



# COVID-19 Implementations

## Implementing social distancing strategies

- Stagger arrival and drop off times and/or have childcare providers come outside the facility to pick up the children as they arrive. Parents will call/ text 210-451-9553 upon arrival. This plan for curb side drop off and pick up will limit direct contact between parents and staff members and adhere to social distancing recommendations.
- We are arranging
- for administrative staff to telework from their homes.
  
- We will keep each group of children in a separate room as much as possible and limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
- During nap time, we will ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. We will place children head to toe to further reduce the potential for viral spread.

## Modify drop-off and pick-up procedures

- Hand hygiene stations will be set up at the entrance of the facility, so that children can clean their hands before they enter. We provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. (We will keep track of temperature on the sign in sheets.) We will keep hand sanitizer out of children's reach and supervise use. We will provide the CCS stations in the lobby and provide sanitary wipes for cleaning the keypad between each use.
- We will have staggering arrival and drop off times and plan to limit direct contact with parents as much as possible.
  - We will have childcare providers greet children outside as they arrive.
  - Infants must be transported in their car seats. We will store car seat out of children's reach.
- Ideally, the same parent or designated person will drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions will not pick up children, because they are more at risk for severe illness from COVID-19.



## Implement screening procedures upon arrival

Persons who have a fever of 100.4° (38.0°C) or above or other signs of illness will not be admitted to the facility. We encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible.

Upon arrival, We will wash our hands and put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves.

- We will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Conduct temperature screening (follow steps below)
  - Perform hand hygiene
  - We will wash our hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Put on disposable gloves.
- Check the child's temperature with face shield on.
- We will make sure our face stays behind the barrier at all times during the screening.
- If performing a **temperature check on multiple individuals**, We ensure that we use a **clean pair of gloves for each child** and that the **thermometer has been thoroughly cleaned** in between each check.
- We will use disposable or non-contact (temporal) thermometers and we will not have physical contact with the child.
- Because we use non-contact thermometers, we will clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client.

## Intensify cleaning and disinfection efforts

- Spirit's Heart has a schedule for cleaning and disinfecting.
- We Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
- We use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants will be effective. If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to



disinfection. We will follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

- We will provide EPA-registered disposable wipes to childcare providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use.
- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

#### Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized 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. We clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. We may also clean in a mechanical dishwasher. And are mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys will be used by one individual at a time or will not be used at all. These toys will be laundered before being used by another child.
- We do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- We set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." We Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. We 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.

#### Clean and Disinfect Bedding

- Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and stored in individually labeled bins, cubbies, or bags. Cots and mats will be labeled for each child. Bedding that touches a child's skin will be cleaned weekly or before use by another child.



## Caring for Infants and Toddlers

### Diapering

When diapering a child, we wash our hands and wash the child's hands before we begin, and wear gloves. Follow safe diaper changing procedures. Procedures will be posted in all diaper changing areas. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, we will wash hands (even if we wear gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they will also be fragrance-free and EPA-registered. If the surface is dirty, it will be cleaned with detergent or soap and water prior to disinfection.

If reusable cloth diapers are used, they will not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) will be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians.

### Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Spirits Heart Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.

- Spirits Heart Staff will wash their hands, neck, and anywhere touched by a child's secretions.
- Spirits Heart Staff will change the child's clothes if secretions are on the child's clothes. They will change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes will be placed in a plastic bag or washed in a washing machine.



- Infants, toddlers, and their providers will have multiple changes of clothes on hand in the child care center or home-based child care.
- Spirits Heart Staff will wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding will be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

#### Healthy Hand Hygiene Behavior

- All children, staff, and volunteers will engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After handling animals or cleaning up animal waste
  - After playing outdoors or in sand
  - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- We supervise children when they use hand sanitizer to prevent ingestion.
- We assist children with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff will also wash their hands.
- We have placed posters describing handwashing steps near sinks.

#### Food Preparation and Meal Service

- We serve meals in classrooms. Meals are typically served, plated each child's meal to serve it so that multiple children are not using the same serving utensils.
- Food preparation will not be done by the same staff who diaper children.
- Sinks used for food preparation will not be used for any other purposes.
- Caregivers will ensure children wash hands prior to and immediately after eating.
- Caregivers will wash their hands before preparing food and after helping children to eat.

Spirits Heart will follow all other applicable federal, state, and local regulations related to safe preparation of food.

#### Vulnerable/High Risk Groups



Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

- Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If you have children with underlying health conditions, we will talk to you as their parent, about their risk. We will follow children's care plans for underlying health conditions such as an asthma action plan.
- If you have children with disabilities, please let us know about how your children can continue to receive the support they need.

## Implementing sick procedures

We have an isolation room that can be used to isolate a sick child.

We will contact parents immediately and parents have 30 minutes to pick up sick child/children.

We will follow CDC guidance on how to disinfect your building or center if someone is sick as stated above. If a sick child needs to be isolated in our facility, we will clean and disinfect surfaces in our isolation room or area after the sick child has gone home.



## Class Sizes and Ratios

Modified Child Care Ratios			
If the specified age of the children in the group is...	Modified Size for One Caregiver	Modified Group Sizes for Two Caregivers in the Same Room*	Square Footage Requirement
0 – 11 months	No modification in size (Existing standard is 4).	Modified to 8, but children should be put into two groups and separated with one caregiver per group (Existing standard is 10).	30 square feet space per child (existing standard, indoor) 80 square feet space per child (existing standard, outdoor)
12 – 17 months	No modification in size (Existing standard is 5).	Modified to 10, but children should be put into two groups and separated with one caregiver per group (Existing standard is 13).	30 square feet space per child (existing standard, indoor) 80 square feet space per child (existing standard, outdoor)
18 – 23 months	Modified to 7 (Existing standard is 9).	Modified to 14, but children should be put into two groups and separated with one caregiver per group (Existing standard is 18).	30 square feet space per child (existing standard, indoor) 80 square feet space per child (existing standard, outdoor)
2 years	Modified to 8 (Existing standard is 11).	Modified to 16, but children should be put into two groups and separated with one caregiver per group (Existing standard is 22).	30 square feet space per child (existing standard, indoor) 80 square feet space per child (existing standard, outdoor)
3 years**	Modified to 10 (Existing standard is 15).	Size limit modified to 20 (Existing standard is 30). Note: these children will not be able to remain in two separate groups.	30 square feet space per child (existing standard, indoor) 80 square feet space per child (existing standard, outdoor)
4 years**	Modified to 10 (Existing standard is 18).	Size limit modified to 20 (Existing standard is 35). Note: these children will not be able to remain in two separate groups.	30 square feet space per child (existing standard, indoor) 80 square feet space per child (existing standard, outdoor)
5 years**	Modified to 10 (Existing standard is 22).	Size limit modified to 20, but children should be put into two groups and separated with one caregiver per group (Existing standard is 35).	45 square feet space per child (Indoor) 120 square feet per child (Outdoor)
6 – 8 years**	Modified to 10 (Existing standard is 26).	Size limit modified to 20, but children should be put into two groups and separated with one caregiver per group (Existing standard is 35).	45 square feet space per child (Indoor) 120 square feet per child (Outdoor)
9 – 13 years**	Modified to 10 (Existing standard is 26).	Size limit modified to 20, but children should be put into two groups and separated with one caregiver per group (Existing standard is 35).	45 square feet per child per child (Indoor) 120 square feet per child (Outdoor)



Date: \_\_\_\_\_

I have received, read, and understand the new parent and guardian COVID -19 handbook insert provided by Spirit's Heart Childcare Center.

Thank You

Printed Name of parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_