



In an effort to reduce the spread of the COVID-19 virus, staff and children, the following practices should be implemented for childcare providers.

Follow guidance set by the CDC found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Child care classes should include the same group of students each day, the same room each day and the same child care providers should remain with the same group each day.

No one other than staff and children should enter the building at any point of the day. All children should be dropped off at the door. Parents can wait in their cars or a line outside at least 6 feet apart at the door where a staff member will greet them.

Daily Screenings

- Conduct screenings of staff and child every day. Keep a log of temperatures.
- Persons who have a fever of 100.4^o (38.0^oC) or above or other signs of illness (cough, shortness of breath, no taste or smell, diarrhea) should not be admitted to the facility. Do a visual screening to see if the child and parent dropping them off look ill, children do not always show the same symptoms as adults
 - Create a physical barrier between the person doing the screening and the child being screened.
 - If you use a non-contact thermometer, you do not need to change gloves between each person
 - If you use a contact thermometer, you need to change gloves, wash hands and clean thermometer between each person
 - Have parent do screening and take temperature while staff member waits at least 6 feet away (no PPE is needed)
- Have child care providers greet children outside as they arrive.
- Ideally, the same parent or designated person should drop off and pick up the child every day to decrease exposure to staff.
- Have a weekly screening sheet at the door on Monday morning or sent home and brought back with the child during drop off on Monday
 - Create a consistent procedure for what you feel comfortable doing with this question



Social Distancing

- Ideally, maintaining a distance of 6 feet is the safest thing to do, however small children and infants often require close contact
- When feasible, staff members and older children should [wear face coverings](#) within the facility. Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.
- Caring with close contact
 - 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.

Cleanliness

- Develop a schedule for cleaning and disinfecting
- Routinely clean, sanitize and disinfect frequently touched surfaces and toys
- Use cleaning products according to their directions on the package. The EPA has released a list available for cleaners
- All cleaning materials should be kept out of reach to children

Plan

- Develop an infectious disease preparedness and response plan, including policies and procedures for workforce contact tracing and customer tracking for when an employee or customer that was in your facility tests positive for COVID-19 (work with the Macon County Health Department).



CHILD QUESTIONNAIRE

In order to provide services to a patient, the following questions should be asked of a child on Monday morning or if it has been more than 2 days since the child was at the facility prior to their entry into your facility. This could also be brought with the parent on Monday morning drop off. If the child exhibits symptoms or are at risk of exposure due to travel or proximity to an infected person, develop a plan for providing child care. For your protection it is suggested that you retain this form, should a child begin to show symptoms after being in your facility.

CHILD NAME AND DATE

SYMPTOM & RISK CHECKLIST

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have or have you had a fever of over 100.4 in the last 72 hours? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a cough that is not normal for you? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing shortness of breath or difficulty breathing? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing body aches? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a sore throat? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing a new loss of smell? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you traveled outside of Northeast Missouri in the last two weeks? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been exposed to someone diagnosed with COVID-19 in the last two weeks? |

PARENT/GUARDIAN
SIGNATURE



COVID-19 EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

In order to be allowed to work, the following questions should be asked of an employee prior to their entry into the facility on Monday morning and/or after 2 days of not being at the facility. If the employee answers that they exhibit symptoms or are at risk of exposure due to travel or proximity to an infected person, they should be denied entry. For your protection it is suggested that you retain this form, should an employee begin to show symptoms.

SYMPTOM & RISK CHECKLIST

EMPLOYEE NAME AND DATE

YES

NO

Do you have or have you had a fever of over 100.4 in the last 72 hours?

Do you have a cough that is not normal for you?

Are you experiencing shortness of breath or difficulty breathing?

Are you experiencing body aches or chills?

Do you have a sore throat?

Are you experiencing a loss of smell?

Have you traveled outside of Northeast Missouri in the last two weeks?

Have you been exposed to someone diagnosed with COVID-19 in the last two weeks?

EMPLOYEE SIGNATURE _____

Entry will be denied to any individual who refuses to complete the questionnaire in its entirety, any individual who is positive for any three (3) screening questions, and/or with new onset of the following symptoms: 1) Fever \geq 100.4 in past 72 hours. 2) Persistent cough, that is not normal for you. 3) Shortness of breath.



The following “Best Practices” have been developed by several individuals within the profession as advice on what facilities can do to protect their employees and students. While not mandatory, we view them as additional measures that can greatly reduce unnecessary interaction between individuals.

- Take the temperature of employees before beginning a shift.
- Take the temperature of students prior to entering the building.
- Have hand sanitizer readily available for your staff and promote frequent handwashing for staff and children.
- Assign restrooms that can be dedicated for staff use.
- Have staff commit to following stay-at-home guidelines, even if not required and limit your unnecessary exposure to excessive people in your personal time.
- Allow enough time between services to sanitize and disinfect all work areas and rooms.