

COVID-19 Sample Pandemic Policy

Policy: In order to reduce the spread of COVID-19, (name of center) _____ will follow the recommendations of our local health department, (name of local public health department) _____, the Centers of Disease Control and Prevention (CDC), and the California Department of Public Health (CDPH) for pandemic outbreak. Our exclusion policy for ill children, staff members, family members, visitors, and volunteers will be become stricter.

Procedure:

To prepare for illness, we will:

1. Form a task force of staff and parents/families.
2. Identify reliable sources of information such as the local public health department and the CDC www.cdc.gov . Contact the local health department to determine who has authority to close programs.
3. Decide how families and staff will be contacted in the event of a closure.
4. Educate staff and families about prevention, for example: hand washing, staying home if you're sick, coughing or sneezing into your sleeve, and getting a yearly flu vaccination.
5. Improve cleaning and disinfecting: surfaces, furniture, and toys may require increased attention.
6. Encourage families to consider their options for backup child care plans if a closure occurs.
7. Keep supplies on hand including: soap, paper towels, tissues, toilet paper, and cleaning and disinfecting products.
8. Plan for staff absences.

To respond to illness, we will:

1. Require families to notify the Preschool Director of confirmed cases/exposure of children, family and staff. The local public health department will be consulted if there are confirmed cases.
2. Conduct Morning Health Checks at time of check-in, prior to parent or guardian signing their child in.
3. Have a designated location in the class for a cot that is away from play areas but in view of staff where an ill child may wait and rest until being picked up by a parent or other designated adult.
4. Require staff to stay home if they have signs of illness (fever, dry cough, body aches). They will remain home until the Public Health/CDC/Primary Care Provider determines it is safe for them to return.
5. Communicate with staff and families about extent of illness in our program and any changes that may need to be made to our usual routine.