



# Growing Kids Learning Centers

## Student Illness & Coronavirus Health Protocol

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## Introduction

Growing Kids Learning Centers' first priority is the health and safety of the children and adults 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. Best practice recommendations continue to evolve for COVID-19 and other illnesses. We continue to monitor new developments and will adjust accordingly. Our primary sources of information are

- Centers for Disease Control (CDC)
- Indiana State Department of Health and the local Departments of Health
- Indiana Child Care Center Licensing (FSSA)

The purpose of this protocol is to

1. Implement policies and procedures that limit the transmission of general illnesses and COVID-19 at the center
2. Implement additional cleaning and sanitizing policies and procedures, as needed, to combat COVID-19
3. Outline the steps that will be taken to identify close contacts, isolate people who are COVID-19 positive or are displaying symptoms
4. Outline the steps that will be taken when there is a positive case of COVID-19 within the center.

## Management Team at the Center

Each center has a management team overseeing the implementation of the illness and health protocols. The team consists of the Center Director, the Assistant Director, and the Area Director assigned to that center. Other front desk staff may assist as well. The Growing Kids Chief Operating Officer is available as needed. The majority of student illness is readily handled by the Center Director or the Assistant Director (ex. Contacting parents, determining when a student can safely return to school, etc.). A positive case of COVID-19 generally requires a more involved response (ex. to determine contact tracing, notifying parents and staff, etc.), and may need the help of the Area Director or Chief Operating Officer.

- When a staff member believes a child may not be feeling well or is displaying symptoms of illness, the staff member should contact the front office to coordinate the response.
- The center management team is also a resource for all center staff members for any questions or assistance.

## Social Distancing and Reducing Access to the Building

## Social Distancing Practices

A critical component of combating COVID-19 is social distancing. Growing Kids will take the following steps to promote a safe distance. In a child care setting with the ages of the children we have, we will make a reasonable effort to promote social distancing. Realistically, it is a challenge with small children, so we will do the best that we can.

- Whenever possible, all children and adults should practice social distancing of at least 6' of separation between each other when indoors. When outside, a distance of 3' is recommended.
- Growing Kids will promote keeping the same group of children and adults together during the day as a separate group, avoiding any mixing when possible. Keeping every group completely separate throughout the entire day cannot be assured given the attendance schedule of the children and the number of children enrolled. This practice is called "cohorting" or "pods."
- 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. Masks will not be worn while sleeping.
- Classroom groups of children shall be kept separate on the playground as much as possible. A typical Growing Kids Learning Center has multiple playground areas to support this separation.
- The Main Street classroom will reopen. One class (cohort) at a time will use this room. Cleaning will be done consistent with FSSA guidelines.
- School-wide or classroom events will resume as long as social distancing guidelines can be followed.
- To reduce the risk of infection, staff members should maintain at least 6 feet of separation from other staff members while at Growing Kids.
  - o In the classroom, adjust teaching activities to allow for 6' between teachers.
  - o Staff meal breaks – Maintain 6' of separation at meal breaks by spreading out in the staff room, use an unused classroom, or consider eating in the staff member's car.
  - o The front office area and Director office chairs should be arranged to be 6' apart.

## Masks and Face coverings

Following the Governor's Executive Order 21-15 and the guidance from FSSA, the following shall apply for Masks and Face coverings:

- Students under the age of 2 years old will NOT wear a face mask because of the risk of suffocation.
- Students 2 years of age and older can choose to wear a face mask. Per the Executive Order, students "are strongly encouraged to wear", but not required to wear, a mask.
- **Individuals over the age of 12 years old (children and adults) who are not fully vaccinated are required to wear a mask.**
- Individuals over the age of 12 years old who are vaccinated can choose to wear a mask. Wearing a mask is not required.

## Special Considerations for Infants and Toddlers

- 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.
- Staff members should wash their hands, neck, and anywhere touched by a child's secretions. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Staff members should change the child's clothes if secretions are on the child's clothes.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand at the center.
  - o To reduce the potential spread of COVID-19, Growing Kids is required to change a child's clothes if secretions are on the child's clothes.
  - o Any soiled clothing will be bagged and ready to take home the same day to be washed.
  - o Bedding and blankets are taken home and washed at least weekly. They will be sent home that day if they are soiled.
- Staff members should wash their hands before and after handling infant bottles prepared at home or those prepared in the center. 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.

## Daily Drop off & Pick Up

The following steps are designed to reduce exposure by adults dropping off / picking up the students and by other adults who have to enter the building.

- Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol.
- Parents can drop-off / pick up their child at their classroom, similar to pre-COVID-19 practice, with the following requirements:
  - o Social Distancing – Parents can enter the classroom for drop off and pick up. Parents should observe social distancing guidelines. If unable, parents can wait outside the classroom in the hall until space becomes available.
  - o Time in the Classroom – Parents will be reminded to limit time spent in the classroom to limit possible exposure.
  - o Staggered drop off / pick up – Since the Growing Kids school day does not have specific start and end time, our drop-offs and pick-ups are naturally staggered throughout the day, consistent with FSSA guidance.

- A required part of the Daily Drop Off and Pick Up is that each person conducts a Daily Health Screening.
- Approved hand sanitizer will be made available at the front door areas for adult and student use, upon arrival.

### 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.

- Temperature Checks – All people will have their temperature checked upon entry, 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 Thermometers will be sanitized frequently, as all high touch surfaces are.
  - 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.
- COVID-19 Screening – Use the Indiana Department of Health screening questions (included below).
- 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.

### Tours and Visitors to the Center

- All tours and visitors need to comply with current policies, including face coverings and health screenings.
- Tours and visitors are not allowed to enter classrooms occupied by children, instead remaining in the hall or other public areas.
- Virtual tours are available through applications like FaceTime, etc.

### Transporting Children

Growing Kids has a separate transportation protocol designed to work with this policy.

## Handwashing, Cleaning and Sanitizing

### Frequent Handwashing

Frequent handwashing is essential to control the spread of illness. With COVID-19, hand sanitizer is an acceptable alternative when washing with soap and water is not available.

- Frequent, proper handwashing with soap and water for at least 20 seconds or with hand sanitizer that contains at least 60% alcohol.
- Hand sanitizer must always be kept out of the reach of children.

- Growing Kids has provided hand sanitizer in the lobby for adult 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

### Cleaning and Sanitizing

Licensed child care center rules already require routine, on-going cleaning of the center. Even before COVID-19, Growing Kids had contracted with a professional cleaning company to clean the center every evening. With COVID-19, additional cleaning steps have been added.

- Additional environmental cleaning will be performed, especially all frequently touched surfaces (e.g., doorknobs, countertops, workstations, light switches, sink handles) with cleaning and disinfection products.
- Cleaning products already approved for use within the licensed child care center are acceptable for use.

### Classroom Cleaning.

Additional cleaning will be conducted in the classroom, to include:

- 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. Toys that cannot be cleaned and sanitized should not be used.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. 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. Try to 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.

- Students' blanket / pillows, and other belongings should be taken home and washed at least weekly.

All cleaning materials should be kept secure and out of reach of children. Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

## Vaccination

The CDC and Growing Kids encourage all adults and children to receive the vaccine, when it is available to them. Vaccination is not required for staff members as a condition of employment. Vaccination is not required for adults or students as a condition of enrollment.

- Growing Kids is permitted to ask an individual if he/she is vaccinated and to request proof of vaccination.
- When asked their vaccination status, one may reply either "yes", "no", or "I choose not to answer". Growing Kids will not ask for the reasons for an individual's vaccination status.
- Per the CDC's guidance as of June 1, 2021, "Fully vaccinated people can resume activities without wearing a mask or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance."
- Fully vaccinated individuals can choose to wear a mask (not required), do not have to social distance, and do not have to quarantine due to contact tracing, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.
- <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

## People who Display Symptoms of Illness, Including Coronavirus

While COVID-19 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 follow a medical professional's specific orders for a person, provided those orders do not violate any Growing Kids policy.

- 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.
  - o 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.
  - o 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 (COVID-19 or other) will be isolated in the front office area until they are picked up. Staff who are found ill will isolate until they are able to leave the center.

## Medication Administration

For those students who are able to attend and require medication while at the center, Growing Kids is able to administer some medication throughout the day. There is a separate Medication Administration policy to address this.

## Nebulizer Use Not Allowed at School / Alternatives

Children who require medication using a nebulizer are encouraged to discuss with their doctors switching to single dose inhalers or other alternatives. Nebulizer use at Growing Kids is no longer supported. If a child does require a nebulizer treatment during the day, the parent will have to develop an alternate plan of care with the child's doctor.

## When a Person Should Attend School, or Not

A person should not attend Growing Kids or be present at the center when that person shows signs of being ill, is actually ill, is recovering from an illness, or is quarantining following exposure to an illness, such as COVID-19.

- 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 or have completed the requirements for isolation.
- Children will be 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 the use of any fever-reducing medications, prior to returning to Growing Kids.
- Staff will be sent home or encouraged to stay home if they present with signs of illness. CDC and Indiana Department of Health guidelines should be followed on returning to the center, unless instructed otherwise by a medical professional.

## Center Response to a Confirmed Case of COVID-19

If a person tests positive for COVID-19, the Center Management Team handles the center's response. That response includes:

- Immediately isolating the positive individual from the center, to limit potential exposure to others.
- Perform Contact Tracing to identify others who may be at risk and must quarantine.
- Clean and sanitize affected areas.

The Center Management Team may have to close classroom(s), or the entire school, for a period of time. The main reason for a classroom or school closure is the contact tracing requiring others to quarantine.

### Contact Tracing and Quarantining

Contact Tracing is a process defined by the CDC to determine who is a “Close Contact” of a positive person, and who is not.

- Close Contact – The CDC defines a close contact as someone who has been closer than 6 feet for longer than a total of 15 minutes per day *to a person who has tested positive*, in the 48 hours prior to symptoms or a positive test.
  - o If you aren’t close to the actual positive person, then you are not a close contact.
  - o There isn’t a “close contact of a close contact.”
  - o The social distancing steps outlined in this policy reduce the number of people who would be considered a Close Contact within Growing Kids.
- Isolate or Quarantine – These terms are often used interchangeably, but do mean different things.
  - o Isolation keeps someone who is infected with the virus away from others, even in their home..
  - o Quarantine is used to keep someone who might have been exposed to COVID-19 away from others.
- Current quarantine requirements of a Close Contact
  - o Quarantine for 14 days after your last contact with a person who has tested positive for COVID-19.
  - o Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
  - o If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19
- Other quarantining options that are available (7 or 10 day options) are not recommended for children, per the FSSA and local health departments.

### People Who Have Previously Tested Positive for COVID-19

People who have previously tested positive do NOT have to automatically quarantine if a close contact of a positive person, unless they are showing symptoms within 3 months of their first bout of COVID19.

- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

## Close Contact Communication

The Center Management Team will be responsible for determining who is a close contact of a positive case within the center and will communicate with those people directly.

- The Center Management Team will have the most accurate and complete information, and will be able to provide a single, coordinated communication channel.
- The Center Management Team will coordinate with state and local health authorities as required.
- Staff members are discouraged from communicating close contact status with any other adult or child, as it can cause confusion and misunderstanding.
- Staff members should provide any relevant information to the Center Management Team.

## Confidentiality

Medical information is confidential. Staff members may become aware of an adult's or student's medical information through the course of business at the center. Regardless, that information not be shared with others outside of the Center Management Team. For COVID-19 in particular, Growing Kids and its staff members cannot disclose if a person has tested positive or negative, vaccination status or other medical information.

To limit the disclosure of information, when referring to a positive case within the center, the preferred language is that an "individual tested positive", rather than stating the positive person was an adult or child. If a person chooses to disclose their own medical information to others, that person has that right.

## Training Acknowledgement



### **Growing Kids Learning Centers** Student Illness & Coronavirus Health 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 continue to read and familiarize myself with its contents and follow the policies and rules indicated.

Staff Member Name: \_\_\_\_\_

Staff Member Signature & Date: \_\_\_\_\_

# COVID-19 Screening for Parents

Every morning before you send your child to school please check for signs of illness:



FEVER 100.4\* OR CHILLS  
\*or school board policy  
if threshold is lower



SORE THROAT



COUGH\* OR SHORTNESS  
OF BREATH  
\*especially new onset, uncontrolled cough



DIARRHEA, NAUSEA OR  
VOMITING, ABDOMINAL PAIN



HEADACHE\*  
\*particularly new onset of severe  
headache, especially with fever



NEW LOSS OF TASTE  
OR SMELL

\*May present with more than one symptom. This list does not include all possible symptoms.

- 1 Does your child have any sign of illness above?
  - 2 Were you in close contact (within 6 feet for a total of 15 minutes over a 24-hour period) with anyone confirmed with COVID-19?
  - 3 If the answer is **YES** to any of the questions, **DO NOT** send your student to school. Instead, begin isolation of your child and contact your healthcare provider. Have you been tested for COVID-19? Only a positive test or provider diagnosis can confirm if someone has a current infection.
  - 4 Please keep your student home until they meet the criteria.
- ➔ *If you have trouble breathing, chest pain, new confusion, inability to wake or stay awake or bluish lips or face* **CALL 911!**



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