

# Little People's Learning Center (LPLC)

## COVID-19 Operations Plan

**Background:** Coronavirus disease 2019 (COVID-19) is a viral respiratory illness caused by a new coronavirus. COVID-19 was declared a pandemic by the World Health Organization (WHO) on March 11, 2020. The virus is thought to spread primarily person-to-person through respiratory droplets produced when an infected person coughs, sneezes, or talks. The Centers for Disease Control and Prevention (CDC) and global partners are actively working to slow the spread of COVID-19. State and local officials have followed suit by implementing precautionary measures and, in mid-March, Little People's Learning Center (LPLC) closed in response to the pandemic. Restrictions are now beginning to be lifted. LPLC expects to resume providing child-care and early education services to the local community in the most responsible way possible.

**Purpose:** This document serves as the LPLC's COVID-19 Operations Plan and was developed in accordance with CDC, state, and local authority guidance. This plan is to protect staff, children, and their families from the spread of COVID-19 and is subject to change accordingly as the situation develops or changes. LPLC is taking an "Adaptive Management" stance in response to the evolving situation and will stay current in the guidance set forth by government and public health authorities. This plan is additional to the operational procedures LPLC already follows per Wyoming Child Care Licensing requirements.

### General Practices:

Everyone is responsible to do their part in preventing the spread of respiratory illness through everyday preventive actions.

- Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty. Supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- Clean and disinfect frequently touched surfaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks regularly.
- Minimize surface contact as much as possible including touching your nose, mouth, and eyes with unwashed hands.
- Cover cough and sneezes with a tissue or the inside of your elbow.
- Minimize close contact by maintaining 6 feet of distance between yourself and others.
- Cover your mouth and nose with a cloth face covering when in public places, especially indoors where distancing is difficult to maintain and there is less ventilation. Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.
- Anyone experiencing signs of illness should stay home, isolate themselves from others, and communicate with others that have an interest (i.e. LPLC Director, in case there are concerns of others having been exposed and to allow for the ability to make risk management decisions for the whole safety and health of LPLC).

## Preparedness and Planning:

### Illness Policy

The following guidelines have been established to help prevent the spread of illness. Parents are responsible for accessing their child's health prior to drop off. Staff are responsible for accessing their own health prior to reporting for duty.

If one or more of the following symptoms is recognized, keep others healthy by staying home to monitor health conditions for a full 24 hours. If a child develops any of these symptoms during hours of care, LPLC will isolate the child in a designated safe space, notify the parent and ask that they arrange for immediate pick up of the child. The isolation space will undergo cleaning and disinfection once vacated.

Persons who are ill with the symptoms listed on the policy below will not be permitted to attend until they are symptom free (without the use of Tylenol or other OTC medication) or have been on antibiotics for at least 24 hours. Note COVID-19 Specific Illness Policy section to review COVID-19 symptoms and requirement of 72 hours of illness monitoring, recommended consultation with a medical provider, and symptom free conditions before returning to the facility.

### 24 Hour Symptoms

- Fever - Fever is defined as having a temperature of 100 degrees or higher.
- Diarrhea - 2 or more runny, watery, or bloody stools in a 24-hour period
- Vomiting - 1 or more times in a 24-hour period
- Body rash
- Sore throat with fever and/or swollen glands
- Severe coughing
- Eye discharge or pink eye
- Earache with fever or discharge
- Yellowish skin or eyes
- Child is irritable, continuously crying, confused, or requires more attention than we can safely provide without potentially risking the health and safety of the other children

If your child has a condition where these side effects occur regularly, please inform the director and provide a note from your family physician.

### COVID-19 Specific Illness Policy

COVID-19 is highly contagious and potentially lethal to older adults and people of any age who have serious underlying medical conditions. Children have similar symptoms to adults and generally have mild illness. Recognizing illness early on and taking active measure is key in preventing the spread of illness.

### Health Prescreen Check Upon Arrival

Prescreening checks will be conducted to assure there are no signs of illness. See Daily Operations Standard Operating Procedure (SOP). All persons entering the facility will undergo the same prescreening check. Persons who have a fever of 100.4°F (38.0°C) or above or other signs of illness should not be admitted to the facility.

The following method will be used by the designated group child-care provider:

- Perform hand hygiene practices by washing 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 and face shield;
- Check the child's temperature using a non-contact temporal thermometer and ensure no physical contact is made;
- Ask the parent/guardian to confirm that the child does not have
  - Fever and
  - shortness of breath and
  - cough or other signs of illness;
  - if anyone in the household unit has had these symptoms
  - and if anyone within the household has traveled outside of MT or WY recently.
- 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;

It is not necessary to change gloves between child screens provided no physical contact was made.

If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each person. You can reuse the same wipe as long as it remains wet.

Common symptoms of COVID-19 (72 hours or less of self-isolation, monitoring, and medical provider consultation with doctors note requirement applies):

- **Fever**
- **Shortness of breath or difficulty breathing**
- **Cough**
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Persons with COVID-19 symptoms will not be permitted onto the facility, should self-isolate (a minimum of 72 hours or evaluation by doctor with a note to give LPLC if less than 72 hours), monitor health conditions and changes, and consult their medical provider.

Staff and Parents are expected to notify the Director of suspected illness and follow up actions immediately. COVID-19 test results will be communicated with the Director. Privacy will be upheld to the extent possible (refer to LPLC's Code of Conduct). A confirmed case will prompt automatic closure of the facility. LPLC will consult with the local public health authority on next steps prior to re-opening.

Sick persons shall not return to the facility until they have met the criteria to discontinue home isolation based on the CDC, medical physician, and local Public Health authority recommendations.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

CDC guidance on how to disinfect the facility if someone is sick will be followed.

If COVID-19 is confirmed in a child or staff member:

- Close off areas used by the person who is sick;
- Open outside doors and windows to increase air circulation;
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting;
- Clean and disinfect all areas used by the person who is sick.

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

#### Monitor Absenteeism:

The director will note individuals that are absent and communicate with them to assure understanding of the reasons for the absence. This allows the ability to make informed assessments of the potential risk posed on the health and safety of others at the facility and take appropriate follow up actions.

LPLC maintains a list of qualified substitute teachers in the event that teachers may be absent.

#### Quarantine:

Persons that have recently traveled outside of Montana and Wyoming including local residents, shall complete the NPS Yellowstone Pre-arrival Questionnaire and submit it to the LPLC director. Each case will be evaluated and risk mitigation recommendations will be made based on the responses in the questionnaire.

#### Social distancing strategies:

Social distancing focuses on remaining out of congregate settings, avoiding mass gatherings, and maintaining distance from others when possible. Maintaining a separation of six feet of distance between persons will be practiced as much as possible. Additional strategies LPLC shall employ include:

- Limiting persons in the facility to staff and children only (nonessential visitors/volunteers are postponed until further notice).
- Persons will be restricted to groups of less than 10 in separated rooms within the facility. This will reduce the capacity of LPLC's ability to provide services to all families. Children of essential personnel will be prioritized over non-essential parents. The director maintains and manages the list of enrolled children.
- Individuals will be assigned to a group and remain a part of that unit. See Daily SOP for group assignments and staff model.
- Groups will not co-mingle.
- Groups will not share toys or spaces without cleaning and disinfection between use from another group.
- Groups will utilize separate designated entrances and minimize unnecessary grouping/crowding.
- Parents will drop-off and pick-up children without entering the facility. Each groups designated child-care provider will greet the parent and child outside. See Daily Operations Standard Operating Procedure.

- Children will nap with as much separation as possible (preferably six feet) and placed head to toe in order to further reduce the potential for viral spread.

## Personal Hygiene, Cleaning, and Disinfection

### Personal Hygiene

All personnel shall practice healthy hand hygiene behaviors to maintain health and prevent the spread of disease 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.

Supervise children when they use hand sanitizer to prevent ingestion.

Assist children with handwashing, including infants who cannot wash hands alone.

After assisting children with handwashing, staff should also wash their hands.

### Clean and Disinfect

Routine cleaning and disinfecting are a regular practice at LPLC. The WY Child Care Licensing requirements in chapters 4 General Requirements and chapter 5 Health and Sanitation specify cleaning and disinfection requirements.

Cleaning and disinfection efforts will be intensified to include ensuring surfaces and areas that are used and touched often are cleaned and sanitized after each use (shared toys, keyboards, desks, remote controls, diaper changing stations), or at least twice a day (e.g. door knobs, light switches, toilet handles, sink handles, countertops).

Toys that can be put in the mouth will be removed or cleaned and sanitized (see below).

Soap and warm water are typically used to clean visibly soiled surfaces. A bleach and water solution is used as a disinfectant. Staff have been trained on the products, application, and PPE standards. All cleaning products will be used according to the directions on the label.

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

All cleaning materials shall be kept secure and out of reach of children.

Cleaning products shall not be used near children, and staff shall 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 should not be used.

Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions shall be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with a disinfectant, rinse again, and air-dry. A mechanical dishwasher may also be used. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.

Machine washable cloth toys should be laundered before being used by another child or removed from the play area.

Toys will not be shared with other groups, unless they are washed and sanitized before being moved from one group to the other.

Toys that need to be cleaned will be set aside. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." 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. 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

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

## Caring for Infants and Toddlers

### Diapering

When diapering a child, wash hands and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should 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, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach as a sanitizing or disinfecting solution. If the surface is visibly dirty, it should be cleaned with detergent or soap and water prior to disinfection.

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

### 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, child-care providers 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.

Child-care providers should wash their hands, neck, and anywhere touched by a child's secretions.

Child-care providers should change the child's clothes if secretions are on the child's clothes. They should change their own button-down shirt, if there are secretions on it, and wash their hands again.

Contaminated clothes should be placed in a plastic bag or washed in a washing machine.

Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child-care center.

Child-care providers should 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 should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

### Food Preparation and Meal Service

Individual groups will dine in their designated areas separate from the other group. Child-care providers plate each child's meal to serve it so that multiple children are not using the same serving utensils.

Sinks used for food preparation should not be used for any other purposes.

Caregivers should ensure children wash hands prior to and immediately after eating.

Caregivers should wash their hands before preparing food and after helping children to eat.

### 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.

Staff members or teachers age 65 or older, or with serious underlying health conditions, are encouraged to talk to their healthcare provider to assess their risk and to determine if they should stay home.

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. Children with underlying health conditions should talk to the

director about their risks and concerns. Ultimately, it is the parent's responsibility to determine if the child-care setting is right for their child.

### Sources of Information:

Centers for Disease Control and Prevention (CDC) accessed May 6, 2020,

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Department of Family Services, Early Childhood Division Wyoming, Licensing Regulations Rules for Certification of a Family Child Care Home, Family Child Care Center, or Child Care Center Chapter 4 General Requirements 10/01/2016, <https://childcareta.acf.hhs.gov/licensing/state/WY>

Department of Family Services, Early Childhood Division Wyoming, Licensing Regulations Administrative Rules for Certification of Child Care Facilities Chapter 8 Health and Sanitation 10/01/2016, <https://childcareta.acf.hhs.gov/licensing/state/WY>

State of Wyoming Third Continuation, and Modification, of Statewide Public Health Order Closing Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools Statewide effective May 1, 2020 through May 15, 2020 unless revoked or extended. <https://health.wyo.gov/publichealth/infectious-disease-epidemiology-unit/disease/novel-coronavirus/covid-19-orders-and-guidance/>

State of Wyoming First Continuation of Statewide Directive For Individuals Arriving in Wyoming From Another State or Country to Self-Quarantine April 29, 2020 <https://health.wyo.gov/publichealth/infectious-disease-epidemiology-unit/disease/novel-coronavirus/covid-19-orders-and-guidance/>

Wyoming Department of Health COVID-19: Guidance for Employee Screening dated April 29, 2020 <https://health.wyo.gov/wp-content/uploads/2020/04/WDH-Guidance-for-Employee-Screening-April-30.pdf>