1124 N Cedar Lake Rd. Round Lake Beach IL 60073 / 847.546.1160

3/27/2020

**Coronavirus Protocol Management Team**

Executive Director - Tiffany Beckett

Administrative Director - Karen O’Neill

Program Director - Maria Rodriguez

Assistant Director - Jessica Solano

**Daily Health Screenings -**

Screen everyone who enters your facility, including:

• All employees before the start of each work shift and children

• All visitors (visitors will be limited to only those who are necessary such as local and state government personnel, fire, police, village officials, DCFS etc.)

Ask the following questions when you screen employees and visitors: “YES or NO, since your last day of work, or since your last visit to this facility, have you had any of the following:”

• A new fever (100.4°F or higher), or a sense of having a fever?\*

• A new cough that you cannot attribute to another health condition?\*

• New shortness of breath that you cannot attribute to another health condition?\*

• A new sore throat that you cannot attribute to another health condition?\*

• New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?\*

\*If an employee or visitor answers YES to any of the screening questions, immediately activate your agency’s emergency protocol for COVID-19. The designated screener should consider:

• A review of the screening results

• Recommendations for exclusion of the employee or visitor from the facility

• Recommendations for medical follow-up

**Children Health Screening -**

Ask parent in regards to their child

• A new fever (100.4°F or higher), or a sense of having a fever?\*

• A new cough that you cannot attribute to another health condition?\*

• New shortness of breath that you cannot attribute to another health condition?\*

• A new sore throat that you cannot attribute to another health condition?\*

Take the child's temperature. If 100.4 or higher they must be excluded for 72 hours. Inform director so a follow up with the family can be done. Document screening results.

**TEACHERS -**

Preventing the spread of germs will help protect you and the children in your school/center. Take these steps and teach kids and their families to do the same:

* Wash your hands well and often. Wash for at least 20 seconds with soap and water or use hand sanitizer with at least 60% alcohol. (Hand Sanitizer should not be in reach of children) Wash your hands when arriving at the center and have the children do the same when they arrive. Plus wash before and after eating, serving foods, diapers, wiping noses etc.
* Try not to touch your eyes, nose, and mouth, especially if you haven't washed your hands.
* Regularly clean and disinfect surfaces and objects that the children touch a lot as required by licensing regulations.
* Avoid contact with people who are sick. If a child becomes sick while in your care, keep them separate from the other children while they wait to be picked up. Encourage all families and teachers/childcare providers to stay home if they get sick. (Sick cot procedures) Separate sick children, and staff from others until they can go home. When feasible, identify a “sick room” through which others do not regularly pass or a child will be isolated to a “sick” cot within the classroom to maintain proper supervision.
* Cover your mouth and nose with a tissue if you sneeze or cough, then throw it out. If you don't have a tissue, sneeze or cough into your elbow, not your hands. Make sure that kids have access to tissues and no-touch trash cans.
* You **do not** need to wear a face mask. Experts say they're not needed to stay healthy. They **are** needed by sick patients and the health workers caring for them.
* Have a bin in the classroom that you can put contaminated toys in that can be washed at a later time. Make sure to label the bin.
* Make sure to follow table sanitizing procedures when using soap spray bottles to remove debris and bleach spray bottle to sanitize. In order for the bleach to work effectively, it should sit on the surface for at least one minute. For best results let it air dry, do not wipe it dry. Also make sure your bottle of bleach solution is fresh daily. Bleach solution loses its effectiveness over time and should be made fresh daily. Kitchen bucket for sanitizing dishes should also be made fresh for each dishwashing session.
* Make sure supplies are within easy reach in the classroom, including tissues and no-touch trash cans. Make sure you have gloves, soap, paper towels and soap/bleach spray bottles available at all times.

**Communications plans for use with the school community.**

* Include strategies for sharing information with staff, students, and their families. Our strategies include Lifecubby app for school notification, emails and Facebook groups, reminders to wash hands, posters etc
* Include information about steps being taken by the school or childcare facility to prepare, and how additional information will be shared. We will update families via Lifecubby, email and Facebook for communication

**Exposure plan-**

*\*If local health officials report that there are cases of COVID-19 in the PSCC community, we may need to take additional steps in response to prevent spread in the school. The first step for schools in this situation is to talk with local health officials. The guidance provided here is based on current knowledge of COVID-19. As additional information becomes available about the virus, how it spreads, and how severe it is, this guidance may be updated. Administrators (Karen and Tiffany) will work closely with local health officials to determine a course of action for our programs. We will determine, in conjunction with the local health department, if, when, and for how long our programs may need to be dismissed.*

*We will work with the local health department to communicate the possible COVID-19 exposure. This communication to the school community should align with the communication plan in the school’s emergency operations plan. In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.*

*If a child or staff member has been identified with COVID-19, school and program administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.*

Perform routine environmental cleaning.

* Routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with the cleaners typically used. Use all cleaning products according to the directions on the label. Closer can spray lysol or odoban when all children have gone for the day. Management should ensure all cleaning procedures are being followed from handwashing to toy sanitation.

**Parents -** (Attendance & Drop off and pick up procedures)

* We are asking that you please stay home if you or a family member become sick. Any child with a fever over 100.4 will be sent home or asked not to attend until they are fever free for 72 hours. If you or your child are positive with COVID-19 we ask that you please inform us, so we can develop a plan with the Lake County Health Dept.
* Drop off your child to us in the front entrance area for health screening. Once it is determined that your child is fever free and able to participate in our daily activities, you may sign in your child for the day. We will have your child wash their hands and join the classroom activities.
* At pick up time, please only send in one family member and limit your time in the center. Please remain in the office and your child will be brought up to you for dismissal. We would be happy to talk via phone, email or lifecubby message.
* Confirm all emergency contact information and keep us informed of any changes to contact information.