

# QUALITY FIRST CHILD CARE, INC.

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## COVID-19 MITIGATION PLAN

**The health and safety of our children, staff and community are of the utmost importance to Quality First Child Care (“QFCC”). As part of continued approach to maintain a safe and sanitary facility and to minimize respiratory germs, QFCC has adopted the following Preventative Action Protocols:**

- Signs will be posted outside the entrance restricting entry to anyone with symptoms of illness/respiratory infection.
- Staff will be subjected to a daily health check to include body temperature before entering the facility at the beginning of their reported work period and maintain records of monitoring. Health checks will occur throughout the day.
- Our sick leave policies will allow employees to stay home if they have symptoms of illness.
- Children will be monitored throughout the day for signs/symptoms of COVID-19 and other illnesses.
- Staff and children with symptoms of COVID-19 will be denied access to the daycare setting.
- Staggered drop-off and pick-up times based on sign-up time slots to avoid overcrowding of children and parents/guardians in confined spaces.
- Require use of face coverings for any guests including Parents/Guardians.
- No outside visitors will be allowed in the facility for activities, regardless of their clearance. This will not apply to maintenance/repair work. For such work, a log will be maintained including date/time, name, phone number/cell number and email.
- Maintain constant coordination and communication with our local health departments on improved processes and protocols.
- Immediate communication with parents and staff will occur in the event a COVID-19 case appears in a staff or child.
- Inform our local health department of any COVID-19 cases reported in our facility and stay informed of local developments.
- Reduction in normal operating hours.

**To reduce the spread of respiratory germs WITHIN our facility, QFCC will implement the following Preventative Action Protocols:**

- Implementation of Indoor Shoe Designation that requires all staff and children to change shoes upon arrival to limit tracking of outside germs to be tracked into the facility.
- Post signs throughout the facility describing ways to prevent the spread of germs.
- Monitor and enforce hand hygiene among staff and children.
- Avoid all unnecessary social touching, i.e. handshakes and hugs.
- Staff will clean their hands according to CDC guidelines, including before and after contact with members, and after contact with contaminated surfaces or equipment.
- Place alcohol-based hand sanitizer in every room.
- Teach and reinforce healthy hygiene as age appropriate (covering coughs/sneezes, disposing of tissues, hand washing, keep fingers away from eyes, nose and mouth).
- All Staff will be required to wear a face mask.
- Staff will utilize Social Distancing actions to maintain proper distance and reduce opportunities for spread within the facility.
- Make sure tissues are available and every sink is stocked with soap and paper towels for hand washing.
- Position containers for ease of discarding tissues and paper towels for staff and children.
- Intensify cleaning and disinfecting of frequently touched items, including doorknobs, toys, phones, keyboards, mice and other items identified as frequently handled.
- Increase ventilation by adjusting air conditioning.
- Promptly isolate any staff or child with symptoms of COVID-19, including use of a procedure mask (as tolerated by children).
  - Children over the age of 2 are encouraged to wear a face covering.
  - Limit the staff to 1:1 care for children who have been isolated.
  - Follow childcare/daycare facility procedures on notifying parent/guardian.
  - Educate parent/guardian on contacting their family physician.
  - Clean/disinfect area after the child leaves.
- Promptly isolate any staff or child with symptoms of COVID-19, including use of a procedure mask (as tolerated by children).
- Sanitation of the facility using disinfectant designed to eliminate COVID-19 and other respiratory germs shall be completed daily and as necessary.

- Parents/Guardians must pick-up and drop off their child(ren) at the door during drop-off and pick-up times. They will not be allowed in the facility.
- Prior to pick-up and drop off, parents will be required to text or call the provider 15 minutes before arrival to give advanced notice.
- Six (6) foot social distancing markers will be placed for guidance while waiting during drop-off and pick-up.
- A designated staff member will be available to assist families during arrival.

**To prevent the continued spread of respiratory germs if a COVID-19 case is confirmed, QFCC will implement the following Preventative Action Protocols:**

- Upon learning of a COVID-19 case in someone who has been in the childcare facility, QFCC will immediately notify the local health department. The local health department will help the childcare facility administrators determine a course of action for the childcare program.
- Dismiss children and most staff for a minimum of 2-5 days depending on local health department recommendations.
- A short-term dismissal will allow time for QFCC to coordinate with the local health department to assess the current COVID-19 situation and to work with facility administrators to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- QFCC will utilize the dismissal to conduct a thorough cleaning and disinfection of the facility. Affected areas used by the individual(s) with COVID-19 will be closed off and time will be given before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Air circulation and natural light will be maximized in the affected area.
- QFCC will utilize a cleaning and disinfection product that is effective against SARS-Co-V-2, the virus that causes COVID-19, and use according to the product label instructions.
- QFCC will coordinate with the local health department to development informative and relevant communication with parents/guardians and staff about the temporary closure of the facility and potential COVID-19 exposures.
- QFCC will adhere to local health department recommendations for the duration of childcare facility dismissals and will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- QFCC will use hospital grade sanitizing products.



## **DAILY QUESTIONS UPON ARRIVAL**

Have you or your child exhibited any of the following symptoms:

Fever

Dry Cough

Sore Throat

Behavior Change

Diarrhea

Body Aches or Chills

New loss of smell or taste

Shortness of Breath or Wheezing

Exposed to someone with COVID-19

Other Symptom (s)

Current Temperature