

Southeast NM Community Action Corporation

HEAD START PROGRAM

**Remote Service Plan
&
COVID-19
Employee Safe Practices
Handbook**

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Southeast NM Community Action Corporation

Head Start Program

Remote Service Plan

The Head Start management team, after an extensive review of the Health and Safety Guidelines for New Mexico Child Care Centers and Early Childhood Professionals (July 6, 2020), have met and concluded that due to the current circumstances, the safest measure for our Head Start families would be to provide remote learning services. Per the guidelines, Head Start would be required to limit the number of children it could serve; therefore, limiting the ability to meet the requirements necessary to provide safe, quality learning experiences for our children.

Requirements for Distancing

The current restrictions on social distancing of maintaining a distance of six feet would inhibit the utilization of migrating between different learning centers throughout the classroom each day.

- To adhere to proper social distancing and lowering the number of children within each group, dividers would have to be set up using current classroom furniture, which would prevent children from accessing all of the learning centers set up throughout the classroom.
- In order to meet with Head Start standards, children must have access to all learning centers in their designated group space, those include: art, writing, manipulates, blocks, science, literacy, and dramatic play.

Participation

In order to allow children to participate in learning activities, teaching staff would have to disinfect every item a child touches before the next child would be able to utilize the item.

- The quality of teaching would be diminished due to the constant cleaning and sanitation of the room.
- The children would also have to wash their hands before moving to another learning area.
- Children at the ages we serve, need physical contact and they would be deprived of this due to current social distancing regulations.

Restroom Breaks

1. Restrooms differ between each of our facilities.

- Some of our facilities use one shared bathroom for all classes; making it extremely difficult to keep the children 6 feet apart at all times because teachers are expected to take all children out of the classroom and to the restroom when one child has to go. This would cause the teaching staff to spend a great deal of time taking their classroom to the restroom to allow one child to use the restroom.

SNMCAC HEAD START PROGRAM
Employee Daily Health Screening

Employee _____ **Date** _____

Time: _____ **Temperature:** _____

Symptoms: (Circle if any symptoms)

- Fever of 100.4 or greater
- Chills/Repeated Shaking
- Muscle Pain
- Headache
- Sore Throat/Strep
- Runny Nose/Congestion
- New Loss of Taste/Smell
- Diarrhea/Vomiting/Nausea
- Respiratory Symptoms (cough/shortness of breath/difficulty breathing)

Questionnaire	Yes	No
Have you had contact with someone that has tested positive		
Have you or anyone in your immediate family had symptoms, tested positive or been around anyone that has tested positive		
Have you participated in any extra-curricular activities that would expose you to Covid-19		
Have you continued to follow the stay at home order		
Have you or anyone in your immediate family traveled to any high transmission areas within the state		
Have you or any of your immediate family traveled out of state within the past 14 days		
Have you had any out of state visitors in your home within the past 14 days		

Time: _____ **Temperature:** _____

Time: _____ **Temperature:** _____

Time: _____ **Temperature:** _____

2. Space

- The restrooms in the classrooms do not provide the space necessary to keep the children appropriately distanced while washing their hands, which is a (COVID) requirement.

Drop Off/Pickup Requirements

The requirements to stagger drop off and pickup would require additional staff to conduct temperature checks and daily health screenings.

- We do not have enough staff members at all centers to complete this task efficiently and quickly to get the children to their classrooms.
- Children at this age are used to their parents walking them to their classrooms; which would not be allowed at this time due to the ban of parents and visitors into our buildings.
- Some children have difficulties with separation from their parents, and staff would not be allowed to hold them and comfort them.

Face Mask Requirements

Cloth masks are required for everyone three years of age or older.

- Children between the ages of 3 and 5 must be supervised if they are wearing a mask.
- Staff would have to be aware of the risk of children choking themselves with the masks ties. To follow this requirement, staff would have to ensure children keep their masks on properly at all times; wearing a mask properly is very difficult for children of this age group.

The reality of teachers focusing on monitoring mask use, maintaining social distancing requirements, and properly disinfecting the classroom would mean that there is less time spent on teaching the children.

We have had several parents' voice their concerns of allowing their children to attend in person schooling. The communities in our area are seeing a steady increase of cases of COVID-19, which would put our children, families, and staff at risk. Our top priority is the health and safety of our children, families and staff, as well as providing quality childhood education. **The Head Start staff's response to this priority during COVID...is to:**

Learning Activities Your Child Will Receive

EDUCATION

Head Start will not be changing the services they provide to, the only thing that will be changing is the method of delivery.

1. The teaching staff will set up their classrooms and prepare lesson plans to be submitted two weeks in advance for monitoring purposes.
2. Based off of submitted and approved lesson plans, teachers will deliver them weekly to their children.
3. Teachers will continue to use the Creative Curriculum, Teaching Strategies (ongoing assessment tool)-via ZOOM. The teacher will cover all subject areas which are: Health, Science, Math/Cognition, Nutrition, Literacy, Safety, Social/Emotional and Physical skills.
4. Children will be provided home learning packets with all the necessary supplies such as: electronic tablet (parents will sign a tablet agreement), crayons, markers, scissors, glue, watercolors, and pencils. Other supplies will be provided as needed, dependent on the lessons that will be taught.
5. Teachers will conduct a virtual parent orientation that provides program information and a breakdown of learning expectations.

FAMILY & COMMUNITY PARTNERSHIP

Our Family services staff will continue to build relationships with families and provide community resources as needed.

1. Staff will continue to provide confidential, one on one services to parents.
2. To connect in all ways possible, families will be contacted via phone calls, ZOOM, facetime, texts, and emails.
3. Staff will continue to provide parent activities to the families virtually.
4. Monthly newsletters will be sent updating parents of upcoming events and projects happening in all content areas.
5. Referrals to community agencies will be provided as needed by conducting Family Partnership Agreements and determining the needs of our families. Staying connected is important as families deal with more financial stress, possible health and safety concerns and other challenges.
6. Positive messages will be sent to our families to let them know we are thinking of them during these challenging times and to identify any concerns they may have.
7. We will continue to provide parent education trainings by moving to a virtual platform.
8. The parents will be provided a parent handbook and a community resource book.

HEALTH & SPECIAL SERVICES

Though this may be challenging, we will continue to conduct health screenings on all of our children.

1. Staff will be requesting assistance from our parents to work with the staff in completing height, weight and vision screenings.

2. Staff will encourage our families to have their children seen by a physician or dentist for their physical or dental screenings.
3. Staff will continue to work closely with our local school districts who provide services for children with IEP's.
4. Our program will conduct current daily morning health checks on our Child Plus System that has been changed to reflect COVID-19 symptoms and will refer the parents to medical providers when needed.
5. Parents will be provided with guidelines to talk with their family about health and safety.
6. Additional training will be required of custodial/maintenance staff, and management staff on cleaning/disinfecting of high/touch surfaces.

PROFESSIONAL DEVELOPMENT

Professional Development training will be ongoing via webinars and other virtual learning systems which include ELKLC and NMELS.

1. ZOOM trainings will be provided for all staff to learn how to use the program efficiently.
2. Practice-Based Coaching will be provided for the teaching staff.
3. We will continue to communicate frequently with all staff to ensure health and safety.
4. Information will be provided on procedures for COVID-19 and what to do if any of our staff are exposed or test positive and a safety plan has also been completed for COVID-19.

FOOD SERVICES

Our plan is to continue to provide nutritious meals daily for our children that will follow the CACFP (Child Adult Care Food Program) guidelines.

1. Kitchen staff will prepare and deliver two meals each day during lunchtime; (lunch for that day and breakfast for the following day).
2. Teaching staff and Family Services staff will assist with the delivery of daily meals.
3. Staff will provide healthy snack ideas to our parents.

SNMCAC HEAD START PROGRAM
COVID-19 STAFF RE-ENTRY PROCEDURE

PURPOSE:

To ensure the health and safety of all staff members who enter the building. To prevent the spread of Covid-19.

INSTRUCTIONS:

1. Facemasks must be properly worn upon entry by all SNMCAC Head Start Employees.
 - A) When wearing a mask; the nose and mouth should be covered securely
 - B) Mask should loop around both ears or tied in the back.
2. Temperature and health screening will be conducted prior to clocking in.
 - A) Temperature must read less than a 100.4 F.
 - B) No more than two symptoms on Health Screening
 - C) Staff leaving premises at any time must be rescreened at entry
3. Handwashing will be done after clocking in and done frequently throughout the day. Alcohol pads will be provided at all time clock areas to be used on time clock after each use. In addition to, hand sanitizer dispensers will be placed throughout the building for the utilization of staff.
4. Staff will work in their offices, classrooms or other designated work space.
5. No gatherings or congregating in classrooms, hallways or offices.
6. Staff will adhere to the 6-foot social distancing policies.
7. Outside visitors or volunteers will not be permitted into building. This includes staff family members.
8. Staff who have traveled out of state must quarantine for 14 days. Subject to change based off of public health order by the NM Department of Health.
 - A. If a staff member or family member has tested positive, the employee must quarantine for 14 days.

RESPONSIBLE:

Site Supervisor, Managers, Coordinators

DISTRIBUTION:

All Staff

RECORD RETENTION:

Offices of Assistant Head Start Director or Site Supervisors

REFERENCE:

NMDOH (NM Department of Health)

SNMCAC HEAD START PROGRAM
Employee Daily Health Screening

Employee _____ **Date** _____

Time: _____ **Temperature:** _____

Symptoms: (Circle if any symptoms)

- Fever of 100.4 or greater
- Chills/Repeated Shaking
- Muscle Pain
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- New Loss of Taste/Smell
- Diarrhea/Vomiting/Nausea
- Respiratory Symptoms (cough/shortness of breath/difficulty breathing)

Questionnaire	Yes	No
Have you had contact with someone that has tested positive		
Have you or anyone in your immediate family had symptoms, tested positive or been around anyone that has tested positive		
Have you participated in any extra-curricular activities that would expose you to Covid-19		
Have you continued to follow the stay at home order		
Have you or anyone in your immediate family traveled to any high transmission areas within the state		
Have you or any of your immediate family traveled out of state within the past 14 days		
Have you had any out of state visitors in your home within the past 14 days		

Time: _____ **Temperature:** _____

Time: _____ **Temperature:** _____

Time: _____ **Temperature:** _____

I. Entry Plan: This plan provides information on arrival, departure, and daily health checks.

A. Arrival Procedures

Person Responsible: Health Manager/Health Coordinator or Designee

- Prior to attendance, each family will be contacted to set up arrival and departure times.
- Every family will be provided time for arrival and departure.
- Limit the number of people who enter your child-care facility.
- Limit non-essential visitors and ban volunteers.
- Staggered drop-off and pick-up times for each classroom to avoid a large number of people congregating outside or in front of the facility. There will be markers at pick-up and drop-off at least 6 ft. apart. There will be one-way routes to avoid exposure of children and adults at pick-up and drop-off whenever possible.
- Parents will line up in their vehicles, staff will check temperatures and screen children before exiting the vehicle.
- Designated staff will escort them to their classroom.
- If parents are ill, or anyone in the household is sick with COVID symptoms, the child will not be admitted to the program and must return home with the parent. The child must quarantine for 14 days.
- Wash hands or use hand sanitizer before and after signing in and out. Do not share pens or pencils. (Parents should use their own pen or pencil when signing in.) Pens will be sanitized before being reused.
- Parents will **not be** able to accompany their child into the facility.
- If check-in is electronic, provide alcohol wipes and frequently clean the screens or keyboards.

B. Health Screenings (e.g. temperature checking procedure for staff and children)

Person Responsible: Health Manager/Health Coordinator or Designee

1. For Staff Members: Upon entry into the facility

- a. Staff must wear their mask.
- b. They are required to have their temperature taken with an infrared thermometer and complete COVID 19 Health Screening questions.
- c. Use hand sanitizer

2. For Children:

- a. As soon as the child is in the classroom, they will wash hands. If the classroom has a sink, if the classroom does not have a sink, the teachers will meet their students at the bathroom to supervise hand washing

- a. As soon as the child is in the classroom, they will wash hands. If the classroom has a sink, if the classroom does not have a sink, the teachers will meet their students at the bathroom to supervise hand washing

C. Daily Health Checks

Person Responsible: Teachers and Teacher Assistants

On a daily basis, a health check will be conducted of each child that includes socio-emotional well-being. This health check will be conducted as soon as possible after the child enters the childcare facility and whenever a change in the child's behavior or appearance is noted.

- The caregiver/teacher will gain information necessary to complete the daily health check by direct observation of the child, by querying the parent/guardian, and, where applicable, by conversation with the child.
- Daily health checks seek to identify potential concerns about a child's health including emotional well-being and any recent illness or injury in the child and the family.
- If child needs additional support or intervention after daily health checks are complete, Health Manager/Health Coordinator or appropriate will be notified.

D. Departure Procedures

Person Responsible: Health Manager/Health Coordinator or Designee

- Staggered pick up times for each classroom to avoid a large number of people congregating outside or in front of the facility. There will be markers at drop-off at least 6 ft. apart. There will be one-way routes to avoid exposure of children and adults at pick up whenever possible.
- Parent/caregiver should wear a mask for drop-off and pick-up, when safe to do so.
- Staff are expected to wear gloves, facemask, face shield and gown while escorting child to their parent.
- Each child must wash their hands before they leave the classroom.
- If the parent would like to speak with the teacher, a telephone call should be made to the parent to plan to meet.
- No parents/guardians will be allowed into the building.

II. Preventative Plan: This plan provides information on preventative measures, to reduce the risk of spreading & exposure of COVID-19.

A. Hand Washing

- Children will practice frequent hand washing with soap and water for at least 20 seconds, and require handwashing upon arriving at the center,

when entering the classroom, wash hand after coughing, sneezing, blowing nose, before meals or snacks, after outside time, before and after diapering, after going to the bathroom, and prior to leaving for home.

- Staff will help young children to ensure they are washing their hands effectively. If soap and water are not readily available, using an alcohol-based hand sanitizer with at least 60% alcohol. Staff will supervise children when they use hand sanitizer to prevent ingestion.
- After assisting children with handwashing, staff should also wash their hands.
- Posters will be placed near sinks describing handwashing steps.

B. Face Coverings

Cloth face masks of appropriate size are recommended for everyone three years of age or older. Masks should fully cover the nose and mouth without gaps and stay in place without needing adjustments. Children will not be wearing masks during eating, when playing outside or taking a nap.

Cloth face coverings should:

- i. Fit snugly but comfortably against the side of the face.
- ii. Be secured with ties or ear loops. All staff should be aware of choking risks due to masks with ties.
- iii. Include multiple layers of fabric
- iv. Allow for breathing without restriction
- v. Be laundered and machine dried without damage or change to shape.

Cloth masks do not provide adequate protection for others if a person has symptoms compatible with COVID-19. Ill staff members should stay home.

C. Cleaning & Sanitizing – Use Proper Personal Protective Equipment (PPE)

- Increase the frequency with which you clean toys, equipment, and surfaces, especially doorknobs, check-in counters, and restrooms.
- Disinfect surfaces and objects that are touched often, including bathrooms, water coolers, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phone and toys.
- Sanitize building and frequent touched areas throughout the day. A bleach solution of 1.5 teaspoons per gallon of water will be used to disinfect tables, play area, bathrooms, water coolers, check-in counters, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, all toys, etc.
- EPA approved disinfectant spray is used to disinfect surfaces that are frequently touched throughout the day.
- Use alcohol wipes to clean keyboards and electronics and wash hands after use.

- Minimize the potential for the spread of germs by removing toys that are not easily cleanable (such as stuffed animals and pillows) and rotate the toys that are in use at any one time so that they can be adequately cleaned and sanitized.
- If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering this area.
- If available, janitors should disinfect, as they are trained to use disinfectants in a safe and effective manner and to clean up potentially infectious materials and body fluid spills – blood, vomit, feces, and urine. Surfaces must be thoroughly cleaned to remove all organic matter before a disinfectant is applied.
- Clean playground equipment daily and between uses of different groups of children.
- In the context of infection control, “deep” cleaning means cleaning surfaces with soap and water and then appropriately using disinfectants on high-touch surfaces. It is especially important to use proper gloves and personal protective equipment (PPE), good ventilation, and thoroughly air out the facility before children and other staff return.
- Mats will be sanitized with bleach water after each use.
- Blankets will be sent home to be washed every day.
- All common areas (bathroom, breakroom, office and floors, doorknobs, counters, desks, telephones, etc.) need to be disinfected frequently throughout the day.
- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Train staff to clean up potentially infectious materials and body fluids, spills (Blood, urine, feces, vomit)

D. Personal Protective Equipment (PPE)

Staff performing temperature checks and health screenings must wear PPE (Personal Protective Equipment). PPE includes: gown, mask, face shield, and gloves. Janitors must wear full PPE when disinfecting facilities that have become affected by someone testing positive to COVID-19.

- Staff will be expected to wear disposable gloves, face mask, face shield, and gown while conducting health screenings during drop-offs and pick-ups.
- Gloves will be changed after each child if contact is made with child or adult.
- Face mask is required at all time when children are present in the building.

- Wash hands with soap and water immediately after PPE is removed. (Copy of PPE and CDC is posted at all centers for instructions) If soap and water is not available and hands are not visibly dirty, hand sanitizers that contain 60% alcohol can be used until hands can be washed. Avoid touching mouth, nose and eyes.

E. Guidelines for talking to children about health and safety

- *Teach children everyday actions to reduce the spread of germs.*
 1. Remind children to stay away from people who are coughing, sneezing or otherwise sick.
 2. Discuss any new actions that may be taken to help protect children and school staff (e.g., increased handwashing, cancellation of events or activities).
 3. Teach them to wash their hands with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing; before and after going to the bathroom; and before eating or preparing food. Get children into a handwashing habit.
 4. If soap and water are not available, teach them to use hand sanitizer. Supervise young children when they use hand sanitizer to prevent them from swallowing alcohol.
- *Remain calm and reassuring.* Remember that children will react to both what you say and how you say it. They will pick up cues from the conversations you have with them and with others.
- *Make yourself available to listen and to talk.* Make time to talk. Be sure children know they can come to you when they have questions.
- *Avoid language that might blame others and lead to stigma.* Remember that viruses can make anyone sick, regardless of a person's race or ethnicity. Avoid making assumptions about who might have COVID-19.
- *Pay attention to what children see or hear on television, radio, or online.* Consider reducing the amount of screen time focused on COVID-19. Too much information on one topic can lead to anxiety.
- *Provide information that is honest and accurate.* Give children information that is truthful and appropriate for their age and development. Talk to children about how some stories on COVID-19 on the Internet and social media may be based on rumors and inaccurate information.

III. Physical Distancing: This plan provides information on measures to take to adhere to social distancing requirements while maintaining social connections

A. Distancing Space

- Children should practice physical distancing (6 feet), where possible, and teachers should implement distancing systems, as practicable, while learning.
- Children will be spaced during nap time, if spacing of 6 ft. is not available; children will be oriented head to toe.
- Do not mix or combine groups. Maintain the same groups from day to day and week to week, even at times of low attendance like the end of the day.
- Stagger outdoor time and clean outdoor playground equipment in between groups of children.
- Incorporate additional outside time if possible.
- Avoid gathering in larger groups for any reason. Increase the distance between children during table work. Minimize the time children stand in line.
- Plan activities that do not require close physical contact between children. Do not use water or sand/sensory tables.
- Limit item sharing. If items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Open windows frequently as long as this can be done safely. Adjust the HVAC system to allow for more fresh air to enter the program space. Ensure ventilation systems operate COVID-19 Child Care Health and Safety Guidelines – July 6, 2020 10 properly and increase circulation of outdoor air as much as possible by opening windows, using fans, or other methods. Do not open windows without screens and if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to children using the facility.

B. Group size and ratios

- Do not mix or combine groups. Maintain the same groups from day to day and week to week, even at times of low attendance like the end of the day.
- Stagger outdoor time and clean outdoor playground equipment in between groups of children.
- Avoid gathering in larger groups for any reason. Increase the distance between children during table work. Minimize the time children stand in line.
- Keep children 6 feet apart.
- Child/Teacher Ratio will be 10:1

C. Meals

- Meals and snacks will be provided in the classroom to avoid congregating in large groups.

- Tables will be arranged so that a child is seated in “every other” chair to allow appropriate distancing between children during meals.
- Teachers will wash hands and wear gloves prior to serving food as well as wear hairnets. Teachers will dish out the food onto each plate and place it in front of the child.
- Teachers and children will remove their mask to eat. Once done with eating, mask needs to be put back on.
- Family-style meals will be eliminated; Employees will (not children) handle utensils and serve food to reduce the spread of germs.
- Both children and teachers will wash their hands after eating meal.

IV. Suspected/Confirmed COVID-19 Cases: This plan provides information on steps to take when signs or symptoms of COVID-19 are observed or notification of a positive COVID test is received.

A. Notification

- If a child develops symptoms of COVID-19 (fever of 100.4 or higher, cough or shortness of breath) while at the facility, they will be immediately separated from the classroom and taken to the health office until the parent arrives to take them home.
- Notify Licensing of positive and close contact cases.
- Notify OSHA within 4 hours of learning a staff member is positive.
- A call will be made to the DOH Coronavirus Hotline at 1-855-600-3453 and the employee will be excluded from facilities until tested and negative results are given.
- Call the Head Start Director at (575)748-1141
- Call parents to pick up children who are possibly exposed.
- Close the center for airing out and deep cleaning and sanitation.
- Provide Positive Case Letter to all enrolled families.

See attached RAPID RESPONSE TO A POSITIVE COVID-19 CASE IN AN EARLY CARE AND EDUCATION FACILITY for all steps taken by all parties involved. See attached ISOLATION/QUARANTINE DECISION TREE for more information.

B. Deep Cleaning & Disinfecting

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Sanitize building and frequent touched areas by using a bleach solution of 4 teaspoons per quart of water or 5 tablespoons (1/3 cup) to 1 gallon of water. Tables, countertops, copiers, phones, toys, bathrooms, doorknobs,

office equipment, hands-on learning items, and any other surfaces and objects that are touched often will be sprayed and wiped down properly.

- EPA approved disinfectant spray will be sprayed on surfaces and objects that are touched often.
- Gloves and gowns should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves or PPE are removed.
- Cleaning staff should immediately report breaches in PPE or any potential exposures to their supervisor.

C. Changes in business operations

- Close affected facility for at least 24-48 hours for cleaning and disinfectant to be completed.
- Contact all appropriate parties identified on the Rapid Response for childcare and education facilities, such as the DOH, licensing and regulations department and Office of Head Start.
- Restrict all services until the building/facilities have been decontaminated.
- Drop-offs and pick-ups are all staggered with times assigned to families.

As Director/Owner of this facility, I have ensured that all staff and families have had the opportunity to read and receive this plan, and will post this in my facility for future reference.

Sincerely,



RAPID RESPONSE TO A POSITIVE COVID-19 CASE IN AN EARLY CARE AND EDUCATION FACILITY

Department of Health Resources:	Hotline: 1-855-600-3453
Testing Sites:	https://cvprovider.nmhealth.org/directory.html
COVID-19 Test Results:	https://cvresults.nmhealth.org/

I. Five ways a COVID-19 positive case may be identified in a child care facility:

- a) Onsite testing by DOH at the child care facility
- b) Report by a parent/guardian that their child has tested positive
- c) Employee or child develops symptoms
- d) Employee is tested at a public testing site and reports to director
- e) Complaint received through the child care complaint hotline

Reporting of a Positive COVID-19 Case is Required

II. Steps Taken by CYFD/ECECD, DOH and Facility Owner/Operator When a Positive Case is Identified:

Action Step	Person(s)/Agency Responsible	Timeline
1. Contact the individual with the positive test to offer support and resources.	ECECD	Immediately upon notification
2. Close the facility for airing-out and deep cleaning and sanitation	Facility Director/Owner	Immediately upon notification
3. Send facility director/owner the <i>COVID-19 Response at Your Business/Facility Letter</i> and the <i>Checklist for Business/Facility Compliance in Response to COVID-19 Positive Case</i> .	CYFD/ECECD ECS – Regional Supervisor	Immediately upon notification
4. Initiate case investigation, contact investigation and contact tracing	DOH – Epidemiology and Response Division (ERD)	Within 24 hours
5. Provide Facility Director/Owner a copy of Health and Safety Guidance for New Mexico Child Care Facilities	ECECD/ECS	Within 24 hours

Action Step	Person(s)/Agency Responsible	Timeline
and Early Childhood Professionals at https://www.newmexicokids.org/wp-content/uploads/2020.5.11-Early-Childhood-Health-and-Safety-Guidance.pdf		
6. Provide COVID-19 <i>Positive Case Letter</i> to all enrolled families with <i>Parent Permission/Authorization Form</i> (ECS template)	Facility Director/Owner	Within 24 hours of notification
7. Schedule testing for all staff and children (with parent permission)	ECECD/ECS call the DOH regional public health office to schedule testing in coordination with Facility Director/Owner	Immediately
8. Testing provided for all staff and children (with parent permission). All employees and children may be re-tested in 7-10 days, if warranted by DOH	DOH Regional Public Health Lead will support testing	Within 24 hours or as soon as possible
9. Enhanced cleaning, sanitizing and disinfecting performed in facility	Facility Director/Owner	After the 24-hour airing-out period
10. Submit the <i>Completed COVID-19 Safety Plan for Child Care Facilities</i> to ECS and DOH. https://www.newmexicokids.org/coronavirus/health.php	Facility Director/Owner – DOH Regional Public Health Lead and ECECD/ECS Regional Supervisor	Before reopening
11. Complete and submit the <i>Checklist for Business/Facility Compliance in Response to One or More COVID-19-Positive Employee(s) in the Workplace</i>	Facility Director/Owner	Before reopening
12. Review and approve the completed <i>COVID-19 Safety Plan for Child Care Facilities</i> and the <i>Checklist for Business/Facility Compliance</i>	DOH Regional Public Health Lead and ECS Regional Staff	Before reopening

If these procedures are not followed, ECS staff may pursue administrative actions (e.g. immediate suspension, revocation) and discontinue child care contracts.

III. Additional Requirements

- Every effort must be made to protect the identity of the individual(s) who tested positive.
- Child care employees who do not have insurance, and test positive, should be directed to child.care@state.nm.us or (800) 691-9067 to learn about insurance coverage available through NMMIP.
- Staff are required to be tested. The facility director/owner is responsible for communicating this requirement to all staff.
- See attached *Quarantine/Isolation Decision Tree* for who must be tested and who must quarantine or isolate.

**Checklist for Business/Facility Compliance in
Response to one or more COVID-19 Positive Employee(s) in the Workplace**

[INSERT BUSINESS NAME]

Date business/facility was notified of COVID-19 positive case(s): [INTERST NOTIFICATION DATE]

- ☐ Business/facility ceased operations to comply with the following actions:
- ☐ Business/facility has disinfected the workplace and/or facility in accordance with the *New Mexico COVID-19 Safe Practices for Individuals and Employers* handbook
 - Completed date: _____
- ☐ All employees have been tested for COVID-19 and a list of employees, with date of birth, has been provided to the NMDOH Public Health Division
 - Completed date: _____
- ☐ Business/facility has implemented industry-specific employee safety guidance detailed in the *COVID-19 Safe Practices for Individuals and Employers* handbook
 - Please attach any written guidance implemented at the business
- ☐ Business/facility has plan to re-test employees within 7-10 days, if warranted by NMDOH
 - Scheduled date: _____

I certify that the above actions have been completed in response to one or more positive cases of COVID-19 in the workplace.

Signature

Printed Name

Position

Business

Date

Upon completion, return this checklist to [NAME] at [EMAIL].

November 30, 2020

Re: COVID-19 Testing for your Place of Employment

Dear Employee of [INSERT EMPLOYER],

The New Mexico Department of Health (“NMDOH”) is committed to partnering with business to keep those at work in our state safe. At the request of your employer, the NMDOH will be performing COVID-19 testing for your place of employment.

Please be aware that your test result may be shared with your employer in association with medical surveillance of the workplace pursuant to 45 CFR § 164.512(b)(v). All other health information is kept private by NMDOH.

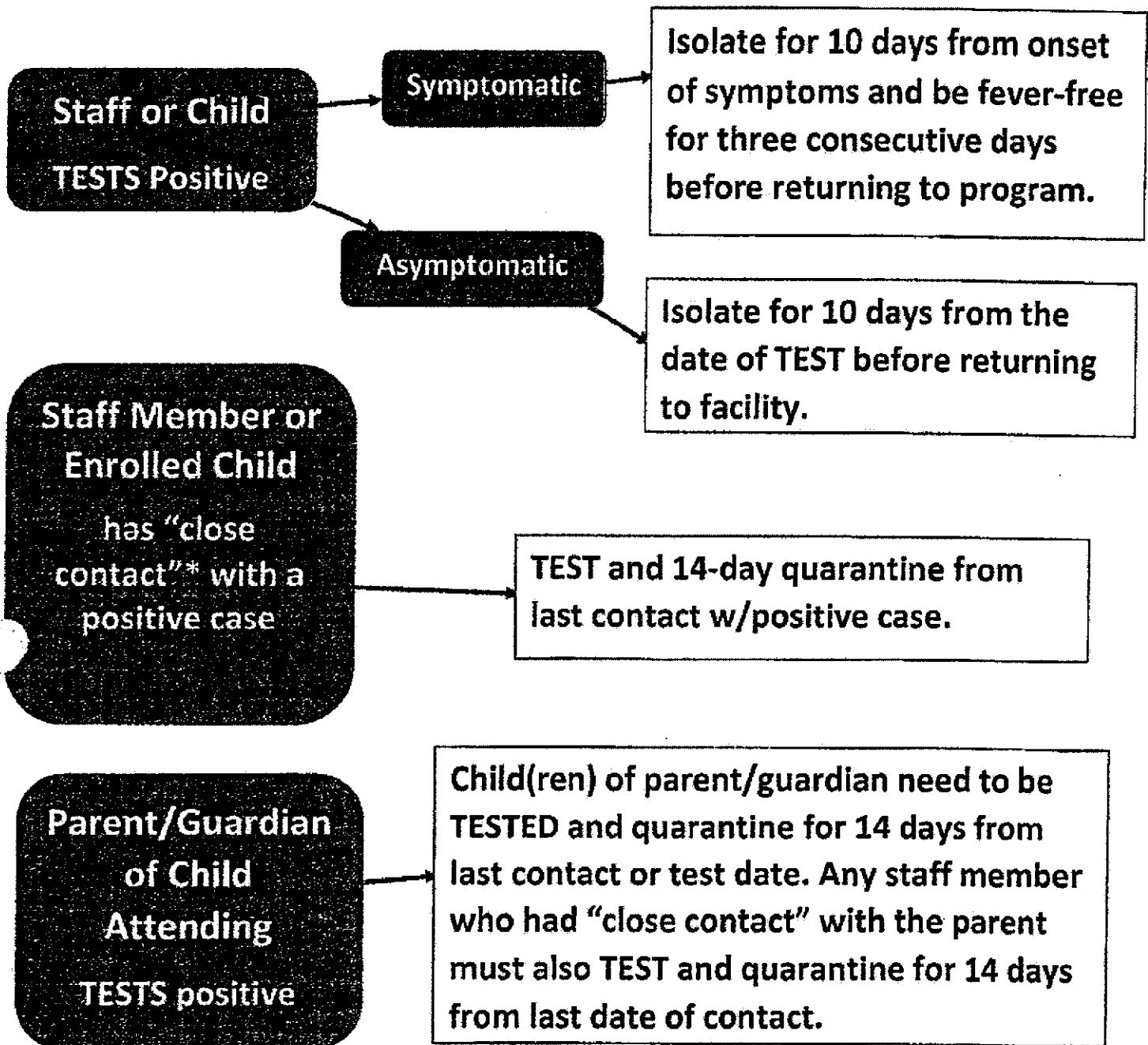
The NMDOH will need some basic demographic information about you to complete testing. Your health insurance information will also be collected, but please note there is no cost to you, and if you do not have health insurance, you will still be able to access a test. It is important that we collect your health insurance information so the state can track the testing services being provided on behalf of your managed care organization and CMS Medicaid/Medicare.

The test requires an NMDOH healthcare professional to swab either your nose or throat. Your swab will then be sent to a laboratory for processing. We generally receive results back in two to four days. If you test positive for COVID-19, a staff member from the NMDOH Epidemiology and Response Division will contact you for additional information. You can obtain your results through the NMDOH’s secured website (<https://cvresults.nmhealth.org/>).

If you have any questions related to COVID-19, please visit <https://cv.nmhealth.org/> or call the COVID-19 Hotline at 1-855-600-3453.

We appreciate your cooperation and thank you for the work you do in New Mexico.

Isolation/Quarantine Decision Tree



*"Close contact" is defined as being closer than six feet for more than three minutes to a person who is COVID-19 positive.

COVID-19 SAFETY PLAN

NAME OF FACILITY: SNMCAC Artesia Head Start Center

FACILITY ADDRESS: 504 W. Gage Artesia, NM 88210

FACILITY PHONE NUMBER: (575) 748-1141

CONTACT NAMES

TELEPHONE NUMBERS

Local Department of Health (DOH)	575-746-9819
NM Coronavirus Health Hotline	1 (855) 600-3453
NM Coronavirus Information Hotline	1 (833) 551-0518
ECS Regulatory Staff – Rosalyn Gonsalez	575-887-3776
County Emergency Manager – Jennifer Armendariz	575-499-5111
Early Childhood Lead (PPE) Abigail Olivas	575-706-5616

I. Entry Plan: This plan provides information on arrival, departure, and daily health checks.

A. Arrival Procedures

Person Responsible: Health Manager/Health Coordinator or Designee

- Prior to attendance, each family will be contacted to set up arrival and departure times.
- Every family will be provided time for arrival and departure.
- Limit the number of people who enter your child-care facility.
- Limit non-essential visitors and ban volunteers.
- Staggered drop-off and pick-up times for each classroom to avoid a large number of people congregating outside or in front of the facility. There will be markers at pick-up and drop-off at least 6 ft. apart. There will be one-way routes to avoid exposure of children and adults at pick-up and drop-off whenever possible.
- Parents will line up in their vehicles, staff will check temperatures and screen children before exiting the vehicle.
- Designated staff will escort them to their classroom.
- If parents are ill, or anyone in the household is sick with COVID symptoms, the child will not be admitted to the program and must return home with the parent. The child must quarantine for 14 days.
- Wash hands or use hand sanitizer before and after signing in and out. Do not share pens or pencils. (Parents should use their own pen or pencil when signing in.) Pens will be sanitized before being reused.
- Parents will **not be** able to accompany their child into the facility.
- If check-in is electronic, provide alcohol wipes and frequently clean the screens or keyboards.

B. Health Screenings (e.g. temperature checking procedure for staff and children)

Person Responsible: Health Manager/Health Coordinator or Designee

1. For Staff Members: Upon entry into the facility

- a. Staff must wear their mask.
- b. They are required to have their temperature taken with an infrared thermometer and complete COVID 19 Health Screening questions.
- c. Use hand sanitizer

2. For Children:

- a. As soon as the child is in the classroom, they will wash hands. If the classroom has a sink, if the classroom does not have a sink, the teachers will meet their students at the bathroom to supervise hand washing

C. Daily Health Checks

Person Responsible: Teachers and Teacher Assistants

On a daily basis, a health check will be conducted of each child that includes socio-emotional well-being. This health check will be conducted as soon as possible after the child enters the childcare facility and whenever a change in the child's behavior or appearance is noted.

- The caregiver/teacher will gain information necessary to complete the daily health check by direct observation of the child, by querying the parent/guardian, and, where applicable, by conversation with the child.
- Daily health checks seek to identify potential concerns about a child's health including emotional well-being and any recent illness or injury in the child and the family.
- If child needs additional support or intervention after daily health checks are complete, Health Manager/Health Coordinator or appropriate will be notified.

D. Departure Procedures

Person Responsible: Health Manager/Health Coordinator or Designee

- Staggered pick up times for each classroom to avoid a large number of people congregating outside or in front of the facility. There will be markers at drop-off at least 6 ft. apart. There will be one-way routes to avoid exposure of children and adults at pick up whenever possible.
- Parent/caregiver should wear a mask for drop-off and pick-up, when safe to do so.
- Staff are expected to wear gloves, facemask, face shield and gown while escorting child to their parent.
- Each child must wash their hands before they leave the classroom.
- If the parent would like to speak with the teacher, a telephone call should be made to the parent to plan to meet.
- No parents/guardians will be allowed into the building.

II. Preventative Plan: This plan provides information on preventative measures, to reduce the risk of spreading & exposure of COVID-19.

A. Hand Washing

- Children will practice frequent hand washing with soap and water for at least 20 seconds, and require handwashing upon arriving at the center, when entering the classroom, wash hands after coughing, sneezing, blowing nose, before meals or snacks, after outside time, before and after diapering, after going to the bathroom, and prior to leaving for home.
- Staff will help young children to ensure they are washing their hands effectively. If soap and water are not readily available, using an alcohol-based hand sanitizer with at least 60% alcohol. Staff will supervise children when they use hand sanitizer to prevent ingestion.
- After assisting children with handwashing, staff should also wash their hands.
- Posters will be placed near sinks describing handwashing steps.

B. Face Coverings

Cloth face masks of appropriate size are recommended for everyone three years of age or older. Masks should fully cover the nose and mouth without gaps and stay in place without needing adjustments. Children will not be wearing masks during eating, when playing outside or taking a nap.

Cloth face coverings should:

- i. Fit snugly but comfortably against the side of the face.
- ii. Be secured with ties or ear loops. All staff should be aware of choking risks due to masks with ties.
- iii. Include multiple layers of fabric
- iv. Allow for breathing without restriction
- v. Be laundered and machine dried without damage or change to shape.

Cloth masks do not provide adequate protection for others if a person has symptoms compatible with COVID-19. Ill staff members should stay home.

C. Cleaning & Sanitizing – Use Proper Personal Protective Equipment (PPE)

- Increase the frequency with which you clean toys, equipment, and surfaces, especially doorknobs, check-in counters, and restrooms.
- Disinfect surfaces and objects that are touched often, including bathrooms, water coolers, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phone and toys.
- Sanitize building and frequent touched areas throughout the day. A bleach solution of 1.5 teaspoons per gallon of water will be used to disinfect tables, play area, bathrooms, water coolers, check-in counters, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, all toys, etc.
- EPA approved disinfectant spray is used to disinfect surfaces that are frequently touched throughout the day.

- Use alcohol wipes to clean keyboards time clock, and electronics. Wash hands after use.
- Minimize the potential for the spread of germs by removing toys that are not easily cleanable (such as stuffed animals and pillows) and rotate the toys that are in use at any one time so that they can be adequately cleaned and sanitized.
- If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering this area.
- If available, janitors should disinfect, as they are trained to use disinfectants in a safe and effective manner and to clean up potentially infectious materials and body fluid spills – blood, vomit, feces, and urine. Surfaces must be thoroughly cleaned to remove all organic matter before a disinfectant is applied.
- Clean playground equipment daily and between uses of different groups of children.
- In the context of infection control, “deep” cleaning means cleaning surfaces with soap and water and then appropriately using disinfectants on high-touch surfaces. It is especially important to use proper gloves and personal protective equipment (PPE), good ventilation, and thoroughly air out the facility before children and other staff return.
- Mats will be sanitized with bleach water after each use.
- Blankets will be sent home to be washed every day.
- All common areas (bathroom, breakroom, office and floors, doorknobs, counters, desks, telephones, etc.) need to be disinfected frequently throughout the day.
- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Train staff to clean up potentially infectious materials and body fluids, spills (Blood, urine, feces, vomit)

D. Personal Protective Equipment (PPE)

Staff performing temperature checks and health screenings must wear PPE (Personal Protective Equipment). PPE includes: gown, mask, face shield, and gloves. Janitors must wear full PPE when disinfecting facilities that have become affected by someone testing positive to COVID-19.

- Staff will be expected to wear disposable gloves, face mask, face shield, and gown while conducting health screenings during drop-offs and pick-ups.
- Gloves will be changed after each child if contact is made with child or adult.
- Face mask is required at all time when children are present in the building.
- Wash hands with soap and water immediately after PPE is removed. (Copy of PPE and CDC is posted at all centers for instructions) If soap and water is not available and hands are not visibly dirty, hand sanitizers

that contain 60% alcohol can be used until hands can be washed. Avoid touching mouth, nose and eyes.

•

E. Guidelines for talking to children about health and safety

- *Teach children everyday actions to reduce the spread of germs.*
 1. Remind children to stay away from people who are coughing, sneezing or otherwise sick.
 2. Discuss any new actions that may be taken to help protect children and school staff (e.g., increased handwashing, cancellation of events or activities).
 3. Teach them to wash their hands with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing; before and after going to the bathroom; and before eating or preparing food. Get children into a handwashing habit.
 4. If soap and water are not available, teach them to use hand sanitizer. Supervise young children when they use hand sanitizer to prevent them from swallowing alcohol.
- *Remain calm and reassuring.* Remember that children will react to both what you say and how you say it. They will pick up cues from the conversations you have with them and with others.
- *Make yourself available to listen and to talk.* Make time to talk. Be sure children know they can come to you when they have questions.
- *Avoid language that might blame others and lead to stigma.* Remember that viruses can make anyone sick, regardless of a person's race or ethnicity. Avoid making assumptions about who might have COVID-19.
- *Pay attention to what children see or hear on television, radio, or online.* Consider reducing the amount of screen time focused on COVID-19. Too much information on one topic can lead to anxiety.
- *Provide information that is honest and accurate.* Give children information that is truthful and appropriate for their age and development. Talk to children about how some stories on COVID-19 on the Internet and social media may be based on rumors and inaccurate information.

III. Physical Distancing: This plan provides information on measures to take to adhere to social distancing requirements while maintaining social connections.

A. Distancing Space

- Children should practice physical distancing (6 feet), where possible, and teachers should implement distancing systems, as practicable, while learning.
- Children will be spaced during nap time. If spacing of 6ft is not available; children will be oriented head to toe.

- Do not mix or combine groups. Maintain the same groups from day to day and week to week, even at times of low attendance like the end of the day.
- Stagger outdoor time and clean outdoor playground equipment in between groups of children.
- Incorporate additional outside time if possible.
- Avoid gathering in larger groups for any reason. Increase the distance between children during table work. Minimize the time children stand in line.
- Plan activities that do not require close physical contact between children. Do not use water or sand/sensory tables.
- Limit item sharing. If items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Open windows frequently as long as this can be done safely. Adjust the HVAC system to allow for more fresh air to enter the program space. Ensure ventilation systems operate COVID-19 Child Care Health and Safety Guidelines – July 6, 2020 10 properly and increase circulation of outdoor air as much as possible by opening windows, using fans, or other methods. Do not open windows without screens and if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to children using the facility.

B. Group size and ratios

- Do not mix or combine groups. Maintain the same groups from day to day and week to week, even at times of low attendance like the end of the day.
- Stagger outdoor time and clean outdoor playground equipment in between groups of children.
- Avoid gathering in larger groups for any reason. Increase the distance between children during table work. Minimize the time children stand in line.
- Keep children 6 feet apart.
- Child/Teacher Ratio will be 10:1

C. Meals

- Meals and snacks will be provided in the classroom to avoid congregating in large groups.
- Tables will be arranged so that a child is seated in “every other” chair to allow appropriate distancing between children during meals.
- Teachers will wash hands and wear gloves prior to serving food as well as wear hairnets. Teachers will dish out the food onto each plate and place it in front of the child.
- Teachers and children will remove their mask to eat. Once done with eating, mask needs to be put back on.
- Family-style meals will be eliminated; Employees will (not children) handle utensils and serve food to reduce the spread of germs.
- Both children and teachers will wash their hands after eating meal.

IV. Suspected/Confirmed COVID-19 Cases: This plan provides information on steps to take when signs or symptoms of COVID-19 are observed or notification of a positive COVID test is received.

A. Notification

- If a child develops symptoms of COVID-19 (fever of 100.4 or higher, cough or shortness of breath) while at the facility, they will be immediately separated from the classroom and taken to the health office until the parent arrives to take them home.
- Notify Licensing of positive and close contact cases.
- Notify OSHA within 4 hours of learning a staff member is positive.
- A call will be made to the DOH Coronavirus Hotline at 1-855-600-3453 and the employee will be excluded from facilities until tested and negative results are given.
- Call the Head Start Director at (575)748-1141
- Call parents to pick up children who are possibly exposed.
- Close the center for airing out and deep cleaning and sanitation.
- Provide Positive Case Letter to all enrolled families.

See attached RAPID RESPONSE TO A POSITIVE COVID-19 CASE IN AN EARLY CARE AND EDUCATION FACILITY for all steps taken by all parties involved. See attached ISOLATION/QUARANTINE DECISION TREE for more information.

B. Deep Cleaning & Disinfecting

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Sanitize building and frequent touched areas by using a bleach solution of 4 teaspoons per quart of water or 5 tablespoons (1/3 cup) to 1 gallon of water. Tables, countertops, copiers, phones, toys, bathrooms, doorknobs, office equipment, hands-on learning items, and any other surfaces and objects that are touched often will be sprayed and wiped down properly.
- EPA approved disinfectant spray will be sprayed on surfaces and objects that are touched often.
- Gloves and gowns should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves or PPE are removed.
- Cleaning staff should immediately report breaches in PPE or any potential exposures to their supervisor.

C. Changes in business operations

- Close affected facility for at least 24-48 hours for cleaning and disinfectant to be completed.
- Contact all appropriate parties identified on the Rapid Response for childcare and education facilities, such as the DOH, licensing and regulations department and Office of Head Start.
- Restrict all services until the building/facilities have been decontaminated.
- Drop-offs and pick-ups are all staggered with times assigned to families.

As Director/Owner of this facility, I have ensured that all staff and families have had the opportunity to read and receive this plan, and will post this in my facility for future reference.

Sincerely,

COVID-19 SAFETY PLAN

NAME OF FACILITY: SNMCAC Carlsbad Head Start Center

FACILITY ADDRESS: 1915 San Jose Blvd. Carlsbad NM 88220

FACILITY PHONE NUMBER: (575) 887-3939

CONTACT NAMES

TELEPHONE NUMBERS

Local Department of Health (DOH)	575-885-4191
NM Coronavirus Health Hotline	1 (855) 600-3453
NM Coronavirus Information Hotline	1 (833) 551-0518
ECS Regulatory Staff – Rosalyn Gonsalez	575-887-3776
County Emergency Manager – Jennifer Armendariz	575-499-5111
Early Childhood Lead (PPE) Abigail Olivas	575-706-5616

I. **Entry Plan:** This plan provides information on arrival, departure, and daily health checks.

A. Arrival Procedures

Person Responsible: Health Manager/Health Coordinator or Designee

- Prior to attendance, each family will be contacted to set up arrival and departure times.
- Every family will be provided time for arrival and departure.
- Limit the number of people who enter your child-care facility.
- Limit non-essential visitors and ban volunteers.
- Staggered drop-off and pick-up times for each classroom to avoid a large number of people congregating outside or in front of the facility. There will be markers at pick-up and drop-off at least 6 ft. apart. There will be one-way routes to avoid exposure of children and adults at pick-up and drop-off whenever possible.
- Parents will line up in their vehicles, staff will check temperatures and screen children before exiting the vehicle.
- Designated staff will escort them to their classroom.
- If parents are ill, or anyone in the household is sick with COVID symptoms, the child will not be admitted to the program and must return home with the parent. The child must quarantine for 14 days.
- Wash hands or use hand sanitizer before and after signing in and out. Do not share pens or pencils. (Parents should use their own pen or pencil when signing in.) Pens will be sanitized before being reused.
- Parents will **not be** able to accompany their child into the facility.
- If check-in is electronic, provide alcohol wipes and frequently clean the screens or keyboards.

B. Health Screenings (e.g. temperature checking procedure for staff and children)

Person Responsible: Health Manager/Health Coordinator or Designee

1. For Staff Members: Upon entry into the facility

- a. Staff must wear their mask.
- b. They are required to have their temperature taken with an infrared thermometer and complete COVID 19 Health Screening questions.
- c. Use hand sanitizer

2. For Children:

- a. As soon as the child is in the classroom, they will wash hands. If the classroom has a sink, if the classroom does not have a sink, the teachers will meet their students at the bathroom to supervise hand washing

C. Daily Health Checks

Person Responsible: Teachers and Teacher Assistants

On a daily basis, a health check will be conducted of each child that includes socio-emotional well-being. This health check will be conducted as soon as possible after the child enters the childcare facility and whenever a change in the child's behavior or appearance is noted.

- The caregiver/teacher will gain information necessary to complete the daily health check by direct observation of the child, by querying the parent/guardian, and, where applicable, by conversation with the child.
- Daily health checks seek to identify potential concerns about a child's health including emotional well-being and any recent illness or injury in the child and the family.
- If child needs additional support or intervention after daily health checks are complete, Health Manager/Health Coordinator or appropriate will be notified.

D. Departure Procedures

Person Responsible: Health Manager/Health Coordinator or Designee

- Staggered pick up times for each classroom to avoid a large number of people congregating outside or in front of the facility. There will be markers at drop-off at least 6 ft. apart. There will be one-way routes to avoid exposure of children and adults at pick up whenever possible.
- Parent/caregiver should wear a mask for drop-off and pick-up, when safe to do so.
- Staff are expected to wear gloves, facemask, face shield and gown while escorting child to their parent.
- Each child must wash their hands before they leave the classroom.
- If the parent would like to speak with the teacher, a telephone call should be made to the parent to plan to meet.
- No parents/guardians will be allowed into the building.

II. Preventative Plan: This plan provides information on preventative measures, to reduce the risk of spreading & exposure of COVID-19.

A. Hand Washing

- Children will practice frequent hand washing with soap and water for at least 20 seconds, and require handwashing upon arriving at the center, when entering the classroom, wash hands after coughing, sneezing, blowing nose, before meals or snacks, after outside time, before and after diapering, after going to the bathroom, and prior to leaving for home.
- Staff will help young children to ensure they are washing their hands effectively. If soap and water are not readily available, using an alcohol-based hand sanitizer with at least 60% alcohol. Staff will supervise children when they use hand sanitizer to prevent ingestion.
- After assisting children with handwashing, staff should also wash their hands.
- Posters will be placed near sinks describing handwashing steps.

B. Face Coverings

Cloth face masks of appropriate size are recommended for everyone three years of age or older. Masks should fully cover the nose and mouth without gaps and stay in place without needing adjustments. Children will not be wearing masks during eating, when playing outside or taking a nap.

Cloth face coverings should:

- i. Fit snugly but comfortably against the side of the face.
- ii. Be secured with ties or ear loops. All staff should be aware of choking risks due to masks with ties.
- iii. Include multiple layers of fabric
- iv. Allow for breathing without restriction
- v. Be laundered and machine dried without damage or change to shape.

Cloth masks do not provide adequate protection for others if a person has symptoms compatible with COVID-19. Ill staff members should stay home.

C. Cleaning & Sanitizing – Use Proper Personal Protective Equipment (PPE)

- Increase the frequency with which you clean toys, equipment, and surfaces, especially doorknobs, check-in counters, and restrooms.
- Disinfect surfaces and objects that are touched often, including bathrooms, water coolers, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phone and toys.
- Sanitize building and frequent touched areas throughout the day. A bleach solution of 1.5 teaspoons per gallon of water will be used to disinfect tables, play area, bathrooms, water coolers, check-in counters, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, all toys, etc.
- EPA approved disinfectant spray is used to disinfect surfaces that are frequently touched throughout the day.

- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Minimize the potential for the spread of germs by removing toys that are not easily cleanable (such as stuffed animals and pillows) and rotate the toys that are in use at any one time so that they can be adequately cleaned and sanitized.
- If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering this area.
- If available, janitors should disinfect, as they are trained to use disinfectants in a safe and effective manner and to clean up potentially infectious materials and body fluid spills – blood, vomit, feces, and urine. Surfaces must be thoroughly cleaned to remove all organic matter before a disinfectant is applied.
- Clean playground equipment daily and between uses of different groups of children.
- In the context of infection control, “deep” cleaning means cleaning surfaces with soap and water and then appropriately using disinfectants on high-touch surfaces. It is especially important to use proper gloves and personal protective equipment (PPE), good ventilation, and thoroughly air out the facility before children and other staff return.
- Mats will be sanitized with bleach water after each use.
- Blankets will be sent home to be washed every day.
- All common areas (bathroom, breakroom, office and floors, doorknobs, counters, desks, telephones, etc.) need to be disinfected frequently throughout the day.
- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Train staff to clean up potentially infectious materials and body fluids, spills (Blood, urine, feces, vomit)

D. Personal Protective Equipment (PPE)

Staff performing temperature checks and health screenings must wear PPE (Personal Protective Equipment). PPE includes: gown, mask, face shield, and gloves. Janitors must wear full PPE when disinfecting facilities that have become affected by someone testing positive to COVID-19.

- Staff will be expected to wear disposable gloves, face mask, face shield, and gown while conducting health screenings during drop-offs and pick-ups.
- Gloves will be changed after each child if contact is made with child or adult.
- Face mask is required at all time when children are present in the building.
- Wash hands with soap and water immediately after PPE is removed. (Copy of PPE and CDC is posted at all centers for instructions) If soap and water is not available and hands are not visibly dirty, hand sanitizers

that contain 60% alcohol can be used until hands can be washed. Avoid touching mouth, nose and eyes.

E. Guidelines for talking to children about health and safety

- *Teach children everyday actions to reduce the spread of germs.*
 1. Remind children to stay away from people who are coughing, sneezing or otherwise sick.
 2. Discuss any new actions that may be taken to help protect children and school staff (e.g., increased handwashing, cancellation of events or activities).
 3. Teach them to wash their hands with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing; before and after going to the bathroom; and before eating or preparing food. Get children into a handwashing habit.
 4. If soap and water are not available, teach them to use hand sanitizer. Supervise young children when they use hand sanitizer to prevent them from swallowing alcohol.
- *Remain calm and reassuring.* Remember that children will react to both what you say and how you say it. They will pick up cues from the conversations you have with them and with others.
- *Make yourself available to listen and to talk.* Make time to talk. Be sure children know they can come to you when they have questions.
- *Avoid language that might blame others and lead to stigma.* Remember that viruses can make anyone sick, regardless of a person's race or ethnicity. Avoid making assumptions about who might have COVID-19.
- *Pay attention to what children see or hear on television, radio, or online.* Consider reducing the amount of screen time focused on COVID-19. Too much information on one topic can lead to anxiety.
- *Provide information that is honest and accurate.* Give children information that is truthful and appropriate for their age and development. Talk to children about how some stories on COVID-19 on the Internet and social media may be based on rumors and inaccurate information.

III. Physical Distancing: This plan provides information on measures to take to adhere to social distancing requirements while maintaining social connections.

A. Distancing Space

- Children should practice physical distancing (6 feet), where possible, and teachers should implement distancing systems, as practicable, while learning.
- Children will be spaced during nap time. If 6ft. spacing is not available; children will be oriented head to toe.

- Do not mix or combine groups. Maintain the same groups from day to day and week to week, even at times of low attendance like the end of the day.
- Stagger outdoor time and clean outdoor playground equipment in between groups of children.
- Incorporate additional outside time if possible.
- Avoid gathering in larger groups for any reason. Increase the distance between children during table work. Minimize the time children stand in line.
- Plan activities that do not require close physical contact between children. Do not use water or sand/sensory tables.
- Limit item sharing. If items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Open windows frequently as long as this can be done safely. Adjust the HVAC system to allow for more fresh air to enter the program space. Ensure ventilation systems operate COVID-19 Child Care Health and Safety Guidelines – July 6, 2020 10 properly and increase circulation of outdoor air as much as possible by opening windows, using fans, or other methods. Do not open windows without screens and if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to children using the facility.

B. Group size and ratios

- Do not mix or combine groups. Maintain the same groups from day to day and week to week, even at times of low attendance like the end of the day.
- Stagger outdoor time and clean outdoor playground equipment in between groups of children.
- Avoid gathering in larger groups for any reason. Increase the distance between children during table work. Minimize the time children stand in line.
- Keep children 6 feet apart.
- Child/Teacher Ratio will be 10:1

C. Meals

- Meals and snacks will be provided in the classroom to avoid congregating in large groups.
- Tables will be arranged so that a child is seated in “every other” chair to allow appropriate distancing between children during meals.
- Teachers will wash hands and wear gloves prior to serving food as well as wear hairnets. Teachers will dish out the food onto each plate and place it in front of the child.
- Teachers and children will remove their mask to eat. Once done with eating, mask needs to be put back on.
- Family-style meals will be eliminated; Employees will (not children) handle utensils and serve food to reduce the spread of germs.
- Both children and teachers will wash their hands after eating meal.

IV. Suspected/Confirmed COVID-19 Cases: This plan provides information on steps to take when signs or symptoms of COVID-19 are observed or notification of a positive COVID test is received.

A. Notification

- If a child develops symptoms of COVID-19 (fever of 100.4 or higher, cough or shortness of breath) while at the facility, they will be immediately separated from the classroom and taken to the health office until the parent arrives to take them home.
- Notify Licensing of positive and close contact cases.
- Notify OSHA within 4 hours of learning a staff member is positive.
- A call will be made to the DOH Coronavirus Hotline at 1-855-600-3453 and the employee will be excluded from facilities until tested and negative results are given.
- Call the Head Start Director at (575)748-1141
- Call parents to pick up children who are possibly exposed.
- Close the center for airing out and deep cleaning and sanitation.
- Provide Positive Case Letter to all enrolled families.

See attached RAPID RESPONSE TO A POSITIVE COVID-19 CASE IN AN EARLY CARE AND EDUCATION FACILITY for all steps taken by all parties involved. See attached ISOLATION/QUARANTINE DECISION TREE for more information.

B. Deep Cleaning & Disinfecting

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Sanitize building and frequent touched areas by using a bleach solution of 4 teaspoons per quart of water or 5 tablespoons (1/3 cup) to 1 gallon of water. Tables, countertops, copiers, phones, toys, bathrooms, doorknobs, office equipment, hands-on learning items, and any other surfaces and objects that are touched often will be sprayed and wiped down properly.
- EPA approved disinfectant spray will be sprayed on surfaces and objects that are touched often.
- Gloves and gowns should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves or PPE are removed.
- Cleaning staff should immediately report breaches in PPE or any potential exposures to their supervisor.

C. Changes in business operations

- Close affected facility for at least 24-48 hours for cleaning and disinfectant to be completed.
- Contact all appropriate parties identified on the Rapid Response for childcare and education facilities, such as the DOH, licensing and regulations department and Office of Head Start.
- Restrict all services until the building/facilities have been decontaminated.
- Drop-offs and pick-ups are all staggered with times assigned to families.

As Director/Owner of this facility, I have ensured that all staff and families have had the opportunity to read and receive this plan, and will post this in my facility for future reference.

Sincerely,

COVID-19 SAFETY PLAN

NAME OF FACILITY: SNMCAC Dexter Head Start Center

FACILITY ADDRESS: 401 C W. 1st Street Dexter, NM 88230

FACILITY PHONE NUMBER: (575) 734-6104 (575) 748-1141

CONTACT NAMES

TELEPHONE NUMBERS

Local Department of Health (DOH)	575-746-9819
NM Coronavirus Health Hotline	1 (855) 600-3453
NM Coronavirus Information Hotline	1 (833) 551-0518
ECS Regulatory Staff – Rosalyn Gonsalez	575-887-3776
County Emergency Manager – Jennifer Armendariz	575-499-5111
Early Childhood Lead (PPE) Dell Journey, Family Resource & Referral	575-622-9000

I. Entry Plan: This plan provides information on arrival, departure, and daily health checks.

A. Arrival Procedures

Person Responsible: Health Manager/Health Coordinator or Designee

- Prior to attendance, each family will be contacted to set up arrival and departure times.
- Every family will be provided time for arrival and departure.
- Limit the number of people who enter your child-care facility.
- Limit non-essential visitors and ban volunteers.
- Staggered drop-off and pick-up times for each classroom to avoid a large number of people congregating outside or in front of the facility. There will be markers at pick-up and drop-off at least 6 ft. apart. There will be one-way routes to avoid exposure of children and adults at pick-up and drop-off whenever possible.
- Parents will line up in their vehicles, staff will check temperatures and screen children before exiting the vehicle.
- Designated staff will escort them to their classroom.
- If parents are ill, or anyone in the household is sick with COVID symptoms, the child will not be admitted to the program and must return home with the parent. The child must quarantine for 14 days.
- Wash hands or use hand sanitizer before and after signing in and out. Do not share pens or pencils. (Parents should use their own pen or pencil when signing in.) Pens will be sanitized before being reused.
- Parents will **not be** able to accompany their child into the facility.
- If check-in is electronic, provide alcohol wipes and frequently clean the screens or keyboards.

B. Health Screenings (e.g. temperature checking procedure for staff and children)

Person Responsible: Health Manager/Health Coordinator or Designee

1. For Staff Members: Upon entry into the facility

- a. Staff must wear their mask.
- b. They are required to have their temperature taken with an infrared thermometer and complete COVID 19 Health Screening questions.
- c. Use hand sanitizer

2. For Children:

- a. As soon as the child is in the classroom, they will wash hands. If the classroom has a sink, if the classroom does not have a sink, the teachers will meet their students at the bathroom to supervise hand washing

C. Daily Health Checks

Person Responsible: Teachers and Teacher Assistants

On a daily basis, a health check will be conducted of each child that includes socio-emotional well-being. This health check will be conducted as soon as possible after the child enters the childcare facility and whenever a change in the child's behavior or appearance is noted.

- The caregiver/teacher will gain information necessary to complete the daily health check by direct observation of the child, by querying the parent/guardian, and, where applicable, by conversation with the child.
- Daily health checks seek to identify potential concerns about a child's health including emotional well-being and any recent illness or injury in the child and the family.
- If child needs additional support or intervention after daily health checks are complete, Health Manager/Health Coordinator or appropriate will be notified.

D. Departure Procedures

Person Responsible: Health Manager/Health Coordinator or Designee

- Staggered picked up times for each classroom to avoid a large number of people congregating outside or in front of the facility. There will be markers at drop-off at least 6 ft. apart. There will be one-way routes to avoid exposure of children and adults at pick up whenever possible.
- Parent/caregiver should wear a mask for drop-off and pick-up, when safe to do so.
- Staff are expected to wear gloves, facemask, face shield and gown while escorting child to their parent.
- Each child must wash their hands before they leave the classroom.
- If the parent would like to speak with the teacher, a telephone call should be made to the parent to plan to meet.
- No parents/guardians will be allowed into the building.

II. Preventative Plan: This plan provides information on preventative measures, to reduce the risk of spreading & exposure of COVID-19.

A. Hand Washing

- Children will practice frequent hand washing with soap and water for at least 20 seconds, and require handwashing upon arriving at the center, when entering the classroom, wash hands after coughing, sneezing, blowing nose, before meals or snacks, after outside time, before and after diapering, after going to the bathroom, and prior to leaving for home.
- Staff will help young children to ensure they are washing their hands effectively. If soap and water are not readily available, using an alcohol-based hand sanitizer with at least 60% alcohol. Staff will supervise children when they use hand sanitizer to prevent ingestion.
- After assisting children with handwashing, staff should also wash their hands.
- Posters will be placed near sinks describing handwashing steps.

B. Face Coverings

Cloth face masks of appropriate size are recommended for everyone three years of age or older. Masks should fully cover the nose and mouth without gaps and stay in place without needing adjustments. Children will not be wearing masks during eating, when playing outside or taking a nap.

Cloth face coverings should:

- i. Fit snugly but comfortably against the side of the face.
- ii. Be secured with ties or ear loops. All staff should be aware of choking risks due to masks with ties.
- iii. Include multiple layers of fabric
- iv. Allow for breathing without restriction
- v. Be laundered and machine dried without damage or change to shape.

Cloth masks do not provide adequate protection for others if a person has symptoms compatible with COVID-19. Ill staff members should stay home.

C. Cleaning & Sanitizing – Use Proper Personal Protective Equipment (PPE)

- Increase the frequency with which you clean toys, equipment, and surfaces, especially doorknobs, check-in counters, and restrooms.
- Disinfect surfaces and objects that are touched often, including bathrooms, water coolers, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phone and toys.
- Sanitize building and frequent touched areas throughout the day. A bleach solution of 1.5 teaspoons per gallon of water will be used to disinfect tables, play area, bathrooms, water coolers, check-in counters, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, all toys, etc.

- EPA approved disinfectant spray is used to disinfect surfaces that are frequently touched throughout the day.
- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Minimize the potential for the spread of germs by removing toys that are not easily cleanable (such as stuffed animals and pillows) and rotate the toys that are in use at any one time so that they can be adequately cleaned and sanitized.
- If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering this area.
- If available, janitors should disinfect, as they are trained to use disinfectants in a safe and effective manner and to clean up potentially infectious materials and body fluid spills – blood, vomit, feces, and urine. Surfaces must be thoroughly cleaned to remove all organic matter before a disinfectant is applied.
- Clean playground equipment daily and between uses of different groups of children.
- In the context of infection control, “deep” cleaning means cleaning surfaces with soap and water and then appropriately using disinfectants on high-touch surfaces. It is especially important to use proper gloves and personal protective equipment (PPE), good ventilation, and thoroughly air out the facility before children and other staff return.
- Mats will be sanitized with bleach water after each use.
- Blankets will be sent home to be washed every day.
- All common areas (bathroom, breakroom, office and floors, doorknobs, counters, desks, telephones, etc.) need to be disinfected frequently throughout the day.
- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Train staff to clean up potentially infectious materials and body fluids, spills (Blood, urine, feces, vomit)

D. Personal Protective Equipment (PPE)

Staff performing temperature checks and health screenings must wear PPE (Personal Protective Equipment). PPE includes: gown, mask, face shield, and gloves. Janitors must wear full PPE when disinfecting facilities that have become affected by someone testing positive to COVID-19.

- Staff will be expected to wear disposable gloves, face mask, face shield, and gown while conducting health screenings during drop-offs and pick-ups.
- Gloves will be changed after each child if contact is made with child or adult.
- Face mask is required at all time when children are present in the building.
- Wash hands with soap and water immediately after PPE is removed. (Copy of PPE and CDC is posted at all centers for instructions) If soap

and water is not available and hands are not visibly dirty, hand sanitizers that contain 60% alcohol can be used until hands can be washed. Avoid touching mouth, nose and eyes.

E. Guidelines for talking to children about health and safety

- *Teach children everyday actions to reduce the spread of germs.*
 1. Remind children to stay away from people who are coughing, sneezing or otherwise sick.
 2. Discuss any new actions that may be taken to help protect children and school staff (e.g., increased handwashing, cancellation of events or activities).
 3. Teach them to wash their hands with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing; before and after going to the bathroom; and before eating or preparing food. Get children into a handwashing habit.
 4. If soap and water are not available, teach them to use hand sanitizer. Supervise young children when they use hand sanitizer to prevent them from swallowing alcohol.
- *Remain calm and reassuring.* Remember that children will react to both what you say and how you say it. They will pick up cues from the conversations you have with them and with others.
- *Make yourself available to listen and to talk.* Make time to talk. Be sure children know they can come to you when they have questions.
- *Avoid language that might blame others and lead to stigma.* Remember that viruses can make anyone sick, regardless of a person's race or ethnicity. Avoid making assumptions about who might have COVID-19.
- *Pay attention to what children see or hear on television, radio, or online.* Consider reducing the amount of screen time focused on COVID-19. Too much information on one topic can lead to anxiety.
- *Provide information that is honest and accurate.* Give children information that is truthful and appropriate for their age and development. Talk to children about how some stories on COVID-19 on the Internet and social media may be based on rumors and inaccurate information.

III. Physical Distancing: This plan provides information on measures to take to adhere to social distancing requirements while maintaining social connections.

A. Distancing Space

- Children should practice physical distancing (6 feet), where possible, and teachers should implement distancing systems, as practicable, while learning.

- Children will be spaced during nap time. If 6 ft. spacing is not available; children will be oriented head to toe.
- Do not mix or combine groups. Maintain the same groups from day to day and week to week, even at times of low attendance like the end of the day.
- Stagger outdoor time and clean outdoor playground equipment in between groups of children.
- Incorporate additional outside time if possible.
- Avoid gathering in larger groups for any reason. Increase the distance between children during table work. Minimize the time children stand in line.
- Plan activities that do not require close physical contact between children. Do not use water or sand/sensory tables.
- Limit item sharing. If items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Open windows frequently as long as this can be done safely. Adjust the HVAC system to allow for more fresh air to enter the program space. Ensure ventilation systems operate COVID-19 Child Care Health and Safety Guidelines – July 6, 2020 10 properly and increase circulation of outdoor air as much as possible by opening windows, using fans, or other methods. Do not open windows without screens and if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to children using the facility.

B. Group size and ratios

- Do not mix or combine groups. Maintain the same groups from day to day and week to week, even at times of low attendance like the end of the day.
- Stagger outdoor time and clean outdoor playground equipment in between groups of children.
- Avoid gathering in larger groups for any reason. Increase the distance between children during table work. Minimize the time children stand in line.
- Keep children 6 feet apart.
- Child/Teacher Ratio will be 10:1

C. Meals

- Meals and snacks will be provided in the classroom to avoid congregating in large groups.
- Tables will be arranged so that a child is seated in “every other” chair to allow appropriate distancing between children during meals.
- Teachers will wash hands and wear gloves prior to serving food as well as well as wear hairnets. Teachers will dish out the food onto each plate and place it in front of the child.
- Teachers and children will remove their mask to eat. Once done with eating, mask needs to be put back on.
- Family-style meals will be eliminated; Employees will (not children) handle utensils and serve food to reduce the spread of germs.
- Both children and teachers will wash their hands after eating meal.

IV. Suspected/Confirmed COVID-19 Cases: This plan provides information on steps to take when signs or symptoms of COVID-19 are observed or notification of a positive COVID test is received.

A. Notification

- If a child develops symptoms of COVID-19 (fever of 100.4 or higher, cough or shortness of breath) while at the facility, they will be immediately separated from the classroom and taken to the health office until the parent arrives to take them home.
- Notify Licensing of positive and close contact cases.
- Notify OSHA within 4 hours of learning a staff member is positive.
- A call will be made to the DOH Coronavirus Hotline at 1-855-600-3453 and the employee will be excluded from facilities until tested and negative results are given.
- Call the Head Start Director at (575)748-1141
- Call parents to pick up children who are possibly exposed.
- Close the center for airing out and deep cleaning and sanitation.
- Provide Positive Case Letter to all enrolled families.

See attached RAPID RESPONSE TO A POSITIVE COVID-19 CASE IN AN EARLY CARE AND EDUCATION FACILITY for all steps taken by all parties involved. See attached ISOLATION/QUARANTINE DECISION TREE for more information.

B. Deep Cleaning & Disinfecting

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Sanitize building and frequent touched areas by using a bleach solution of 4 teaspoons per quart of water or 5 tablespoons (1/3 cup) to 1 gallon of water. Tables, countertops, copiers, phones, toys, bathrooms, doorknobs, office equipment, hands-on learning items, and any other surfaces and objects that are touched often will be sprayed and wiped down properly.
- EPA approved disinfectant spray will be sprayed on surfaces and objects that are touched often.
- Gloves and gowns should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves or PPE are removed.
- Cleaning staff should immediately report breaches in PPE or any potential exposures to their supervisor.

C. Changes in business operations

- Close affected facility for at least 24-48 hours for cleaning and disinfectant to be completed.

- Contact all appropriate parties identified on the Rapid Response for childcare and education facilities, such as the DOH, licensing and regulations department and Office of Head Start.
- Restrict all services until the building/facilities have been decontaminated.
- Drop-offs and pick-ups are all staggered with times assigned to families.

As Director/Owner of this facility, I have ensured that all staff and families have had the opportunity to read and receive this plan, and will post this in my facility for future reference.

Sincerely,

COVID-19 SAFETY PLAN

NAME OF FACILITY: SNMCAC Roswell Head Start Center 1

FACILITY ADDRESS: 209 E. Hendricks, Roswell, NM 88210

FACILITY PHONE NUMBER: (575) 624-1285

CONTACT NAMES

TELEPHONE NUMBERS

Local Department of Health (DOH)	575-624-6050
NM Coronavirus Health Hotline	1 (855) 600-3453
NM Coronavirus Information Hotline	1 (833) 551-0518
ECS Regulatory Staff – Nick Conde	575-624-6071
County Emergency Manager –	575-624-6740
Early Childhood Lead (PPE) Dell Journey-Family Resource & Referral	575-622-9000

I. **Entry Plan:** This plan provides information on arrival, departure, and daily health checks.

A. Arrival Procedures

Person Responsible: Health Manager/Health Coordinator or Designee

- Prior to attendance, each family will be contacted to set up arrival and departure times.
- Every family will be provided time for arrival and departure.
- Limit the number of people who enter your child-care facility.
- Limit non-essential visitors and ban volunteers.
- Staggered drop-off and pick-up times for each classroom to avoid a large number of people congregating outside or in front of the facility. There will be markers at pick-up and drop-off at least 6 ft. apart. There will be one-way routes to avoid exposure of children and adults at pick-up and drop-off whenever possible.
- Parents will line up in their vehicles, staff will check temperatures and screen children before exiting the vehicle.
- Designated staff will escort them to their classroom.
- If parents are ill, or anyone in the household is sick with COVID symptoms, the child will not be admitted to the program and must return home with the parent. The child must quarantine for 14 days.
- Wash hands or use hand sanitizer before and after signing in and out. Do not share pens or pencils. (Parents should use their own pen or pencil when signing in.) Pens will be sanitized before being reused.
- Parents will **not be** able to accompany their child into the facility.
- If check-in is electronic, provide alcohol wipes and frequently clean the screens or keyboards.

B. Health Screenings (e.g. temperature checking procedure for staff and children)

Person Responsible: Health Manager/Health Coordinator or Designee

1. For Staff Members: Upon entry into the facility

- a. Staff must wear their mask.
- b. They are required to have their temperature taken with an infrared thermometer and complete COVID 19 Health Screening questions.
- c. Use hand sanitizer

2. For Children:

- a. As soon as the child is in the classroom, they will wash hands. If the classroom has a sink, if the classroom does not have a sink, the teachers will meet their students at the bathroom to supervise hand washing

C. Daily Health Checks

Person Responsible: Teachers and Teacher Assistants

On a daily basis, a health check will be conducted of each child that includes socio-emotional well-being. This health check will be conducted as soon as possible after the child enters the childcare facility and whenever a change in the child's behavior or appearance is noted.

- The caregiver/teacher will gain information necessary to complete the daily health check by direct observation of the child, by querying the parent/guardian, and, where applicable, by conversation with the child.
- Daily health checks seek to identify potential concerns about a child's health including emotional well-being and any recent illness or injury in the child and the family.
- If child needs additional support or intervention after daily health checks are complete, Health Manager/Health Coordinator or appropriate will be notified.

D. Departure Procedures

Person Responsible: Health Manager/Health Coordinator or Designee

- Staggered picked up times for each classroom to avoid a large number of people congregating outside or in front of the facility. There will be markers at drop-off at least 6 ft. apart. There will be one-way routes to avoid exposure of children and adults at pick up whenever possible.
- Parent/caregiver should wear a mask for drop-off and pick-up, when safe to do so.
- Staff are expected to wear gloves, facemask, face shield and gown while escorting child to their parent.
- Each child must wash their hands before they leave the classroom.
- If the parent would like to speak with the teacher, a telephone call should be made to the parent to plan to meet.
- No parents/guardians will be allowed into the building.

II. Preventative Plan: This plan provides information on preventative measures, to reduce the risk of spreading & exposure of COVID-19.

A. Hand Washing

- Children will practice frequent hand washing with soap and water for at least 20 seconds, and require handwashing upon arriving at the center, when entering the classroom, wash hands after coughing, sneezing, blowing nose, before meals or snacks, after outside time, before and after diapering, after going to the bathroom, and prior to leaving for home.
- Staff will help young children to ensure they are washing their hands effectively. If soap and water are not readily available, using an alcohol-based hand sanitizer with at least 60% alcohol. Staff will supervise children when they use hand sanitizer to prevent ingestion.
- After assisting children with handwashing, staff should also wash their hands.
- Posters will be placed near sinks describing handwashing steps.

B. Face Coverings

Cloth face masks of appropriate size are recommended for everyone three years of age or older. Masks should fully cover the nose and mouth without gaps and stay in place without needing adjustments. Children will not be wearing masks during eating, when playing outside or taking a nap.

Cloth face coverings should:

- i. Fit snugly but comfortably against the side of the face.
- ii. Be secured with ties or ear loops. All staff should be aware of choking risks due to masks with ties.
- iii. Include multiple layers of fabric
- iv. Allow for breathing without restriction
- v. Be laundered and machine dried without damage or change to shape.

Cloth masks do not provide adequate protection for others if a person has symptoms compatible with COVID-19. Ill staff members should stay home.

C. Cleaning & Sanitizing – Use Proper Personal Protective Equipment (PPE)

- Increase the frequency with which you clean toys, equipment, and surfaces, especially doorknobs, check-in counters, and restrooms.
- Disinfect surfaces and objects that are touched often, including bathrooms, water coolers, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phone and toys.
- Sanitize building and frequent touched areas throughout the day. A bleach solution of 1.5 teaspoons per gallon of water will be used to disinfect tables, play area, bathrooms, water coolers, check-in counters, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, all toys, etc.

- EPA approved disinfectant spray is used to disinfect surfaces that are frequently touched throughout the day.
-
- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Minimize the potential for the spread of germs by removing toys that are not easily cleanable (such as stuffed animals and pillows) and rotate the toys that are in use at any one time so that they can be adequately cleaned and sanitized.
- If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering this area.
- If available, janitors should disinfect, as they are trained to use disinfectants in a safe and effective manner and to clean up potentially infectious materials and body fluid spills – blood, vomit, feces, and urine. Surfaces must be thoroughly cleaned to remove all organic matter before a disinfectant is applied.
- Clean playground equipment daily and between uses of different groups of children.
- In the context of infection control, “deep” cleaning means cleaning surfaces with soap and water and then appropriately using disinfectants on high-touch surfaces. It is especially important to use proper gloves and personal protective equipment (PPE), good ventilation, and thoroughly air out the facility before children and other staff return.
- Mats will be sanitized with bleach water after each use.
- Blankets will be sent home to be washed every day.
- All common areas (bathroom, breakroom, office and floors, doorknobs, counters, desks, telephones, etc.) need to be disinfected frequently throughout the day.
- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Train staff to clean up potentially infectious materials and body fluids, spills (Blood, urine, feces, vomit)

D. Personal Protective Equipment (PPE)

Staff performing temperature checks and health screenings must wear PPE (Personal Protective Equipment). PPE includes: gown, mask, face shield, and gloves. Janitors must wear full PPE when disinfecting facilities that have become affected by someone testing positive to COVID-19.

- Staff will be expected to wear disposable gloves, face mask, face shield, and gown while conducting health screenings during drop-offs and pick-ups.
- Gloves will be changed after each child if contact is made with child or adult.
- Face mask is required at all time when children are present in the building.

- Wash hands with soap and water immediately after PPE is removed. (Copy of PPE and CDC is posted at all centers for instructions) If soap and water is not available and hands are not visibly dirty, hand sanitizers that contain 60% alcohol can be used until hands can be washed. Avoid touching mouth, nose and eyes.

E. Guidelines for talking to children about health and safety

- *Teach children everyday actions to reduce the spread of germs.*
 1. Remind children to stay away from people who are coughing, sneezing or otherwise sick.
 2. Discuss any new actions that may be taken to help protect children and school staff (e.g., increased handwashing, cancellation of events or activities).
 3. Teach them to wash their hands with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing; before and after going to the bathroom; and before eating or preparing food. Get children into a handwashing habit.
 4. If soap and water are not available, teach them to use hand sanitizer. Supervise young children when they use hand sanitizer to prevent them from swallowing alcohol.
- *Remain calm and reassuring.* Remember that children will react to both what you say and how you say it. They will pick up cues from the conversations you have with them and with others.
- *Make yourself available to listen and to talk.* Make time to talk. Be sure children know they can come to you when they have questions.
- *Avoid language that might blame others and lead to stigma.* Remember that viruses can make anyone sick, regardless of a person's race or ethnicity. Avoid making assumptions about who might have COVID-19.
- *Pay attention to what children see or hear on television, radio, or online.* Consider reducing the amount of screen time focused on COVID-19. Too much information on one topic can lead to anxiety.
- *Provide information that is honest and accurate.* Give children information that is truthful and appropriate for their age and development. Talk to children about how some stories on COVID-19 on the Internet and social media may be based on rumors and inaccurate information.

III. Physical Distancing: This plan provides information on measures to take to adhere to social distancing requirements while maintaining social connections.

A. Distancing Space

- Children should practice physical distancing (6 feet), where possible, and teachers should implement distancing systems, as practicable, while learning.
- Children will be spaced during nap time. If spacing of 6 ft. is not available; children will be oriented head to toe.
- Do not mix or combine groups. Maintain the same groups from day to day and week to week, even at times of low attendance like the end of the day.
- Stagger outdoor time and clean outdoor playground equipment in between groups of children.
- Incorporate additional outside time if possible.
- Avoid gathering in larger groups for any reason. Increase the distance between children during table work. Minimize the time children stand in line.
- Plan activities that do not require close physical contact between children. Do not use water or sand/sensory tables.
- Limit item sharing. If items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Open windows frequently as long as this can be done safely. Adjust the HVAC system to allow for more fresh air to enter the program space. Ensure ventilation systems operate COVID-19 Child Care Health and Safety Guidelines – July 6, 2020 10 properly and increase circulation of outdoor air as much as possible by opening windows, using fans, or other methods. Do not open windows without screens and if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to children using the facility.

B. Group size and ratios

- Do not mix or combine groups. Maintain the same groups from day to day and week to week, even at times of low attendance like the end of the day.
- Stagger outdoor time and clean outdoor playground equipment in between groups of children.
- Avoid gathering in larger groups for any reason. Increase the distance between children during table work. Minimize the time children stand in line.
- Keep children 6 feet apart.
- Child/Teacher Ratio will be 10:1

C. Meals

- Meals and snacks will be provided in the classroom to avoid congregating in large groups.
- Tables will be arranged so that a child is seated in “every other” chair to allow appropriate distancing between children during meals.
- Teachers will wash hands and wear gloves prior to serving food as well as wear hairnets. Teachers will dish out the food onto each plate and place it in front of the child.
- Teachers and children will remove their mask to eat. Once done with eating, mask needs to be put back on.

- Family-style meals will be eliminated; Employees will (not children) handle utensils and serve food to reduce the spread of germs.
- Both children and teachers will wash their hands after eating meal.

IV. Suspected/Confirmed COVID-19 Cases: This plan provides information on steps to take when signs or symptoms of COVID-19 are observed or notification of a positive COVID test is received.

A. Notification

- If a child develops symptoms of COVID-19 (fever of 100.4 or higher, cough or shortness of breath) while at the facility, they will be immediately separated from the classroom and taken to the health office until the parent arrives to take them home.
- Notify Licensing of positive and close contact cases.
- Notify OSHA within 4 hours of learning a staff member is positive.
- A call will be made to the DOH Coronavirus Hotline at 1-855-600-3453 and the employee will be excluded from facilities until tested and negative results are given.
- Call the Head Start Director at (575)748-1141
- Call parents to pick up children who are possibly exposed.
- Close the center for airing out and deep cleaning and sanitation.
- Provide Positive Case Letter to all enrolled families.

See attached RAPID RESPONSE TO A POSITIVE COVID-19 CASE IN AN EARLY CARE AND EDUCATION FACILITY for all steps taken by all parties involved. See attached ISOLATION/QUARANTINE DECISION TREE for more information.

B. Deep Cleaning & Disinfecting

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Sanitize building and frequent touched areas by using a bleach solution of 4 teaspoons per quart of water or 5 tablespoons (1/3 cup) to 1 gallon of water. Tables, countertops, copiers, phones, toys, bathrooms, doorknobs, office equipment, hands-on learning items, and any other surfaces and objects that are touched often will be sprayed and wiped down properly.
- EPA approved disinfectant spray will be sprayed on surfaces and objects that are touched often.
- Gloves and gowns should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves or PPE are removed.
- Cleaning staff should immediately report breaches in PPE or any potential exposures to their supervisor.

C. Changes in business operations

- Close affected facility for at least 24-48 hours for cleaning and disinfectant to be completed.

- Contact all appropriate parties identified on the Rapid Response for childcare and education facilities, such as the DOH, licensing and regulations department and Office of Head Start.
- Restrict all services until the building/facilities have been decontaminated.
- Drop-offs and pick-ups are all staggered with times assigned to families.

As Director/Owner of this facility, I have ensured that all staff and families have had the opportunity to read and receive this plan, and will post this in my facility for future reference.

Sincerely,

COVID-19 SAFETY PLAN

NAME OF FACILITY: SNMCAC Roswell Head Start Center 2b

FACILITY ADDRESS: 505 E. McGaffey, Roswell, NM 88201

FACILITY PHONE NUMBER: (575) 624-1285

CONTACT NAMES

TELEPHONE NUMBERS

Local Department of Health (DOH)	575-624-6050
NM Coronavirus Health Hotline	1 (855) 600-3453
NM Coronavirus Information Hotline	1 (833) 551-0518
ECS Regulatory Staff – Nick Conde	575-624-6071
County Emergency Manager –	575-624-6740
Early Childhood Lead (PPE) Dell Journey, Family Resource & Referral	575-622-9000

I. **Entry Plan:** This plan provides information on arrival, departure, and daily health checks.

A. Arrival Procedures

Person Responsible: Health Manager/Health Coordinator or Designee

- Prior to attendance, each family will be contacted to set up arrival and departure times.
- Every family will be provided time for arrival and departure.
- Limit the number of people who enter your child-care facility.
- Limit non-essential visitors and ban volunteers.
- Staggered drop-off and pick-up times for each classroom to avoid a large number of people congregating outside or in front of the facility. There will be markers at pick-up and drop-off at least 6 ft. apart. There will be one-way routes to avoid exposure of children and adults at pick-up and drop-off whenever possible.
- Parents will line up in their vehicles, staff will check temperatures and screen children before exiting the vehicle.
- Designated staff will escort them to their classroom.
- If parents are ill, or anyone in the household is sick with COVID symptoms, the child will not be admitted to the program and must return home with the parent. The child must quarantine for 14 days.
- Wash hands or use hand sanitizer before and after signing in and out. Do not share pens or pencils. (Parents should use their own pen or pencil when signing in.) Pens will be sanitized before being reused.
- Parents will **not be** able to accompany their child into the facility.
- If check-in is electronic, provide alcohol wipes and frequently clean the screens or keyboards.

B. Health Screenings (e.g. temperature checking procedure for staff and children)

Person Responsible: Health Manager/Health Coordinator or Designee

1. **For Staff Members:** Upon entry into the facility

- a. Staff must wear their mask.
- b. They are required to have their temperature taken with an infrared thermometer and complete COVID 19 Health Screening questions.
- c. Use hand sanitizer

2. **For Children:**

- a. As soon as the child is in the classroom, they will wash hands. If the classroom has a sink, if the classroom does not have a sink, the teachers will meet their students at the bathroom to supervise hand washing

C. Daily Health Checks

Person Responsible: Teachers and Teacher Assistants

On a daily basis, a health check will be conducted of each child that includes socio-emotional well-being. This health check will be conducted as soon as possible after the child enters the childcare facility and whenever a change in the child's behavior or appearance is noted.

- The caregiver/teacher will gain information necessary to complete the daily health check by direct observation of the child, by querying the parent/guardian, and, where applicable, by conversation with the child.
- Daily health checks seek to identify potential concerns about a child's health including emotional well-being and any recent illness or injury in the child and the family.
- If child needs additional support or intervention after daily health checks are complete, Health Manager/Health Coordinator or appropriate will be notified.

D. Departure Procedures

Person Responsible: Health Manager/Health Coordinator or Designee

- Staggered picked up times for each classroom to avoid a large number of people congregating outside or in front of the facility. There will be markers at drop-off at least 6 ft. apart. There will be one-way routes to avoid exposure of children and adults at pick up whenever possible.
- Parent/caregiver should wear a mask for drop-off and pick-up, when safe to do so.
- Staff are expected to wear gloves, facemask, face shield and gown while escorting child to their parent.
- Each child must wash their hands before they leave the classroom.
- If the parent would like to speak with the teacher, a telephone call should be made to the parent to plan to meet.
- No parents/guardians will be allowed into the building.

II. Preventative Plan: This plan provides information on preventative measures, to reduce the risk of spreading & exposure of COVID-19.

A. Hand Washing

- Children will practice frequent hand washing with soap and water for at least 20 seconds, and require handwashing upon arriving at the center, when entering the classroom, wash hands after coughing, sneezing, blowing nose, before meals or snacks, after outside time, before and after diapering, after going to the bathroom, and prior to leaving for home.
- Staff will help young children to ensure they are washing their hands effectively. If soap and water are not readily available, using an alcohol-based hand sanitizer with at least 60% alcohol. Staff will supervise children when they use hand sanitizer to prevent ingestion.
- After assisting children with handwashing, staff should also wash their hands.
- Posters will be placed near sinks describing handwashing steps.

B. Face Coverings

Cloth face masks of appropriate size are recommended for everyone three years of age or older. Masks should fully cover the nose and mouth without gaps and stay in place without needing adjustments. Children will not be wearing masks during eating, when playing outside or taking a nap.

Cloth face coverings should:

- i. Fit snugly but comfortably against the side of the face.
- ii. Be secured with ties or ear loops. All staff should be aware of choking risks due to masks with ties.
- iii. Include multiple layers of fabric
- iv. Allow for breathing without restriction
- v. Be laundered and machine dried without damage or change to shape.

Cloth masks do not provide adequate protection for others if a person has symptoms compatible with COVID-19. Ill staff members should stay home.

C. Cleaning & Sanitizing – Use Proper Personal Protective Equipment (PPE)

- Increase the frequency with which you clean toys, equipment, and surfaces, especially doorknobs, check-in counters, and restrooms.
- Disinfect surfaces and objects that are touched often, including bathrooms, water coolers, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phone and toys.
- Sanitize building and frequent touched areas throughout the day. A bleach solution of 1.5 teaspoons per gallon of water will be used to disinfect tables, play area, bathrooms, water coolers, check-in counters, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, all toys, etc.
- EPA approved disinfectant spray is used to disinfect surfaces that are frequently touched throughout the day.

- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Minimize the potential for the spread of germs by removing toys that are not easily cleanable (such as stuffed animals and pillows) and rotate the toys that are in use at any one time so that they can be adequately cleaned and sanitized.
- If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering this area.
- If available, janitors should disinfect, as they are trained to use disinfectants in a safe and effective manner and to clean up potentially infectious materials and body fluid spills – blood, vomit, feces, and urine. Surfaces must be thoroughly cleaned to remove all organic matter before a disinfectant is applied.
- Clean playground equipment daily and between uses of different groups of children.
- In the context of infection control, “deep” cleaning means cleaning surfaces with soap and water and then appropriately using disinfectants on high-touch surfaces. It is especially important to use proper gloves and personal protective equipment (PPE), good ventilation, and thoroughly air out the facility before children and other staff return.
- Mats will be sanitized with bleach water after each use.
- Blankets will be sent home to be washed every day.
- All common areas (bathroom, breakroom, office and floors, doorknobs, counters, desks, telephones, etc.) need to be disinfected frequently throughout the day.
- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Train staff to clean up potentially infectious materials and body fluids, spills (Blood, urine, feces, vomit)

D. Personal Protective Equipment (PPE)

Staff performing temperature checks and health screenings must wear PPE (Personal Protective Equipment). PPE includes: gown, mask, face shield, and gloves. Janitors must wear full PPE when disinfecting facilities that have become affected by someone testing positive to COVID-19.

- Staff will be expected to wear disposable gloves, face mask, face shield, and gown while conducting health screenings during drop-offs and pick-ups.
- Gloves will be changed after each child if contact is made with child or adult.
- Face mask is required at all time when children are present in the building.
- Wash hands with soap and water immediately after PPE is removed. (Copy of PPE and CDC is posted at all centers for instructions) If soap and water is not available and hands are not visibly dirty, hand sanitizers

that contain 60% alcohol can be used until hands can be washed. Avoid touching mouth, nose and eyes.

E. Guidelines for talking to children about health and safety

- *Teach children everyday actions to reduce the spread of germs.*
 1. Remind children to stay away from people who are coughing, sneezing or otherwise sick.
 2. Discuss any new actions that may be taken to help protect children and school staff (e.g., increased handwashing, cancellation of events or activities).
 3. Teach them to wash their hands with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing; before and after going to the bathroom; and before eating or preparing food. Get children into a handwashing habit.
 4. If soap and water are not available, teach them to use hand sanitizer. Supervise young children when they use hand sanitizer to prevent them from swallowing alcohol.
- *Remain calm and reassuring.* Remember that children will react to both what you say and how you say it. They will pick up cues from the conversations you have with them and with others.
- *Make yourself available to listen and to talk.* Make time to talk. Be sure children know they can come to you when they have questions.
- *Avoid language that might blame others and lead to stigma.* Remember that viruses can make anyone sick, regardless of a person's race or ethnicity. Avoid making assumptions about who might have COVID-19.
- *Pay attention to what children see or hear on television, radio, or online.* Consider reducing the amount of screen time focused on COVID-19. Too much information on one topic can lead to anxiety.
- *Provide information that is honest and accurate.* Give children information that is truthful and appropriate for their age and development. Talk to children about how some stories on COVID-19 on the Internet and social media may be based on rumors and inaccurate information.

III. Physical Distancing: This plan provides information on measures to take to adhere to social distancing requirements while maintaining social connections.

A. Distancing Space

- Children should practice physical distancing (6 feet), where possible, and teachers should implement distancing systems, as practicable, while learning.

- Children will be spaced during nap time. If spacing of 6 ft. is not available; children will be oriented head to toe.
- Do not mix or combine groups. Maintain the same groups from day to day and week to week, even at times of low attendance like the end of the day.
- Stagger outdoor time and clean outdoor playground equipment in between groups of children.
- Incorporate additional outside time if possible.
- Avoid gathering in larger groups for any reason. Increase the distance between children during table work. Minimize the time children stand in line.
- Plan activities that do not require close physical contact between children. Do not use water or sand/sensory tables.
- Limit item sharing. If items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Open windows frequently as long as this can be done safely. Adjust the HVAC system to allow for more fresh air to enter the program space. Ensure ventilation systems operate COVID-19 Child Care Health and Safety Guidelines – July 6, 2020 10 properly and increase circulation of outdoor air as much as possible by opening windows, using fans, or other methods. Do not open windows without screens and if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to children using the facility.

B. Group size and ratios

- Do not mix or combine groups. Maintain the same groups from day to day and week to week, even at times of low attendance like the end of the day.
- Stagger outdoor time and clean outdoor playground equipment in between groups of children.
- Avoid gathering in larger groups for any reason. Increase the distance between children during table work. Minimize the time children stand in line.
- Keep children 6 feet apart.
- Child/Teacher Ratio will be 10:1

C. Meals

- Meals and snacks will be provided in the classroom to avoid congregating in large groups.
- Tables will be arranged so that a child is seated in “every other” chair to allow appropriate distancing between children during meals.
- Teachers will wash hands and wear gloves prior to serving food as well as wear hairnets. Teachers will dish out the food onto each plate and place it in front of the child.
- Teachers and children will remove their mask to eat. Once done with eating, mask needs to be put back on.
- Family-style meals will be eliminated; Employees will (not children) handle utensils and serve food to reduce the spread of germs.
- Both children and teachers will wash their hands after eating meal.

IV. Suspected/Confirmed COVID-19 Cases: This plan provides information on steps to take when signs or symptoms of COVID-19 are observed or notification of a positive COVID test is received.

A. Notification

- If a child develops symptoms of COVID-19 (fever of 100.4 or higher, cough or shortness of breath) while at the facility, they will be immediately separated from the classroom and taken to the health office until the parent arrives to take them home.
- Notify Licensing of positive and close contact cases.
- Notify OSHA within 4 hours of learning a staff member is positive.
- A call will be made to the DOH Coronavirus Hotline at 1-855-600-3453 and the employee will be excluded from facilities until tested and negative results are given.
- Call the Head Start Director at (575)748-1141
- Call parents to pick up children who are possibly exposed.
- Close the center for airing out and deep cleaning and sanitation.
- Provide Positive Case Letter to all enrolled families.

See attached RAPID RESPONSE TO A POSITIVE COVID-19 CASE IN AN EARLY CARE AND EDUCATION FACILITY for all steps taken by all parties involved. See attached ISOLATION/QUARANTINE DECISION TREE for more information.

B. Deep Cleaning & Disinfecting

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Sanitize building and frequent touched areas by using a bleach solution of 4 teaspoons per quart of water or 5 tablespoons (1/3 cup) to 1 gallon of water. Tables, countertops, copiers, phones, toys, bathrooms, doorknobs, office equipment, hands-on learning items, and any other surfaces and objects that are touched often will be sprayed and wiped down properly.
- EPA approved disinfectant spray will be sprayed on surfaces and objects that are touched often.
- Gloves and gowns should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves or PPE are removed.
- Cleaning staff should immediately report breaches in PPE or any potential exposures to their supervisor.

C. Changes in business operations

- Close affected facility for at least 24-48 hours for cleaning and disinfectant to be completed.

- Contact all appropriate parties identified on the Rapid Response for childcare and education facilities, such as the DOH, licensing and regulations department and Office of Head Start.
- Restrict all services until the building/facilities have been decontaminated.
- Drop-offs and pick-ups are all staggered with times assigned to families.

As Director/Owner of this facility, I have ensured that all staff and families have had the opportunity to read and receive this plan, and will post this in my facility for future reference.

Sincerely,

COVID-19 SAFETY PLAN

NAME OF FACILITY: SNMCAC Roswell Head Start Center 2a

FACILITY ADDRESS: 503 E. McGaffey, Roswell, NM 88201

FACILITY PHONE NUMBER: (575) 624-1285

CONTACT NAMES

TELEPHONE NUMBERS

Local Department of Health (DOH)	575-624-6050
NM Coronavirus Health Hotline	1 (855) 600-3453
NM Coronavirus Information Hotline	1 (833) 551-0518
ECS Regulatory Staff – Nick Conde	575-624-6071
County Emergency Manager –	575-624-6740
Early Childhood Lead (PPE) Dell Journey, Family Resource & Referral	575-622-9000

I. Entry Plan: This plan provides information on arrival, departure, and daily health checks.

A. Arrival Procedures

Person Responsible: Health Manager/Health Coordinator or Designee

- Prior to attendance, each family will be contacted to set up arrival and departure times.
- Every family will be provided time for arrival and departure.
- Limit the number of people who enter your child-care facility.
- Limit non-essential visitors and ban volunteers.
- Staggered drop-off and pick-up times for each classroom to avoid a large number of people congregating outside or in front of the facility. There will be markers at pick-up and drop-off at least 6 ft. apart. There will be one-way routes to avoid exposure of children and adults at pick-up and drop-off whenever possible.
- Parents will line up in their vehicles, staff will check temperatures and screen children before exiting the vehicle.
- Designated staff will escort them to their classroom.
- If parents are ill, or anyone in the household is sick with COVID symptoms, the child will not be admitted to the program and must return home with the parent. The child must quarantine for 14 days.
- Wash hands or use hand sanitizer before and after signing in and out. Do not share pens or pencils. (Parents should use their own pen or pencil when signing in.) Pens will be sanitized before being reused.
- Parents will **not be** able to accompany their child into the facility.
- If check-in is electronic, provide alcohol wipes and frequently clean the screens or keyboards.

B. Health Screenings (e.g. temperature checking procedure for staff and children)
Person Responsible: Health Manager/Health Coordinator or Designee

1. For Staff Members: Upon entry into the facility

- a. Staff must wear their mask.
- b. They are required to have their temperature taken with an infrared thermometer and complete COVID 19 Health Screening questions.
- c. Use hand sanitizer

2. For Children:

- a. As soon as the child is in the classroom, they will wash hands. If the classroom has a sink, if the classroom does not have a sink, the teachers will meet their students at the bathroom to supervise hand washing

C. Daily Health Checks

Person Responsible: Teachers and Teacher Assistants

On a daily basis, a health check will be conducted of each child that includes socio-emotional well-being. This health check will be conducted as soon as possible after the child enters the childcare facility and whenever a change in the child's behavior or appearance is noted.

- The caregiver/teacher will gain information necessary to complete the daily health check by direct observation of the child, by querying the parent/guardian, and, where applicable, by conversation with the child.
- Daily health checks seek to identify potential concerns about a child's health including emotional well-being and any recent illness or injury in the child and the family.
- If child needs additional support or intervention after daily health checks are complete, Health Manager/Health Coordinator or appropriate will be notified.

D. Departure Procedures

Person Responsible: Health Manager/Health Coordinator or Designee

- Staggered pick up times for each classroom to avoid a large number of people congregating outside or in front of the facility. There will be markers at drop-off at least 6 ft. apart. There will be one-way routes to avoid exposure of children and adults at pick up whenever possible.
- Parent/caregiver should wear a mask for drop-off and pick-up, when safe to do so.
- Staff are expected to wear gloves, facemask, face shield and gown while escorting child to their parent.
- Each child must wash their hands before they leave the classroom.
- If the parent would like to speak with the teacher, a telephone call should be made to the parent to plan to meet.
- No parents/guardians will be allowed into the building.

II. Preventative Plan: This plan provides information on preventative measures, to reduce the risk of spreading & exposure of COVID-19.

A. Hand Washing

- Children will practice frequent hand washing with soap and water for at least 20 seconds, and require handwashing upon arriving at the center, when entering the classroom, wash hands after coughing, sneezing, blowing nose, before meals or snacks, after outside time, before and after diapering, after going to the bathroom, and prior to leaving for home.
- Staff will help young children to ensure they are washing their hands effectively. If soap and water are not readily available, using an alcohol-based hand sanitizer with at least 60% alcohol. Staff will supervise children when they use hand sanitizer to prevent ingestion.
- After assisting children with handwashing, staff should also wash their hands.
- Posters will be placed near sinks describing handwashing steps.

B. Face Coverings

Cloth face masks of appropriate size are recommended for everyone three years of age or older. Masks should fully cover the nose and mouth without gaps and stay in place without needing adjustments. Children will not be wearing masks during eating, when playing outside or taking a nap.

Cloth face coverings should:

- i. Fit snugly but comfortably against the side of the face.
- ii. Be secured with ties or ear loops. All staff should be aware of choking risks due to masks with ties.
- iii. Include multiple layers of fabric
- iv. Allow for breathing without restriction
- v. Be laundered and machine dried without damage or change to shape.

Cloth masks do not provide adequate protection for others if a person has symptoms compatible with COVID-19. Ill staff members should stay home.

C. Cleaning & Sanitizing – Use Proper Personal Protective Equipment (PPE)

- Increase the frequency with which you clean toys, equipment, and surfaces, especially doorknobs, check-in counters, and restrooms.
- Disinfect surfaces and objects that are touched often, including bathrooms, water coolers, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phone and toys. Sanitize building and frequent touched areas throughout the day. A bleach solution of 1.5 teaspoons per gallon of water will be used to disinfect tables, play area, bathrooms, water coolers, check-in counters, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones, all toys, etc.

- EPA approved disinfectant spray is used to disinfect surfaces that are frequently touched throughout the day.
- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Minimize the potential for the spread of germs by removing toys that are not easily cleanable (such as stuffed animals and pillows) and rotate the toys that are in use at any one time so that they can be adequately cleaned and sanitized.
- If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering this area.
- If available, janitors should disinfect, as they are trained to use disinfectants in a safe and effective manner and to clean up potentially infectious materials and body fluid spills – blood, vomit, feces, and urine. Surfaces must be thoroughly cleaned to remove all organic matter before a disinfectant is applied.
- Clean playground equipment daily and between uses of different groups of children.
- In the context of infection control, “deep” cleaning means cleaning surfaces with soap and water and then appropriately using disinfectants on high-touch surfaces. It is especially important to use proper gloves and personal protective equipment (PPE), good ventilation, and thoroughly air out the facility before children and other staff return.
- Mats will be sanitized with bleach water after each use.
- Blankets will be sent home to be washed every day.
- All common areas (bathroom, breakroom, office and floors, doorknobs, counters, desks, telephones, etc.) need to be disinfected frequently throughout the day.
- Use alcohol wipes to clean keyboards and electronics and wash hands after use.
- Train staff to clean up potentially infectious materials and body fluids, spills (Blood, urine, feces, vomit)

D. Personal Protective Equipment (PPE)

Staff performing temperature checks and health screenings must wear PPE (Personal Protective Equipment). PPE includes: gown, mask, face shield, and gloves. Janitors must wear full PPE when disinfecting facilities that have become affected by someone testing positive to COVID-19.

- Staff will be expected to wear disposable gloves, face mask, face shield, and gown while conducting health screenings during drop-offs and pick-ups.
- Gloves will be changed after each child if contact is made with child or adult.
- Face mask is required at all time when children are present in the building.
- Wash hands with soap and water immediately after PPE is removed. (Copy of PPE and CDC is posted at all centers for instructions) If soap

and water is not available and hands are not visibly dirty, hand sanitizers that contain 60% alcohol can be used until hands can be washed. Avoid touching mouth, nose and eyes.

E. Guidelines for talking to children about health and safety

- *Teach children everyday actions to reduce the spread of germs.*
 1. Remind children to stay away from people who are coughing, sneezing or otherwise sick.
 2. Discuss any new actions that may be taken to help protect children and school staff (e.g., increased handwashing, cancellation of events or activities).
 3. Teach them to wash their hands with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing; before and after going to the bathroom; and before eating or preparing food. Get children into a handwashing habit.
 4. If soap and water are not available, teach them to use hand sanitizer. Supervise young children when they use hand sanitizer to prevent them from swallowing alcohol.
- *Remain calm and reassuring.* Remember that children will react to both what you say and how you say it. They will pick up cues from the conversations you have with them and with others.
- *Make yourself available to listen and to talk.* Make time to talk. Be sure children know they can come to you when they have questions.
- *Avoid language that might blame others and lead to stigma.* Remember that viruses can make anyone sick, regardless of a person's race or ethnicity. Avoid making assumptions about who might have COVID-19.
- *Pay attention to what children see or hear on television, radio, or online.* Consider reducing the amount of screen time focused on COVID-19. Too much information on one topic can lead to anxiety.
- *Provide information that is honest and accurate.* Give children information that is truthful and appropriate for their age and development. Talk to children about how some stories on COVID-19 on the Internet and social media may be based on rumors and inaccurate information.

III. Physical Distancing: This plan provides information on measures to take to adhere to social distancing requirements while maintaining social connections.

A. Distancing Space

- Children should practice physical distancing (6 feet), where possible, and teachers should implement distancing systems, as practicable, while learning.

- Children will be spaced during nap time. If spacing of 6 ft. is not available; children will be oriented head to toe.
- Do not mix or combine groups. Maintain the same groups from day to day and week to week, even at times of low attendance like the end of the day.
- Stagger outdoor time and clean outdoor playground equipment in between groups of children.
- Incorporate additional outside time if possible.
- Avoid gathering in larger groups for any reason. Increase the distance between children during table work. Minimize the time children stand in line.
- Plan activities that do not require close physical contact between children. Do not use water or sand/sensory tables.
- Limit item sharing. If items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Open windows frequently as long as this can be done safely. Adjust the HVAC system to allow for more fresh air to enter the program space. Ensure ventilation systems operate COVID-19 Child Care Health and Safety Guidelines – July 6, 2020 10 properly and increase circulation of outdoor air as much as possible by opening windows, using fans, or other methods. Do not open windows without screens and if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to children using the facility.

B. Group size and ratios

- Do not mix or combine groups. Maintain the same groups from day to day and week to week, even at times of low attendance like the end of the day.
- Stagger outdoor time and clean outdoor playground equipment in between groups of children.
- Avoid gathering in larger groups for any reason. Increase the distance between children during table work. Minimize the time children stand in line.
- Keep children 6 feet apart.
- Child/Teacher Ratio will be 10:1

C. Meals

- Meals and snacks will be provided in the classroom to avoid congregating in large groups.
- Tables will be arranged so that a child is seated in “every other” chair to allow appropriate distancing between children during meals.
- Teachers will wash hands and wear gloves prior to serving food as well as wear hairnets. Teachers will dish out the food onto each plate and place it in front of the child.
- Teachers and children will remove their mask to eat. Once done with eating, mask needs to be put back on.
- Family-style meals will be eliminated; Employees will (not children) handle utensils and serve food to reduce the spread of germs.
- Both children and teachers will wash their hands after eating meal.

IV. Suspected/Confirmed COVID-19 Cases: This plan provides information on steps to take when signs or symptoms of COVID-19 are observed or notification of a positive COVID test is received.

A. Notification

- If a child develops symptoms of COVID-19 (fever of 100.4 or higher, cough or shortness of breath) while at the facility, they will be immediately separated from the classroom and taken to the health office until the parent arrives to take them home.
- Notify Licensing of positive and close contact cases.
- Notify OSHA within 4 hours of learning a staff member is positive.
- A call will be made to the DOH Coronavirus Hotline at 1-855-600-3453 and the employee will be excluded from facilities until tested and negative results are given.
- Call the Head Start Director at (575)748-1141
- Call parents to pick up children who are possibly exposed.
- Close the center for airing out and deep cleaning and sanitation.
- Provide Positive Case Letter to all enrolled families.

See attached RAPID RESPONSE TO A POSITIVE COVID-19 CASE IN AN EARLY CARE AND EDUCATION FACILITY for all steps taken by all parties involved. See attached ISOLATION/QUARANTINE DECISION TREE for more information.

B. Deep Cleaning & Disinfecting

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Sanitize building and frequent touched areas by using a bleach solution of 4 teaspoons per quart of water or 5 tablespoons (1/3 cup) to 1 gallon of water. Tables, countertops, copiers, phones, toys, bathrooms, doorknobs, office equipment, hands-on learning items, and any other surfaces and objects that are touched often will be sprayed and wiped down properly.
- EPA approved disinfectant spray will be sprayed on surfaces and objects that are touched often.
- Gloves and gowns should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves or PPE are removed.
- Cleaning staff should immediately report breaches in PPE or any potential exposures to their supervisor.

C. Changes in business operations

- Close affected facility for at least 24-48 hours for cleaning and disinfectant to be completed.
- Contact all appropriate parties identified on the Rapid Response for childcare and education facilities, such as the DOH, licensing and regulations department and Office of Head Start.
- Restrict all services until the building/facilities have been decontaminated.
- Drop-offs and pick-ups are all staggered with times assigned to families.

As Director/Owner of this facility, I have ensured that all staff and families have had the opportunity to read and receive this plan, and will post this in my facility for future reference.

Sincerely,