Tan Victoria’s Chamoru Day Care

Covid-19 Strategic Plan for Re-Opening

June 23, 2020

As Covid-19 continues to evolve, and considering island residents lives need to get back to normal, Tan Victoria’s Chamoru Day Care (TV) has taken precautionary steps to re-open. TV has strategies in place recommended by Centers for Disease Control and Prevention (CDC) along with Guam Public Health to reduce and prevent the spread of Covid-19 or any other infectious diseases in our facility. This plan will help slow the spread of diseases to ensure students and staff have a safe and healthy working and learning environment. TV administrator and staff will follow and enforce everyday preventive and healthy practices. For example, emphasize actions such as social distancing, staying home when sick; appropriately covering coughs and sneezes; cleaning frequently touched surfaces; and washing hands often. Additionally, TV will prepare for the possibility of outbreaks if Covid-19 does appear in our facility.

The following are guidelines and steps TV will take to prevent the prevent the spread of Covid-19 and other diseases within the facility.

1. Preventing Spread of COVID-19
   1. Usage of Masks
   2. Hand Washing
   3. Social Distancing Strategies
   4. Cleaning and Disinfecting
2. Parent Drop-Off and Pick-Up
3. Child Screening Methods
4. Isolation and Caring for Sick Children Strategies
5. Changes to Caring for Infants & Toddlers
6. Food Preparation and Meal Services
7. How you will Monitor and Plan for Absenteeism Among Your Staff

**1. Preventing Spread of COVID-19**

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The virus is thought to [spread mainly from person-to-person](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html); Between people who are in close contact with one another (within about 6 feet); Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms and from animals to people or people to animals who are infected with the virus. **The best way to prevent illness is to avoid being exposed to this virus.**

**Ways TV Will Prevent Spread of Covid-19**

1. **Masks –** CDCrecommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, therefore **s**taff will be wearing mask at all times. Children 3 years or older are encouraged to wear masks. Children below 3 who are able to keep masks on are encouraged to use masks, however children age 2 and below are not recommended to wear masks. During outside play, masks will not be worn to prevent difficulty of breathing during hard play such as running.
2. **Hand Washing –** Increasing hand hygiene by washing hands with soap and water constantly can keep staff and children healthy and prevent the spread of respiratory and diarrheal infections. Germs can spread from other people or surfaces when you touch your eyes, nose, and mouth with unwashed hands; prepare or eat food and drinks with unwashed hands; touch a contaminated surface or objects, blow your nose, cough, or sneeze into hands and then touch other people’s hands or common objects.

**Steps:** Upon arrival of the facility, first thing staff and children must do is, wash their hands. If handwashing is not an option at the time, a hand sanitizer with 60% alcohol base or higher will be available. Staff and students must wash their hands or sanitize by applying the following steps:

**Wash with Soap and Water**

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails. Staff and child nails should be trimmed.
3. **Scrub** your hands for at least 20 seconds by singing the alphabet song from beginning to end.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.
6. Children and staff who need to open a door to leave a bathroom or diaper-changing area should open the door with a disposable towel to avoid possibly re-contaminating clean hands.
7. If a child cannot open the door or turn off the faucet, he or she will be assisted by staff.

**Proper Use of Hand Sanitizers**:

1. **Apply** gel product to the palm of one hand
2. **Rub** your hands together.
3. **Rub** the gel over all the surfaces of your hands and fingers for 20 seconds until your hands are dry.

**Staff and Students will Wash their Hands:**

* **Upon** arrival at day care
* **After** a cough or sneeze
* **Before, during,**and**after** preparing food
* **Before** and **after** eating snack and lunch
* **Before**and**after**caring for someone who is sick with vomiting or diarrhea
* **Before**and**after** treating a cut, wound, scrapes etc.
* **After** using the toilet
* **After** [changing diapers or cleaning up a child who has used the toilet](https://www.cdc.gov/healthywater/hygiene/diapering/index.html)
* **After**blowing your nose, coughing, sneezing, or wiping child’s nose
* **After** touching garbage
* **After** outside play

1. **Implementing and Maintaining Social Distance Measures -** Limiting face-to-face contact by staying 6 feet away is the best way to reduce the spread of coronavirus and other infectious diseases.

* Only child and staff will be allowed to enter the daycare and classrooms
* Break up large groups into smaller groups by creating personal space for each child
* Move cots and cribs six feet apart if possible
* While in class and depending on the number of children, Toddler and Preschool class will
* Social activities, i.e., Halloween, Thanksgiving, Christmas, birthdays or any larger celebrations will be postponed until further notice.

1. **Cleaning and Disinfecting –** Young children sneeze, cough, drool, have soiled diapers or are just learning to use the toilet. They hug, kiss, and touch everything and put objects in their mouths. Illnesses may be spread in a variety of ways through droplets such as coughing and sneezing, direct skin-to-skin contact, or touching a contaminated object or surface. Respiratory tract secretions that can contain viruses contaminate environmental surfaces and may present an opportunity for infection by contact.

One of the most important steps in reducing the spread of infectious diseases in child care settings is cleaning, sanitizing or disinfecting surfaces that could possibly pose a risk to children or staff. Routine cleaning with detergent and water is the most common method for removing some germs from surfaces in the child care setting.

**Steps:** CDC recommends to use EPA registered products such as Clorox containing 8.25% sodium hypochlorite solution diluted in water (2 tsp to 1gallon water). TV has been using Clorox solution to disinfect toys, tables, cots, high chairs etc. Items will be cleaned first by removing dirt and impurities before disinfecting to kill germs. If the surface is not cleaned first, the disinfectant is less likely to be effective.

* Clorox solution will be changed on a daily basis
* Toys that cannot be cleaned, sanitized, and disinfected will not be used
* Toys that have been put in a child’s mouth will be put into a bin labeled “soiled” once the child is done playing with it. Toy will then be washed with soap and water, disinfected, and air dried
* Toys that have been touched during play such as the dramatic area, will be disinfected and air dried when children are done playing, making it readily available for the next group
* **Please: No toys from home**
* Toys will be rotated throughout the day
* Tables, cots, high chairs, mats, chairs, will be sanitized and wiped dry or air dried before and after each use

**WE ASK PARENTS/GUARDIANS FOR THEIR FULL SUPPORT AND COOPERATION IN THE FOLLOWING. PLEASE READ CAREFULLY.**

**2. Parent Drop-Off and Pick-Up**

**Drop Off**

* Social distancing will take place outside the facility. It will be at a first come first serve basis.
* Only children and staff allowed inside the facility
* A Staff will be outside to accept child(ren)
* Child(ren) temperature will be taken before entering facility
* Child(ren) will be screened for any signs of sickness
* **If flu like symptoms are present, i.e., runny nose, coughing, or shortness of breath, child will not be allowed to enter the facility**
* Parent/Guardian will sign in for child(ren) outside the facility
* Older family members, i.e., grandparents, are discouraged from dropping off child(ren)

**Pick Up**

* Staff will release child outside facility
* Parent/Guardian will sign out for child(ren)
* Older family members, i.e., grandparents, are discouraged from picking up child(ren)
* If parent decides to pick up child early, please call before arrival

**Food and Clothing**

* No school bags allowed inside the facility
* We will not store any snacks, juices, ready to drink milk, powdered formula, bottles etc.
* Please label all meals, snacks, juices, and water containers (8oz or smaller)
  + Upon arrival, items will be asked to be put into a container
* Siblings will not be sharing water or food containers. Please have them separated
* Toddlers drinking whole milk (ready to drink)
  + Bottles should be prepped at home with enough bottles for the day
  + Bottles will be stored in the refrigerator and returned home at the end of the day
* Infant baby food and formula (prep at home and label)
  + Label all baby food
  + Enough bottles should be prepped with water
  + Powdered formula should be divided and ready to add into bottle
* Please bring extra pair of clothing on a daily basis in a Ziploc bag labeled outside bag
  + Toddlers 2 sets
  + Infants 2 sets or more
  + Unused clothing can remain in day care
* Pampers and Wipes (Put inside a Ziploc bag. Child’s name written outside)
  + Please label pampers with child’s name on it
  + Please label wipe container/pouch (no loose wipes)
* No pillows or thick blankets (thin blankets proportioned to child’s body is preferred)
* With the exception of unused clothing and clean blankets, all items will be returned at the end of the day

**3. Breakfast, Lunch, and Snack (please label all meals and snacks)**

* Schedule for lunch and snacks will still take place according to schedule
* Breakfast, lunch, and snack will take place in child’s rooms
  + If class is at capacity, 2 tables will be used instead of one
* Staff will be wearing gloves to serve meals and snacks
* Each child should have their own water containers, i.e., flasks, bottles, sippy cups w/lid
  + 8oz or smaller
  + No sharing water, juice, milk, food between siblings

**4. Child Screening Methods** - we understand that children get sick often and at times it could be from allergies or even teething, however we will not risk any child or staff. Covid-19 cases on Guam have not subsided and as long as there are positive cases, we will remain vigilant. Please abide to the following.

* Children will be screened upon arrival of the facility
* Parents will be asked if there are any signs of flu like symptoms
* Children’s temperature will be taken upon arrival
* **If child presents a temperature less than 100.40 but has flu like symptoms, child will not be able to enter facility until he/she is free of symptoms AND a doctor’s clearance states that child is free of any infectious disease**
* **Child who has a fever of 100.40, will not be admitted to the facility until he/she is free of symptoms AND a doctor’s clearance states that child is free of any infectious disease**
* Children who enter the facility will be monitored by behavior or change of mood, possibly indicating child may be feeling sick or getting sick
* Children who are absent will be monitored, thus a follow up will take place and be recorded
* It is mandatory that director gets informed if any family member has been exposed to any infectious disease

**5. Isolation and Caring for Sick Children Strategies**

* Staff will be monitoring children, i.e., change of behavior, mood, class participation etc.
* Child who presents flu like symptoms will be isolated from others
* Child will be sent home
* Parents/Guardian will be called to pick up child ASAP within the hour
  + You will be reported to Dededo Police Precinct if:
    - You do not pick up your child within the hour
    - You do not call us stating why your late within the hour
  + If your unable to pick up your child, please have authorized person pick up
    - Person must present ID
  + If authorized contacts are unavailable
    - You must call if individuals not stated in authorized pick up, will pick up your child
    - Person must present ID
* Doors will be opened for air circulation
* Area where child was at, will be disinfected, i.e., class, isolation area, etc.
* Child will not be able to enter day care until medical clearance is presented **and** there are no signs of flu like symptoms present, i.e., runny nose, coughing, etc.
* Parents/guardian will not be allowed to administer over the counter medicines at the facility such as cold and cough syrups
* **Child/staff who is tested positive for Covid-19 or any infectious disease**, **must notify director/owner ASAP**

**6. If Covid-19 is Confirmed in a Child or Staff** – There is a possibility that Covid-19 or other infectious diseases will appear in the facility. If there is a parent/staff who has reported that they or their child is Covid-19 positive or have any infectious disease, TV will do the following:

* Close off areas used by the person who is sick
* Open outside doors and windows to increase air circulation in the affected areas
* Wait up to 24 hours or as long as possible to clean or disinfect to allow respiratory droplets to settle
* Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas
* Report to parents that there is a positive carrier
* Parents/Guardian will need to pick up children
* Day Care will be closed for 2 weeks or until further notice

**7.** **Changes to Caring for Infants & Toddlers -** It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children, staff will protect themselves by:

* Having their hair up at work
* Have extra change of clothes
* Trim nails
* Wash and sanitize hands often

**Washing, Feeding, Holding, or Changing a Child**

* Staff will be more vigilant in sanitizing and disinfecting classroom throughout the day
* Infants and toddlers will have snack and lunch in their own rooms
* Infants and toddlers will wash/sanitize their hands before and after snack and lunch
* Staff will wash their hands, neck, and anywhere touched by a child’s secretions
* Staff will change child’s clothes immediately if secretion exists
  + Soiled clothes will be placed in sealed bag labeled “soiled” with child’s name
* Infant and Toddler bottle (formula or box) will be prepared at home by parents/guardian
  + Formula or box milk **will not** be prepared by staff (less hands, less germs)
  + Bottles must be labeled
  + Bottles will be stored in refrigerator
  + Used bottles will be cleaned and returned into child’s bag
  + Travel size milk is advised for toddler’s who still drink milk, but not from a bottle
  + Staff will wash their hands before and after handling infant bottles prepared from home
  + Bottles, bottle caps, nipples, and other equipment used for bottle-feeding will be thoroughly cleaned after each use

**Diaper Changing -** Before diaper changing, wash/sanitize your hands before you begin, and wear gloves. Steps to Diaper Changing:

1. Prepare

* Disinfect area
* Cover the diaper changing surface with disposable liner
* Bring your supplies to changing area, i.e., clean diaper, wipes, clothing

2. Clean Child

* Place the child on diapering surface and unfasten diaper
* Always have one hand on child when turning away
* Unfasten diaper and clean child with disposable wipes
* Always wipe front to back!
* Fold soiled diaper into gloves and throw into trash can
* If reusable cloth diapers are used, it should not be rinsed or cleaned in the facility
  + Soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined

3. Replace Diaper

* Put on new gloves
* slide a fresh diaper under the child
* Fasten the diaper and dress child

4. Wash Child’s Hands

* Use soap and water or hand sanitizer to clean child’s hands thoroughly

5. Clean Up

* Remove liner from changing station and discard into trash can
* Disinfect area
* Wash/sanitize your hands

**8. How you will Monitor and Plan for Absenteeism Among Your Staff**

* Staff absenteeism will be monitored, thus a follow up will take place
* If staff has to be on leave, more workers will be hired
  + Place ad on newspapers
  + Place ad on social media