

NCCC Policies and Procedures regarding COVID-19

Last update: 07 01 2020

Pick up and drop off

- All adults entering the center must be wearing a mask or appropriate face covering at all times, 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.
- Children and staff will have temperatures taken every morning upon arrival on their forehead. Anyone with a temperature above 100.4 F or who has other signs of illness will not be admitted.
- Children and staff will apply hand sanitizer each time they enter the center.
- 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.

Staff protective equipment 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.
- Staff will wear gloves during diaper changing, potty training, and to assist with meals.
- Nap mats will be placed 6 feet apart, or as far apart as feasible.

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.

If a student or staff member becomes sick

- Any enrolled student or staff (i) with [symptoms associated with COVID-19](#) as per the CDC guidelines, including but not limited to: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, **while not present at the center**, or (ii) **who has been directly exposed** to another individual who tested positive to COVID-19 **is required to report their situation** to the center's director who will take any action as deemed necessary.
- Any enrolled student or staff with [symptoms associated with COVID-19](#) as per the CDC guidelines, including but not limited to: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, or other condition at the discretion of the center's director, **while present at the center will be isolated** in a dedicated quarantine room which will remain otherwise free and unoccupied.
- In case of confirmed case of COVID-19 among enrolled student or staff:
 - the center will remain closed for 48 hours after the relevant student or staff last visited the center and the center will be thoroughly cleaned and sanitized.
 - families of enrolled students, staff members and local health department will be immediately notified.
 - the center will follow the advice of local health department officials.
- In case of a confirmed case of COVID-19 among enrolled student or staff, or in case a student or staff member has symptoms associated with COVID-19 as per the CDC guidelines and as required by the center's director, the relevant student or staff member will be allowed to come back to the center **only after two negative tests** taken 24 hours apart.

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.