

COVID-19 Mandatory Practices for Daycare Facilities

The below information is meant to outline what is required through regulation in child care licensing rules and what is being recommended as best practice due to COVID-19. All staff, children, and families are expected to follow these in order to limit exposure as much as possible.

Screening Children Upon Arrival

1. Please park and call the facility to have an employee come to your vehicle for pre-entry screening . Parents are not able to come into the building during this time.
2. Persons who have a fever of 100.0₀ (38.0₀C) or above or other signs of illness should not be admitted to the facility. Parents please be on the alert for signs of illness in your children and to keep them home when they are sick.
3. An employee will come out to your vehicle, take your child's temperature and ask a series of questions.
4. The parent/guardian is to confirm that the child does not have fever, shortness of breath, cough or diarrhea, and has not been in contact with someone with COVID-19 symptoms within the last 24 hours.
5. Staff will 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.
6. The staff member will reach around the window or door to conduct temperature screening
7. Prior to screening staff will be required to complete the steps below:
 - Perform hand hygiene
 - Wash your hands with soap and water for 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
 - Put on disposable gloves and a mask.
 - Check the child's temperature, reaching around the partition or through the window.
 - If performing a temperature check on multiple individuals, ensure that you use a clean pair of gloves for each child and that the thermometer has been thoroughly cleaned in between each check.
 - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
8. **IF ALL the ABOVE are NO**, the child can now enter the school space. The child must proceed to wash their hands before having any contact with other children or other staff/instructors. Younger children may need additional support from staff to help with good handwashing technique.

9. If **ANY** of the **ABOVE** are **YES**, the child **WILL NOT BE ALLOWED** to enter the child care building and will be asked to return home with parent or caregiver. If the child becomes sick during the day, find a space away from other students and staff to wait for parents or guardians to pick them up from care. Any students being sent home should be encouraged to contact their provider for further guidance.
10. Staff **REPEAT** temperature check as needed to re-assess children who develop any symptoms throughout the day.
11. When picking your child up, please park and call the facility again and let the employee know who you are picking up.
12. Employee will walk your child/children to your vehicle at which point you may get out and retrieve them. If your child has any soiled clothes, they will be brought to you as well. Please replace any soiled clothes by the next day.
13. For more information, visit Coronavirus Disease 2019 (COVID-19) health.state.mn.us/diseases/coronavirus/index.html), or call the COVID-19 hotline at 651-2013920 or 1-800-657-3903.

We are working with Family and Social Services and the CDC to establish the safest environment. Please find listed below new requirements and the steps we will be taking.

1. Daycare will open at 6am and will close at 5pm. From 5pm to 6pm staff will clean and sanitize all areas of daycare every day.
2. Wearing of masks for staff and/or children is optional.
3. Staff members will have their temperature checked before beginning every shift.
4. Any staff member or child with a temperature of 100.0 will not be allowed to work/attend until they are free from symptoms for 24 hours without medication.
5. Parents/Caregivers will not be allowed to enter the building. A designated staff person will be available at the door from 6am to 8am and from 3pm to 5pm.
 - At drop off the staff person will come to your vehicle, check the temperature of every child and ask the screening questions, and then take them into the building.
 - At pick up the staff person will bring your child and their belongings to your vehicle. If you need to drop off or pick up at a different time than listed above you will need to contact the office to schedule.
6. While at daycare, if your child develops a temperature or is acting like he/she may be ill, staff will contact you to pick them up and they **MUST** be picked up within one hour.

7. Upon entering the building staff and children will go immediately to the bathroom to wash their hands.
8. All children **MUST** have extra clothes at daycare and will be changed/asked to change if their clothing becomes contaminated with secretions of any kind. Children ages 3 and under need at least four(4) sets of clothing. Children ages 4 and up need two(2) sets. Contaminated clothing will be immediately placed in a plastic bag and will be sent home for laundering. Clean clothing needs to be brought in the next day.
9. During this time paper bills will be sent home with your child. We ask that you place your cash or check payment in a sealed envelope with your child's name clearly written on it. If you need to make a credit/debit card payment you must contact Susan or Elya and make an appointment to come in.

If you are not able to abide by all of these new protocols, your child will not be allowed to attend daycare. These protocols may change as we get more info and direction from the state and the CDC. We're just doing our best to keep everyone safe and reopen the facility. If you have any questions or concerns, please feel free to contact us through email at biglakedaycare@hotmail.com, at the church office at 260-691-3503, or the daycare at 260-691-2487.

COVID-19 Screening at Drop Off

Important Reminders

The screener should:

- **Wash hands** before and after screening a child and wear a mask and gloves.
- Greet the family and instruct parent to open window or open door but **only partially**.
- Reach around window/door and take the child's temperature.
- Inquire about any new onset of cough, shortness of breath or changes in ongoing cough using questions below.
- Immediately take child to wash hands before going to classroom/gym.
- **REPEAT** temperature check as needed to re-assess children who develop any symptoms throughout the day.
- Remove gloves, wash hands and use hand sanitizer after taking child to classroom.

Screening Questions

Ask if the child has **ANY** of the following:

- **TEMPERATURE/FEVER** of 100.0 F or above.
YES / NO
- **COUGH**
YES / NO
- **DIARRHEA**
YES / NO
- **CONTACT** with anyone with COVID symptoms within last 24 hours
YES / NO
- **SHORTNESS of BREATH**
YES / NO

If **ALL the ABOVE** are **NO**, the child can now enter the school space. The child must proceed to wash their hands before having any contact with other children or other staff/instructors. Younger children may need additional support from staff to help with good handwashing technique.

If **ANY of the ABOVE** are **YES**, the child **WILL NOT BE ALLOWED** to enter the child care building and will be asked to return home with parent or caregiver. If the child becomes sick during the day, find a space away from other students and staff to wait for parents or guardians to pick them up from care. Any students being sent home should be encouraged to contact their provider for further guidance.

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