



Northcoast Children's Services Procedures

Operational Procedures to Prevent the Spread of Covid 19

Human Resources

HS/EHS/State

August 2021

Procedure:

As COVID-19 is a new disease and the understanding of risks is rapidly evolving, this procedure is subject to change due to information and guidance from the Centers for Disease Control (CDC), California Department of Public Health (CADPH), Community Care Licensing, & our local Public Health Departments. NCS Management and Health Staff are continuing to monitor information and recommendations about preventing the spread of Coronavirus Disease (COVID -19).

1) Staff Training:

- a) Staff will be trained on Covid 19, preventing spread & vulnerable populations.
 - i) Staff will be provided CDC fact sheets on
 - (1) [What you should know about COVID-19 to protect yourself and others](#)
 - (2) [People who are at higher risk for severe illness](#)
- b) Staff will be provided additional information on illness prevention.
 - i) Staff will review information on
 - (1) [How Covid 19 Spreads](#)
 - (2) [How to Protect Yourself & Others](#)
 - (3) [The Importance of Handwashing](#)
 - (a) [Five Steps to Wash Your Hands the Right Way](#)
 - (4) [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)
 - (5) [Cleaning & Disinfecting](#)
 - (6) The importance of [Social Distancing](#) both at work and off work time.
- c) Staff will be trained on [self screening](#) at home and symptom checks utilizing CDC guidelines. Staff should inform their supervisor if they have symptoms or have a sick family member at home.
 - i) Staff will be provided information on:
 - (1) [Symptoms of Covid 19](#)
 - (2) [Steps to prevent the spread of Covid 19 if you are sick](#)
 - (3) [Things you can do to manage your COVID 19 symptoms at home](#)
- d) Staff will be provided, and encouraged to read the information in the following link:
 - i) CDC Coronavirus Covid 19 Site with information on Covid 19, Self Symptom Check, preventing spread & who is especially vulnerable::
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

2) Promoting Healthy Hygiene Practices

- a) Staff will utilize recommended handwashing strategies
 - i) Before, during, and after preparing food
 - ii) Before eating food
 - iii) Before and after caring for someone at home who is sick with vomiting or diarrhea
 - iv) Before and after treating a cut or wound
 - v) After using the toilet
 - vi) After changing diapers or cleaning up a child who has used the toilet
 - vii) After blowing your nose, coughing, or sneezing
 - viii) After touching an animal, animal feed, or animal waste
 - ix) After handling pet food or pet treats
 - x) After touching garbage
 - b) Staff will cover their coughs and sneezes
 - c) Staff will utilize physical distancing whenever possible
 - d) Staff will wear cloth face coverings when around others.
 - e) Adequate supplies to support healthy hygiene will be provided.
 - f) Signs on how to [stop the spread \(Spanish\)](#), [Stay home when you are sick \(Spanish\)](#), [properly wash hands](#), [promote everyday protective measures \(Spanish\)](#) and [wearing a face covering \(Spanish\)](#) will be posted.
- 3) Vaccinations.** NCS staff & families are encouraged to obtain free Covid 19 vaccinations to reduce the risk of spreading the virus as well as severe illness and hospitalization. Vaccinations may be completed during work hours. Free Public Health vaccination clinics can be found here: <https://myturn.ca.gov/> Additional vaccine opportunities at pharmacies can be found here: <https://www.vaccines.gov/>
- a) Humboldt Vaccine Information: <https://humboldt.gov.org/2872/Vaccine-Info>
 - b) Del Norte Vaccine Information: <https://www.covid19.dnco.org/vaccines>
 - c) Information about vaccine safety and side effects can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>
- 4) Testing for COVID 19.** NCS staff are encouraged to engage in regular testing for COVID 19. Testing may be completed during work hours. Testing can be obtained free through your local public health department.
- a) Humboldt testing information: <https://humboldt.gov.org/2787/Test-Registration>
 - b) Del Norte testing information: <https://www.covid19.dnco.org/testing>
- 5) Daily Staff Self-Monitoring for signs and symptoms of COVID 19.**
- i) All staff will self-screen for [COVID Symptoms](#) at home prior to entering the workplace considering if they Have been in close contact with a confirmed case of COVID 19 or are experiencing any of the following symptoms:
 - ii) Fever or chills
 - iii) Cough
 - iv) Shortness of breath or difficulty breathing
 - v) Fatigue
 - vi) Muscle or body aches
 - vii) Headache
 - viii) New loss of taste or smell
 - ix) Sore throat

- x) Congestion or runny nose
 - xi) Nausea or vomiting
 - xii) Diarrhea
- b) If you are experiencing any of the symptoms listed above (that are not otherwise explained by a chronic condition or cleared by a medical professional), or answered yes to any of the questions, Do Not enter the workplace. Stay home and contact your medical provider. Contact your supervisor as well. Your supervisor will contact the Health Coordinator/Manager.
 - c) If you experience any of the symptoms while at work, isolate yourself and leave the worksite as soon as possible. Go Home and contact your medical provider.
 - d) If you are experiencing any symptoms after your daily self-screening, Contact your Supervisor or Health coordinator/manager as soon as possible.
 - e) Supervisors will notify the Administrative Service Director and the Health Coordinator/Manager immediately upon learning that a staff member has symptoms, was exposed, or diagnosed with COVID.
 - f) A NCS Health coordinator/Manager will contact the County Public Health Department to seek guidance on steps to take in order to keep staff, children and families safe. The County Public Health office will assist in making the determination to close the site if deemed necessary.

6) When/if employees/enrolled children have been exposed to COVID

- a) In the event of a potential exposure at an NCS site, Notify your Supervisor, and Health Coordinator/Manager right away. Supervisors, Health Coordinator/Manager and Administrative Services Director will work together with the local public health department to determine which employees may have been exposed and may need to take additional precautions utilizing the CDC and Public Health recommendations.

Person	Exposure to	CDC Recommended Precautions for Unvaccinated people	CDC Recommended Precautions for Vaccinated people
Individual who has had close contact (less than 6 feet) for 15 cumulative minutes or more during a 24 hour period Note: This is irrespective of whether the	<ul style="list-style-type: none"> • Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness) 	<ul style="list-style-type: none"> • Quarantine: Stay home for 14 days after your last contact with a person who has COVID-19. • Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19. • If possible, stay away from people you live with, 	<ul style="list-style-type: none"> • People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. • get tested 3-5 days after exposure, even if there are no symptoms • Wear a mask indoors in public for 14 days

<p>person with COVID-19 or the contact was wearing a mask or whether the contact was wearing respiratory personal protective equipment (PPE)</p>	<ul style="list-style-type: none"> • Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation) 	<p>especially people who are at higher risk for getting very sick from COVID-19.</p> <ul style="list-style-type: none"> • <u>After quarantine</u> <ul style="list-style-type: none"> • Watch for symptoms until 14 days after exposure. • If you have symptoms, immediately self-isolate and contact your local public health dept. or healthcare provider. • You may be able to shorten your quarantine at the direction of your local public health department staff 	<p>following exposure or until a COVID test result is negative.</p>
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- i) Fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher. Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunocompromised, or taking certain fever-reducing medications (e.g., nonsteroidal anti-inflammatory drugs [NSAIDs]).
- ii) Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), and whether the exposure was to a person with symptoms (e.g., coughing likely increases exposure risk).
- b) NCS Health Coordinator/Manager will consult with Public Health about COVID exposures to determine how to proceed. NCS will ensure Public Health officials are notified within 48 hours if there are three or more confirmed cases at one location within a two-week period.
- c) NCS will notify NCS families who have been determined to be exposed regarding their need to quarantine.
 - i) NCS will post a parental notification in a visible place for parents and guardians, along with written correspondence via handouts or email distribution.

- ii) NCS will send written communications, developed in collaboration with the local health department, to parents and staff to inform them that a case of COVID-19 in a child or staff member has been reported and that the facility will work with the local health department to notify exposed people about quarantine and testing
 - iii) NCS will maintain ongoing communication with families via electronic communications, phone calls, learning genie, or other methods.
 - iv) NCS will maintain confidentiality of any child or staff member who has been exposed to, or confirmed positive for, COVID-19.
 - v) NCS will inform parents and families about the importance of not participating in potential stigma and discrimination against any person believed to have been exposed to COVID-19.
- d) NCS Staff will be notified of their ability to work or need to quarantine or isolate based on the guidance from Public Health officials within one day. Written notification will be provided to staff, and it can be done through an email, text, or a memo.
- i) NCS will maintain the confidentiality of health information by not identifying the employee to anyone other than the Regional Office, the local health department, and other governmental agencies as required.
 - ii) Staff who have been exposed will be offered free testing at no cost during work hours.
 - iii) Staff who have been exposed may be required to quarantine or isolate and may not be able to work during that time.
 - iv) Staff will be provided information on benefits that they may be eligible for while they are off work.

7) When/if employees/ enrolled children get sick

- a) If staff or children develop symptoms outside of work/session staff should notify the Supervisor or a Director as soon as possible and follow CDC and local Health official guidance on what to do if you are sick.
- b) Employees/enrolled children at the workplace/center with symptoms (listed above) will be immediately separated and sent home.
 - (1) If the employee is unable to safely drive themselves home, a family member or other emergency contact will be called.
 - (2) If the person with symptoms is experiencing any of the emergency warning signs seek emergency care immediately. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.
 - (a) Emergency warning signs include:
 - (i) Trouble Breathing
 - (ii) Persistent Pain or Pressure in the chest
 - (iii) New confusion
 - (iv) Inability to wake or stay awake

- (v) Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone
- (vi) Any other symptoms that are severe or concerning to you
- c) Notify your Regional Supervisor as soon as possible. The Regional Supervisor will notify the Health Coordinator/Manager who will notify the Administrative Service Director.
- d) A NCS Health coordinator/Manager will contact the County Public Health Department to seek guidance on steps to take in order to keep staff, children and families safe. The County Public Health office will assist in making the determination to close the site if deemed necessary.
 - i) If it is determined that the Center must be temporarily closed, NCS will notify the regional licensing office and all parents of children impacted.
- e) The area used by the sick person for prolonged periods of time will be closed off until after cleaning and disinfecting. As recommended by CDC, NCS staff should wait for 24 hours if possible to [clean and disinfect following CDC recommendations](#) and the NCS Site Cleaning & Disinfecting Procedure.
- f) Sick employees should not return to work until they have met the CDC and local Health officer’s criteria to discontinue home isolation and have consulted with a health provider or the local health department.
 - i) People who are in isolation should stay home until it’s safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific “sick room” or area, and use a separate bathroom (if available).

Person	CDC Criteria to discontinue home isolation (all 3 criteria must be met)
Suspected or known case of COVID-19 with symptoms	<ul style="list-style-type: none"> • 10 days since symptoms first appeared • 24 hours with no fever and not using fever medicine <u>and</u> • Other Symptoms improved <u>and</u>
Confirmed positive test for COVID -19 but no symptoms	<ul style="list-style-type: none"> • 10 days have passed since the test and still no symptoms
Weakened immune system (immunocompromised) due to a health condition or medication.	<ul style="list-style-type: none"> • People with conditions that weaken their immune system might need to stay home longer than 10 days. Talk to your healthcare provider for more information. • If able to obtain testing,
Close contact someone with COVID 19	<ul style="list-style-type: none"> • Anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure

	based on the time it takes to develop illness.
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8) Closure of NCS centers/sites due to COVID exposure

- a) NCS will follow Community Care Licensing and Public Health guidance regarding closures, quarantine and isolations recommendations due to COVID exposures.
- b) NCS will notify Licensing of any COVID 19 related CB program closures.

9) Cleaning and Disinfecting after a person confirmed to have Covid -19 has been in the facility.

- a) Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- b) Wait 24 hours or as long as practical before beginning cleaning and disinfection.
 - i) If it has been more than 7 days since the person with confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.
- c) Staff should clean and disinfect all areas such as offices, bathrooms, common areas, instructional supplies, and shared electronic equipment used by the ill persons, focusing especially on frequently touched surfaces. (See Site Cleaning & Disinfecting Procedure)
- d) Follow the manufacturer's instructions for all cleaning and disinfection products. Use products provided by NCS which have been approved for use against COVID 19 on the Environmental Protection Agency (EPA) approved list. Products used must have a MSDS sheet on file at the site.

10) Maintaining a Healthy Workplace

- a) Facial Coverings are required in NCS buildings and outdoor areas for all persons above age 2. Staff may remove their facial covering when alone inside their individual office/room with the door closed or alone outside. Facial Coverings will be provided to those who do not have their own.
- b) All visitors will be prompted to self-screen prior to entry.
- c) Visitors must wear facial coverings. Facial Coverings will be provided to those who do not have their own.
- d) N95 Masks will be made available for use by staff upon request. Staff must watch an [instructional video](#) regarding proper fitting and use, prior to use of the N95 mask.
- e) Staff will make a work plan with their supervisor that identifies the needs of the program and work that can be done remotely. Remote work is allowed as long as program needs and licensing requirements are met. NCS staff will maintain a regular work site schedule to meet program needs. (see Remote Work Procedure)

11) Maintaining Healthy Center Based & Home Based Programs

- a) NCS will follow current guidance from Community Care Licensing, State and Local Health Departments regarding group size, physical distancing, and best

health and safety practices in the Home Based and Center Based/ Child Care setting.

b) Communicating about Covid Protocols with Children and their Caregivers

- i) Before children return to in person services, the Center Director/Home Visitor will have a virtual/phone or in person meeting with the child and their care giver to talk about our changes to our program.
 - (1) CB program will Review Drop off and Pick up
 - (a) Scheduled staggered pick up and drop off times will continue outdoors until further notice.
 - (b) Parents of CB programs will be reminded to not send their child with toys from home.
 - (2) Child/Family Health Checks, including temperature check
 - (a) Prior to bringing the child school/having a home visit, parents should consider
 - (i) Has your child or anyone living in your home had a cough, shortness of breath or sore throat during the past 24 hours?
 - (ii) Has your child or anyone living in your home had a fever during the past 48 hours?
 - (iii) Has your child or any member of your household been exposed to someone who has currently tested positive for Covid-19?
 - (iv) Has your child or anyone living in your home experienced vomiting or diarrhea in the last 24 hours?
 - (v) If they have a temperature below 100.4, and none of the above bullet points you may sign your child in for the day.
 - (vi) If their temperature is above 100.4 you will be asked to take your child home/ home visit will be cancelled and contact your medical provider or public health.
 - (b) If the parents answer YES to any of the questions, parents should contact their medical provider or public health for further direction.
 - (c) If the child needs to quarantine or miss school/visits because of illness, it will not affect his or her spot at the center/HB program. Parents should be assured that their child's teacher/home visitor will work with them to make a plan to provide activities and support while they are not able to attend in person class/visits.
 - (3) Masking is required for all people over the age of 2 per Local and state authorities. This includes, staff, parents, and children.
 - (a) Parents and staff must wear masks at all times at NCS centers and on home visits
 - (b) Children will be supported in wearing masks throughout the school session/ home visit.
 - (4) In the event of a potential Covid 19 exposure at NCS centers or Home Visits, parents will be notified if Public Health determines the exposure puts staff, children and families at risk for contracting the virus.

- (5) Parents are welcome in NCS classrooms. No more than 3 parents in the classroom at one time. Physical distancing between parents and staff is encouraged.
 - (a) Volunteering in the classroom is not permitted until further notice. Parents can volunteer to prepare materials, work in the garden when children are not present, etc.
- ii) Daily routine
 - (1) NCS lesson plans & home visits will include increased outdoor time when possible.
 - (2) Physical distancing between cohorts of children (when sites have multiple classrooms) is encouraged.
 - (3) Meal time:
 - (a) Children will be spaced three feet apart as much as feasible for meal times in a way that all children will still be visually supervised by an adult.
 - (b) Meals will be served already on plates or in bags as opposed to family style meals where children serve themselves.
 - (4) Tooth brushing: Tooth brushing at NCS centers is suspended until further notice.
- c) Modified Drop off and Pick up Procedures for Centers
 - i) Parents will be given staggered times to prevent too many people coming through the gate at once.
 - ii) Sign in will take place outside until further notice. Provide tape lines on the ground so any waiting families can stand six feet apart.
 - iii) The Center Director will greet parents at drop off/pickup outside the classroom and answer any questions.
 - iv) The health screening will be completed by the CD, including temperature check with touchless thermometer, after the screening questions have been asked and before the child is signed in.
 - v) Parents will be encouraged to bring their own pens, but there will be a container for clean and dirty pens for parents to use if they don't have their own. Parents sign their child in, and then put the used pen in "dirty pen" container if they don't have their own.
 - vi) Children will wash their hands after being signed in by their family member.
 - vii) A bottle of hand sanitizer will be available (and out of the reach of children) for staff and families to use as needed.
- a) Hand washing in NCS centers
 - i) Center staff will teach children individually how to wash hands correctly through example and by the use of songs that last 20 seconds.
 - ii) Children will wash hands upon arrival and throughout the day including after using the bathroom.
 - iii) Posters showing the steps of proper washing will also be placed near sinks for children to reference in Centers.
 - iv) Center staff will engage children in activities that help demonstrate how germs spread.

- v) NCS will provide parents of enrolled children information on proper handwashing through flyers & fact sheets for them to use at home with their children.
- b) Safe Mealtimes at NCS Centers
 - i) Programs will not provide “family style meals”. Instead, food will be individually plated or bagged in the kitchen by staff wearing gloves until further notice.
 - ii) A classroom staff member will retrieve the food and distribute to children.
 - iii) Children will be spaced as far apart as practical, while ensure that all children will be visually supervised by an adult.
- c) Rest Time at NCS Centers (for extended day programs)
 - i) Teachers will arrange mats to ensure six-foot distance when feasible.
 - ii) Classroom will be arranged to create separate napping areas for children when feasible.
 - iii) Mats will be arranged so they alternate head to toe.

12) Intensifying cleaning, disinfection, and ventilation at NCS facilities

- a) Frequently touched surfaces will be cleaned and disinfected at the end of the day according to [CDC cleaning & disinfecting guidelines](#) and [OSHA guidelines](#).
- b) Staff must use products provided by NCS which have been approved for use against COVID 19 on the Environmental Protection Agency (EPA) approved list. Products used must have a MSDS sheet on file at the site.
- c) Staff will ensure safe and correct application of disinfectants according to product labels.
- d) Hand sanitizer and wipes will be placed in common areas of office when available. Hand Sanitizer and wipes must be kept out of reach of children.
- e) Staff will disinfect their classrooms, common areas, shared objects, and work areas regularly. (See Site Cleaning & Disinfecting Procedure).
- f) Staff will increase circulation of outdoor air as much as possible such as by opening windows and doors. Doors should remain closed when children are present to maintain safety and supervision.

Related NCS Policies and Procedures: COVID 19 Leave Policy & Procedure, Site Cleaning & Disinfecting Procedure, Remote Work Procedure, Staff Support Services

OHS Performance Standard & Additional Regulations References: CDC Activities and Initiatives Supporting the COVID -19 Response; CDPH COVID -19 Industry Guidance, Community Care Licensing

Related Forms and Documents: Remote Work Agreement

Daily Staff Self-Monitoring for signs and symptoms of COVID 19

All staff will self-screen for [COVID Symptoms](#) at home prior to entering the workplace considering if they have been in close contact with a confirmed case of COVID 19 or are experiencing any of the following symptoms:

- Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- If you are experiencing any of the symptoms listed above (that are not otherwise explained by a chronic condition or cleared by a medical professional), or answered yes to any of the questions, Do Not enter the workplace. Stay home and contact your medical provider. Contact your supervisor as well. Your supervisor will contact the Health Coordinator/Manager.
 - If you experience any of the symptoms while at work, isolate yourself and leave the worksite as soon as possible. Go Home and contact your medical provider. Contact your Supervisor or Health coordinator/manager as soon as possible.
 - Supervisors will notify the Administrative Service Director and the Health Coordinator/Manager immediately upon learning that a staff member has symptoms, was exposed, or diagnosed with COVID.

Daily health screening for Children

- Has your child or anyone living in your home had a cough, shortness of breath, sore throat, headache or body aches during the past 24 hours?
- Has your child or anyone living in your home had a fever during the past 48 hours?
- Has your child or any member of your household been exposed to someone who has currently tested positive for Covid-19?
- Has your child or anyone living in your home experienced vomiting or diarrhea in the last 24 hours?

If you answer **YES** to any of the questions, you will be asked to take your child home and contact your medical provider or public health for further direction.

If you answer **NO** all the questions, the staff will take your child's temperature with a touchless thermometer.

- If they have a temperature below 100.4, they have passed the daily health screen and you may sign your child in for the day. A staff member will take them into the classroom.
- If their temperature is above 100.4 you will be asked to take your child home and contact your medical provider or public health.

If your child needs to quarantine or miss school because of illness, it will not affect his or her spot at the center. Your child's teacher will work with you to make a plan to provide activities and support while you are home with your child.