# **C:\Users\CRISTINE\Desktop\LOGOS\LCS_Horizontal_Guam.jpg**

**428 Chalan San Antonio St.**

**Suite 103, Tamuning Guam 96913**

**671.649.6779/ lcs.guam2019@gmail.com**

# General Preparedness and Planning

LCS has implemented health and safety protocols to reduce risk of infection to children and staff from COVID-19. The Department of Public Health and Social Services recommend that childcare services will implement protocols for symptom screening for all individuals entering the establishment, staggered recreational time, prevention of classroom mixing, meals and snacks in separate classrooms where possible, and frequent cleaning and disinfection.

## Plan for Staff

* All staff will be educated on the prevention of respiratory viruses, including COVID-19 before we reopen the center.
	+ This education includes basic hand washing, respiratory hygiene, and implementation of proper protective equipment. Masks are not mandated in the classrooms, but staff will use masks and gloves in public areas (i.e. teacher workroom, break room) to avoid cross contamination between classrooms.
* Staff will wash their hands and take their temperature prior to clocking in for their shift. Staff must record their temperature on the log sheet.
* Staff are encouraged to increase environmental cleaning of surfaces and objects that are frequently touched, including telephones, desks, remotes, keyboards, toys, and doorknobs.
* Staff will monitor all children for signs and symptoms of new respiratory infections.
	+ Children or staff who are symptomatic with respiratory illness will be isolated immediately and be separated from well students and staff until sick students and staff can be sent home. The area next to the Director’s Office has been designated as the room for sick children awaiting pick up.
	+ In the event of increased staff absences. We have coordinated with substitutes to determine their anticipated availability if regular staff members need to stay home if they or their family members are sick.
* LCS will ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces.

## Plan for Visitors:

Because of the ease of spread in a childcare facility setting and the severity of illness that occurs in older adults and people with chronic medical conditions with COVID-19, LCS will only allow essential visitors and begin screening visitors.

LCS will:

* Post signs at the entrance to the facility instructing visitors not to enter if they have fever or symptoms of a respiratory infection. Ensure that visitors sign visitor logs in case contact tracing becomes necessary.
* All visitors will be asked about fever or symptoms of respiratory infection. We will restrict anyone with:
	+ Fever or symptoms of respiratory infection (e.g., cough, sore throat, or shortness of breath).
	+ Travel within the last 14 days to affected areas based on information on affected areas available on CDC’s travel website.
	+ Contact with an individual with COVID-19.
* Nonessential visitors will be very limited.

# Parent Drop-Off and Pickup

* Hand hygiene stations will be set up at the entrance of the facility, so that children can clean their hands before they enter. Hand sanitizer is next to parent sign-in sheets. Keep hand sanitizer out of children’s reach and supervise use. Sign-in is by the reception area and staff will use sanitary wipes for cleaning pens between each use.
	+ LCS will limit direct contact with parents as much as possible.
	+ Teacher/ staff member will greet children at the entrance door.

# Screening of Children Upon Arrival

Persons who have a fever of 100.40 (38.00C) or above or other signs of illness will not be admitted to the facility. Parents are encouraged to be on alert for any sign of illness and to keep them home when they are sick. Screen children upon arrival, other signs of illness include:

* Seems very tired and needs bed rest (a common flu symptom)
* Throws up more than 1 time
* Upset stomach
* Cough that interrupts normal play or sleep
* Shortness of breath or increased wheezing during normal activity
* Underarm temperature above 100°F especially if there are other signs of illness
* Earache, headache, sore throat or recent injury that makes it hard to play or sleep normally
* White or yellow eye discharge with pink or red skin inside or around the eye or eyelid
* Rash with a fever or change in behavior
* Mouth sores along with drooling, unless the doctor decides that the child is not contagious

# Healthy Hand Hygiene Behavior

* All children, staff will engage in hand hygiene at the following times:
	+ Arrival to the facility and after breaks
	+ Before and after preparing food or drinks
	+ Before and after eating or handling food, or feeding children
	+ Before and after administering medication or medical ointment
	+ After using the toilet or helping a child use the bathroom
	+ After coming in contact with bodily fluid
	+ After playing outdoor
	+ After handling garbage
* Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
* Supervise children when they use hand sanitizer to prevent ingestion.
* Assist children with hand washing, including toddlers who cannot wash hands alone.
* After assisting children with hand washing, staff will also wash their hands.
* Posters describing hand washing steps near sinks clean and disinfect.

## Clean and Sanitize Toys

* Toys that cannot be cleaned and sanitized will not be used.
* Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils.
* Machine washable cloth toys will be used by one individual at a time or will not be used at all. These toys will be laundered before being used by another child.
* Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
* Set aside toys that need to be cleaned. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
* Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

## Clean and Disinfect Bedding

* Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Each child’s bedding must fit in a zippered backpack to prevent intermingling of germs. Cots and mats are labeled for each child. Bedding that touches a child’s skin is sent home to be cleaned weekly.

## Outside Playgrounds

* Teaching staff will insure children wash hands before and after playground time.
* Playground cleaning schedule will include spraying toys with bleach water.

# Washing, Feeding or Holding a Child

* Teacher /Staff will wash their hands, neck, and anywhere touched by a child’s secretions.
* Teacher/Staff will change the child’s clothes if secretions are on the child’s clothes. They will change the button-down shirt, if there are secretions on it, and wash their hands again.
* Contaminated clothes will be placed in a plastic bag or washed in a washing machine.
* Toddlers and their providers will have multiple changes of clothes on hand in the child care center.
* Teacher/Staff will wash their hands before and after handling cups. Lids, cups, water bottles, and other equipment will be thoroughly cleaned after each use by washing in a dishwasher or by washing with soap, and water.

# Food Preparation and Meal Service

* Teacher/Staff will ensure children wash hands prior to and immediately after eating.
* Teacher/Staff will wash their hands before preparing food and after helping children to eat.

# Social Distancing Strategies

LCS will continue using preparedness strategies and the following social distancing strategies:

* If possible, child care classes will include the same group each day, and the same child care providers will remain with the same group each day.
* Altered daily group activities that may promote transmission, include:
	+ Keeping each group of children in a separate room.
	+ Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
	+ Children’s cots will be spaced out as much as possible, ideally 6 feet apart.
	+ Place children head to toe in order to further reduce the potential for viral spread.