

# NCCC Policies and Procedures regarding COVID-19

Last update: 04 05 2022

## Pick up and drop off

- All adults entering the center are asked to minimize their time inside. We also ask that the same parent do drop off and pick up consistently if possible, and that family members at higher risk (including older adults or those with underlying health conditions) avoid doing pick up and drop off if possible.
- Each child will take with them all their belongings besides linens (clothes, lunch box, bottle, etc.) every night at pick up. Linens (mats, sheets, blankets) will be picked up weekly.

## Masks and social distancing

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

## Vaccinations

- The center urges all eligible family members to get a COVID-19 vaccine in order to protect the health of our community.
- All staff members at the center have been fully vaccinated.
- An individual is considered fully vaccinated only if two weeks have passed since the final dose of their vaccine and they are up to date on any boosters.

## If a student or staff member becomes sick

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

- A student who **tests positive** for COVID-19 or **has COVID-19 symptoms** should stay home and will be allowed to return to the center once:
  - at least 5 days have passed since the onset of symptoms or first positive test result (whichever came later), **and**
  - they have been fever free for 24 hours, **and**
  - other symptoms have improved.
- A student or staff member who was exposed to a COVID-19 positive individual but **has no symptoms** may attend the center as long as they are asymptomatic. Note that our regular policy on fevers always applies: students must be fever free for 24 hours before coming to the center.
- These policies are based on current CDC and Florida Department of Health guidelines and may be updated accordingly.

## Cleaning and disinfecting

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

## Healthy Hand Hygiene Behavior

- All children, staff, and volunteers will engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom

- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- Staff and children will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Staff will supervise children when they use hand sanitizer to prevent ingestion and assist children with handwashing.
- After assisting children with handwashing, staff should also wash their hands.
- [Posters](#) describing handwashing steps will be posted near sinks.

## Diapering

- When diapering a child, staff will wash their hands and wash the child's hands before they begin, and wear gloves. They will follow safe diaper changing procedures, including:
  - Prepare (includes putting on gloves)
  - Clean the child
  - Remove trash (soiled diaper and wipes)
  - Replace diaper
  - Wash child's hands
  - Clean up diapering station
  - Wash hands
- After diapering, staff will wash their hands (even if they were wearing gloves) and clean and disinfect the diapering area with an EPA-registered sanitizing or disinfecting solution.

## Amendments

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