



## **INFECTION CONTROL PROCEDURE**

Early Head Start/Head Start Staff:

These program expectations are to be implemented at all Head Start 0 to 5 sites and followed for all program sponsored events for staff, children and parents.

Training on the Infection Control Procedure will be provided as part of orientation for all staff and parents and will be reviewed when needed and not less than annually for all staff and parents. All staff receive a training regarding universal precautions and prevention of spread of bloodborne pathogens, as mandated by the Head Start Program Performance Standards, as part of New Employee Orientation and all staff receive an annual refresher, as part of the Pre-service at the beginning of each new program year.

Head Start 0 to 5 staff will assist the following procedures, as assigned (refer to COVID-19 Health Check Guidelines):

1. Complete the Fresno EOC Symptoms Check Screening and will report to work only, if symptom and exposure free. In case where issues are identified on the screener, staff will remain at home and immediately call immediate supervisor.
2. The Health and Safety Champion will take staff's temperature before staff enters the work site. Any temperature above 100.4 will result in exclusion from the worksite.
3. Prior to entering any Fresno EOC facility or participating in any Head Start 0 to 5 sponsored activity, all children and their parent/guardian will, with the assistance of the assigned staff member, complete and pass the Fresno EOC Symptoms Screener and Temperature Scan and be fever free (temperature less than 100.4).
4. Temperature checks and symptom screening, limit sharing.
5. Clean and disinfect equipment, tables, dishes, and other surfaces refer to the Sanitation Schedule.
6. Use Environmental Protection Agency (EPA) approved cleaners and are trained in their use.
7. Use HS/EHS diaper changing policy that is posted
8. Are trained in proper hand washing, universal precautions and blood borne pathogens annually.
9. Monitor and ensure that classroom staff, children, and volunteers are properly immunized. **It's the law.** (No volunteers during a health pandemic)
10. Covers cough and sneezes
11. Ensure that those staff/children that are ill are excluded as per the Short Term Exclusion Policy.
12. Properly dispose of any medical waste per the OSHA and Blood Borne Pathogens guidelines.
13. Cloth face masks will be worn by staff. Proper use, removal and washing.
14. Physical distancing will be followed. Six (6) feet apart.
15. Clean sanitize and disinfect per OSHA and Blood Borne Pathogens. (see Sanitation Schedule)

**Resources:** HS/EHS Blood Borne Pathogen Manual, HS/EHS Diaper Changing Procedure, Hand Washing and Universal Precautions Sheets, "Childcare Infection Control in a Childcare Setting." HS 1596-7995 Immunizations required in a childcare setting. CDC Specific Guidance COVID-19.

# **COVID-19 HEALTH CHECK GUIDELINES FOR CHILDREN AND THEIR PARENTS/GUARDIANS**

All adults entering a Head Start 0 to 5 bus or site during the COVID-19 Pandemic, including parents/guardians accompanying enrolled children will complete a COVID-19 Screening prior to entering a center, classroom or socialization group.

- Staff assisting the adult will perform the screening and will record the responses to the Fresno EOC COVID-19 Screener electronically on a tablet or laptop.
- If adult is cleared to enter the center they must wear a face mask and wash their hands immediately upon entry into the facility.
- Any adult reporting COVID-19 symptoms or exposure will be asked to contact their doctor and to self-isolate, until asymptomatic for three (3) days without any use of medications for the COVID-19 symptoms and until it has been seven (7) days since the first (1) day of symptoms, whichever duration is longer.

When the child arrives at the center, the Teacher will conduct a “Head to Toe” Health check of each child before the child enters the center. These screening results will be recorded electronically for children, too.

- The teacher will greet the children as they get off the bus and before the parent/guardian/caregiver and child enter the center the Health check needs to be completed prior to the parent releasing the child to the center.
  1. While greeting the child, use no touch thermometer (infrared) to check temperature.
  2. Ask the parent/guardian: “Is the child displaying any symptoms of COVID-19, cough, fever, shortness of breathe, chills, headache, loss of taste, sore throat or muscle pain?”
  3. Scan the head and hair. Scan facial features for red or glassy eyes, runny nose, etc.
  4. Children over 2 years will wear a cloth face masks.
  5. \*Listen to breathing and for cough.
  6. \*Scan uncovered limbs for cuts, abrasions, etc.
  7. \*Be aware of personal hygiene, such as body odors, etc.
  8. Child will wash hands with soap and water as soon as health check is completed and cleared to enter the center.

In the absence of the Teacher, or if the Teacher is on the bus, the Teacher Assistant will assume responsibility for doing the health check for any child brought or ‘walked’ to the center. The Teacher should be available to greet children and adults as they enter: snack or lunch preparation or preparing the classroom or materials need to be done prior to the children’s arrival. If additional time is needed for snack or lunch preparation, a Teacher Assistant should take over so that the Teacher can greet children and families.

Anything unusual should be brought to the attention of the parent/guardian/caregiver. The child should not enter the center, if there are signs of illness. If parent/guardian/caregiver mentions illness, such as fever or vomiting, the evening before, the child should remain at home to ensure they have fully recovered. Reassure the adult the illness is an excused absence and child is not in danger of being dropped from the program.

**\*\* See COVID-19 Exclusion Flow Chart for Child Care**

## GUIDELINES FOR SHORT-TERM MEDICAL EXCLUSION

**This information is to be posted accessibly in the classroom for parent and staff information.**

<b>Temperature:</b>	<ul style="list-style-type: none"> <li>• Fever of over 100.4 using a non-contact thermometer</li> <li>• Any child sent home with a fever should not be returned until temperature has been normal for at least 72 hours and shows no further signs of illness, without use of fever reducer medications</li> </ul>
<b>Skin:</b>	<ul style="list-style-type: none"> <li>• A skin lesion or rash with/without a pattern that may repeat itself on any other body part, and fever or behavioral change</li> <li>• Pediculosis (lice) infestation in the hair – See Lice Policy for further information</li> <li>• Any skin condition i.e., Scabies, Ringworm, Chickenpox, Impetigo untreated with a history or suspicion of reoccurrence</li> </ul>
<b>Throat and Chest:</b>	<ul style="list-style-type: none"> <li>• Child complains of sore throat, especially when eating or drinking and is accompanied by other upper respiratory illness symptoms</li> <li>• Signs of acute nasal congestion or nasal discharge especially if foul smelling with greenish dark yellow, reddish tinge with other symptoms.</li> <li>• Cough, accompanied by other signs of illness</li> <li>• Severe wheezing (audible) or intercostals retractions</li> </ul>
<b>Ears:</b>	<ul style="list-style-type: none"> <li>• Any sign or complaint of ear discomfort, pain or drainage</li> </ul>
<b>Eyes:</b>	<ul style="list-style-type: none"> <li>• Red or inflamed eyes, one or both</li> <li>• Exudate (discharge) yellow, crusty eyelids, one or both</li> <li>• Yellow sclera of the eyes</li> </ul>
<b>Other symptoms for possible exclusion:</b>	<ul style="list-style-type: none"> <li>• Vomiting, nausea, stomach or abdominal pain at home or in school</li> <li>• Diarrhea (loose and frequent stools) or blood in stools</li> <li>• Headache/stiff neck</li> <li>• Marked pallor (ashy white) or Jaundice (yellow) of skin</li> <li>• Chills</li> <li>• Convulsions</li> <li>• Limping or abnormal gait</li> <li>• Complaining of pain or other swelling or bruising. If needed consult with a Scan Team Member or Supervisor.</li> </ul>
<b>Inclusion with Doctor's Note:</b>	<p>Any child with an injury such that requires treatment or equipment such as casts, splints, walkers, wheelchairs or restriction of indoor or outdoor activities will need to have a doctor's release to return to the classroom on file with site Director.</p> <ul style="list-style-type: none"> <li>• The doctor's release will need to include any restrictions and for what length of time the restrictions are needed.</li> </ul>
<b>During Absence:</b>	<p>Parents are required to keep the center informed and report the child's reason for absence if it's a contagious disease. ie: COVID-19</p> <ul style="list-style-type: none"> <li>• Influenza</li> </ul> <p>Confidentiality will be maintained per the Family Education Rights and Privacy Act (FERPA).</p>
<b>Re-admittance:</b>	<p>For Further Re-admittance information see the Short/Long Term exclusion and Re-admittance policy. For the purpose of these guidelines please keep in mind the following:</p> <ul style="list-style-type: none"> <li>• Re-admittance is based on the type of exclusion</li> <li>• Exclusion or absence of more than 3 days due to illness will require a doctor's clearance when the child returns to the center</li> <li>• If the child is on antibiotics, he/she must be on it for 24-48 hours before returning to the center</li> <li>• Children with viral infections must not come back to school, until fever free for 72 hours.</li> </ul>

The following guidelines define general reasons why children should be sent home or refused admission to the classroom for temporary illness or injury.

Staff should follow these guidelines after completing the Fresno EOC Health Screening and Temperature Scan for the child (and in extenuating circumstances such as an epidemic or a pandemic, also provide a Health Screening and Temperature Scan for child's parent).

**There are three general reasons for excluding an ill child from the classroom:**

1. The illness prevents the child from participating comfortably in the classroom activities, as determined by the Head Start Nurse, Teacher, Center Director or Home Base staff.
2. The child has a greater need for care than the caregiver can provide in a group care setting, without compromising the care of the other children in the classroom.
3. The child has a specific illness that is likely to expose other children to a communicable disease, i.e. COVID-19 or influenza.

**\*\*\*If there is a question whether a doctor's release is required for a child to return to school due to an illness or injury, please consult the Head Start 0 to 5 Registered Nurse. Some illnesses require a specific length of treatment prior reentry (ex: impetigo-24 hours).**



## COVID-19 EXCLUSION FLOW CHART FOR CHILD CARE

Is the child/staff displaying  
Symptoms of COVID-19?



If yes, STOP



Exclude the child/staff until the person can answer yes to **all** these questions:

- Has it been at least 7 days since they first had symptoms?
- Have they been without fever less than 100.4 degrees for three days (72 hours per CDPH guidelines) without any medicine for fever?
- Are the other respiratory symptoms, like cough and shortness of breath, improved?

...or are they  
Non-symptomatic



If yes, ask:



Did close contacts or household members of child test positive for COVID-19?



If yes, STOP!



Exclude child/staff for 14 days. Advise them to stay home and monitor themselves for COVID-19 symptoms/may return sooner with MD clearance.

### Symptoms of COVID-19 (Excludable Symptoms)

While symptoms in children are similar to adults, children may have milder symptoms.

- Cough
- Fever over 100.4 degrees
- Shortness of breath
- Chills/shaking with chills
- Headache/muscle aches
- Loss of taste or smell
- Sore throat
- Rash
- Vomiting/Diarrhea
- Conjunctivitis

....or no positive test?



If, yes,



Ok to enter.



You may be asked about "second-degree contacts" - which is when close contacts or household members of the child/staff have been exposed to someone who is sick, but the child/staff was not directly exposed. For example:

- A sibling was exposed to a friend next door or a parent was exposed to a co-worker with symptoms.

In these types of situations the close contact/household member should stay home for 14 days but exclusion is not necessarily required for the child/staff unless the close contact/household member begin to show symptoms.

**Contact your local health department for questions about isolation/quarantine Fresno County (559) 600-3200.**

## SANITATION SCHEDULE

<b><u>ITEMS TO BE DISINFECTED</u></b>	<b><u>HOW OFTEN</u></b>	<b><u>DESCRIPTION OF SANITATION</u></b>	<b><u>INITIALS/ TIME</u></b>
Any surface soiled with urine, stool, blood, mucous, vomit, or nasal discharge.	Immediately		
Food Preparation Area Classroom Tables Food Serving Tables	Before Use and After Use		
Classroom Tables (after snack/lunch) Food Preparation Area Food Preparation tools, utensils, dishes, equipment and flatware Diaper Changing Table	After Each Use		
Children's Chairs (if soiled) Sink/Faucet Handles Bathroom Door Knobs Bathroom Sinks and Sink Handles Toilet and Flush Handles Potty Seats Phones, Keyboards and Touch Screens Cot Frames (immediately if soiled or used)	Before and After Use		
Light Switches Shelves and other hard surfaces touched by children Hard hats	Three (3) times Daily		
Linen/Cloth masks (launder at the warmest setting)	Daily		

\*\*Disinfectants and/or sanitizing solutions (EPA Approval for COVID=19) should be used as directed on the manufacturer's label.

## **COVID-19 TOOTH BRUSHING PROCEDURE**

1. Effective immediately, tooth brushing will be discontinued at all facilities.
2. Dental Education still must be given to the parent(s) that would include the importance of brushing teeth twice daily at home using fluoridated toothpaste.
3. Toothbrushes and toothpaste will be provided to families for the enrolled child.

## **COVID GUIDANCE FOR PHYSICAL DISTANCING IN SPECIAL CIRCUMSTANCES**

Close contact with children may be needed when medical or physical care needs to be given. Below are examples included but not limited to:

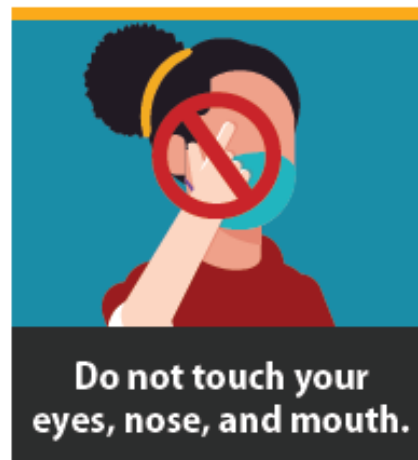
1. Administering medication or an inhaler.
2. Incidental medical service plans – Blood glucose checks, insulin, glucagon, epinephrine, administration, seizure care, checking a hemoglobin or Hematocrit, colostomy care and gastronomy care.
3. Providing first aid.
4. Doing a developmental, vision or hearing screen.
5. Diapering a child.
6. Taking a temperature or blood pressure.
7. Direct physical assistance as needed for children with disabilities.
8. Infant care feeding or burping.

In these situations, the staff will wear additional PPE for protection with a face shield or protective glasses over their facemask and/or smocks.



# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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# Detenga la propagación de gérmenes

Ayude a prevenir la transmisión de enfermedades respiratorias como el COVID-19.



Mantenga al menos 6 pies (aproximadamente la longitud de 2 brazos) de distancia de otras personas.



Cúbrase con un pañuelo desechable la nariz y la boca al toser o estornudar, luego bótelos en la basura y lávese las manos.



Cuando esté en un lugar público, use una cubierta de tela para la cara sobre su nariz y boca.



Evite tocarse los ojos, la nariz y la boca.



Limpie y desinfecte los objetos y superficies que se tocan con frecuencia.



Quédese en casa cuando esté enfermo, excepto para recibir atención médica.



Lávese las manos frecuentemente con agua y jabón por al menos 20 segundos.



[cdc.gov/coronavirus-es](https://cdc.gov/coronavirus-es)

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