneezes</li> <li>• Wash Hands routinely</li> <li>• Wipe down frequently touched surfaces routinely</li> <li>• Remain at home if sick</li> </ul>
Prevention of the spread of COVID-19	<ul style="list-style-type: none"> <li>• Employees may choose to wear face masks</li> </ul>
Enhanced Exclusions for Sickness & Illness	<ul style="list-style-type: none"> <li>• Maintain screening procedures upon arrival to include but not limited to: <ul style="list-style-type: none"> <li>o Washing of hands or sanitizing of hands upon entry of all parents, children and staff</li> <li>o Temperatures will be taken of staff and children upon entering the facility. Anyone with a temperature of 100.4 degrees or greater, must be sent home immediately.</li> </ul> </li> <li>• Lessen monitoring of absences by both staff and children</li> <li>• Return to normal KDHE Exclusions for Sickness &amp; Illness for Child Care facilities</li> </ul>
Facility Restrictions	<ul style="list-style-type: none"> <li>• Field trips resume with proper planning</li> <li>• Special gatherings, events, staff meetings and trainings may resume while adhering to the the social distancing and group size guidance put forth by state and local guidances.</li> <li>• Visitors are welcome</li> </ul>
Enhanced Sanitation Policies	<ul style="list-style-type: none"> <li>• Maintain previous phase(s) guidelines</li> </ul>
Social Distancing strategies for Child Care	<ul style="list-style-type: none"> <li>• Maintain previous phase(s) guidelines</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Maintain previous phase(s) guidelines, excluding the use face masks</li> </ul>
Parents	<ul style="list-style-type: none"> <li>• Maintain previous phase(s) guidelines, excluding the use face masks</li> </ul>

## Phase “Out” Guidelines

Timeline	No earlier than June 15th. To be determined by State and Reno County Authorities. These guidelines should be followed at a minimum; however, places of business may enforce stricter parameters in they choose.
Phase Restrictions on Community	Unrestricted
Travel Restrictions	Unrestricted
Social Distancing Guidelines	<ul style="list-style-type: none"><li>• Cover cough and sneezes</li><li>• Wash Hands routinely</li><li>• Wipe down frequently touched surfaces routinely</li><li>• Remain at home if sick</li></ul>
Enhanced Exclusions for Sickness & Illness	<ul style="list-style-type: none"><li>• Eliminate screening procedures upon arrival.</li></ul>
Facility Restrictions	<ul style="list-style-type: none"><li>• Return to normal operations</li></ul>
Enhanced Sanitation Policies	<ul style="list-style-type: none"><li>• Maintain previous phase(s) guidelines</li></ul>
Social Distancing strategies for Child Care	<ul style="list-style-type: none"><li>• Return to normal operations</li></ul>
Employees	<ul style="list-style-type: none"><li>• Return to normal operations</li></ul>
Parents	<ul style="list-style-type: none"><li>• Return to normal operations</li></ul>





The following are Guidelines and Best Practice Recommendations made by the Federal Food & Drug Administration:

### **Managing Employee Health (Including Contracted Workers)**

- Instruct employees with symptoms associated with COVID-19 to report them to their supervisors. Instruct sick employees to stay home and to follow the CDC's What to do if you are sick with coronavirus disease 2019 (COVID-19). Consult with the local health department for additional guidance.
- If an employee is sick at work, send them home immediately. Clean and disinfect surfaces in their workspace. Others at the facility with close contact (i.e., within 6 feet) of the employee during this time should be considered exposed.
- Instruct employees who are well but know they have been exposed to COVID-19, to notify their supervisor and follow CDC-recommended precautions (see below).
- Inform fellow employees of their possible exposure to COVID-19 in the workplace, if an employee is confirmed to have COVID-19, while maintaining confidentiality.
- Implement workplace controls to reduce transmission among employees, such as those described below that are included in CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.
  - Employers - Pre-screen (e.g., take temperature and assess symptoms prior to starting work).
  - Employers - Disinfect and clean workspaces and equipment and consider more frequent cleaning of high touch surfaces.
  - Employees - Regularly self-monitor (e.g., take temperature and assess symptoms of coronavirus).
  - Employees - Wear a mask or face covering.
  - Employees - Practice social distancing and stay at least 6 feet from other people whenever possible.
- For additional information when employees may have been exposed to COVID-19, refer to CDC's Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.
- For additional information on employee health and hygiene and recommendations to help prevent worker transmission of foodborne illness, refer to FDA's Employee Health and Personal Hygiene Handbook.
  - If FDA recommendations differ from CDC's regarding employee health and COVID-19, follow CDC.
- For returning previously sick employees to work, refer to CDC's Guidance for Discontinuation of Home Isolation for Persons with COVID-19.
- Follow CDC and FDA information on PPE (i.e., gloves, face masks/coverings, and protective gear).

- Frequently review CDC's CDC's Interim Guidance for Business and Employers to Plan and Respond to Coronavirus Disease 2019.
- Understand risk at the workplace – use OSHA's Guidance on Preparing Workplaces for COVID-19.

### **Personal Hygiene for Employees**

- Emphasize effective hand hygiene including washing hands for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Always wash hands with soap and water. If soap and water are not readily available, then use an alcohol-based hand sanitizer with at least 60% alcohol and avoid working with unwrapped or exposed foods.
- Avoid touching your eyes, nose, and mouth.
- Use gloves to avoid direct bare hand contact with ready-to-eat foods.
- Before preparing or eating food, always wash your hands with soap and water for 20 seconds for general food safety.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash hands after.