

LGUHS COVID-19 Protocols

STAFF, PARENTS and SERVICE PROVIDERS

August 17, 2020

GENERAL

- LGUHS is committed to the health and safety of our staff, children and families and will regularly monitor COVID-related guidance from the Ohio Department of Job and Family Services, the Ohio Department of Education, the Office of Head Start, the Center for Disease Control, the Ohio Department of Health and our local Health Districts to ensure that we are following the most up to date recommendations.
- While LGUHS is implementing thorough cleaning, face covering and distancing procedures as recommended by multiple regulatory agencies, there is always risk of exposure to communicable diseases when in a school setting.
- Based on our staff residences and our centralized food preparation, determinations will be based on the risk level in LAKE COUNTY. LGUHS will follow the State of Ohio COVID-19 Risk Level Guidelines as follows:
 - o Yellow- Both in-person and online instruction will be available. Class sizes may go up to 15 children and new children may be added to classrooms. All COVID protocols will be followed for in-person instruction.
 - o Orange- Both in-person and online instruction will be available. Class sizes will not exceed 12 (preferably 10) and new children will not be added to classrooms. All COVID protocols will be followed for in-person instruction.
 - o Red- ONLY ONLINE instruction will be available and children who were receiving or signed up to receive in-person services will be transitioned to online services. All centers will close, with limited exceptions for staff.
 - o Purple- ONLY ONLINE instruction will be available. All centers will be closed with no exceptions.
 - o *Decisions to resume in-person services when the county is downgraded will be made with consideration given to all current circumstances with the goal of minimizing back-and-forth transitions, as that is not productive for the education of young children*

STAFF

Arrival Procedures

- All staff will sanitize their hands and then take their temperature upon arrival at their center.
- Any staff who has a temperature of more than 100° F or 37.8° C may not enter the facility. If an employee believes the temperature is inaccurate, they may wait outside of the building for up to 15 minutes and repeat the measurement. Staff must be free from

fever for 24 hours without the use of fever-reducing medication in order to return to work.

- Staff who are exhibiting COVID symptoms upon arrival or at any time during the course of the day must leave immediately. Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headaches, sore throat and a loss of taste or smell. New symptoms may be added by the CDC at any time.
- Staff who have had direct contact with someone who has been confirmed or deemed probable for having COVID-19 must notify their supervisor and follow isolation or quarantine procedures determined by the County Health District prior to returning to the program.
- Staff who have tested positive for COVID-19 or are waiting for test results must notify their supervisor and follow isolation or quarantine procedures determined by the County Health District and follow CDC guidelines and County Health District recommendations before returning to work.
- Employees must report any symptoms or diagnoses to their supervisor as soon as possible.
- Any confirmed cases of COVID-19 among staff members will be reported to the appropriate County Health District as well as the Ohio Department of Job and Family Services.

Face Coverings

- Per CDC and ODJFS guidance, all staff are required to wear a cloth or disposable mask that cover their nose, mouth and chin, either of their own or one provided by the program, unless it is unsafe for the employee to do so. Individuals should not wear a mask if they have trouble breathing, are unconscious, are incapacitated or if they are unable to remove the mask without assistance. Staff falling into one of these categories must talk to their supervisor to determine their best course of action regarding face coverings. Anyone NOT wearing a mask regularly must submit written documentation from their physician in order to obtain their supervisor's approval.
- Bus Monitors must wear face shields while on the bus due to the proximity at which they have to work with the children. Face shields will be provided by the program and need to be worn at all times when there are children on the bus.
- Face coverings should fit snugly but comfortably and should allow for breathing without restriction. Non-disposable masks must be laundered routinely.
- Staff working alone in their assigned work area may remove their mask. Anytime staff leaves their assigned work area or someone else enters their assigned work area, masks must be worn.
- When outside with the children for instruction or play purposes, staff are not required to wear a mask as long as there is adequate distance between individuals.

Distancing

- Staff should maintain a 6-foot distance from others as work duties permit.
- All staff will be assigned to a specific classroom and should avoid entering other classrooms except in an emergency situation.
- Employees will stagger the use of any communal space, such as copy areas, lunch rooms and bathrooms.
- Centers will post the maximum numbers of individuals allowed in communal areas and staff will follow these at all times.
- Staff will not congregate in common areas or classrooms. Phones and intercoms should be used whenever possible.
- When possible, staff will not share materials or equipment.

Hand Washing

- All employees must follow rigorous handwashing procedures using either soap and water or antibacterial hand cleaner as detailed in Appendix B of the Ohio Administrative Code section 5101:2-12-13.
 - o Upon arrival for the day, after breaks and upon returning from outside.
 - o After toileting or assisting a child with toileting.
 - o After a pull-up change.
 - o After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
 - o After cleaning or sanitizing using any chemical products.
 - o After handling pets, pet cages or other pet objects that have come in contact with a pet.
 - o Before eating, serving or preparing food.
 - o Before and after completing a medical procedure or administering medication.
 - o When visibly soiled (must use soap and water).
 - o Prior to departure.

Travel

If an employee chooses to travel to any state on the current Governor's Travel Advisory list (those states with current COVID testing rates of 15% or higher) or out of the country, the employee will be required to quarantine for 14 days after their return home and prior to their return to work. If at any time during the 14 day quarantine the employee becomes symptomatic, they will get tested for COVID as soon as possible.

CHILDREN and FAMILIES

Arrival and Departure Procedures (Self-Transport)

- Start times will be staggered to avoid large groups of children arriving at the same time. Children can be dropped off no more than 5 minutes before or after their designated start time. Parents who arrive early or late should call the office prior to entering the building to ensure that a staff member is present for the temperature and symptom check. It is important that parents adhere to designated pick up and drop off times.
- Parents must wear masks that cover their nose, mouth and chin any time they enter the building.
- In order to reduce potential exposure, children cannot attend any other early childhood program while enrolled at LGUHS.
- Children's temperature will be taken upon arrival at their center and parents will be asked about the symptom checklist.
- Any child who has a temperature of more than 100° F or 37.8° C may not enter the facility. If a parent or employee believes the temperature is inaccurate, they may ask the child and parent to wait outside of the building for up to 15 minutes and repeat the measurement. Children must be free from fever for 24 hours without the use of fever-reducing medication in order to return to school.
- Children who are exhibiting COVID symptoms upon arrival or at any time during the course of the day must be sent home immediately. Children will be placed in an isolated area while they wait to be picked up and will have to wear a mask while waiting. Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headaches, sore throat and a loss of taste or smell. New symptoms may be added by the CDC at any time. Children may return after 48 hours symptom free, without the use of medication.
- Children who have had direct contact with someone who has been confirmed or deemed probable for having COVID-19 must follow isolation or quarantine procedures determined by the County Health District prior to returning to the program. Caregivers must notify the school if this occurs.
- Children who have tested positive for COVID-19 or are waiting for test results must follow isolation or quarantine procedures determined by the County Health District. Caregivers must notify the school if this occurs.
- Any confirmed cases of COVID-19 among children or families will be reported to the appropriate County Health District as well as the Ohio Department of Job and Family Services.
- In order to reduce the number of individuals in the buildings, parents will not be permitted past the check-in point. Children will be escorted to their classrooms by a staff member.
- Parents are encouraged to schedule appointments with staff if they need to meet them, to reduce the number of individuals in the buildings and to allow for adequate preparation of protective equipment.

- Children will wash hands before they leave the program.
- Children will be escorted to their designated pick-up location, parents should NOT attempt to pick children up from their classroom.
- Parents should refer to each center's specific drop-off and pick-up protocols as they may differ slightly due to space, layout, staffing, etc.

Transportation Procedures

- Children's temperature will be taken at their designated place of safety and parents will be asked about the symptom checklist.
- Any child who has a temperature of more than 100° F or 37.8° C may not board the bus. If a parent or employee believes the temperature is inaccurate, they may bring the child to school after waiting at least 15 minutes where the child will have his temperature taken again. Buses cannot wait for a second temperature reading due to safety issues on the road. Children must be free from fever for 24 hours without the use of fever-reducing medication in order to return to school.
- Children will be seated one to a seat in a staggered pattern to ensure proper distance between them, with the exception of siblings or children coming from the same babysitter.
- All children from a bus route will be enrolled in the same classroom. Buses will not run multiple routes during a day.
- Children will not be transported from child care centers.
- Seats, harnesses and hand rails will be sanitized after each bus route using approved cleaning solution and/or UV light.
- Buses will be thoroughly cleaned once per week with electrostatic sprayer disinfectant.

Face Coverings

- Children are not required to wear a mask while at school. If parents prefer their children to wear a mask, they can send one from home. Masks must be labeled and will be sent home daily for cleaning. Staff cannot force a child to keep their mask on, but will make every effort to encourage children to leave their masks on, except when they are playing outside or eating.
- Staff members will not provide cloth masks for children.
- Masks will be provided to children who become symptomatic during school hours and are being isolated until they can be picked up by a parent or guardian.

Distancing

- Group sizes will be reduced to allow for extra space between children. No more than 12 children will be permitted in a classroom.

- Staff will direct activities to allow for 6 feet of distance between children whenever possible. Designated seats for meals, circle time, etc. will be separated.
- Meals will NOT be served family style. Children will sit distanced from one another and each child will receive his own meal and drink.
- Lessons and play times will be conducted outside as often as is feasible to allow for additional space and fresh air.
- While there will be times that physical contact between children and employees will be necessary, staff will make every effort to avoid close, face-to-face contact with children.
- If prolonged physical contact is necessary, disposable gowns will be available to the staff.
- When physical contact is necessary, both staff and children will follow handwashing procedures following the contact.

Hand Washing

- All children must follow rigorous handwashing procedures using either soap and water or antibacterial hand cleaner as detailed in Appendix B of the Ohio Administrative Code section 5101:2-12-13.
 - o Upon arrival for the day.
 - o After toileting.
 - o After contact with bodily fluids.
 - o After returning inside from outdoor play.
 - o After handling pets, pet cages or other pet objects that have come in contact with a pet.
 - o Before eating or assisting with food preparation.
 - o After water activities.
 - o When visibly soiled (must use soap and water).
 - o Prior to departure.

Travel

If a family chooses to travel to any state on the current Governor's Travel Advisory list (those states with current COVID testing rates of 15% or higher) or out of the country, the child will be required to quarantine for 14 days after their return home and prior to their return to school. If at any time during the 14 day quarantine any member of the family becomes symptomatic, they should get tested for COVID as soon as possible.

CONSULTANTS/SERVICE PROVIDERS/VOLUNTEERS

Arrival Procedures

- Volunteers will not be permitted in the centers during the COVID pandemic.
- All Consultants or service providers entering the building will sanitize their hands and then take their temperature upon arrival at their center.
- Any consultant or service provider who has a temperature of more than 100° F or 37.8°C may not enter the facility. If a consultant or service provider believes the temperature is inaccurate, they may wait outside of the building for up to 15 minutes and repeat the measurement. Consultants or service providers must be free from fever for 24 hours without the use of fever-reducing medication in order to return to work.
- To limit contact, consultants should not visit multiple classrooms in the same day.
- Consultants or service providers who are exhibiting COVID symptoms upon arrival or at any time during the course of the day must leave the center immediately. Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headaches, sore throat and a loss of taste or smell. New symptoms may be added by the CDC at any time.
- Consultants or service providers who have had direct contact with someone who has been confirmed or deemed probable for having COVID-19 must follow isolation or quarantine procedures determined by the County Health District prior to returning to the program. Consultants must notify the school if this occurs.
- Consultants or service providers who have tested positive for COVID-19 or are waiting for test results must follow isolation or quarantine procedures determined by the County Health District. Consultants must notify the school if this occurs.
- Any confirmed cases of COVID-19 among consultants or service providers who were in the buildings to provide services will be reported to the appropriate County Health District as well as the Ohio Department of Job and Family Services.

Face Coverings

- All consultants or service providers are required to wear a mask that covers their nose, mouth and chin, either of their own or one provided by the program, unless it is unsafe for the employee to do so. Individuals should not wear a mask if they have trouble breathing, is unconscious, is incapacitated or if they are unable to remove the mask without assistance. Consultants or service providers falling into one of these categories should talk to the Site Administrator to determine their best course of action regarding face coverings.
- Face coverings should fit snugly but comfortably and should allow for breathing without restriction. Non-disposable masks must be laundered routinely.
- Consultants or service providers working alone in their assigned work area may remove their mask. Anytime consultants or service providers leave their assigned work area or someone else enters their assigned work area, masks must be worn.

- When outside with the children for instruction or play purposes, consultants or service providers are not required to wear a mask as long as there is adequate distance between individuals.

Distancing

- Consultants or service providers should maintain a 6-foot distance from others as work duties permit.
- Consultants or service providers will stagger the use of any communal space, such as copy areas, lunch rooms and bathrooms.
- Centers will post the maximum numbers of individuals allowed in communal areas and consultants and services providers will follow these at all times.
- Consultants or service providers will not share materials or equipment.

Hand Washing

- All consultants or service providers must follow rigorous handwashing procedures using either soap and water or antibacterial hand cleaner as detailed in Appendix B of the Ohio Administrative Code section 5101:2-12-13.
 - o Upon arrival for the day, after breaks and upon returning from outside.
 - o After toileting or assisting a child with toileting.
 - o After a pull-up change.
 - o After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
 - o After cleaning or sanitizing using any chemical products.
 - o After handling pets, pet cages or other pet objects that have come in contact with a pet.
 - o Before eating, serving or preparing food.
 - o Before and after completing a medical procedure or administering medication.
 - o When visibly soiled (must use soap and water).
 - o Prior to departure.

FACILITIES/EQUIPMENT/SUPPLIES

Facilities

- All cleaning and disinfecting will be done using a combination of EPA approved cleaning solutions, UV light and electrostatic sprayers, depending on which method is most appropriate given the item being cleaned and whether or not staff and children are present.
- High traffic areas such as door handles and countertops will be disinfected at least every 90 minutes.
- All restrooms, children and adult, will be disinfected after each use, individual or group.
- All classrooms and other common areas will be disinfected using the electrostatic sprayer at least once per week, daily if deemed necessary.
- Classroom rugs will be removed from classrooms.

Buses

- Buses and harnesses will be cleaned between routes.
- Buses will be thoroughly cleaned and disinfected at least once per week.

Equipment

- Equipment such as copy machines, communal telephones or communal computers will be disinfected after each use. Staff should not share individual equipment (phones, computers).
- Gym equipment and playground equipment will be disinfected in between each group of children.
- Equipment and materials available to the children in the classrooms and gym areas will be limited to those items that are easily sanitized.
- Computers or tablets used by staff or children will be sanitized after every use.

Supplies/Toys

- Children may not bring items from home to school, with the exception of clothing changes.
- Each child will have his own box of supplies labeled with his name. Supplies will not be shared between children.
- Children will not have access to toothbrushes and will not be required to brush their teeth.
- Available classroom activities/supplies will be limited to those that are easily disinfected and may be divided into small amounts to allow more than one child to access them. Children will not share activities, toys or books.
- All toys/supplies used during the day will be thoroughly cleaned and sanitized daily.
- Folders will not be utilized to send information between school and home. When information needs to be sent home, papers will be sent without a plastic covering.

COMMUNICATION AND NOTIFICATIONS

- It is important that all families make sure that centers have accurate contact information for them. Contact can be through phone calls, text messages or e-mails based on parent preference.
- If there is a positive COVID case in your center, either a child or a staff member, the following communications will be sent out:
 - DIRECT CONTACT- if your child has had direct contact (more than 15 minutes within less than 6 feet) with the individual who tested positive, you will receive a notification explaining what directions have been given by the county health district and any classroom closures that may happen as a result. In addition, you may be asked to quarantine your child and will be encouraged to closely monitor your child for symptoms and have them tested if necessary.
 - NO DIRECT CONTACT- if your child has not had direct contact with the individual who tested positive, you will receive notification that there has been a positive test in your center and you will be encouraged to monitor your child for symptoms, but most likely you will not have any classroom closure or quarantine to worry about. Again, we will follow the directions of the county health district.
 - In either situation, we will not be able to release the name or position of the individual who tested positive, as we do need to follow confidentiality rules to protect our staff and families.

CLEANING, SANITIZING AND DISINFECTING

Keeping sites clean is the responsibility of all staff. Staff should wear gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. Classroom cleaning checklists will continue to be used with additional attention on COVID protocols. Cleaning supplies used will include, but is not limited to, bleach and water, electrostatic spraying, UV lights.

Hard (non-porous) Surfaces

- All surfaces must be cleaned and disinfected every day.
- If surfaces are visibly dirty, they should be cleaned with soap and water prior to disinfection.
- Tables and chairs will be disinfected after each use.
- High traffic, shared areas like door knobs, railings, sinks, toilets, stall doors, etc. will be cleaned multiple times per day.
- Toys, manipulatives, classroom supplies will be sanitized after each use before another child uses them.

Soft (porous) Surfaces

- Stuffed animals, dress-up clothes and other porous items will not be available for children to utilize.
- Carpeted floors or other soft surfaces will be cleansed using steam or electrostatic spray at the end of each week.
- Classroom rugs will be removed from the classrooms.

Electronics

- Electronics such as cell phones, tablets, keyboards or screens will be wiped with alcohol wipes or sanitized using UV light after each use.
- To the extent possible, electronics will not be shared among staff or children. When they do need to be shared, they will be disinfected between each user.

Linens

- Because nap time will not be an option, blankets will not be provided or allowed.
- Disposable paper towels or cloths will be used for cleaning whenever possible.
- When linens are used, they will be laundered after every use.

Buses

- Buses and harnesses will be cleaned between routes, if applicable, using bleach spray and/or UV light.
- Buses will be sprayed with an electrostatic sprayer disinfectant once per week when not in use.

Large Areas

- Classrooms, common areas and buses will be sprayed with an electrostatic sprayer disinfectant when children are not present.
- If there is a positive COVID test within the program, affected areas will be sprayed that day and may be closed to accommodate thorough cleaning.

STAFFING

- All teaching and transportation staff will be assigned to one classroom and will not enter other classrooms unless there is an emergency.
- Other staff should restrict in-person visits to classrooms as much as possible, only entering when absolutely necessary. Employees will avoid entering more than one classroom in a day unless there is an emergency.
- Staff will be trained on protocols, including the use of PPE, hand washing, social distancing, symptom identification and cough and sneeze etiquette

TRAINING

- Staff, consultants and students will be trained on protocols, including the use of PPE, hand washing, social distancing, symptom identification and cough and sneeze etiquette.

MONITORING

- LGUHS will monitor staff and student absenteeism to determine if there clusters or flareups of COVID cases that may require closures or quarantines. Any trends or concerns will be reported to the County Health District.

ATTACHMENTS

- Symptom/Question Checklist
- Sample Letter to be used if someone tests positive for COVID
- How to Wear Cloth Face Coverings (Centers for Disease Control and Prevention)

COVID-19 CHECKLIST

To be answered prior to staff or child entry into any LGUHS facility

This list may change based on CDC guidelines and symptom list.

- Do you or your child currently have a fever or have you had a fever in the last 24 hours of over 100.4°?
- Have you or your child experienced any of the following symptoms in the last 24 hours?
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Have you or your child had direct contact with someone who has been diagnosed with COVID-19 or has been labeled a probable case of COVID-19 in the last 14 days?
- Have you or your child travelled to one of the states currently on the Governor's Travel Advisory list, out of the country, or taken a cruise in the last 14 days?



Lake-Geauga United Head Start, Inc.
7757 Auburn Road, Suite 27
Concord Twp., OH 44077
(440) 551-9600
www.lguhs.org

Dear Parent(s):

This letter is to notify you that an individual associated with our program has tested positive for COVID-19. We have determined that your child (did/did not) have direct contact with this individual in the last 14 days.

In accordance with Ohio Department of Job and Family Services (ODJFS) regulations, our program has reported this information to both ODJFS and our local health department. We are working with the health department and are taking all recommended steps to ensure the safety of our children and staff.

Steps we are implementing in cooperation with the local health department include:

- _____ The individual will be required to quarantine for at least 14 days before returning to our program.
- _____ Your child's classroom will be closed for _____ days. Virtual learning opportunities will be available to you.
- _____ Another classroom in the center will be closed, but your child's classroom will remain open.
- _____ The entire center will be closed on _____ for thorough cleaning and sanitation.

If your child has any of the following symptoms, please contact your medical provider:

- Fever, chills
- Cough, shortness of breath or difficulty breathing
- Fatigue or muscle/body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting, diarrhea

If you have any questions, please contact us or log on to coronavirus.ohio.gov for more information.

Thank you,

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)