



Northcoast Children's Services Procedures

Operational Procedures to Prevent the Spread of Covid 19

Human Resources

HS/EHS/State

December 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).

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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 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: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

2) Practices to Prevent the Spread of Covid

- 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 touching garbage
- b) Staff will cover their coughs and sneezes
- c) Staff will utilize physical distancing whenever possible
- d) All person's over the age of 2 will wear cloth face coverings when around others.
- e) NCS center based programs, home visits, & socializations will include increased outdoor time when possible.
- f) Staff will increase the frequency in cleaning & disinfecting frequently touched objects including instructional materials.
- g) Signs on how to [stop the spread](#) (Spanish), [properly wash hands](#), [promote everyday protective measures](#) (Spanish) and [wearing a face covering](#) (Spanish) will be posted at NCS Facilities.

3) Remote Work

- a) Staff will make a work plan with their supervisor that identifies the needs of the program and work that can be done remotely.
- b) Remote work is allowed as long as program needs and licensing requirements are met.
- c) NCS staff will maintain a regular work site schedule to meet program needs. (see Remote Work Procedure).

4) Intensifying Cleaning, Disinfection, and Ventilation at NCS facilities

- a) Staff will disinfect their classrooms, socialization centers, kitchens, common areas, shared objects, and work areas regularly. (See Site Cleaning & Disinfecting Procedure).
 - i) Frequently touched surfaces will be cleaned and disinfected at the end of the day according to [CDC cleaning & disinfecting guidelines](#).
 - ii) 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.
 - iii) Staff will ensure safe and correct application of disinfectants according to product labels.
- b) 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.

5) Universal Masking

- a) Facial Coverings, as recommended by the CDC and required by the Office of Head Start, are required in NCS buildings, vehicles, and outdoor areas for all persons above age 2 except when:
 - i) Children or adults are either eating or drinking;
 - ii) Children when they are napping;
 - iii) When a person cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act;
 - iv) When a child's health care provider advises an alternative face covering to accommodate the child's special health care needs.
- b) 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.
 - i) 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.
- c) Facial Coverings will be provided to those who do not have their own.
- d) Children over the age of 2 will be supported in wearing masks throughout socializations, home visits, and center based care.

6) 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.

- a) Vaccine Requirements for Employment: All staff, volunteers, and those contractors whose activities involve contact with or providing direct services to children and families, must be fully vaccinated for COVID-19 by January 31, 2022. Proof of vaccination must be provided to Administrative Services.
 - i) Exemptions may be approved for those:
 - (1) For whom a vaccine is medically contraindicated with documentation from a licensed medical provider;

- (2) For whom medical necessity requires a delay in vaccination with documentation from a licensed medical provider; or
 - (3) Employees who maintain a sincerely held religious belief, practice, or observance that is in conflict with the vaccination requirement; and
 - (4) Who are legally entitled to an accommodation with regard to the COVID-19 vaccination requirements based on an applicable Federal law.
- ii) Staff requesting an exemption should contact Administrative Services Director, Pam Rex, at 707-825-1304 or pam@ncsheadstart.org.
 - iii) NCS will respond to employees who submitted requests *and all necessary documentation* for a medical or religious exemption within five (5) business days.
 - iv) Unvaccinated Employees who receive an exemption must perform the following safety measures:
 - (a) Complete a symptom check prior to reporting to work on a daily basis;
 - (b) Undergo weekly Covid-19 testing that meets the federal and state requirements at no cost to the employee;
 - 1. Testing can be completed through public health clinics, medical offices, and pharmacies that provide documentation to verify testing
 - (c) Comply with all other federal, state, and local health and safety protocols related to the Covid-19 pandemic.
 - v) Employees Not in Compliance: Employees failing to comply with the vaccine mandate will not be able to work and may face progressive discipline up to termination as defined in the Collective Bargaining Agreement.
- b) Obtaining a Vaccination: Vaccinations are available at no cost. 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/>
 - i) Vaccinations may be completed during regular work hours.
 - ii) Employees will be provided additional paid days off as necessary to recover from the side effects of vaccination.
 - c) Information about Vaccines: Information about [vaccine safety](#), FDA authorization, and known and unknown risks and benefits can be found here: [CDC Vaccination Information](#), [CDPH Vaccination Information](#).
- 7) 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
 - (1) Have been in close contact with a suspected or confirmed case of COVID 19 or
 - (2) are experiencing any of the following symptoms:
 - (a) Fever or chills
 - (b) Cough
 - (c) Shortness of breath or difficulty breathing
 - (d) Fatigue
 - (e) Muscle or body aches
 - (f) Headache
 - (g) New loss of taste or smell
 - (h) Sore throat
 - (i) Congestion or runny nose

- (j) Nausea or vomiting
 - (k) 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 and Health Coordinator/Manager as soon as possible.
- 8) Testing for COVID 19.** Testing may be completed during work hours.
- a) Testing can be obtained free through your local public health department.
 - i) Humboldt testing opportunities: <https://humboldt.gov/2787/Test-Registration>
 - ii) Del Norte testing opportunities: <https://www.covid19.dnco.org/testing>
 - b) NCS will provide rapid tests as budgets and supply allows.
 - c) Unvaccinated staff must complete weekly testing as described above.
 - d) Staff who have tested positive must notify their supervisor and avoid coming to sites or having in-person contact with other staff or families until cleared by the NCS Health Coordinator or Manager.
- 9) Exposure to COVID**
- a) In the event of a potential or suspected exposure to NCS staff, families, or enrolled children at an NCS site, notify your Supervisor, and Health Coordinator/Manager as soon as possible. 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.
 - b) NCS Health Coordinator/Manager will consult with Public Health about COVID exposures to determine how to proceed. NCS will ensure Public Health and licensing 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 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. Written notification regarding exposure will be provided to staff, and it may be done through an email, text, or a memo.
 - i) NCS staff will maintain the confidentiality of health information unless required to be disclosed to funders or other governmental agencies.
 - ii) Staff who have been exposed can obtain free testing 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.

10) Illness/COVID Symptoms at NCS Facilities

- a) If staff develop symptoms outside of work/session staff should notify the Supervisor and Health Coordinator/Manager as soon as possible and follow CDC and local Health official guidance from the Health Coordinator/Manager on what to do if you are sick.
- b) Employees/enrolled children at a NCS facility with symptoms (listed in #7 above) will be immediately separated from the group 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 below seek emergency care immediately. Call 911: 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 and Health Coordinator/Manager as soon as possible.
- 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, staff working at the site and all parents of children impacted.
- e) Any areas used by the sick person for prolonged periods of time will be closed off until after cleaning and disinfecting.
- f) Sick employees, children, and families should isolate and not return to work/school until they have received clearance from the NCS Health Coordinator/Manager to return.
 - 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).

11) Program Closures Due to COVID Exposure

- a) NCS will follow Community Care Licensing and Public Health guidance regarding closures, quarantine and isolations recommendations due to all suspected or confirmed COVID exposures.
- b) NCS will notify Licensing and OHS of any COVID 19 related CB program closures.
- c) Vaccinated staff who are not recommended to quarantine or isolate may continue to work. Vaccinated staff who are confirmed to be a close contact should not work at facilities other than their own until after a negative test conducted 5 days after exposure.
- d) Unvaccinated staff must follow quarantine, testing and isolation guidelines (see below).
- e) Staff who are required to quarantine or isolate will be paid their regular hours. Staff should enter their regular time in EWS with COVID Exposure written in the description.

12) 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 if available to increase air circulation in the area.
- b) Wait 24 hours or as long as practical before beginning cleaning and disinfection.
 - i) If less than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
 - ii) If it has been more than 3 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.

13) General Quarantine & Isolation Guidelines

- a) This is a generalized set of guidelines. Each exposure will be evaluated by the NCS Health Coordinator /Manager to determine the level of risk of each unique situation with consultation with public health as needed.

Persons Who Test Positive for COVID-19 (Isolation)	Recommended Action
Everyone, regardless of vaccination status, previous infection or lack of symptoms.	<ul style="list-style-type: none"> • Stay home for 10 days. • If fever is present, isolation should be continued until fever resolves. • Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings

Persons Who Are Exposed to Someone with COVID-19 (Quarantine)	Recommended Action
<ul style="list-style-type: none"> • Unvaccinated; OR • Vaccinated and booster-eligible but have not yet received their booster dose. <p>(Refer to CDC COVID-19 Booster Shots to determine who is booster eligible)</p>	<ul style="list-style-type: none"> • Stay home for at least 10 days, after your last contact with a person who has COVID-19. • Test on day 5. • Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings • If symptoms develop, test and stay home. • If testing positive, follow isolation recommendations above. • Strongly encouraged to get vaccinated or boosted.

Persons Who Are Exposed to Someone with COVID-19 (No Quarantine)	Recommended Action
<ul style="list-style-type: none"> • Boosted; OR • Vaccinated, but not yet booster-eligible. <p>(Refer to CDC COVID-19 Booster Shots to determine who is booster-eligible)</p>	<ul style="list-style-type: none"> • Test on day 5. • Wear a well-fitting mask around others for 10 days, especially in indoor settings • If symptoms develop, test and stay home. • If testing positive, follow isolation recommendations above.

14) 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/Socialization and Center Based/ Child Care settings.
- b) Communicating about Covid Protocols with Children and their Caregivers
 - i) Before children beginning 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 and safety protocols.
 - ii) NCS CB and HB staff will ensure that families have information about
 - (1) How to prevent the spread of COVID 19,
 - (2) Screening for signs and symptoms of Covid 19,
 - (3) Vaccination & testing information, and
 - (4) Information about increasing safety at NCS centers and Home Visits including
 - (a) health checks,
 - (b) staying home/cancelling visits when someone in the household is sick,
 - (c) masking, and
 - (d) physical distancing.

- c) Increasing outdoor time
- d) Increasing ventilation
- e) Intensifying cleaning & disinfection

15) Child/Family Health Checks, Including Temperature Check

- a) Prior to bringing the child school/socialization/parent meeting/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) Has your child or anyone living in your home been experiencing symptoms of Covid-19 in the past 10 days and are awaiting results of a Covid-19 test due to suspected infection?
 - vi) Has your child or anyone living in your home tested positive for Covid-19 in the past 10 days?
 - vii) Has your child or anyone living in your home been in close contact with someone who has tested positive for Covid-19 in the past 10 days?
 - viii) Has your child or anyone living in your home been in close contact with someone (within six feet for 15 minutes or more) who is awaiting the results of a Covid-19 test, in the past 10 days?
- b) If the parents answer YES to any of the questions above, parents should leave the center/cancel visit and contact their medical provider or public health for further direction.
- c) Temperature checks. NCS staff will complete temperature checks on the child prior to the entering home/ welcoming the family to the center.
 - i) If the child has a temperature below 100.4 and answered No to the above questions, they may attend the home visit/socialization.
 - ii) If the child has a temperature is above 100.4, the parent will be asked to take the child home / home visit will be cancelled and contact their medical provider or public health.
- d) 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.

16) Modified Drop off and Pick up Procedures for Center Based Programs

- a) Teachers may give parents staggered drop off and pick up times to prevent too many people coming through the gate at once.
- b) Sign in will take place outside until further notice. Provide tape lines on the ground so any waiting families can stand six feet apart.

- c) The Center Director will greet parents at drop off/pickup outside the classroom and answer any questions.
- d) 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.
- e) 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.
- f) Children will wash their hands after being signed in by their family member.
- g) A bottle of hand sanitizer will be available (and out of the reach of children) for staff and families to use as needed.
- h) 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.
 - i) 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.

17) Home Visits.

- a) Each Home Visitor will provide weekly in person visits to enrolled families.
- b) Center Based Programs will offer 2 home visits each school year.
- c) Staff, family members, and children over the age of 2 should wear face coverings throughout the visit.
- d) Families should be prompted to reflect on the Covid Screening questions prior to entering the home.
 - i) If the family answers yes to any of the screening questions or the child has a temperature, exit immediately and notify a supervisor.
- e) If a home visit is cancelled due to a family responding yes to any of the screening questions, or because the family needs to quarantine or isolate, the visit can be conducted through alternate means, either as virtual or phone call.
- f) Staff should maintain physical distance with family members whenever feasible.
- g) Visits should be conducted outside when possible.
- h) Home visitors should encourage families to find ways to increase air circulation when visits are conducted indoors to the extent practical.
- i) Staff should make efforts to reduce contact with surfaces as much as feasible during home visits, use hand sanitizer, and avoid touching your face.

18) Socializations. In person socializations will resume January 2022.

- a) Each Home Visitor will provide 2 in person socializations per month. In order to maintain more stable cohorts, Home Visitors may not hold socializations together at this time.
- b) Staff, caregivers, and children 2 and older must wear face coverings throughout the socialization per NCS masking guidelines.
- c) Families should be prompted to reflect on the Covid Screening questions prior to entering the socialization center.
- d) The Home Visitor will conduct the temperature screening on the child prior to the family entering the socialization center.
- e) If the family answers yes to any of the screening questions or the child has a temperature over 100.4, let the family know they cannot attend the socialization and notify a supervisor.

- f) Families should wash their hands, with parents assisting their children, upon entry in to the classrooms.
- g) Physical distancing between children and families from different households is encouraged with the understanding that maintaining distance between young children is often not feasible.
- h) NCS socializations should include increased outdoor time when possible.
- i) Home visitors may opt to provide socializations in smaller groups. For example: HV may provide 4 total socializations per month, with half of the families invited to 2 socializations and the other half invited to the other two.

20) Parent Meetings. In person Parent Meetings will resume in January 2022.

- a) In order to maintain cohorts and small group size, each center and home based program must conduct in person parent meetings per classroom/home base caseload. Programs will not combine parent meetings with other programs until further notice.
- b) Programs will provide childcare at the site for the meeting.
- c) Each family will be asked the Covid Screening questions prior to entering the facility.
- d) All staff and family members over the age of 2 must wear masks per NCS masking guidelines.
- e) Family members should wash their hands upon arrival to the NCS facility.
- f) NCS will not be serving meals during parent meetings at this time. Staff may choose to provide a take and make meal for families with non-perishable foods.
- g) All parent committee meeting paperwork will need to be completed and signed by a parent from the program. This includes the “Parent Meeting Minutes” and “PAF voucher” (See Procedures FES2-P2 Parent Committee Meetings and FES2-P4 Parent Activity Funds)

21) Hand Washing Education

- a) 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) Teachers and Home Visitors will engage children and parents in activities that help demonstrate how germs spread.
- c) Center and Home Based staff will teach children individually how to wash hands correctly through example and by the use of songs that last 20 seconds.
- d) Children will wash hands upon arrival and throughout the day including after using the bathroom and prior to eating.
- e) Posters showing the steps of proper washing will also be placed near sinks for reference in NCS facilities.

22) Safe Mealtimes at NCS Centers & Socializations. Family Style Meals will resume January 2022 for Home Base Programs and February 2022 for Center based programs.

- a) NCS kitchens and supplies will be cleaned and disinfected as describe in S1-P2 Site Cleaning & Disinfection Procedure (2021 revision date)
- b) Meals and snacks will be provided “family style” in order to support children and family nutrition (as described in NCS procedures HS5-P1, Meal Service).
 - i) Children may serve themselves
 - ii) Parents and/or staff may assist younger children to serve themselves.
- c) Disposable items may be used for meal and snack service when staffing and time constraints deem it necessary.
- d) Meal patterns for CACFP will be followed for center based programs.
- e) Food will be served at socializations.

- i) Home Visitors who obtain their food from center or vended cooks will provide adequate notice and complete the required paperwork (as described in NCS procedures HS5-P1, Meal Service). Cooks will provide the same food as they prepare for the center.
- ii) Rural Home Visitors providing meal service will shop & prepare foods according to the modified snack patterns (attached), and adhere to the food purchasing procedures (as described in HS5-P3 – Food Purchasing)
- iii) Children under the age of 1 will be provided age appropriate food provided by the Home Visitor (as described in NCS procedures HS5-P1, Meal Service).
- f) Meal time should be conducted outdoors as often as possible.
- g) Children, staff, and families will be spaced as far apart as feasible for meals. Staff may request additional tables to facilitate physical distancing as space allows.
- h) Children and families should be kept in the same pod as much as feasible from one day/socialization to the next. For example: staff & children in centers should have assigned seating and be kept together in a group for unmasked and other close contact activities. Families should be kept in a pod during meal times at socializations.
- i) Staff are welcome, but not required, to eat during meal and snack time.

23) Tooth Brushing

- a) Tooth Brushing will resume after staff training on the new method. (estimated 2/2022)
- b) Staff who assist children with tooth brushing should be fully vaccinated and masked. Staff may consider wearing face and eye protection for additional protection. Children brush their own teeth with coaching from staff.
- c) Tooth brushing should occur at the classroom table with children sitting as far apart as feasible with staff supervision.
- d) The table should be cleaned and disinfected after tooth brushing.
- e) The tooth brushes should be sanitized at the end of the day using a toothbrush sanitizer.

24) Rest Time at NCS Centers (for extended day programs)

- a) Teachers will arrange mats to ensure six-foot distance when feasible.
- b) Classroom will be arranged to create separate napping areas for children when feasible.
- c) Mats will be arranged so they alternate head to toe.
- d) Napping children should not wear masks.

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

OHS Performance Standard & Additional Regulations References: HSPS 1302.47, safety Practices; [ECLKC](#) OHS Covid Updates; CDC Activities and Initiatives Supporting the COVID - 19 Response; CDPH COVID -19 Industry Guidance, Community Care Licensing

Related Forms and Documents: Remote Work Agreement,

Sources: [CDC Child Care Guidance](#) (11/10/21); [CDPH Child Care Guidance](#) (6/29/21); [CDPH Testing Guidance](#) (10/29/21); [Humboldt Quarantine Order](#) (1/05/22); [Del Norte Quarantine & Isolation Information](#) (1/05/22)

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 and the Health Coordinator/Manager as soon as possible.

 - If you experience any of the symptoms while at work, isolate yourself and leave the worksite as soon as possible. Go Home. 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.

Child/Family Health Screening for COVID 19

Prior to bringing the child to the center/socializations/having a home visit, parents should complete a health screening including the following questions:

- Has your child or anyone living in your home had a cough, shortness of breath or sore throat 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?
- Has your child or anyone living in your home been experiencing symptoms of Covid-19 in the past 10 days and are awaiting results of a Covid-19 test due to suspected infection?
- Has your child or anyone living in your home tested positive for Covid-19 in the past 10 days?
- Has your child or anyone living in your home been in close contact with someone who has tested positive for Covid-19 in the past 10 days?
- Has your child or anyone living in your home been in close contact with someone (within six feet for 15 minutes or more) who is awaiting the results of a Covid-19 test, in the past 10 days?

Temperature checks. NCS staff will complete temperature checks on the child prior to entering a NCS facility.

- If the child has a temperature below 100.4 and answered No to the above questions, they may attend the center/playgroup.
- If the child has a temperature is above 100.4, the parent will be asked to take the child home contact their medical provider or public health.

If you answered YES to any of the questions, the child should not attend school/ home visit and/or the family should not attend the playgroup or parent meeting. Parents should contact their medical provider or public health for further direction.

If you need to quarantine or miss visits because of illness, it will not affect your spot in the program. Your child's teacher/home visitor will work with you to make a plan to provide activities and support while you are not able to attend in person center/ home visits and playgroups/parent meetings.