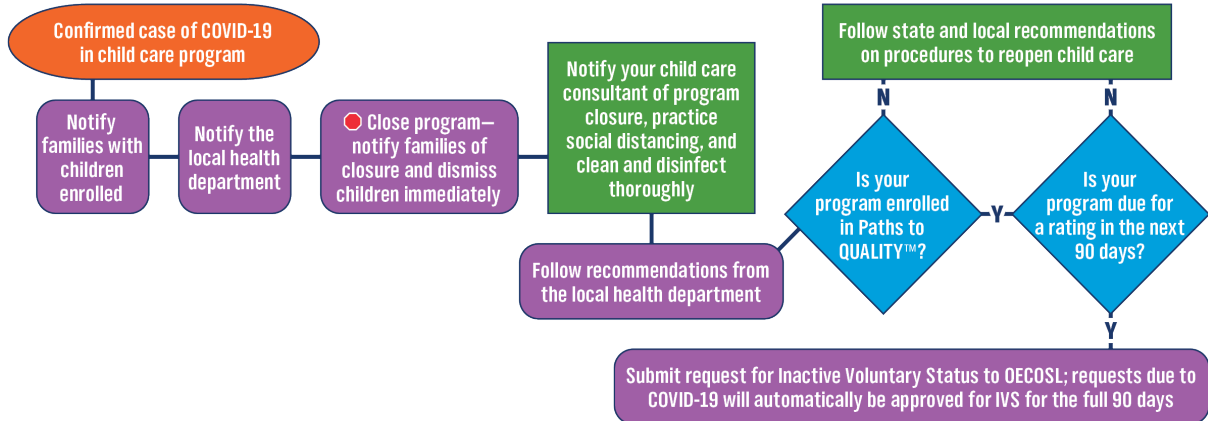


Child Care Programs – COVID-19 Checklist



WHAT IS COVID-19?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. Patients with COVID-19 have experienced mild to severe respiratory illness, including fever, cough and shortness of breath. The virus that causes COVID-19 is a novel (new) coronavirus. It is not the same as other types of coronaviruses that commonly circulate among people and cause mild illness, like the common cold.

What should a Child Care program do if a student, family, or staff member have a confirmed case of COVID-19?

- It is recommended that programs immediately distance the individual from the rest of the program and instruct the individual to stay home.
- It is recommended that programs notify parents of a possible exposure
- Programs should contact their local Health Department to notify them of potential exposure and consider following recommendations from the local Health Department Indiana local health departments link: <https://www.in.gov/isdh/24822.htm>
- Programs should notify their Child Care Licensing Consultant- a consultant map can be found here: <https://www.in.gov/fssa/carefinder/5262.htm>
- Programs should Close immediately
- Sample communications templates can be found at this link: <https://www.in.gov/fssa/carefinder/5765.htm>
- It is recommended that programs follow recommendations put forth the by the CDC:
 - Coordinate with local health officials. These officials will help administrators determine a course of action for their childcare programs or schools
 - Dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better

understanding of the COVID-19 situation impacting the program. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.
- Clean and disinfect thoroughly. Cleaning and Sanitation guidelines for Child Care can be found at this link:
https://www.in.gov/fssa/files/Cleaning_sanitizing_guidance_%203-2020.pdf
 - Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
 - For general disinfection of non-food contact surfaces, most common EPA-registered household disinfectants should be effective.

What is Social Distancing and why is it important?

- When not at necessary work, you and your immediate household should stay home and avoid family and social gatherings.
- Do not take public transportation
- Limit activities in public places (grocery stores)
- Keep your distance from others about 6 feet or 2 arm's length

Why are these steps necessary? Even if you are working? We know that people will get sick. What we don't want is for our medical system to be overwhelmed with very sick people which is a very real risk if we don't practice social isolation. A hospital may be able to handle 50 critically ill people at one time every day for a year, but they won't be able to handle 100 critically ill people every day for 3 months. It's too much at one time. Social isolation slows the spread of communicable disease and thus keeps it more manageable and services more deliverable.

What if the Child Care Program is enrolled in Paths to QUALITY™?

If the child care program is enrolled in PTQ, and has a PTQ rating visit that is due within the next 90 days, programs should contact the Office of Early Childhood and Out-of-School Learning to request Inactive Voluntary Status (IVS). IVS forms can be found at this link: <https://www.in.gov/fssa/pathstoquality/3736.htm>. For technical assistance filling out this form, please contact SPARK Learning Lab at 1-800-299-1627, or at PTQ@indianaspark.com. All requests will be approved by OECOSL for the maximum timeframe allowed in policy (90 Days). If additional time is needed past 90 days, programs will be considered on a case-by-case basis.

If a program experiences a sudden temporary closure and is otherwise unable to submit the proper documentation, OECOSL will complete the IVS paperwork on the program's behalf. This will allow all PTQ levels to be maintained, and all CCDF and On My Way PreK vouchers to remain active at their current levels.