

# NCCC Policies and Procedures regarding COVID-19

Last update: 08 19 2021

## Pick up and drop off

- All adults entering the center must be wearing a mask or appropriate face covering at all times (regardless of vaccination status), and are asked to minimize their time inside. Parents without face covering may pick up and drop off their children at the door (there are also masks available for use inside). We also ask that parents try to maintain physical distance from staff while in the center, that the same parent do drop off and pick up consistently if possible, and that family members at higher risk (including older adults or those with underlying health conditions) avoid doing pick up and drop off if possible.
- Each child will take with them all their belongings besides linens (clothes, lunch box, bottle, etc.) every night at pick up. Linens (mats, sheets, blankets) will be picked up weekly.

## Masks and social distancing

- While mandatory mask orders are in effect, all staff will wear masks while working at the center and try to minimize close contact with one another.
- We invite and encourage children aged 3-5 to wear masks at the center, though this is not required. If children are sent with masks, the staff will help them to develop good mask habits and wear them throughout the day, apart from meals and nap times.
- Nap mats will be placed 6 feet apart, or as far apart as feasible.

## Vaccinations

- The center urges all eligible family members to get a COVID-19 vaccine in order to protect the health of our community.
- All staff members at the center have been fully vaccinated.

## If a student or staff member becomes sick

- If a student or staff member develops symptoms of COVID-19 while at the center, they will be sent home and advised to consult with a healthcare provider to confirm their status. Primary symptoms include fever, cough, difficulty breathing, new loss of taste or smell, muscle or body aches, gastrointestinal symptoms, headache, or general fatigue.

- A student or staff member who **tests positive** for COVID-19 will be allowed to return to the center once:
  - 10 days have passed since the onset of symptoms or first positive test result,
  - they have been fever free for 24 hours, and
  - other symptoms have improved.
- A student or staff member with symptoms who **tests negative** for COVID-19 and was **not recently exposed** to a covid positive individual may return once they are asymptomatic. Note that our regular policy on fevers always applies: students must be fever free for 24 hours before returning to the center.
- If there is a confirmed positive case at the center, **all exposed staff and students will be sent home for isolation**, and the center will work with the local Department of Health for contract tracing. Note: the CDC defines exposure as 15 or more minutes within 6 feet of an infected individual, and given the size of the center and structure of its program (classes are mixed in the early morning and later afternoon to accommodate available staffing), in almost all cases this will mean that all students and staff in attendance will be considered to be exposed, necessitating the de facto closure of the center until staff can return.
  - Vaccinated individuals (e.g. staff) and those who had a COVID-19 infection within the prior 90 days who were exposed do not have to isolate, and may return to the center after a negative test taken 3-5 days after exposure.
  - Unvaccinated individuals (e.g. students) who were exposed should isolate at home, and may return to the center after:
    - a quarantine period of 10 days beginning from the date of exposure with no symptoms, or
    - with written permission of a healthcare provider to return to school based on a negative test result.
    - Individuals who become infected with COVID-19 may return as prescribed above.

## Cleaning and disinfecting

- The center will be cleaned and disinfected on a daily basis, using [EPA approved sanitizing products](#).
- For snacks and lunchtime: tables and highchair trays will be cleaned and disinfected before and after each use.
- Frequently touched surfaces such as doorknobs, table tops, cabinet handles, playground equipment will be disinfected several times per day.
- The use of items (such as soft or plush toys) that cannot easily be cleaned and disinfected will be avoided.
- Drinking fountains will be cleaned and disinfected at the end of each day.
- Floors will be cleaned and disinfected at the end of each day.
- Machine washable toys and dress up clothes will be laundered weekly.

- Play activity centers will be cleaned weekly.
- Phone receivers will be cleaned and disinfected at the end of each day.
- Changing tables and potty chairs will be cleaned and disinfected after each use.
- Handwashing sinks and faucets, diaper pails will be cleaned and disinfected at the end of each day.

## Healthy Hand Hygiene Behavior

- All children, staff, and volunteers 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
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After handling animals or cleaning up animal waste
  - After playing outdoors or in sand
  - After handling garbage
- Staff and children will 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.
- Staff will supervise children when they use hand sanitizer to prevent ingestion and assist children with handwashing.
- After assisting children with handwashing, staff should also wash their hands.
- [Posters](#) describing handwashing steps will be posted near sinks.

## Diapering

- When diapering a child, staff will wash their hands and wash the child's hands before they begin, and wear gloves. They will follow safe diaper changing procedures, including:
  - Prepare (includes putting on gloves)
  - Clean the child
  - Remove trash (soiled diaper and wipes)
  - Replace diaper
  - Wash child's hands
  - Clean up diapering station
  - Wash hands

- After diapering, staff will wash their hands (even if they were wearing gloves) and clean and disinfect the diapering area with an EPA-registered sanitizing or disinfecting solution.

## Amendments

The center's board of directors may amend this policy at its discretion at any time. The director will notify staff and families of any change by email.