



Growing Kids Learning Centers Student Illness & Coronavirus Protocol

Growing Kids Learning Centers first priority is the health and safety of the children and staff at the center. While the Coronavirus (COVID-19) is clearly the most pressing health issue currently, other illnesses and diseases still present a risk as well. All will be covered within this protocol. We continue to monitor and implement the health and safety directives of the Centers for Disease Control and Prevention (CDC), Family and Social Service Administration (FSSA) and the Indiana State Department of Health (ISDH). Growing Kids has implemented the following requirements and recommendations from the CDC, Indiana State Department of Health, FSSA, and local health departments as appropriate. Where there is a conflict or discrepancy between the source documents, the more stringent procedure has generally been adopted. The protocol will be updated as new information becomes available and requirements change.

Primary Goals

- Implement policies and procedures that limit the transmission of general illnesses at the center.
- Implement policies and procedures that limit transmission of COVID-19 through social distancing, masks, or other methods.
- Implement additional cleaning and sanitizing policies and procedures.
- Isolate people who are COVID-19 positive or are displaying symptoms.

Resources

The following resources were references in the creation of this protocol.

- CDC Interim Guidance for Administrators of US K-12 Schools and Child Care Programs (updated April 10, 2020)
 - o <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
- CDC Symptoms of Coronavirus (updated May 13, 2020)
 - o <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC Guidance for Child Care Programs that Remain Open (updated 4/21/2020)
 - o <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
- FSSA Office of Early Childhood and Out of School Learning publications:
 - o Guidance for School Age Programs (6/23/2020)
 - https://www.in.gov/fssa/files/School_Age_Program_Guidance_6-22-20.pdf
 - o Updated Guidance for Programs that Remained Open (5/22/2020)
 - https://www.in.gov/fssa/files/Updated_Child_Care_Guidance_FINAL.pdf
 - o Positive Case Procedures (7/21/2020)
 - https://www.in.gov/fssa/files/Child_Care_Positive_Cases_Guidance.pdf
 - o Reference on Mandatory vs. Recommended Practices (May 22, 2020)

- https://www.in.gov/fssa/files/OECOSL_Mandatory_Recommended_Guidance.pdf
- Governor Holcomb's executive orders. <https://www.in.gov/gov/2384.htm>

General Respiratory Etiquette, Distancing, and Face Coverings

- All children and staff are encouraged to practice respiratory etiquette (e.g., covering coughs and sneezes with a tissue or sleeve).
- Per CDC guidelines, maintain social distancing of at least six feet when possible.
- Face Coverings
 - Governor Holcomb's executive order regarding face coverings will be followed.
 - Face mask use is prohibited for children under the age of 2 years old.
 - Face mask use for children 2 – 8 is highly recommended.
 - Growing Kids is encouraging children age 2-8 to wear a mask, not requiring.
 - If a parent does not wish their child to wear a mask, the parent should provide a written note to the front desk.
 - Children under 8 years old may remove their face covering while on the playground, at nap, and meal time. Maintain 6' separation when possible.
 - Face covering use for any one over the age of 8 is required while inside the building.
 - Coverings are not required outside, provided social distancing can be maintained.
 - Under the private meeting exemption, staff and students can remove their face covering when 6' separation can be maintained.
 - Under the private office exemption, staff may remove their face covering in an office if 6' separation can be maintained.
 - Medical, Mental, or Disability exclusions are available with a note from a health care provider. The exclusion applies immediately, assuming the documentation arrives within a week or so.
 - Non-compliance – Growing Kids has not been given guidance on how to enforce in a child care setting, yet. Let's do our best with voluntary compliance.
 - Additional guidance on the mask mandate may be available from the director.
- Specific questions
 - When in doubt, refer to the actual Executive Order for guidance. There are over 13 exemptions to the face covering requirement.
 - Growing Kids expects to receive more specific guidance for child care centers in the future from State licensing.

Daily Arrival and Health Screening

All children and adults will receive a health screening **daily** before entering the building (i.e. may be conducted in the lobby). This includes all students, staff members, vendors, visitors, and other adults.

Social Distancing

- Growing Kids does not have a specific drop off or pick up time, which promotes social distancing.
- Parents should observe social distancing rules of at least 6 feet between others. If that is not possible due to the number of parents in the lobby, then parents can wait outside under the entrance way.

Screening process:

- Temperature Checks – All people will have their temperature checked upon entry, ideally with a touch-less thermometer, consistent with CDC guidelines.
 - o Each person who is able to take their own temperature can. Parents will assist their own children.
 - o The Growing Kids staff member will maintain 6' or greater distance from the parent and child while the temperature is being checked.
 - o Thermometers will be sanitized between use.
 - o A person with a temperature of 100.4 or higher must isolate from the building immediately. Due to warm weather conditions, a person can wait for 10-15 minutes for their body to readjust.
- Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- 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.
- A person can be re-screened during the day if needed, if it appears a person's condition has changed.
- A person who cannot pass the screening process should not enter the school until that person can pass or has a medical provider note saying otherwise.
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Drop Off

- When possible, only 1 adult will be dropping off the child(ren).
- A Growing Kids staff member will escort the child from the lobby to the child's classroom.
 - o Parents will not enter past the lobby.
 - o The Growing Kids staff member must wear a mask when escorting a student.

- If the lobby gets too crowded with parents and their children waiting to be dropped off, the parents and children can wait outside until room is available.
- Because of the way Growing Kids centers are built with the separation of the lobby from the classrooms, the lobby satisfies the CDC recommendation of the child care provider entrance.

Tours and Visitors to the Center

- The goal is to reduce traffic within the building.
 - o When possible, use the pass-through window into the vestibule to reduce traffic past the internal front doors for small deliveries, FedEx, etc
 - o In-person tours cannot be eliminated because parents still need to find care and the center must continue to enroll new students.
 - o The center will keep a record of people in the building who could qualify as a close contact including phone numbers. Typically people in the building longer than 10 minutes.
- All visitors need to comply with current policies, including wearing a face covering.
- Growing Kids is limiting visitors to the building and not allowing potential families touring the center to enter classrooms in use.
- Virtual tours are recommended through applications like FaceTime, etc.
- When needed, In-person tours will be conducted as follows:
 - o Adults only at this time, as children are less likely to follow our policies.
 - o Typical health screening including temperature, similar to staff members.
 - o Tours need to stay in the hallways and other public spaces, and not enter classrooms.
 - o For Reference: The number of in-person tours per week per center (pre-COVID-19 and now) is a very small number compared to the number of enrolled parents who drop off / pick up daily.

Pick Up at the End of the Day

- When possible, only 1 adult will be picking up the child(ren).
- A Growing Kids staff member will escort the child from the child's classroom to the lobby.
 - o Parents will not enter past the lobby.
 - o The Growing Kids staff member must wear a mask when escorting a student.
- If the lobby gets too crowded with parents waiting to pick up their child, the parents can wait outside until room is available.

Classroom Practices

- At naptime, cots will be spaced at least 6 feet apart where possible, with the children facing head to toe to further reduce the potential for viral spread. The center will make use of any available classrooms if necessary, which may require additional staffing.
- Growing Kids is limiting combining of classrooms and groups of children to promote teachers and children staying in consistent groups (cohorting of pods).
- Classroom groups of children are separated on the playground.
- Main Street has been deep cleaned and closed temporarily. This eliminates multiple groups of children from using a shared space.
- When possible, childcare classes should include the same group each day, and the same childcare providers should remain with the same group each day.
 - o “Units should be kept together, as much as possible, while doing activities indoors and outdoors each day.” – from IN FSSA General Recommended Guidelines.
- Events with larger groups should be canceled or redesigned to reduce exposure.
 - o For example, Growing Kids Spring Fling (a public event for children and families) was canceled and small celebrations occurred within the classrooms.
- All field trips will be suspended until Growing Kids is able to maintain social distancing during transportation.

Frequent Handwashing

- Frequent, proper handwashing with soap and water for at least 20 seconds or with hand sanitizer that contains at least 60% alcohol.
- Growing Kids has provided hand sanitizer in the lobby for parent(s) to use.
- Staff and children continue to practice proper handwashing procedures in compliance with state regulations and accreditation standards. Staff and children are required to wash their hands for at least 20 seconds with an antibacterial soap at the following times:
 - Arrival at the center and after breaks.
 - When they enter a classroom.
 - 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
 - After diapering
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After playing outdoors or in sand
 - After handling garbage
- Any time a staff member or child has contact with bodily fluids, they are required to wash their hands.
- Per Indiana State Department of Health, it is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. When washing, feeding, or holding very young children:

- Teachers have been advised to protect themselves by wearing an oversized button down or long-sleeved shirt that can be taken off and laundered if secretions are on it, as well as wearing their hair up off their collar in an updo.
- Teachers have been instructed to wash their hands, neck, and anywhere touched by a child's secretions.
- Infants, toddlers, and teachers should have multiple changes of clothes on hand in the childcare center.
 - To reduce the potential spread of COVID-19, we are required to change the child's clothes if secretions are on the child's clothes.
 - Any soiled clothing will be bagged and ready to take home the same day to be washed.
 - Bedding and blankets are taken home and washed at least weekly. They will be sent home that day if they are soiled.

Cleaning and Sanitizing

The center will perform additional cleaning, in addition to the routine cleaning that is done.

- Additional environmental cleaning will be performed, especially all frequently touched surfaces (e.g., doorknobs, countertops, workstations) with cleaning and disinfection products.
 - Bleach water, quaternary sanitizer or alternative will be used.
 - Frequently touched surfaces will be cleaned and sanitized frequently throughout the day. Some surface, like those in the front office, will be cleaned as often as every 30 minutes by Growing Kids staff members.
- Growing Kids contracts professional cleaning crews to clean the centers every evening. Cleaning crews are taking additional precautions and steps for sanitation.
- Toys and classroom supplies are sanitized at least once per day. Toys or other items frequently used or put into a child's mouth will be cleaned after each use.
- Playground structures will be sanitized multiple times daily.
- Students' blanket / pillows, and other belongings should be taken home and washed at least weekly.

People who Display Symptoms of Illness, Including Coronavirus

While coronavirus may be the most urgent medical issue at the moment, other diseases and illnesses still present a risk. Since Growing Kids staff are not medical professionals, we do not diagnose any person. We use symptoms that we can observe or measure to indicate if a person should isolate from the center. We will comply with a medical professional's specific orders for a person, provided those orders do not violate any of the licensing rules the center has to follow.

- At arrival, a person (child or adult) who cannot pass the daily health screen or has a temperature greater than 100.4 should not enter the building past the lobby and leave immediately.

- We realize this may be an inconvenience for the parent, but we have to be consistent.
- Non-Coronavirus illnesses are also reasons for a child to not attend.
 - Symptoms include:
 - Has a fever over 100.4 degrees or has had a fever over 100.4 degrees in the last 24 hours.
 - Is in the first 24 hours of antibiotic treatment
 - Has a heavy discharge from the eyes or nose that is not clear.
 - Has a constant cough.
 - Has had 2 loose stools within an hour during the last 24 hours.
 - Has vomited in the last 24 hours.
 - We cannot keep a child inside during outdoor activities without a doctor's note. It is assumed that if a child is well-enough to attend school, he/she can participate in all the planned activities.
- Children who are found to be ill while at the center (Coronavirus or other) will be isolated at the front desk or office area until they are picked up. Staff who are found ill will isolate until they are able to leave the center.
 - Growing Kids will recommend that ill children seek care from a healthcare provider.
 - If a child or staff member is found to have symptoms consistent with COVID-19 or have tested positive, they must have a doctor's note to return to Growing Kids.
 - Children are being sent home at the first sign of illness. Children with symptoms such as vomiting and diarrhea should remain home for at least 24 hours after the last episode and should be fever free for at least 24 hours, without being given fever-reducing medications, prior to returning to Growing Kids.
 - Staff are being sent home or encouraged to stay home if they present with any type of illness. CDC and Indiana Department of Health guidelines should be followed on returning to the center, unless noted otherwise from a medical professional
 - Current CDC guidelines:
 - If the person who has tested positive for coronavirus and had symptoms, that person can be around others after:
 - At least 10 days since symptoms first appeared and
 - At least 24 hours with no fever without fever-reducing medication and
 - Symptoms have improved
 - If the person testing positive for coronavirus had no symptoms, that person can be around others after 10 days of isolation.
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

Center Response to a Confirmed Case of Coronavirus

If a person tests positive for the coronavirus, the actions taken by the center are determined by who is considered a close contact. (The person who tested positive has already been isolated.)

- **Close Contact** – The CDC defines a close contact as some one who has been closer than 6 feet for longer than 10 minutes to a person who has tested positive, in the 48 hours prior to symptoms or a positive test (when tests was taken).
 - Close contacts are required to isolate for 14 days per the CDC, or follow the directions of their medical provider.
 - If a child is close contact, that child’s siblings are required to isolate as well.
 - Growing Kids has been told this verbally from multiple departments of health, but cannot find a web reference.
 - We will try to confirm if this is still in place with each case.
 - <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>
 - https://www.coronavirus.in.gov/files/IN_COVID-19%20contact%20tracing%20FAQ%207.23.20.pdf
- Because of the precautions Growing Kids has implemented, a positive case will typically cause the isolation of a specific classroom(s) and any close contact staff. What Growing Kids calls limiting interaction between classrooms, the technical term Indiana uses is the “cohorting of pods.” Meaning, keep kids and teachers together during the day and limit interaction between groups.
 - The CDC’s website references the entire school closing for 2-5 days, updated April 10, 2020. This is no longer recommended by the State of Indiana, FSSA, or local departments of health. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>.
 - FSSA (specific to Indiana) has provided guidance to child care providers to only close the classroom (cohort, or pod) as needed, not the entire school, updated July 21, 2020. https://www.in.gov/fssa/files/Childcare_Programs-COVID-19_Checklist.pdf

The state of Indiana explaining close contact at Gov. Holcomb’s 7/22 Executive Order:

BACK ON TRACK INDIANA **School re-opening**
Helping schools minimize spread of COVID-19

When a student or adult in a school tests positive

- In a classroom, identify who spent more than 15 minutes within 6 feet of the person for the 48 hours prior to symptoms or a positive test (for an asymptomatic person)
 - Close contacts will be asked to quarantine at home for 14 days and will be monitored and guided by the local health department and the state’s centralized contact tracing center
 - If any close contacts test positive, the process begins again
 - If cohorting and assigned seating has not been possible, such as for pre-kindergarten through second grade, an entire classroom may need to quarantine

#backontrack

The state of Indiana explaining that a positive case with a classroom would result in the entire classroom isolating, not the closing of the entire school.

BACK ON TRACK INDIANA **School re-opening**
Helping schools minimize spread of COVID-19

When a student or adult in a school tests positive

- If more than one student tests positive in a classroom, the entire classroom should quarantine for 14 days
- No threshold has been set for if an entire school should close. If a school has multiple positive cases, officials should work with the state and local health department on what steps to take
- Siblings of a positive case should quarantine if they are considered a close contact

#backontrack

Since Growing Kids students are unable to maintain social distancing due to their age and stage of development, the pod scenario is more appropriate for us. In the example below, the blue person is positive, and the orange are all considered close contacts. The yellow people are not considered close contacts (because of their separation into pods, i.e. classrooms) and should take normal precautions.

BACK ON TRACK INDIANA **School re-opening**
Helping schools minimize spread of COVID-19

COVID-19 Positive Student Scenario:

Recess In Pods

The diagram illustrates a recess area divided into four quadrants by a vertical and a horizontal line. Each quadrant contains a group of people represented by icons. In the bottom-left quadrant, one person is blue, and the others are orange. In the other three quadrants, all people are yellow. A school building icon is in the top-left, a football in the top-right, a soccer ball in the bottom-left, and a person with a backpack in the bottom-right.

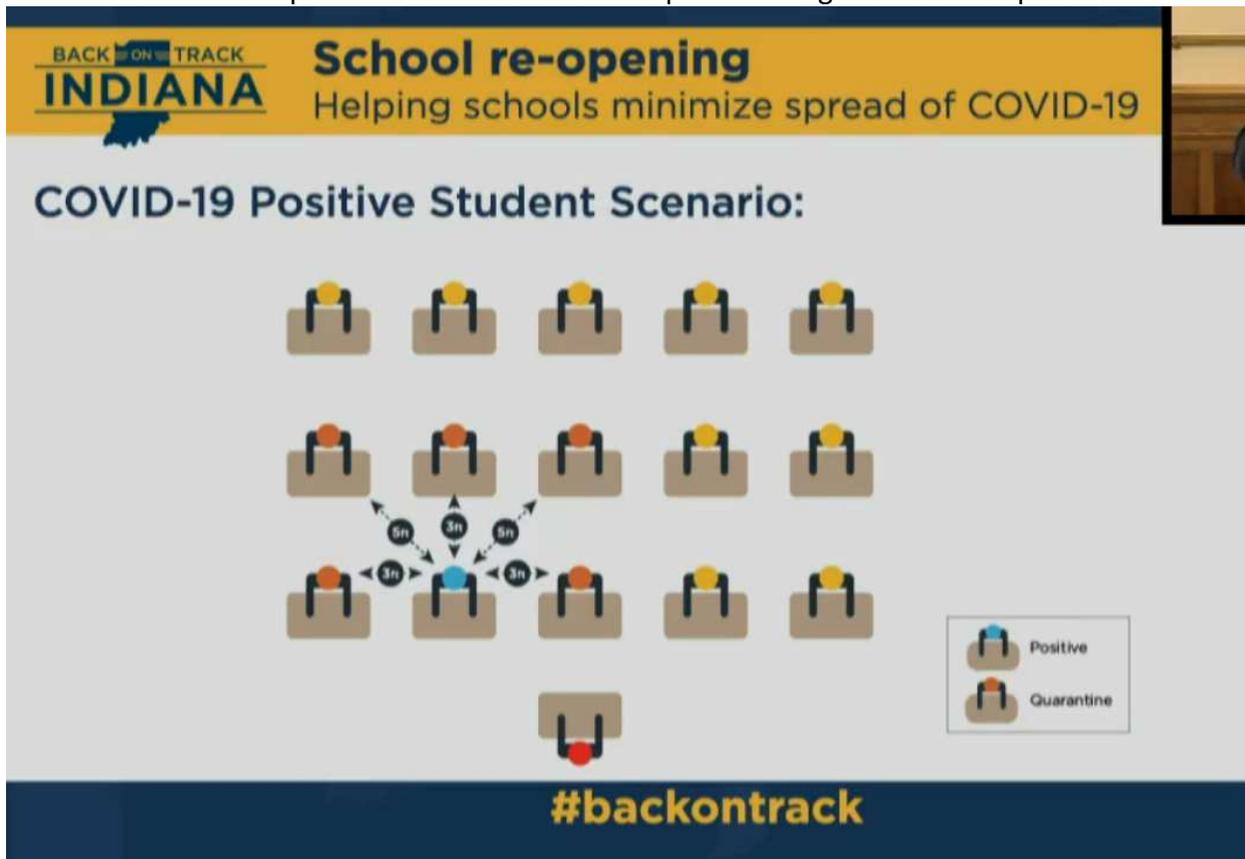
#backontrack

The example below explains how contact tracing works and how far it extends. The blue person is positive. The orange people are close contacts, because they meet the criteria of being too close to the positive person.

The yellow people:

- Are NOT close contacts of the blue person.
- Need to follow normal precautions.
- Have not been exposed.

If one of the orange people start showing symptoms or get a positive test, then the close contact identification process starts over with that person being the new blue person.





Growing Kids Learning Centers
Student Illness & Coronavirus Protocol

My signature below indicates that I have read and understood this policy and have received a copy of it. My signature further acknowledges and agrees that I will read and familiarize myself with its contents and follow the policies and rules indicated.

Staff Member Name: _____

Staff Member Signature & Date: _____