



## Northcoast Children's Services Procedures

### Operational Procedures to Prevent the Spread of Covid 19

Human Resources

HS/EHS/State

August 2022

#### **Procedure:**

As COVID-19 is a new disease and the understanding of risks is continuing to evolve, 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) and will notify staff of any changes as needed.

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## Prevention

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### 1) Practices to Prevent the Spread of Covid

- a) Self-Monitoring for signs & symptoms of COVID 19.
- b) Vaccination. NCS staff & families are encouraged to obtain & stay up to date on free Covid 19 vaccinations.
- c) Testing. Getting tested if you are exposed or have symptoms of Covid 19.
- d) Isolation & Quarantine. Following CDC recommendations for isolation & quarantine.
- e) Masking. All person's over the age of 2 are *strongly recommended* to wear face coverings when around others. Masking is required:
  - i) In areas with High [Covid 19 Community Levels](#)
  - ii) In the event of outbreaks (3 or more cases in a 14-day period)
  - iii) For 10 days after exposure
- f) Handwashing. Staff will utilize & promote recommended handwashing strategies
- g) Respiratory Etiquette. Covering coughs and sneezes
- h) Ventilation. NCS will include increased ventilation and outdoor time when possible.
- i) Cleaning & Disinfection. Staff will increase the frequency in cleaning & disinfecting frequently touched objects.
- j) Physical Distancing. NCS will avoid crowding and work to increase physical distancing where feasible.
- k) Being Informed. Signs on how to promote everyday protective measures and properly wash hands will be posted at NCS Facilities.
- l) Monitoring [Covid 19 Community Levels](#) and adjusting layered prevention measures when needed. NCS Health Staff will notify staff of any changes in Community Levels and prevention measures in the weekly memo and via email.

### 2) Self-Monitoring for Signs and Symptoms of COVID 19.

- i) All staff will self-screen for [COVID Symptoms](#) daily at home prior to entering the workplace considering if they have been in close contact with a suspected or confirmed case of COVID 19 or are experiencing any of the following symptoms (that are not otherwise explained by a chronic condition or cleared by a medical professional):

Fever or chills	New loss of taste or smell
Cough	Sore throat
Shortness of breath or difficulty breathing	Congestion or runny nose
Fatigue	Headache
Muscle or body aches	Diarrhea
Nausea or vomiting	

- b) If you are experiencing any of the symptoms listed above, **Do Not enter the workplace.** Stay home and contact your Supervisor and Health Coordinator/Manager as soon as possible.
- 3) **Vaccinations.** Covid 19 vaccinations and boosters reduce the risk of spreading the virus as well as severe illness and hospitalization.
- a) **Information about Vaccines:** NCS staff will help promote routine and COVID vaccination for children and families.
- i) Information about [vaccine safety](#), FDA authorization, and known and unknown risks and benefits can be found here: [CDC Vaccination Information](#), [CDPH Vaccination Information](#).
- 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) Vaccine clinic information will be shared regularly in the weekly memo & posted at sites.
- ii) Covid 19 Vaccinations & Boosters may be completed during regular work hours.
- iii) Employees will be provided additional paid days off as necessary to recover from the side effects of vaccination.
- c) **Vaccine Requirements for Employment:** All staff, volunteers, and those contractors whose activities involve contact with or providing direct services to children and families, must have the initial series of Covid 19 vaccine. Additional boosters as recommended by the CDC are strongly encouraged. Proof of vaccination must be provided to Administrative Services along with updated copies with each additional booster.
- i) Exemptions:
- ii) 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.
- iii) Staff requesting an exemption should contact Administrative Services Director, Pam Rex, at 707-825-1304 or [pam@ncsheadstart.org](mailto:pam@ncsheadstart.org).
- iv) NCS will respond to employees who submitted requests *and all necessary documentation* for a medical or religious exemption within five (5) business days.
- v) 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;

(c) Comply with all other federal, state, and local health and safety protocols related to the Covid-19 pandemic.

vi) 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.

**4) Testing for COVID 19.** Testing may be completed during work hours.

- a) Obtaining Tests. Testing can be obtained free through your local public health department. Additionally, testing is available free at many local pharmacies. Testing is also available through your medical provider. NCS will share testing locations and schedules in the weekly memo & post at sites.
  - i) Humboldt testing opportunities: <https://humboldt.gov/2787/Test-Registration>
  - ii) Del Norte testing opportunities: <https://www.co.del-norte.ca.us/departments/covid19/C19Testing>
  - iii) NCS will provide rapid tests as budgets and supply allows.
- b) Unvaccinated staff must complete weekly testing as described above.
- c) What to do if you test positive. Staff who have tested positive must notify their Supervisor. Do NOT come to sites or having in-person contact with other staff or families until cleared by the NCS Health Coordinator or Manager.

**5) Masking / Face Coverings**

- a) NCS will follow the CDC guidance on masking based on the [COVID 19 Community Levels](#). NCS Health Staff will notify staff of any changes in Community Levels and prevention measures in the weekly memo and via email.
  - i) **Low**: Masking optional but strongly recommended.
  - ii) **Medium**: Masking optional but strongly recommended.
  - iii) **High**: Masking **required** in indoor public spaces at NCS activities.
    - (1) Staff may remove their mask if they are alone with the door closed
- b) Facial Coverings are strongly recommended at all times, no matter the community level, 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.
- c) **Staff, children (over the age of 2) and parents who are exposed must wear a face covering around others for a total of 10 days after exposure.**
- d) 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.

**6) Remote Work**

- a) NCS staff will maintain a regular work site schedule to meet program needs. (see Remote Work Procedure). All NCS staff are expected to resume in person work.
- b) Staff may make a work plan with their supervisor that identifies the needs of the program and work that can be done remotely. Requests for remote work require prior approval by the Executive Director and must not interfere with NCS operations.
- c) Any approved remote work plan that impedes the timely delivery of services will be reevaluated for appropriateness.

- 7) Confidentiality.** NCS will maintain confidentiality of any child or staff member who has been exposed to, or confirmed positive for, COVID 19 unless disclosure is required or permitted by law. NCS Health Staff, Directors, and Supervisors and other staff may be notified as needed in order to provide appropriate response to COVID hazards. Information on COVID-19 cases will be provided to the local health department, CDPH, Cal OSHA, and NIOSH immediately upon request, and when required by law.

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### **Covid 19 Exposure & Illness**

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#### **8) Exposure to COVID 19**

a) Definitions:

- i) An “Exposure” is defined as sharing the same indoor space for a total of 15 minutes or more within a 24-hour period during an infected person’s infectious period.
- ii) “Exposed Group” means all people at a NCS location, working area, or a common area at the same time where a COVID-19 case was present at any time during the infectious period.

(1) Exceptions:

- (a) Momentarily passing through a location without congregating while everyone is wearing face coverings is not considered exposure.
- (b) If the COVID-19 case was present for less than 15 minutes during the infectious period, and wearing a face covering during the entire visit, other people present are not considered part of the exposed group.

iii) “Infectious period” unless otherwise defined by CDPH regulation means:

- (1) For COVID-19 cases who develop COVID-19 symptoms, from two days before they first develop symptoms until all of the following are true: it has been 10 days since symptoms first appeared; 24 hours have passed with no fever, without the use of fever-reducing medications; and symptoms have improved.
- (2) For COVID-19 cases who never develop COVID-19 symptoms, from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

- b) In the event of a potential or suspected exposure to NCS staff, families, or enrolled children at a NCS site, notify your Supervisor and Health Coordinator/Manager as soon as possible.
- c) Supervisors, Health Coordinator/Manager and Administrative Services Director will work together to determine which employees may have been exposed and may need to take additional precautions utilizing the CDPH, CDC and Public Health recommendations.
- d) NCS will follow Community Care Licensing, CDC and Public Health guidance regarding closures, quarantine and isolations recommendations due to suspected or confirmed COVID exposures. This may include Program Closures if recommended.

#### **9) Outbreaks of COVID 19 Cases**

a) Definitions:

- i) An “Outbreak” is defined as three or more COVID 19 cases in an exposed group within a 14-day period among people who are epidemiologically linked in the setting, and are not known to be close contacts of each other in any other case investigation.

- ii) A “Major Outbreak” is defined as 20 or more COVID 19 cases in an exposed group within a 30-day period.
- b) Any known or suspected outbreak will be reported to the Local Health Department. NCS will follow the guidance for outbreak response from the local public health department.
- c) During an Outbreak, testing will be made available to all employees in the exposed group immediately and weekly or more frequently as recommended by the local public health department. In a Major Outbreak, testing will be made available twice a week.
- d) During an Outbreak, employees who have had close contact must have a negative test within 3 to 5 days after exposure or be excluded from working onsite until return to work criteria have been met. In a Major Outbreak, employees in the exposed group must be tested or excluded from working onsite until return to work criteria have been met.
- e) During and outbreak, face coverings are required in public indoor spaces and when outdoors and less than 6 feet from another person.
  - i) Face coverings will be provided.
  - ii) Staff may obtain a respirator (N 95) by request to the Program Support Manager.
- f) NCS will review the Covid 19 hazards and procedures and implement changes to reduce the transmission of COVID 19 based on the investigation.

#### **10) Illness/COVID Symptoms at NCS Facilities**

- a) Employees/enrolled children at a NCS facility with COVID 19 symptoms will be immediately separated from the group and sent home.
  - i) Ensure that isolated children continue to receive adequate care and supervision and that the health of the child is continually observed throughout the day according to licensing requirements. Staff should wear masks while caring for the ill child.
  - ii) If the employee is unable to safely drive themselves home, a family member or other emergency contact will be called.
- b) Close off areas visited by the ill persons. Open windows and use ventilating fans if available to increase air circulation in the area.
- c) Notify your Regional Supervisor and Health Coordinator/Manager as soon as possible.

#### **11) Cleaning and Disinfecting after a Person Confirmed to Have COVID -19 Has Been in the Facility.** (See Site Cleaning & Disinfecting Procedure)

- a) According to CDPH, NCS routine cleaning & disinfection practices are enough to sufficiently remove potential viruses that may be on surfaces.
- b) If a sick person or someone who tested positive for COVID-19 has been in your facility within the last 24 hours, you should increase cleaning and disinfection practices outside of routine practices as much as feasible. Staff should clean and disinfect areas used by the ill persons, focusing especially on shared frequently touched surfaces.
- c) 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.

#### **12) Missing Work for COVID 19 Related Reasons**

- a) Staff may be required to quarantine when exposed or isolate when sick and may not be able to work onsite during that time.
- b) When NCS employees are excluded from work due to a work related COVID 19 exposure, NCS will maintain employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by temporary disability or workers' compensation. See [COVID-19-related benefits](#) for more information.
- c) Staff will be provided information on benefits that they may be eligible for while they are off work for Covid related reasons.
- d) Staff who are excluded from work due to COVID 19 should contact Administrative Services regarding their benefits and time entry in EWS.

**13) Notifications for Exposure Incidents, Outbreaks, & Program Closures**

- a) NCS will ensure Public Health (Health Staff) and licensing (Ed Manager) officials are notified within 48 hours if there are three or more confirmed cases at one location within a two-week period.
- b) NCS will notify Licensing (Ed Manager) and OHS (Executive Director or designee) of any COVID 19 related Center Based program closures.
- c) NCS will notify NCS families who have been determined to be exposed and any program closures, quarantines, and masking requirements.
  - i) NCS CD/HV will post a parental notification in a visible place for parents and guardians.
  - ii) NCS CD/HV will send/give written communications to parents and staff to inform them of COVID 19 exposure along with recommendations on how to prevent the spread of COVID 19 and testing information. When funding allows, at home tests will also be given to families to test their child.
  - iii) Children and families who are exposed must wear a face covering around others for a total of 10 days after exposure.
  - iv) NCS CD/HV will maintain ongoing communication with families via electronic communications, phone calls, learning genie, or other methods.
- d) NCS Staff will be notified regarding exposure at their worksite, and it may be done through an email, text, or a memo. The Health Team will send out an email to notify that an exposure occurred at the site with the dates of exposure. The Health Team will work with the infected person and their Supervisor to complete contract tracing and contact close contacts. Administrative services will send out notice to staff who were determined to be at the work site.
  - i) Staff who may have been exposed will be notified of:
    - (1) Current recommendations from CDPH / CDC
    - (2) When and how to obtain free testing during work hours. Free testing sites will be posted in the weekly memo.

(3) Staff who are exposed must wear a face covering around others for a total of 10 days after exposure.

#### **14) General Quarantine & Isolation Guidelines**

- a) This is a generalized set of guidelines based on current recommendations from CDPH. Please note that recommendations may change based on community conditions, local state, or federal public health orders. Additionally, outbreaks may require additional quarantine & isolation periods.
- b) 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.

<b>Persons Who Test Positive for COVID-19 (Isolation)</b>	<b>Recommended Action</b>
Everyone, regardless of vaccination status, previous infection or lack of symptoms.	<ul style="list-style-type: none"> <li>• <b>Stay home until:</b> At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of first positive COVID-19 test;</li> <li>• Any symptoms are resolving and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever reducing medications; and</li> <li>• A negative COVID-19 test from a specimen collected on the fifth day or later is obtained;</li> <li>• If unable to test, 10 days have passed from the date that COVID-19 symptoms began</li> <li>• Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.</li> </ul>

<b>Persons Who Are Exposed to Someone with COVID-19</b>	<b>Recommended Action</b>
<b>NO Quarantine</b>	<ul style="list-style-type: none"> <li>• Test on day 5.</li> <li>• Close contacts wear a well-fitting mask around others for a total of 10 days, especially in indoor settings</li> <li>• If symptoms develop, test and stay home.</li> <li>• If testing positive, follow isolation recommendations above.</li> <li>• Strongly encouraged to get vaccinated or boosted if eligible.</li> </ul>



<p><b>Quarantine</b></p> <p>In the household with an active case and unable to isolate (ex. caring for a child with Covid)</p>	<ul style="list-style-type: none"> <li>• Stay home and quarantine for at least 5 days.</li> <li>• Wear a mask if you must be around others in your home.</li> <li>• Test on day 5.</li> <li>• Can return to school/work if testing negative and no symptoms have developed.</li> <li>• Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings</li> <li>• Watch for symptoms until 10 days after exposure.</li> <li>• If symptoms develop, test and stay home.</li> <li>• If testing positive, follow isolation recommendations above.</li> <li>• Strongly encouraged to get vaccinated or boosted if eligible</li> </ul>
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### Center & Home Based Services

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#### **15) 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) Staff will increase outdoor time whenever possible
- c) Staff will disinfect their classrooms, socialization centers, kitchens, common areas, shared objects, and work areas regularly. (See Site Cleaning & Disinfecting Procedure).
- d) Staff will increase ventilation by opening windows & utilizing portable HEPA filters
  - i) 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.)

#### **16) Communicating with Children and their Caregivers**

- a) At enrollment, the Center Director/Home Visitor talk about safety protocols. (See Parent Handbook COVID Addendum)
  - i) Information about increasing safety at NCS centers and Home Visits including
    - (1) daily health checks,
    - (2) staying home/cancelling visits when someone in the household is sick or exposed to COVID 19. Absences for COVID related reasons will not impact the child's spot in the program.
    - (3) Masking is optional, but ***strongly recommended***. Masking is ***required***:
      - (a) in communities in the **High** Covid Community Level (as defined by CDC) and
      - (b) after Covid 19 exposures.
    - (4) Potential closures during outbreak periods as recommended by public health
- b) NCS CB and HB staff will ensure that families have information about
  - i) Signs and symptoms of COVID 19,
  - ii) How to prevent the spread of COVID 19,

iii) Vaccination & Testing information (shared regularly in Weekly Memo)

### **17) Hand Washing Education**

- c) NCS will provide parents of enrolled children information on proper handwashing through flyers & fact sheets for them to use at home with their children.
- d) Teachers and Home Visitors will engage children and parents in activities that help demonstrate how germs spread.
- e) 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.
- f) Children will wash hands upon arrival and throughout the day including after using the bathroom and prior to eating.
- g) Posters showing the steps of proper washing will also be placed near sinks for reference in NCS facilities.

### **18) Child Daily Health Checks for Centers & Playgroup**

- a) The health screening will be completed by the staff, before the child is signed in to the center/socialization. The Staff will check the child's temperature with a touchless thermometer, after the screening questions have been asked.
- b) Prior to bringing the child school//parent meeting/having a home visit, parents will complete the Child/Family Health Screening for COVID 19.
- c) Temperature checks. NCS Staff will complete temperature checks on the child prior to the entering welcoming the family to the center/socialization.
  - i) If the child has a temperature is above 100.4, the parent will be asked to take the child home and contact their medical provider or public health.
- d) After the daily health screening, the family may sign into the center/socialization if the family answered no to all of the screening questions and the child does not have a fever.
- e) Children should wash their hands, with parents or staff assisting, upon entry in to the classrooms.
- f) Children who have a fever or whose parents answered yes to the screening questions 1-3 should not attend school/home visits/playgroups/parent meetings. The parents should take the child home and contact their medical provider.

### **19) Home Visits**

- a) 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, leave immediately and notify a supervisor.
- b) 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.
- c) Staff should maintain physical distance with family members whenever feasible.
- d) Visits should be conducted outside when possible.
- e) NCS staff should encourage families to find ways to increase air circulation when home
- f) Staff should make efforts to reduce contact with surfaces as much as feasible during home visits, use hand sanitizer, and avoid touching your face.

### **20) Playgroups**

- a) No more than 3 programs can combine their playgroups.
- b) Each family will be asked the Covid Screening questions prior to entering the facility.

- c) Family members should wash their hands after screening.
- d) All staff and family members over the age of 2 are *strongly recommended* to wear masks.

### **21) Parent Meetings**

- a) No more than 3 programs can combine their parent meetings.
- c) All staff and family members over the age of 2 are *strongly recommended* to wear masks.
- d) Each family will be asked the Covid Screening questions prior to entering the facility.
- e) Family members should wash their hands after screening.

### **22) Meal Time**

- a) NCS will return to family style meals (See HS5 P1 Meal Service) with the following recommendations:
  - i) Arranging tables to spread children out or the use of name cards to provide regular cohorts and spacing of children is recommended.
  - ii) Providers should follow proper handwashing, cleaning, and disinfection practices before and after eating.
  - iii) Maximize physical distance as much as possible while eating, especially indoors. When possible, consider using additional spaces for meal time seating, including eating outdoors or in well-ventilated spaces.

### **23) Tooth Brushing** (See 2022 Tooth Brushing Procedure)

- a) Center and Home Base programs will use the table tooth brushing procedure.
- b) Staff are *strongly recommended* to wear masks, gloves and eye protection when facilitating tooth brushing.

### **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, Parent Committee Meetings, COVID Prevention Plan

**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, Cal OSHA Temporary Standards

**Related Forms and Documents:** Remote Work Agreement,

**Sources:** CAL OSHA [COVID-19 Prevention – Emergency Temporary Standards](#) (May 6, 2022)

## **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.

If the person with symptoms is experiencing any of the emergency warning signs below seek emergency care immediately. If you Call 911: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Emergency warning signs include:

Trouble Breathing

Persistent Pain or Pressure in the chest

New confusion

Inability to wake or stay awake

Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

Any other symptoms that are severe or concerning to you

## **Child/Family Health Screening for COVID 19**

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**Staying home when sick is one of the most important ways you can help to prevent the spread of COVID 19 in our programs. In order to help keep all of the children in our programs safe, we ask parents to thoughtfully reflect on their child's wellness.**

**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, sore throat, vomiting, diarrhea, or fever during the past 24 hours?
- 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 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 any member of your household been exposed to someone or had close contact with someone who has tested positive for Covid-19 in the last 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 the child has a temperature is above 100.4, or the answers to questions 1-3 are yes, the parent will be asked to take the child home and contact their medical provider. If the answers to the questions 4 or 5 are yes, the child needs to wear a mask at school.

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.

## NCS Family Notice of Suspected/Confirmed COVID 19 Exposure

Dear NCS Families,

It has been determined that your child *may have been present* at \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_ at the same time as a suspected or confirmed COVID-19 case.

Children who do not have any symptoms can continue attending school, and should test on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Everyone who was exposed **must wear a mask** at NCS centers for 10 days after exposure.

Because your child may have been exposed, you should:

- **Monitor your & your child's health daily** and be alert for fever, cough, shortness of breath, or [other COVID 19 symptoms](#).
  - **If any symptoms develop, isolate, and get tested as soon as possible.**
    - If you have a positive test result, please contact your medical provider and/or public health.
    - Notify your teacher of a positive test result as soon as possible.
- **Wear a Mask** in indoor and outdoor public spaces
- **Maintain physical distance** from others and avoid crowded spaces
- **If no symptoms develop, test on day 5** \_\_\_\_/\_\_\_\_/\_\_\_\_
  - If symptoms develop after day 5 then re-test.
- **If symptoms develop at any point, test and stay home.**
  - Testing is available for free at public health clinics, and many pharmacies.
- If testing positive, follow isolation recommendations.
  - If your test is positive, please contact your medical provider and/or public health.
  - Notify your teacher/home visitor of a positive test result as soon as possible.

If you have any questions, please contact your teacher/home visitor, medical provider, or your local Public Health Department.

Humboldt County COVID Information: (707) 441-5000

<https://humboldt.gov/2018/Humboldt-Health-Alert>

Del Norte County Covid Information: (707) 464-0861

<https://www.co.del-norte.ca.us/covid19>

California Department of Public Health Covid Information

<https://www.cdph.ca.gov>

## **Aviso familiar de NCS sobre exposición sospechosa/confirmada de COVID-19**

Estimadas familias de NCS,

Se ha determinado que su hijo *pudo haber estado presente* en \_\_\_\_\_  
el \_\_\_\_/\_\_\_\_/\_\_\_\_ al mismo tiempo que un caso sospechoso o confirmado de COVID-19.

Los niños que no tengan ningún síntoma pueden continuar asistiendo a la escuela y deben hacerse la prueba el \_\_\_\_/\_\_\_\_/\_\_\_\_.

Todas las personas que estuvieron expuestas deben usar una máscara en los centros de NCS durante 10 días después de la exposición.

Debido a que su hijo puede haber estado expuesto, usted debe:

- **Monitorear su salud y la de su hijo a diario** y esté atento a la fiebre, tos, dificultad para respirar u otros [síntomas de COVID-19](#).
  - Si se desarrolla algún síntoma, aísele y hágase la prueba lo antes posible.
    - Si tiene un resultado positivo en la prueba, comuníquese con su proveedor médico y/o salud pública.
    - Notifique a su maestro/visitante domiciliario de un resultado positivo en la prueba tan pronto como sea posible.
- **Use una máscara** en espacios públicos interiores y exteriores
- **Mantenga la distancia física** de los demás y evite los espacios concurridos
- **Si no desarrolla ninguna síntoma, hágase la prueba el 5º día** \_\_\_\_/\_\_\_\_/\_\_\_\_
- Si se desarrolla algún síntoma, aísele y hágase la prueba lo antes posible.
  - Las pruebas están disponibles gratuitas en las clínicas de salud pública y muchas farmacias.
- Si la prueba sale positivo, sigue las recomendaciones del aislamiento.
  - Si su prueba es positiva, comuníquese con su proveedor médico y/o salud pública.
  - Notifique a su maestro/visitante domiciliario de un resultado positivo en la prueba lo antes posible.

Si tiene alguna pregunta, comuníquese con su maestro/visitante domiciliario, proveedor médico o su Departamento de Salud Pública local.

Humboldt County COVID Information: (707) 441-5000

<https://humboldt.gov.org/2018/Humboldt-Health-Alert>

Del Norte County Covid Information: (707) 464-0861

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# COVID-19 GUIDANCE WHEN NCS STAFF IS FEELING SICK OR TESTS POSITIVE \*\*\*



CASE  
**1**

**DAY 0**

**Staff feels sick or has fever.**



**DAY 1-5**

**IMMEDIATELY ISOLATE**  
Send home or stay home.  
Staff gets COVID-19 test.\*\* If **NEGATIVE**, can return when:

1. Feeling better AND
2. Fever has been gone at least 24 hours without fever reducing medication.

If you have tested positive or are concerned you might have Covid-19 contact your **Supervisor** then contact a **Health Team** staff member - Micki (825-1314) or Stephanie (825-1322)

CASE  
**2**

**DAY 0**

**Staff is POSITIVE for COVID-19\***

- If **staff** feels sick at any time, Day 0 is first sick day.
- If never sick, Day 0 is the day **staff** was swabbed.

**DAY 1-5**

**Staff stays home**



**Do NOT enter the Workplace**

**DAY 5**

**Covid 19 Testing**

*If you need assistance with free COVID 19 testing resources, contact a Health Team member. Do not enter the workplace to get one.*

**DAY 6-10**

Staff may return when:

1. Feeling better AND
2. Fever has been gone for at least 24 hours without fever-reducing medicine.
3. **Test is negative.**

**Wear a mask around others** except during mealtimes.

**DAY 11+**

**DO NOT TEST -**  
Staff without fever and symptoms resolving may return.

**\*If staff tests POSITIVE without symptoms, then feels sick later, Day 0 is now the day they started feeling sick. Restart #2 at Day 0.**  
**\*\*If sick staff is not tested and there is not another diagnosis from a healthcare provider, staff should stay home for 10 days.**

**\*\*\* This is a general set of guidelines and are subject to change with new information/guidance or the unique circumstances of your case**





# COVID-19 CHILD CARE GUIDANCE WHEN A CHILD IS FEELING SICK OR TESTS POSITIVE



CASE  
**1**

**DAY 0**

**Child feels sick or has fever.**



**DAY 1-5**

**IMMEDIATELY ISOLATE**  
**Send home or stay home.**

Child gets COVID-19 test.\*\*  
If **NEGATIVE**, can return when:

1. Feeling better AND
2. Fever has been gone at least 24 hours without fever reducing medication.

If your child has tested positive for COVID-19 or you suspect they may have COVID, please notify your child's Teacher or Home Visitor as soon as possible

CASE  
**2**

**DAY 0**

**Child is POSITIVE for COVID-19\***

- If child feels sick at any time, Day 0 is first sick day.
- If never sick, Day 0 is the day child was swabbed.

**DAY 1-5**

**Child stays home**



**DAY 5**

- Testing recommended for 2 years of age and older
- Under 2 years of age: testing not required.

**DAY 6-10**

**Child may return when:**

1. Feeling better AND
2. Fever has been gone for at least 24 hours without fever-reducing medicine.
3. Covid test is negative.

If 2 years or older should wear a mask except during naps and mealtimes.

**DAY 11+**

**DO NOT TEST**  
Child without fever may return when symptoms are resolving.

*\*If child tests POSITIVE without symptoms, then feels sick later, Day 0 is now the day they started feeling sick. Restart #2 at Day 0.*

*\*\*If sick child is not tested and there is not another diagnosis from a healthcare provider, child should stay home for 10 days.*

