

# CORONAVIRUS, COVID-19 Program Plan

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## Introduction

The plan has been developed to assist Hand in Hand in protecting the health and safety of the employees, families, and participants in its care during the COVID-19 pandemic. The safety and health of the staff, participants, and families is the primary goal of Hand in Hand.

The following pages will describe policies and procedures as of **July 6, 2020**. Because we are in an unprecedented time and information is changing by the hour, this document and its described policies and procedures could change at any time. Should any information change, an updated copy will sent out via email to all Directors. All information included in this plan is an assortment of material compiled and summarized from the Center for Disease Control and Prevention, World Health Organization, Iowa Department of Public Health Departments and many others. Please note that there is likely to be additional legislation at both the state and federal level that could offer additional benefits to employees. If and/or when those pass and become law, then information will be communicated as soon as possible.

We are doing our best at obtaining information, analyzing each piece of information and applying it to our organization, and being flexible with the information and circumstances. We ask that you flexible with us as we go through the coming weeks.

**And, please, if you are ill, stay home.**

Thank you for your dedication to our organization and the families and participants we serve.

Angie Kendall, CEO

## COVID-19 Testing

The following scenarios are examples of processes that will likely occur in the event of pending COVID-19 test, quarantine, or positive COVID-19 test. \*\*This is subject to change based on the evolving situation.

- **Pending test due to suspicion of COVID**– if an employee, participant, or a family member of an employee or participant in our care has a pending test due to suspicion of COVID all individuals in the household will remain out of programming until they receive a negative COVID test or they have quarantined for 14 days and symptoms are improving/the individual remains symptom free (if test results are still not returned).
- **Positive test** – if an employee or participant is known to have had a positive test, then they will not be allowed on premises for up to 14 days. Hand in Hand will:
  1. Notify DHS and the Childcare Nurse Consultant at the Scott County Health Department and follow all directives.
  2. Identify all contacts (defined as contact within 6 feet for at least 15 minutes) within the center.
    - Contacts will be instructed to self-quarantine for 14 days after last exposure to confirmed case
  3. Deep clean in accordance with COVID-19 Cleaning Guidance at the CDC website.
  4. Implement screening procedures for staff and participants for fever and symptoms at least twice a day.
  5. Notify all families of the positive test, maintain confidentiality of the individual who tested positive.

## Exclusion from Work or Care at Hand in Hand

### Experiencing Symptoms

#### Symptoms As Defined by the CDC

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*This list does not include all possible symptoms. CDC continues to update the list. This list is updated as of 7.6.20.*

Any individual experiencing symptoms of COVID as defined by the CDC must self-isolate until after all three of the following have happened (known as the 10/3 rule)

1. They have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) **AND**
2. Their other symptoms have improved (for example, when your cough or shortness of breath has improved) **AND**
3. At least 10 days have passed since their symptoms first appeared.

If an individual experiences symptoms of COVID and tests negative and they have not had contact with an individual with COVID, they may return to Hand in hand 24 hours after symptoms resolve. The individual must provide a return to work/care note from their physician.

If an individual experiences symptoms of COVID and tests negative but has had contact with an individual with COVID, they must self- quarantine until 14 days after their last exposure to the confirmed case.

If a participant or staff member begins exhibiting symptoms while at the building, they will be sent home immediately following the outlined protocol.

If a Hand in Hand site has participants with siblings in their care and one is showing symptoms, then all will be sent home.

The Equal Employment Opportunity has confirmed that employers may now inquire into an employee's symptoms if there is "reasonable belief based on objective evidence that the severe form of pandemic influenza poses a direct threat." Hand in Hand administration team may ask employees if they are experiencing COVID-19 symptoms. Federal or state law may require the employer to handle the employee's response as a confidential medical record.

## Contact

If an employee or participant has direct contact with someone who tests positive for COVID, they must self-quarantine for 14 days.

Only the person with close contact to a positive case needs to be in quarantine. If an exposed family member becomes ill with COVID symptoms or tests positive, then the child or staff member must also stay home for 14 days.

The definition of contact is to be within 6' of an individual for at least 15 minutes.

## Travel

There is no longer a recommendation to self-isolate for 14 days after returning home from travel outside of Iowa and within the United States. The Centers for Disease Control continues to recommend that persons returning from international travel stay home for 14 days after they return.

## Illness in Center

**If someone is or becomes sick in our center they will be moved to an isolated room or area until participant is picked up. The room will then be cleaned and disinfected after the participant has left.**

- If COVID-19 is confirmed in a participant or participant member Hand in Hand will do the following:
  - Close of areas used by the person who is sick.
  - Open outside doors and windows to increase air circulation in the areas.
  - Wait up to 24 hours or as long as possible before we clean or disinfect to allow respiratory droplets to settle before cleaning and disinfect.

Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas

**\*\*We will continue to significantly err on the side of caution if there is any potential exposure or suspicion of COVID-19 symptoms.**

### Access to Buildings, Travel, etc.

Access to the building is limited to **essential staff and participants until further notice**. Caregivers will not be allowed to access the building at this time. See pick up and drop off details for more information.

All individuals seeking access to the building must consent to and disclose the following before entering:

1. All individuals who enter the building must consent to a health and temperature screening.
  - a. An individual with a temperature of 100.4 degrees or higher may not enter the building.
  - b. Move to question 2 for an individual with a temperature under 100.4
2. Has the individual seeking access to the building traveled internationally?
  - a. If yes, they may not enter the building for 14 days
  - b. If no, go to question 3
3. Does the individual have any [symptoms related to COVID](#)?
  - a. If yes, they may not enter the building
  - b. If no, go to question 4
4. Has the individual [anyone with known COVID19 in the past 14 days](#)?
  - a. If yes, they may not enter the building
  - b. If no, they may come into the building

**Hand in Hand** will post the “Stop and Read” sign at every door where a customer, parent, family member, vendor, etc. may enter.

### Discrimination and Harassment

To prevent stigma and discrimination, we will not make determinations of risk based on race or country of origin, and must maintain confidentiality of everyone (employees, participants, customers/families) with confirmed COVID-19.

- The EEOC has said that the employment laws continue to apply, but they do not interfere with or prevent employers from following the guidelines and suggestions made by the CDC about steps employers should take regarding the COVID-19.
- The Americans with Disabilities Act prohibits making disability-related inquiries or medical exams, unless job related and consistent with business necessity, or the employer has reasonable belief that the employee poses a direct threat to the health or safety of employees. During an outbreak, employers should seek public health advice to make reasonable assessments to determine if situations rise to a “direct threat.” We cannot deny hire, but we can choose to delay hiring or a return to the workplace for the safety of others.

### Illness Prevention, Care, and Cleaning/Sanitizing Procedures During COVID-19

Hand in Hand will implement common-sense practices for preventing disease spread, such as: covering a cough or sneeze with a bent elbow, staying home when sick, and washing hands.

## Basic Daily Care

- Hand washing will occur frequently throughout the day. See further stipulations below.
- Sneezing and coughing needs to be into your elbow or a tissue and the tissue needs to be immediately thrown in the trash.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when ill.
- All signs authored by the CDC need to be placed around your site for all employees, families, and customers to see.

## Masks

Participants are encouraged to wear masks, but they are not required. Hand in Hand will provide masks upon request.

All staff are required to wear masks in all common areas, when providing care in close proximity to others. They may remove their mask if they are alone in an office or at least 6' away from others. Hand in Hand will provide masks upon request.

- Participants may bring a mask. Masks should NEVER be put on babies and participants under age two because of the danger of suffocation.
- Staff will be provided a cloth face mask. They may provide their own. Staff will be required to wash their own mask at home daily.
- How to Wear Cloth Face Coverings
  - Cloth face coverings should—
    - fit snugly but comfortably against the side of the face
    - be secured with ties or ear loops
    - include multiple layers of fabric
    - allow for breathing without restriction
    - be able to be laundered and machine dried without damage or change to shape
- Cleaning
  - Staff should wash their mask daily in the washing machine.
- Removal
  - Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.
- CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission. CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young participants under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Handwashing

All participants, staff, and volunteers should 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 participants
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a participant 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

Wash hands with soap and water for at least 20 seconds using the following steps:

1. Pull down on paper towel dispenser
2. Turn on water
3. Wet hands
4. Apply soap
5. Wash hands for 20 seconds
6. Rinse hands for 10 seconds
7. Dry hands
8. Turn off water with paper towel, or if there is a line leave the water on
9. Toss paper towel in a covered, lined, hands free container

Supervise participants when they use hand sanitizer to prevent ingestion. Hand sanitizer shouldn't be used in place of handwashing but a "extra" precaution when handwashing isn't immediately available.

Assist participants with handwashing, including infants who cannot wash hands alone. After assisting participants with handwashing, staff should also wash their hands.

Place [posters](#) describing handwashing steps near sinks. Developmentally appropriate posters in multiple languages are available from CDC.

## Food Preparation:

Meals will be served in the classroom. If meals are typically served family-style, plate each participant's meal to serve it so that multiple participants are not using the same serving utensils. Food preparation should not be done by the same staff who diaper participants. Sinks used for food preparation should not be used for any other purposes.

Caregivers should ensure participants wash hands prior to and immediately after eating. Caregivers should wash their hands before preparing food and after helping participants to eat.



Hand in Hand will follow all other applicable federal, state, and local regulations related to safe preparation of food.

### Classroom Practices:

- No plush toys, clothing and other soft toys are allowed in the classrooms. Participants may not bring plush toys from home.
- Wash blankets daily.
- Toys may not be shared between classrooms or groups of participants.
- Minimize the number of toys in the program space and disinfect them daily.
- Implement regular deep-cleaning practices at a minimum once a week, while continuing daily cleaning as normal.
- Toys that cannot be cleaned and sanitized will not be used.
- Rooms will be limited to no more than 12 individuals per room to increase space between participants unless square footage allows us to appropriately social distance with additional individuals.
- Recess, activities and hallway passing should be staggered to limit interactions.
- During rest time, participants' cots should be placed as far away from one another as possible and in a head to foot pattern.
- Windows should be opened at all possible times to increase and improve ventilation.
- We will not use group sensory/water tables. Instead, we will provide individual sensory experiences with individual materials for each participant which are then cleaned and sanitized immediately after use. Similarly, participants will be provided individual art materials that can be sanitized and disinfected i.e. crayons, colored pencils, pencils etc.
- All classrooms will implement use of 'Yuck Bucket' for mouthed/high-contact toys that must be disinfected immediately. Toys that participants have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Hard surfaces will be cleaned and disinfected three times per day. Special attention should be paid to door knobs, light switches, counter tops and rest rooms.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

### Washing, Feeding, or Holding a Participant

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young participants: Participant care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.

- Staff should wash their hands, neck, and anywhere touched by a participant's secretions.
- Staff should change the participant's clothes if secretions are on the participant's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.

- Infants, toddlers, and their providers should have multiple changes of clothes on hand at Hand in Hand.
- Staff should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

## Administration, Offices

- If you have office visits from other employees or customers, immediately clean all hard surfaces after they leave your office or desk area.
- Hand washing for at least 20 seconds or hand sanitizing if handwashing isn't available with at least 60% alcohol needs to be done throughout the work day; each time you get up from your desk before returning to your desk or if someone visits your space after sneezing, coughing, or blowing your nose.

## Cleaning and Disinfecting

### Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces. High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

### Disinfect

- Recommend use of EPA-registered household disinfectant.
- Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
  - Keeping surface wet for a period of time (see product label).
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
  - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted.
  - Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

- Leave solution on the surface for at least 1 minute.

**To make a bleach solution, mix:**

- 5 tablespoons (1/3rd cup) bleach per gallon of water  
OR
- 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

## **Soft surfaces**

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant. [These disinfectants](#) meet EPA's criteria for use against COVID-19.
- [Vacuum as usual.](#)

## **Electronics**

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
  - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

## **Laundry**

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

## Social Distancing

Hand in Hand will make the following accommodations to abide by the recommended 6-ft. distancing when possible.

### Pick up and Drop off Procedures

1. Upon arrival, parents will call Hand in Hand to notify the staff they have arrived. During typical pick up and drop off times a staff member will remain near the front door to monitor traffic.
2. Parents should assist a participant out of the vehicle to avoid additional exposure of the staff by leaning into the vehicle. Participants will be admitted inside one at a time, parents should not allow their participant to enter the building independently. Parents will not be allowed to enter the building.
3. Standing at least 6 feet away, staff will perform a temperature and health screening for all participants [as outlined in the access section of the manual](#).
4. A hand hygiene station will be set up at the entrance of the facility, so that participants can clean their hands before they enter. Hand in Hand will provide hand sanitizer with at least 60% alcohol at entry. Hand sanitizer will be kept out of participants' reach and supervise use.
5. Ideally, the same parent or designated person should drop off and pick up the participant every day.

### Changing Clothes

When assisting a child in changing their clothes staff members must wear gloves and a mask.

### Diapering

When [diapering](#) a child, a staff must wear a mask, [wash their hands](#) and wash the child's hands before beginning, and wear gloves. Follow safe diaper changing procedures.

Procedures should be posted in all diaper changing areas. Steps include:

1. Prepare (includes putting on gloves)
2. Clean the child
3. Remove trash (soiled diaper and wipes)
4. Replace diaper
5. Wash child's hands
6. Clean up diapering station
7. Wash hands

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.

If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.

### Water Play

Engaging in water play is possible but must have many accommodations including:

1. If water play requires a change of clothes, staff must be able to wear gloves and a mask to assist the child.

2. No more than one child may change with one staff member at a time, changing gloves between each child
3. No shared water tables may be used, individual water containers are possible
4. Sprinklers may be used if the participants remain 6' apart, avoiding lines and close proximity

## Other Program Requirements

To ensure as much social distance as possible, Hand in Hand will:

1. Cancel all gatherings, field trips, staff training and congregate meal settings.
2. Distance participants while eating.
3. Ask that staff practice social distancing outside of work (remaining out of congregate settings, avoiding mass gatherings, and maintaining approximately 6 feet of distance from others when possible).
4. Avoid mixing participants across classes and stagger passing times.
5. Limit deliveries from outside vendors. If possible, have them deliver after business hours or leave deliveries outside of the facility.
6. Employees may limit meetings and conferences as they see fit and it's a reasonable request. If a meeting or conference can be done remotely and/or electronically, that is the preferred option.
7. Have regular staff scheduled and remain with the same group of participants every day to provide consistency and reduce contamination.

## Preparing to Re-open

Prior to re-opening the center, Hand in Hand will complete the following deep cleaning tasks:

1. If the closure is related to a confirmed case of COVID-19: close off areas used by the infected persons 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.
2. Clean and disinfect all areas (e.g., offices, bathrooms, and common areas) focusing especially on frequently touched surfaces.
  - a. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
  - b. For disinfection, use an EPA-registered disinfectant or a bleach mixture.
  - c. Please see the IDPH Environmental Cleaning Guidance at <https://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus/Prevention>

# Hand in Hand Entry Screening Questions

## ONLY SCHEDULED STAFF, APPROVED VENDORS, AND PARTICIPANTS ARE ELIGIBLE FOR ENTRY

Does the individual have a fever of 100.4 or higher?	<b>Yes</b> The individual may not enter the building. The individual and any sibling in Hand in Hand care must follow the 10/3 Rule	<b>No</b> , go to next question
Has the individual traveled internationally in the last 14 days?	<b>Yes</b> The individual may return to the building after 14 days, assuming they are symptom free.	<b>No</b> , go to next question
Does the individual have any symptoms currently associated with COVID: <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	<b>Yes</b> The individual and any sibling in Hand in Hand care must follow the 10/3 Rule	<b>No</b> , go to next question
Has the individual had direct contact with a person with known COVID-19 in the past 14 days?  Direct contact is defined as less than 6' for at least 15 minutes.	<b>Yes</b> , individual must self-quarantine for 14 days	<b>No</b> , the individual may enter the building/program

## 10/3 Rule for COVID

Any individual experiencing symptoms of COVID as defined by the CDC must self-isolate until after all three of the following have happened (known as the 3/10 rule)

4. They have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) **AND**
5. Their other symptoms have improved (for example, when your cough or shortness of breath has improved) **AND**
6. At least 10 days have passed since their symptoms first appeared.

**HOWEVER**, If an individual experiences symptoms of COVID but tests negative and they have not had contact with an individual with COVID, they may return to Hand in hand 24 hours after symptoms resolve. The individual must provide a return to work/care note from their physician.

If an individual experiences symptoms of COVID and tests negative but has had contact with an individual with COVID, they must self- quarantine until 14 days after their last exposure to the confirmed case.

## COVID-19 Contact Rule

If an employee or participant has direct contact with someone who tests positive for COVID, they must self-quarantine for 14 days.

Only the person with close contact to a positive case needs to be in quarantine. If an exposed family member becomes ill with COVID symptoms or tests positive, then the child or staff member must also stay home for 14 days.

The definition of contact is to be within 6' of an individual for at least 15 minutes.