Little Friends Preschool Little Friends Preschool understand that it is difficult for a parent to leave or miss work, therefore it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due to illness. We have developed a detailed health policy. This policy follows the guidelines from the Center for Disease Control (CDC), the Illinois Department of Public Health (IDPH), and the Illinois Department of Children and Family Services (DCFS) rules and regulations for the Daycare Center operations.

The purpose of the health policy is to ensure the health and safety of the staff, children and their parents, guardians, or authorized persons while attending the Daycare Center. Little Friends Preschool is dedicated to providing a safe and healthy environment and implements policies and procedures in accordance with CDC, IDPH and as mandated by DCFS.

1. **Expulsion Policies**

Little Friends Preschool strives to keep children, staff, parents and visitors safe during their visit/stay at the Daycare Center. We ask that everyone follow the guidelines set forth by CDC, IDPH and DCFS and the COVID-19 action plan implemented by the Daycare Center to ensure a safe and healthy environment. Everyone should adhere to these policies or risk expulsion.

**Children**

* 1. A child suspected of having or diagnosed as having a reportable infectious, contagious, or communicable disease for which isolation is required by the Illinois Department of Public Health's General Procedures for the Control of Communicable Diseases regulations of May 29, 2020, shall be excluded from the daycare home.
  2. Staff shall conduct a daily pre-admission screening upon arrival of the child to determine if the child has any obvious signs of symptoms of illness. If symptoms of illness are present, the child care staff shall determine that the child be excluded. The daycare staff will document any findings in the individual Child’s Daily Health Check Log (See Appendix A).
  3. Children with fever of 100.4º F or higher shall not be admitted to the day care center while those symptoms persist, and shall be removed as soon as possible should these symptoms develop while the child is in care.
  4. Children need not be excluded for a minor illness unless any of the following exists, in which case exclusion from the day care center is required:
     1. Illness that prevents the child from participating comfortably in program activities;
     2. Illness that calls for greater care than the staff can provide without compromising the health and safety of other children;
     3. Fever of 100.4º F or higher with behavior change or symptoms of illness;
     4. Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
     5. Diarrhea;
     6. Vomiting 1 or more times in the previous 24 hours, unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration;
     7. Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious;
     8. Rash with fever or behavior change, unless a physician has determined the illness to be noncommunicable;
     9. Purulent conjunctivitis, until 24 hours after treatment has been initiated;
     10. Impetigo, until 24 hours after treatment has been initiated;
     11. Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
     12. Head lice, until the morning after the first treatment;
     13. Scabies, until the morning after the first treatment;
     14. Chicken pox (varicella), until at least 6 days after onset of rash;
     15. Whooping cough (pertussis), until 5 days of antibiotic treatment have been completed;
     16. Mumps, until 9 days after onset of parotid gland swelling;
     17. Measles, until 4 days after disappearance of the rash; or
     18. Symptoms that may be indicative of COVID-19, one of the current serious, communicable disease identified by the Illinois Department of Public Health Control of Communicable Diseases which also include;
         1. Fever or chills
         2. Cough
         3. Shortness of breath or difficulty breathing
         4. Fatigue
         5. Muscle or body aches
         6. Headache
         7. New loss of taste or smell
         8. Sore throat
         9. Congestion or runny nose
         10. Nausea or vomiting
         11. Diarrhea
  5. Children exhibiting any of the above symptoms will remain excluded from the Daycare Center until the Illinois Department of Public Health (IDPH) or local health department states, in writing, that the communicable, contagious or infectious stage of the disease has passed and that the child may be re-admitted to the day care center.
  6. Parents and guardians will be notified when any communicable disease or condition has been introduced into the day care center in accordance with IDPH recommendations and by Little Friends Preschool’s Parent Communicable Disease Notification letter

(See Appendix B).

**Staff**

* 1. Prior to reporting to work, staff should conduct a self-screening and questionnaire. A self-screening is a protocol by which employee answers questions prior to the start of their shift (See Appendix C).
  2. Staff member will have their temperature taken and screened upon arrival to the Daycare Center by the provider. Any staff exhibiting any sign of COVID-19 as listed on the Self-screening Questionnaire, will not be allowed to remain on the premises and shall not return until the Illinois Department of Public Health (IDPH) or local health department states, in writing, that the communicable, contagious or infectious stage of the disease has passed and that the staff member is able to return to work at the Daycare Center.

**Visitors**

* 1. All persons entering the Daycare Center shall have their temperature taken with a non-contact thermometer. This includes the provider, employees, children, parents/adults dropping off or picking up a child, and all household members.
  2. Anyone with a temperature of 100.4º F or above and/or exhibiting a sign of COVID-19 will be denied entry to the Daycare Center.
  3. Signs are posted outside of the Daycare Center’s entrance prohibiting entry to anyone with symptoms of illness, including respiratory infection.
  4. Signs are posted indoors and outdoors prohibiting entry to anyone who is not wearing a mask/shield.

1. **Personal Protection Equipment Plan (PPE)**

**Supply**

* 1. The provider shall supply PPE for employees and children, including but not limited to face masks/shields, disposable gloves, smocks, and hand sanitizer.
  2. Provider, staff, and household members shall wear face masks or face shields and uniform while on site at the Daycare Center.
  3. Children ages 2 years and up shall wear a face mask, when tolerable, throughout the day except when napping, eating, or outdoors.

**Storage**

1. Additional PPE with be located in supply cabinet of each classroom.
2. Surplus of personal protective equipment will be stored in the supply cabinet located in the basement of the Daycare Center.
3. The provider shall store the surplus of masks, disposable gloves, tissue, and hand sanitizer etc. in the supply cabinet located in the lower level of the Daycare Center.
   * 1. The Weekly Restocking List (See appendix D) will be used by the staff as a log to keep control of the PPE inventory and cleaning/janitorial supplies.
     2. Staff will notify the Director when inventory is low.

**Training**

The Staff shall be trained, as needed, in proper safe work practices to protect themselves and children and limit the spread of contamination.

1. Staff training shall be on the various guidelines of the CDC and IDPH and shall not be limited to the following (See appendix E):
   * 1. Vomit & Diarrhea Cleaning Procedure
     2. The sequence for safely putting on and removing personal protective equipment
     3. Guidance for cleaning and disinfecting
     4. Sequence of hand washing
     5. Social Distancing
     6. Helping Children Cope During and After a Disaster

**3. Group Size Compliance**

**Daycare Center**

The Daycare Center will comply with capacity allowances as determined by DCFS for Daycare Centers.

**4. Communication Plan**

Good communication is essential between the Director, parents, staff and the various departments and appropriate agencies. The Director will report any confirmed illnesses or exposure in the Daycare Center using various forms of communication such as e-mail, letter or telephone calls to the proper agencies as required by the IDPH, CDC and DCFS.

**Parents**

1. Staff are trained on how to utilize the Parent Communicable Disease Notification letter (See appendix B). This form letter will be used to notify parents within 24 hours of any confirmed exposure to COVID-19.

**DCFS**

1. The provider will notify the DCFS representative, of the Department of Children and Family Service, immediately by telephone and in writing via e-mail upon any confirmed infection or exposure to COVID-19.

**IDPH**

* 1. The Director will report any known or suspected case or carrier of a communicable disease to the local health authorities and comply with IDPH’s rules for the Control of Communicable Diseases.

**5. Arrivals & Departures**

Keeping space between ourselves and others is one of the best tools we have to avoid being exposed to COVID-19 and slowing its spread locally and across the country and world. Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing; Stay at least 6 feet (about 2 arms’ length) from other people.

1. The Daycare Center will stagger arrivals and departure times and limit direct contact with parents as much as possible. The first arrival begins at 7:00 am. Subsequent arrivals begin in 15-minute intervals. No drop off will be permitted after 9:00 a.m. Every person dropping off or picking up a child, must adhere to their individual designated drop-off and pick-up schedule as agreed to by the parent in the Sign-In and Out sheet (See appendix F).
2. No drop-off will be permitted after 9:00 a.m. If you are going to be late, please notify the staff ahead of time, so that we can make arrangements to accommodate and prepare for your arrival.
3. Children should have their temperature taken at home prior to attending the daycare.
4. Upon arrival, each child’s temperature will be taken using a non-contact thermometer and will be screened and undergo a series of health checks to ensure the child has no signs of a contagious disease. The daycare staff will document any findings in the Child’s Daily Health Check Log (See appendix A).
5. When others are present, parents are encouraged to remain outside and wait to be greeted by a staff member who will then walk their child in to the Daycare Center.
6. Ideally, the same parent should drop off and pick up the child every day.
7. Each person and child over 2 years old shall wear a face mask/covering during arrivals and pick-up or access to the Daycare Center will be denied.
8. Personal protective equipment (PPE) such as masks shall be provided by the Daycare Center Director for all the children and staff while on site.
9. No physical contact/handshaking between the staff and parents or adults.

**6. Sanitation Procedures**

The Daycare Center will use recommended EPA-registered household disinfectant, and shall follow CDC guidelines and the instructions on the label to ensure safe and effective use of the product. 

1. The staff will implement routine hourly cleaning, disinfecting, and sanitizing during hours of operation for frequently touched items – including doorknobs, toys, phones, computer parts, etc.
2. All equipment shall be cleaned and disinfected daily with a germicidal solution approved by CDC.
3. The Director will report any known or suspected case or carrier of a communicable disease to the local health authorities and comply with IDPH’s rules for the Control of Communicable Diseases.
4. Each child shall have their own cot with their name on it and shall not be interchanged with any other child.
5. During napping, there shall be a minimum of 6 feet between each crib and cot.
6. All sheets and blankets shall be cleaned and laundered daily after nap time.
7. The child’s bedding shall be changed when visible soiled.
8. Children shall not be required to keep their mask on while sleeping.
9. Signs have been posted throughout the Daycare Center, including where children are dropped off and picked up, describing ways to prevent the spread of gems (See appendix G).
10. Stuffed animals shall not be used or made available to children.

**7. Hand Washing Protocol**

The Staff and children shall wash hands to keep healthy and prevent the spread of respiratory infections from one person to the next. Germs can spread from other people or surfaces. Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizer with at least 60% alcohol can be used if soap and water are not available.

1. All children, staff, and visitors should engage in proper hand hygiene at the following times:
   * 1. Arrival to the facility and after breaks
     2. Before and after preparing food or drinks
     3. Before and after eating or handling food, or feeding children
     4. Before and after administering medication or medical ointment
     5. Before and after diapering
     6. After using the toilet or helping a child use the bathroom
     7. After coming in contact with bodily fluid
     8. After handling animals or cleaning up animal waste
     9. After playing outdoors or in sand
     10. After handling garbage
     11. When hands are visibly soiled.

All staff will wash hands in accordance with CDC and DCFS guidelines, including before and after contact with other members.

1. Any and all persons, including children shall wash their hands before being admitted to the play area within the Daycare Center.
2. The CDC handwashing guidelines and COVID-19 precautions have been posted in visible locations throughout the Daycare Center, including handwashing areas accessible to employees, children, parents/guardians (See appendix G).

**8. Required Documentation**

1. The staff of the Daycare Center shall provide DCFS with copies of their medical report verifying that they have no reportable communicable disease. Medical reports are valid for 3 years.
2. Staff shall maintain CRP/First Aid Certification which are valid for 3 years.
3. In addition to training required by DCFS, staff members will participate in training mandated by the Daycare Center provider during the public health emergency, specifically COVID-19 pandemic trainings (See NAEYC Certificate)