

Updated: March 2022

COVID PROCEDURES AND POLICIES:

With the increasing number of COVID-19 cases, TDC has made additional protocols to our daily routines to help keep staff and families safe. All procedures and protocols must be followed. Policies and Procedures are subject to change due to public health concerns. TDC takes all actions towards COVID-19 very seriously. It is our desire to keep members of the community safe during COVID-19.

Any important updates and notices pertaining to your child(ren)'s center will be sent to you via email and Procure: Childcare App. We will keep operating occurring to recommendations made by SNCO and KDHE protocol and procedure.

REVIEW:

- Children, teachers, and parents will receive health checks at drop off and at pick up.
- If children show any signs or symptoms, they must be sent home and cannot return to the center without a doctor's note. Children with 99.4 temperatures will not be sent home as a symptom unless Shawnee County COVID-19 Community Indicator Rating is in Substantial or High range.
 - Parents are not to enter the building if they are not feeling well. Parents should be prepared to find alternate transportation for their child. For best practice, parents should keep their child at home if they show any signs or symptoms of COVID-19. Parents should report of any self-quarantine their family might experience to Center Directors.
- Adults do not have to wear masks in our facilities unless Shawnee County COVID-19 Community Indicator Rating is in Substantial or High range.
 - TDC Families are still welcome to wear masks in the facility.
- Handwashing should take place for all members of the center on arrival, before leaving the facility, and every hour in the facility.
- TDC encourages staggered drop off and pick up to maintain social distancing and gathering protocols.
 - Avoid combining children and creating large groups within the center.
- Covid policies will be followed at all times, failure to follow these procedures will result in:
 - Verbal Reminder
 - Written-Verbal Warning
 - Written Warning
 - Termination with Cause

EXCLUSION AND QUARANTINE:

- Anyone with a fever or any other display of symptoms will be sent home immediately. Symptoms include any of the following:
 - Fever (100 degrees or higher)
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell

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- Sore throat
- Congestion
- Runny nose
- Nausea or vomiting
- Diarrhea
- Emergency Symptoms Include:
 - Trouble breathing
 - Persistent pain/pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face

- If someone is told to get tested due to direct contact, they will get the next available testing date scheduled, immediately.
- Standard quarantine is 10 days from the first sign of symptoms
- Returns must be planned for the end of those 10 days, unless a positive result and symptoms remain after the 10 days.
- All people must be fever free for at least 24 hours in order to return
- For persons who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive test.
- For people with severe illness, duration of isolation for up to 20 days after symptom onset may be warranted. Consider consultation with infection control experts.
- If you test positive, Provide TDC with the date of symptoms, when tested, copy of results to Director and Main Office. You will follow the quarantine procedure, if your quarantine lasts longer than the required 14 days, you must provide a doctor's note to return.
- If you test negative, you will return to work, unless otherwise directed by a doctor

Quarantine Leave for Vaccinated Employees

Employees who are fully vaccinated according to CDC vaccination guidelines exhibiting 2 or more symptoms of COVID-19 are expected to get tested for COVID-19 as soon as possible. The employee will receive up to two days of paid leave (Quarantine Leave) to get tested and wait for the results. Your supervisor and the Main Office will be notified as soon as the results are received. Proof of the COVID-19 test result is required. Over-the-counter tests done at home will be accepted with a date stamp.

If the results of the COVID-19 test are negative the employee will be required to return to work. If the employee chooses not to return to work or is feeling ill, the employee will record their own benefit leave.

If the results of the COVID-19 test are positive, the employee will quarantine for five days from the start of symptoms. If the employee has no symptoms or the symptoms are improving after five days and the employee is fever-free without the use of fever-reducing medications, the employee may return to work. If the employee returns to work, the employee must wear a mask at all times while in the in the building, not just in common areas, this includes outside, and CDC guidelines for social distancing will be followed. Time spent in quarantine due to a positive COVID-19 test is recorded as quarantine leave.

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If any vaccinated employee does not get tested for COVID-19 and/or fails to notify or provide proof of the test result to their supervisor and the main office, the employee will serve the five day quarantine leave period and will use their own benefit leave.

Employees who are fully vaccinated according to CDC vaccination guidelines are not required to stay home, if a negative result is provided, after being in close contact of a person with a confirmed COVID-19 infection. Such employees must wear a well-fitting mask around others and are encouraged to get retested on the 5th day after their close contact. Again, if the employee has returned to work, this means that the employee must wear a well-fitting mask at all times while in the building, not just common areas, this includes outside and CDC guidance of social distancing will be followed.

Employees who have traveled should consult the KDHE travel website (<https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>) and should report travel to any of the locations indicated as soon as possible to their supervisor and the main office.

Employees who have not been vaccinated or are not up to date according to CDC vaccination guidelines are required to quarantine for five days from the first symptoms, the last day in the travel location, or the first day having been in contact with a positive individual; and will use their own leave for the two-day testing period and the five-day quarantine period. Employees who have had a confirmed COVID-19 infection within the past 90 days are not required to stay at home, as long as, the employee does not have any symptoms and has provided their supervisor and the main office with a date stamped result.

Please note: This offer is for one occurrence and is only available to those individuals who are up to date according to CDC vaccination guidelines.