



Utah Community Action™
Committed to Ending Poverty

COVID-19 SAFETY MANUAL

AUGUST 2020

This manual has been created for the safety of our staff, children and families during COVID-19. Resources and information used directly from: UCA Policies & Procedures, Utah Association of Local Health Departments, Utah Department of Health, Governor's Office, CDC, Office of Head Start and Office of Child Care.

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COVID-19 UPDATES:

The changes in our lives due to the COVID-19 Pandemic are many. Unfortunately, the impact of the virus continues to change the most fundamental aspects of how we live, including how we hold school. In response to these challenging times and an overabundance of caution, Head Start will be re-opening with smaller class sizes and will implement physical-distancing guidelines

This means that classrooms will be limited to 10 children for onsite, face to face instruction in both our extended day (6-hour dosage) and half-day (3 ½ hour) classrooms. We will also be offering virtual learning with teacher-led support for families who choose to engage in this learning option. We recognize that this may present some challenges, and we hope that we will once again be able to serve at full capacity later within the school year.

Virtual Learning: This program option will offer support for parents and children. You will receive a designated days/times that you and your classroom team agree upon to be able to ensure that your child is getting the support and services necessary. If at any time you wish to transition to onsite instruction, please ask your Teacher/Family Advocate for a transfer. We will do our best to accommodate your request.

Center-based learning Children enrolled in this program option will attend school in person at one of our designated Head Start/Early Head Start facilities. If at any time you wish to transition to virtual learning, please ask your Teacher/Family Advocate for a transfer. We will do our best to accommodate your request.

DROP-OFF & PICK-UP PROCEDURES:

As a precautionary measure due to COVID-19 and for the health & safety of our staff and your children, the new plan for safe drop-off and pick-up will require the following:

- UCA will stagger drop-off and pick-up times.
- Parent(s)/Guardian will need to remain outside of the building for drop-off and pick-up, remaining only at the curb or at the designated areas in the parking lot.
- Upon arrival, parents will be responsible for removing their own child from their car. Staff will approach the vehicle to conduct a visual inspection of the child for signs of illness, which could include flushed cheeks, difficulty breathing, and coughing, and/or a facial rash near or around the child's mouth or abdomen. Staff will ask the parent(s)/guardian if the child is experiencing any of the following symptoms: a cough, shortness of breath, sudden change in taste/smell, muscle aches/pains, or sore throat. The staff will take the child's temperature. If the child's temperature is 100.4 or higher, or they are experiencing any symptoms, the child will not be allowed to enter the building or attend school. The child will be required to stay home until they are symptom-free without medication for 24 hours.
- After the screening, staff will ensure that the child is escorted to their classroom, at which point they will scan the child in for attendance tracking.
- At pick-up, parent(s)/guardian will call the classroom phone number notifying staff that they have arrived. Staff will scan children out upon pick-up and escort children to the parent(s)/guardian vehicle, where the parent(s)/guardian will be responsible for placing their own child in their car.
- Only the individuals listed on the Emergency Card will be allowed to pick-up your child. For safety reasons, they will be asked to show a picture ID.
- If you fail to notify staff that you are going to be late picking up your child, staff will immediately:
 - Call the parent/guardian.
 - If unsuccessful, call individuals listed on the Emergency Card to pick-up the child.
 - If 30 minutes have passed from pick-up time, Head Start staff will contact the police or Child Protective Services.

PLEASE DO NOT DROP OF YOUR CHILD IF SYMPTOMS OF COVID-19 ARE PRESENT:

FEVER



COUGH



SHORTNESS OF BREATH



LOSS OF SMELL OR TASTE



SORE THROAT



MUSCLE ACHES & PAINS

STAFF/CHILD SAFETY:

Staff will be required to conduct a daily symptom check. Staff will take their temperature upon arrival using a no-contact thermometer. If a staff member has a temperature of 100.4 or higher, a cough, shortness of breath, sudden change in taste or smell, and/or muscle aches or pains or sore throat, they need to notify their supervisor immediately, will not be permitted to enter the facility.

Children will also be required to adhere to a daily symptom check. Similar practices will be put in place, as noted above, for children. A daily temperature check will be conducted upon arrival using a no-contact thermometer. Parents will be asked if the child is exhibiting any symptoms and/or if anyone within the household is exhibiting symptoms. If there has been no exposure, and the child is well, the child is able to attend school. If the child and/or members of the household are ill, we ask that the child remain home until symptom-free without medication for a 24-hour period.

Personal Protective Equipment

- Staff will be provided with gloves, smocks, and/or aprons and mask.
- It is required that staff wear a mask anytime engaging with children.
- At this time, masks are encouraged, but not required for children in Head Start Classrooms. **** This may be subject to change****
 - Children under the age of 3 will not wear a mask.
 - It may be hard for young children to wear a cloth face covering, especially for a long period of time. Please consider the following when working with your children on wearing a face mask;
 - Make sure the face-covering fits correctly. Face coverings should be the right size and fit.
 - Teach children how important it is to wear a face covering, and remind them often.
 - If young children have a hard time wearing a face covering for long periods of time, choose the most important times they should wear them. These are times when it is hard to stay 6 feet from others.
- If we have a confirmed case of Covid-19 in a classroom (children and/or support staff), the classroom will close for 14 days. Virtual learning will take place during this time. For further information about classroom closure, please reference our COVID-19 staff and parent resource manual.

- If a child begins to demonstrate any of the symptoms above during the day, parents will be notified immediately. Children will remain in the classroom, in a designated area until picked up by parents.

DISINFECTING/CLEANING:

To prevent cross-contamination, please refer to the following changes recommended by the CDC, Licensing, and Salt Lake Valley Health Department Classroom teams will:

- Limit the number of toys out at any given time.
- If a child puts a toy in their mouth, the classroom team will remove the toy (once the child has finished playing with it) and place it in a marked box to ensure the toy is cleaned and sanitized. Once the toy has been cleaned, the toy can be placed back into the classroom.
- The classroom team will clean and sanitize the marked box, as well as all toys or high touch items at the end of each day.
- At the end or beginning of each day, all classrooms will be sanitized using a UV light or fogging sanitizing machine.
- All non-essential items will be removed from the classrooms.

PLAYGROUND CLEANING:

To prevent cross-contamination, please refer to the following changes recommended by the CDC/Licensing:

- Following the outside play, the classroom team will use the Mark 11 solution and wipe down with microfiber cloth to clean profoundly touched surfaces made of plastic or metal.
- Cleaning wooded areas (woodchips, sand, mulch, and wood structures) is not recommended or necessary at this time.

HANDWASHING:

- All staff and children are required to wash their hands immediately upon entering the classroom.
- Staff and children are required to wash hands regularly throughout the day for a minimum of 20 seconds each wash
- If a child puts their hands in their mouth, hands will be washed immediately.
- If you or the child sneezes, coughs, and or touches their face, they will be encouraged to wash hands.

DIAPERING AND RESTROOMS:

New procedures have been put in place to prevent cross-contamination, please refer to the following changes recommended by the CDC, Child Care Licensing, and Salt Lake Valley Health Department:

- Staff will remove gloves in between each child.
- Staff wash their hands
- Gather diapering supplies needed
- Wash the hands of the child
- Put on a new pair of gloves
- Change diaper
- Wash the hands of the child
- Clean and disinfect diaper changing area (with paper towels)
- Staff wash their hands

- Put on a new pair of gloves (if changing another diaper, if not gloves are not needed to return to the classroom)
- This procedure must be followed for every diaper change.
- Staff who engage in diaper changing practices can no longer provide support with meal service for the day. Please designate one staff to engage in diapering service and the other to support meal service for each day.
- The person assigned to diapering for the day will be responsible for cleaning and disinfecting surface areas throughout the day, which includes at the end of each activity or after a group of children play at the table or highly touched surface. We recommended that teaching teams develop a cleaning schedule and follow it regularly each day. In addition to cleaning and sanitizing throughout the day, all surfaces that are used or touched often must be cleaned and sanitized at the end of each day.

When children are using restrooms:

- We will try to have the same group of students use the same bathroom as much as possible.
- We will encourage children to stagger who is in the stalls so that stalls are skipped and allow adequate distancing.
- Place floor markers on the floor to show students where they should stand to wait for the bathroom.
- Maintain cleaning schedules of bathrooms, especially high-touch areas.
- Ensure that staff who are providing support in the restrooms have the necessary PPE materials.
- A set schedule to monitor the cleanliness of bathrooms has been put into effect.

TOOTHBRUSHING:

- At this time, we are suspending all tooth brushing practices. Staff will continue to provide education to caregivers related to the importance of regular toothbrushing practices. If needed, the teaching team and the health care team will work together to provide educational materials to families.

QUIET/NAP TIME:

- Cots must be placed 6 feet apart
- Children must sleep/rest in a toe to head position.
- Cots must be disinfected after each use.

MEAL TIMES:

- Staff will do their best to accommodate physical distancing during meal times by having 2-3 children at each table if possible.

MEAL PREPARATION & GUIDELINES:

Meals made in our central kitchen are adhering to strict CDC, Health Department, and Child and Adult Food Program regulations. PPE is being worn by all staff members, and sanitation practices have been increased to ensure food is prepared appropriately and safely during the Pandemic.

- Staff will record attendance at each meal, and students will have assigned seating to support contact tracing.
- Staff will serve the children food, so children are not touching serving utensils.

- Teachers will help students wash their hands before they eat with soap and water.
- All areas will be sanitized before and after each meal.
- No food or eating utensils will be shared.
- All remaining food items will be disposed of at the end of the mealtime.

PARENT CONTACT:

At this time, there will be no volunteers allowed in the classroom. All communication with families regarding family services, attendance, home visits, parent conference, orientation, etc. will be done virtually via phone/text/facetime, zoom, etc. If absolutely necessary to meet, staff and parents will need to adhere to strict physical distancing guidelines, meaning 6 ft apart, and both must wear a mask.

UCA'S EXTRA SAFETY MEASURES:

- UCA has implemented a curbside drop-off and pick-up routine to reduce the number of people entering our buildings and classrooms. At this time, only staff and children will be allowed in our facilities.
- We have enhanced our health & safety procedures to ensure appropriate CDC, Childcare licensing, and Health Department guidelines specific to COVID-19 are being followed.
- During the 1st week in September, masks will be sent home to all members of the family of enrolled children. If you need additional masks, please reach out to your Family Advocate/Teacher.
- Virtual learning options will be offered to families not comfortable with in-person learning.
- Aside from backpacks, coats, and one change of clothes in a Ziploc bag, no outside materials will be allowed into the classroom, including items for a nap. All materials needed will be provided by the program. In the event your child needs medication in the classroom; the health care team will work with you to bring these items in.
- Due to CDC guidelines, children in the EHS program (infant-toddler) will not be wearing masks. Mask for HS classrooms for kids 3-5 will be encouraged but not required (This may change depending on local or federal guideline changes).
- The agency has provided washers & dryers at sites to provide the ability to clean and sanitize washable materials frequently.
- The agency will be using a combination of sanitizing fogging machines, and UV lights to sanitize classroom spaces daily.
- Sanitizing cabinets have been purchased to clean classroom materials. ZONO cabinets are used explicitly in an early education setting and kill up to 99% of bacteria. Learn more here: <https://www.zonotechnologies.com/industries-served/child-care/>
- The agency will continue to use the GS Green Clean products to sanitize as well, and all staff trained on how to sanitize safely for your children. Information on these products can be found on our website.

ENSURING SAFETY IN OUR FACILITIES:

Utah Community Action has a dedicated facilities team on staff and, our staff is trained on how to keep our facilities safe during the Pandemic. We follow CDC guidelines to lower the risk to students and employees using the **Hierarchy of Controls**. These controls are listed from the most effective ways you can control and stop the spread of COVID-19, to the least effective controls. A combination of these controls will be used to best protect our agency. Some of these include engineering controls (ventilation, 6' buffers between work stations or barriers), administrative controls (reduce the number of employees on-site, staggered work schedules), and providing personal protective equipment (PPE).



The following are controls that UCA will use and monitor regularly:

- ✓ Make sure ventilation systems are working properly.
- ✓ Increase outdoor air ventilation.
- ✓ Open minimum outdoor air dampers more (as high as 100%) to reduce or get rid of air that is recirculating. In mild weather, this will not affect temperature or humidity. However, this may be hard to do in cold or hot weather.
- ✓ Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
- ✓ Check filters to make sure they are within service life and have been installed correctly.
- ✓ Keep systems running for long hours. We have chosen to leave our systems running for 24 hours a day, seven days a week. This makes the air exchanges in the building space better.
- ✓ Portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning (especially in higher-risk areas) will be used in select areas.
- ✓ Ensure exhaust fans in restrooms work and operate at full capacity when people are in the building.

ASSESSING THE RISK IN EACH SPACE:

Utah Community Action has implemented specific schedules for cleaning in all areas of the building. The following was considered when developing the schedules in order to lower our risk of spreading COVID-19:

- ✓ Who uses the space?
- ✓ Do students, teachers, employees, or outside visitors use the space at the same time?
- ✓ Do students from different classrooms use the space at the same time?
- ✓ How many students, teachers, or employees are in the space at one time?
- ✓ What is the space being used for?
- ✓ Are the people using this space able to physically distance?
- ✓ Are the people in this space in close contact for 15 minutes or longer when they are using the space?
- ✓ How long are the people using the space in close contact?
- ✓ Will the people in the space wear masks when they are in close contact with other people?
- ✓ Are people in the space exercising or physically playing, eating, drinking, or doing other activities where respiratory droplets from their eyes, nose, mouth, or body could get on someone else?
- ✓ Is the space cleaned after each use?
- ✓ Are people able to wash their hands with soap and water right before and after they use the space?
- ✓ Where do the people using this space go next?

A Few Examples:

<p>Who uses the drop-off and pick-up areas? Teachers, students, parents or visitors, and employees.</p>	<p>How long are the people using the space in close contact? Briefly.</p>
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Do students, teachers, employees, or outside visitors use the space at the same time? Yes.	Will the people in the space wear masks when they are in close contact with other people? Staff will, yes. EHS children, no per guidelines. HS children will be encouraged to wear masks.
Do students from different classrooms use the space at the same time? No.	Is the space cleaned after each use? Yes.