

August 31, 2020

Children's Developmental Services of Campbell County COVID-19

PHASE 3 – MANAGEMENT PLAN

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Children’s Developmental Services of Campbell County Plan for Services During COVID-19 Emergency Orders

August 31, 2020

In an on-going effort to manage the operations of Children’s Developmental Services of Campbell County (CDS-CC) during the coronavirus (COVID-19) pandemic, CDS-CC has established this working document to guide our services until the COVID-19 Emergency Orders are lifted. This service plan includes: this document, operating procedures, and the CDS-CC Adapted Learning Plan. Guidance through the Center for Disease Control (CDC), Wyoming Department of Health, Wyoming Department of Family Services, Campbell County Public Health, and current orders of the Governor were used in the development of this plan and accompanying documents.

Children’s Developmental Services of Campbell County is committed to doing our part to assist the community in efforts to improve the economy and limit the spread of COVID-19. CDS-CC is committed to providing a safe and healthy environment for all staff, families, and children who interact with CDS-CC. An on-going cooperative effort is necessary to establish and maintain the safety and health of our workers and families we serve. Staff and families are responsible for implementing and complying with all aspects of this plan.

The following is a summary of our re-open timeline up to this point.

March 27, 2020

Discontinued all services.

April 6th – May 1, 2020

Beginning the week of April 6, 2020, CDS-CC implemented virtual educational services and supports to the children and families enrolled in programming at CDS-CC. This plan was explained in our Adapted Learning Plan.

Phase 1 May 4th to June 5, 2020

Children of working parents who were enrolled in full-day childcare, prior to the closure, resumed services. Special procedures and staffing plans were implemented to ensure safe and

healthy environments for all staff, children, and families. Classrooms did not exceed a capacity of 10 individuals; this included up to eight children and two teaching staff.

To maintain social distancing, staff had varying schedules. Remote work agreements were developed to ensure continuity of services to children. Children enrolled in half-day preschool, Part C, and EHS continued to receive virtual educational services through the Adapted Learning Plan.

Phase 2 - June 8 to present

Phase 2 of the reopening consisted of opening three additional classrooms and all half-day preschool services. During this phase we served approximately 110 children in the morning sessions and 70 children in the afternoon sessions. The largest class sizes were 17 children with a maximum of three staff, which ensured we stayed below the maximum group size of 25 individuals. Children remained with their classroom groups, meaning we did not have children from different classrooms interacting with one another.

Children enrolled in Part C and EHS continued to receive virtual educational services through the Adapted Learning Plan.

Phase 3:

Our proposal for Phase 3 will include the continuation of the preschool classrooms in Phases 1 and 2 and will also include the re-opening of home based and outreach services. Home based services for children (birth to three years) will include Early Head Start home visits and socializations and Part C early intervention visits. Outreach services will include Special Education services and supports for children (3-5 years) who attend community preschools. Early Head Start services will be made available to 36 families, Part C services will be opened to 66 children and their families. We are currently scheduled to provide outreach services to 20 children attending seven different preschools throughout Campbell County.

Communication:

Timely communication is an essential component of a successful plan. The following methods will be used to ensure the necessary information is delivered timely to those individuals who need to know:

- Mailings
- Phone
- E-mail
- Remind.com (texting app set up with your classroom)
- Campbell County Social Media Pages – Facebook and Instagram
- CDS-CC Website

CDS-CC will continually monitor communication from the Center for Disease Control (CDC), Wyoming Department of Health, Campbell County Public Health, and the Governor of

Wyoming. Necessary changes to our operations plan and procedures, as a result of the communication, will be applied and explained through these methods of communication. Parents are encouraged to maintain open communication with CDS-CC as we all navigate this pandemic together.

Service Delivery

This plan ensures services will be carried out in a manner which complies with State orders while promoting a safe and healthy environment for all involved. Cloth face coverings will be required to be worn by staff when in public spaces and when 6 feet of separation cannot be maintained. Children will not be required to wear a face covering as it will interfere with their ability to effectively participate in educational activities and it may increase the risk of disease transmission because of increased hand to face contact. The following procedures (attached) will be used to guide CDS programming:

- Preschool and Full Day Health screening for children and staff
 - o East and West Side Drop-off and pick-up
- Health and Illness
- Meal preparation and serving
- Daytime sanitation (classroom and front office)
 - o Front office
 - o Classroom
 - o Facility
 - o Playground
 - o Laundry
 - o NAEYC Frequency Table
- Healthy Hand Hygiene
- Custodial sanitation procedures (daytime and evening)
- Nap time
- Bus/Transportation
- Screening and Testing
- Home Visit
- EHS Socialization

- Outreach Services
- PPE Use
- Social Distancing

Children’s Developmental Services will operate according to a Tiered System for delivery of services:

Tier I – CDS-CC will offer our full array of services with COVID-19 protocols and procedures in place.

Tier II - CDS-CC will provide services as allowed by Public Health and/or Governors orders. These services may include center-based services, home based services, outreach services, and/or services through Zoom and/or teleservices as identified on the CDS-CC Adapted Learning Plan.

Tier III – CDS will provide in-person center-based services to full-day children only. All other services will be offered through Zoom and/or teleservices, according to the CDS-CC Adapted Learning Plan.

Tier IV – All CDS services will be provided through Zoom and/or teleservices according to the CDS-CC Adapted Learning Plan.

The following scenarios provide examples and guidance to assist in determining what Tier CDS programming will be offered for children and families:

Scenarios:

1. A student or staff member develops a verified diagnosis of COVID-19. Campbell County Public Health will issue an order for quarantine. The individual will be quarantined at home for a period of time, based on requirements from Campbell County Public Health. Students and staff members who came into close contact (within 6 feet of the infected person for 15 minutes or more) may be quarantined as directed by Public Health. CDS-CC may be temporarily or partially closed at the discretion of Public Health in order to sanitize the building, while public health conducts contact tracing. Unaffected classrooms and programs will remain open. This scenario will initiate a **Tier II** delivery model.
2. A public health order limits the number of children who can be in a classroom at a time. If the order requires a classroom limit of less than 10 children, CDS-CC will implement a **Tier III** delivery model.
3. A statewide order is issued closing all schools. All programming and activities will be suspended. All children will receive services and supports as identified through the CDS-CC Adapted Learning Plan.

4. A child on a current Individual Education Plan (IEP) who has a compromising health condition or parents who are concerned with their student attending school on-site due to COVID-19. This child will receive support according to the CDS-CC Adapted Learning Plan.

5. A child who attends through one of the paid positions who has a health compromising condition or parents who are concerned with their student attending school on-site due to COVID-19. This child will be placed at the top of the waiting list and can be brought back in once they are ready and a vacancy occurs.

Upon approval, this plan will be posted and shared with staff and families.

Reminder, as with all plans during this time, they are subject to change based on the latest information and directives from the President, Governor, County Commissioners and County Health Department. Significant changes to this plan will be approved before those changes are implemented.

Please let me know if there are any questions.

Sincerely,

Robert Tranas, Director
Children's Developmental Services of Campbell County

Children’s Developmental Services of Campbell County
Adapted Learning Plan
August 31, 2020

Children’s Developmental Services of Campbell County (CDS-CC) is currently working under Phase 2 of the CDS-CC Re-Opening Plan, which allows us to operate our full array of preschool services. The purpose of this updated version of the Adapted Learning Plan, is to provide guidance for staff and families during the duration of this COVID-19 Emergency in the event additional COVID-19 restrictions or closures are required. The following will detail specific education plans for each CDS-CC program in the event program services are suspended or shut down for a period of time.

Early Intervention and Education Program

Part B/619 Services:

In the event of a closure due to COVID-19 to a specific classroom or a center-wide closure CDS-CC staff will maintain communication with families weekly to communicate the status of the closure. In the event the closure lasts longer than 10 school days, we will offer Individual Education Plan (IEP) special education services through a virtual format. Families with students who are on an IEP and are involved in the closure or who “opt-out” of center-based services due to their health concerns, will be eligible for virtual IEP special education and therapy sessions. Families who “opt-out” of virtual services will continue to receive twice monthly communication and materials support from their case-manager. Early childhood classroom teachers will also maintain ongoing communication with the family during classroom closures. CDS-CC will continue to offer services through the virtual format and/or phone communications until we return to Tier 1.

Community Preschools who are serving students who are on an IEP will be provided with face-to-face Services following the COVID-19 Health guidance and specific requirements from each individual preschool. Families will be offered the virtual format if there are any health concerns or we are unable to see the students at their home school.

Part C Home Based Services:

In the event of a closure to a portion or all of Part C services due to COVID-19, staff will maintain communication to keep families informed of the closure. If the closure lasts longer than 5 days, CDS will offer Individual Family Service Plan (IFSP) special education services through a virtual format. Individual families who have students that are on an IFSP and “opt-out” of home-based services due to their health concerns, will be eligible for virtual IFSP special education and therapy sessions. Families who “opt-out” of virtual services will continue to receive twice monthly communication from their case-manager. We will continue to offer the virtual format services and/or phone communications until we return to Tier 1.

Child Find:

CDS-CC will continue offering in-person screenings and evaluations to identify children for special education in Part B/619 or Part C services. In the event COVID-19 restrictions do not allow for in-person screenings or evaluations, CDS-CC will offer virtual screenings and evaluations. On a case by case basis CDS-CC may choose to continue the Interim IFSP guidance for students that have a profound and clear need for IDEA Part C Services and may have health concerns that contradict face-to-face evaluation. Hearing and vision will be completed at a later time.

Transition:

Transitions from Part C to Part B/619 will continue with the most recent COVID-19 guidance. We will address the needs of children as appropriate while continuing to plan for the child to progress to the Part B/619 program. We will adapt the required observations in a preschool environment as necessary with safety precautions.

Early Childhood Education Preschool

Tier 1: On-Site – Traditional preschool setting with additional safety precautions in place. Children attend in person each day. Instruction occurs in classrooms as designed.

Tier II: On-site education will be offered as well as Virtual Education to those unable to attend due to Public Health or Governors orders. The Early Childhood Instructor will maintain communication with families weekly to communicate the status of the closure using remind, e-mail, phone calls, and Campbell County Social Media Pages. In the event On-Site Education cannot be resumed within 10 days, Virtual Education will be implemented by the Early Childhood instructor for those impacted by the orders.

Virtual Education will include weekly Zoom circles, sharing of education activities through on-line resources provided by our curriculum and child assessment program, Creative Curriculum/Teaching Strategies Gold. Social-emotional resources will be shared through The National Center for Pyramid Model Innovations (NCPMI). Additional developmentally appropriate activities will be shared through a variety of methods: Facebook, YouTube, and other curriculum resources. Literacy activities will also be promoted through our Public Library. Families can call the library to check out books using curbside checkout.

Tier III: On-Site education will be offered to full-day children only and Virtual Education offered to children receiving services or attending ½ day programs. The Early Childhood Instructor will maintain communication with families weekly to communicate the status of the closure using remind, e-mail, phone calls, and Campbell County Social Media Pages. In the event On-Site Education cannot be resumed within 10 days, Virtual Education will be implemented by the Early Childhood instructor.

Virtual Education will include weekly Zoom circles, sharing of education activities through on-line resources provided by our curriculum and child assessment program, Creative Curriculum/Teaching Strategies Gold. Social-emotional resources will be shared through The National Center for Pyramid Model Innovations (NCPMI). Additional developmentally appropriate activities will be shared through a variety of methods: Facebook, YouTube, and other curriculum resources. Literacy activities will also be

promoted through our Public Library. Families can call the library to check out books using curbside checkout.

Tier IV: Virtual Education will be offered to all students. The Early Childhood Instructor will maintain communication with families weekly to communicate the status of the closure using remind, e-mail, phone calls, and Campbell County Social Media Pages. In the event On-Site Education cannot be resumed within 10 days, Virtual Education will be implemented by the Early Childhood instructor.

Virtual Education will include weekly Zoom circles, sharing of education activities through on-line resources provided by our curriculum and child assessment program, Creative Curriculum/Teaching Strategies Gold. Social-emotional resources will be shared through The National Center for Pyramid Model Innovations (NCPMI). Additional developmentally appropriate activities will be shared through a variety of methods: Facebook, YouTube, and other curriculum resources. Literacy activities will also be promoted through our Public Library. Families can call the library to check out books using curbside checkout.

Early Head Start

In the event that Early Head Start is unable to conduct home visits due to closure or public health orders related to COVID-19, EHS staff will communicate with enrolled families to ensure that they are informed of the closure and offer to complete the next scheduled home visit using a remote platform. Methods of communication will include text through Google Voice, CDS-CC Facebook page, Zoom and phone calls. Regular home visits will be scheduled with each family through Zoom or phone conferencing based on family preference. Families who opt-out of home visits using virtual means will be contacted by their EHS home visitor at least twice monthly to provide updates on closure status, assist with accessing needed resources, and determine if the family would like to engage through remote services. All families enrolled in Early Head Start home-based programming will receive continued services and supports from EHS home visitors, including dually enrolled Part C children. Home visitors will share educational activities through on-line resources provided by our curriculum (Partners for a Healthy Baby) and child assessment program, Teaching Strategies Gold. Social-emotional resources will be shared through The National Center for Pyramid Model Innovations (NCPMI) as well as the Partners curriculum. Additional developmentally appropriate activities will be shared through a variety of methods including the CDS-CC Facebook, YouTube, and handouts. Referrals to other community agencies will continue to be made based on individual family needs. Group socializations will also be offered using a virtual platform such as Zoom. Virtual socializations will be scheduled with families and facilitated by EHS home visitors.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID19 Preschool HEALTH SCREENING PROCEDURE

Reminder: Current exclusion policy still applies if your child is running a fever, vomiting/diarrhea or in general is not feeling well, please keep them home.

Procedure:

1. A COVID-19 Self Symptom Checklist will be sent home with each child and completed daily before coming to school.
2. Upon arrival, prior to checking in, a CDS-CC employee will check each child's temperature.
 - a. If the child does not have a temperature, a staff member will walk the child to his/her classroom.
 - b. If the child has a temperature of 100.4 or above, the child will be excluded for the day. Please refer to the COVID19 Health and Illness Procedure for guidance on when the child may return.
3. Staff will self-screen at arrival.
 - a. Classroom staff will complete the screening prior to each class session before entering the classroom
 - b. All other staff will complete the screening in one of the health screening rooms.
 - c. Staff will use the same thermometer every time they take their temperature.
4. After taking their temperature, staff complete and fill in the *Health Tracking Protocol*.
5. Health Tracking Protocols will be retained for three weeks to ensure Public Health can conduct necessary contact tracing. After three weeks the record will be destroyed by a designated staff person.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID19 Full-Day SCREENING PROCEDURE

Reminder: Current exclusion policy still applies if your child is running a fever, vomiting/diarrhea or in general is not feeling well, please keep them home.

Procedure:

1. A COVID-19 Self Symptom Checklist will be sent home with each child and completed daily before coming to school.
2. Upon arrival, prior to checking in, a CDS-CC employee will check each child's temperature.
 - a. If the child does not have a temperature, the child and parent/caregiver may return to the entryway to check in with front office staff and a staff member will walk the child to his/her classroom.
 - b. If the child has a temperature of 100.4 or above, the child will be excluded for the day. Please refer to the COVID19 Health and Illness Procedure for guidance on when the child may return.
3. Children will be screened for the second time as they wake up from their nap. A staff member will complete the screening in the classroom.
 - a. If the child passes the screening protocol, the child will resume
 - b. If the child does not pass the screening protocol the child will be taken to the "sick" room while another staff member contacts the child's parents/emergency contact to pick up the child as soon as possible.
4. Staff will self-screen at arrival for each work-day.
 - a. Staff will complete the screening, in the screening in the nurse's office, prior to entering the classroom.
 - b. Staff will use the same thermometer every time they take their temperature.
5. After taking their temperature, staff complete and fill in the *Health Tracking Protocol*.

East Side Pick Up Procedure

1. Classroom staff will wait by the window of their classroom or assigned door, watching for parents as they arrive to pick their children up.
 - a. Pandas – Panda Classroom – blue social distancing circles
 - b. Otters – East side atrium Door – red social distancing circles
 - c. Rascals – Exit door near the east side atrium – purple social distancing circles
2. Parents/caregivers will park their car and wait on the colored social distancing circles for their turn to check their child out with a CDS-CC employee. At that time, check out information will be recorded, including the name of the person picking the child up. CDS-CC pick up procedures are still in effect. Please contact the front office if someone needs to be added to the list.
3. Once all children have been checked out, a classroom staff member will walk the form to the front office so children can be checked out in ProCare.

West-Side Drop Off Procedure

1. Parents/caregivers will park their cars in the west parking lot, enter the building thru the delivery door and wait on a social distancing disc until checked in.
2. As the child approaches the sanitation station parents will assist their child in sanitizing their hands.
3. Parents/caregivers will maintain social distancing as they wait to be checked in. At that time, the child's temperature will be taken and check in information will be recorded, including name of person dropping off and current temperature.
4. A second classroom staff member will be waiting in the hallway (chairs will be available for children) until five children have been checked in at which time, they will take the children to the classroom following the entrance path (entrance path is hallway by the play-based room). Parents will exit thru the double doors on the right.
5. Drop off must adhere to the strict schedule outlined below. If you are unable to drop your child off during the scheduled times, please call CDS-CC at 682-2392 to see if alternate arrangements can be made. Children will not be accepted until **after 9:00 a.m. or 12:45 p.m.** due to strict COVID-19 health guidelines.
 - a. Arctic: AM 8:00-8:15 or 12:05-12:15
 - b. Outback: AM 8:15-8:30 or 12:15 -12:30
 - c. Amazon: AM 8:35-8:50 or 12:35-12:50
 - d. Meadow AM 8:50-9:05 or 12:50-1:05
6. Once all children have been checked in, the EI will check in all the children using Pro-care.

West-Side Pick Up Procedure

1. Classroom staff will walk the entire class to the west-side entrance at the beginning of their scheduled pick up time, using the exit path (the far west hallway by the retreat). Pick up must adhere to the strict schedule outlined below due to strict COVID-19 guidelines. If you are going to be late, please call CDS-CC at 682-2392 to see if arrangements can be made.
 - a. Arctic: PM 11:15-11:25 or 3:15-3:25
 - b. Outback: 11:30-11:40 or 3:30-3:40
 - c. Amazon: 11:45-11:55 or 3:45-3:55
 - d. Meadow: 11:55-12:05 or 4:00-4:10
2. Parents/caregivers will park their car and wait, while maintaining social distance, for their turn to check their child out with a CDS-CC employee. At that time, check out information will be recorded, including name of person picking the child up. CDS-CC pick up procedures are still in effect. Please contact the front office if someone needs to be added to the list.
3. Once all children have been checked out, the EI will check out all children using Pro-Care.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID19 Health and Illness PROCEDURE

- 1.** All staff, children, and parents/caregivers must conduct a daily home health screening before coming to the center.
 - a. Section 1: Symptoms
 - i. Temperature of 100.4 (or would have, but have used fever reducing medicine)
 - ii. Sore Throat
 - iii. New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline.)
 - iv. Diarrhea, vomiting, or abdominal pain
 - v. New onset of severe headache, especially with a fever.
 - b. Section 2: Close Contact/Potential Exposure
 - i. Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19)
 - ii. Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases.
 - iii. Live in areas of high community transmission while school remains open.
- 2.** If the staff member/child/parent/caregiver answer YES to any question in Section 1 but NO to any question in Section 2, the staff member or child will be excused from the center.
- 3.** If the staff member/child/parent/caregiver answer YES to any question in Section 1 and YES to any question in Section 2, the staff member or child should be referred for evaluation by their healthcare provider and possible testing.
- 4.** If a child develops any of the above symptoms while at CDS-CC, the child's parents or emergency contact will be notified. A mask will be provided for the sick child and the child will be moved to an isolated area with a trained staff member, until the child can be picked up. For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up as soon as possible upon notification.
- 5.** Children may return to CDS-CC when they have been symptom free for 24 hours, without fever reducing medication or with a doctors release.

**CHILDREN’S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
COVID19 PROCEDURES for FOOD PREP AND MEAL SERVICE**

1. Family-style meals will continue in the classrooms.
2. Kitchen staff will prepare meals following their standard sanitation requirements and practices. In addition to those requirements, they will be required to wear a mask and rubber gloves.
3. Each meal will be plated and covered in the kitchen prior to classroom delivery. The kitchen staff will prepare extra food in a covered serving dish and delivered to each classroom with the individually covered meals.
4. Classroom dining area shall be set-up to put at least one chair between teachers and each child during mealtime.
5. Teachers should ensure children wash hands prior to and immediately after eating.
6. Teachers should wash their hands before preparing food and after helping children to eat.
7. Children will not be allowed to serve themselves from serving dishes. Teachers will wear rubber gloves and facemasks to provide additional servings to children.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID19 CLEANING AND SANITIZING PROCEDURE

Front Office Procedure:

Clean and sanitize frequently touched surfaces upon arrival and frequently throughout the day.

Classroom Procedure:

- Continue to implement NAEYC's Cleaning, Sanitizing, and Disinfection Frequency Table for guidelines regarding regular cleaning and sanitizing.
- Sanitize frequently touched surfaces with a bleach solution.
 - o Door handles
 - o Drinking fountain
 - o Toilet flusher/handle
 - o Counters
 - o Cabinets
- Frequently touched surfaces will be cleaned or disinfected after breakfast, after lunch and after snack.
- Each classroom will have a bin for dirty toys. Place any toy that has been mouthed in the bin as well as any toy that is dirty.
- Disinfect the surfaces using a bleach solution. Prepare the bleach solution **daily** by mixing:
 - o 5 Tbs (1/3rd cup) bleach per gallon of water or
 - o 4 tsps bleach per quart of water.

Building Procedure:

- Sanitize frequently touched surfaces twice a day at 9:40 a.m. and 2:45 p.m.
 - o Front office doors leading to the outside, handles on both sides and handicap buttons
 - o The piano

- Hand railings and door handles and outside edge of double doors throughout the building
- Door handles to and from the garden and nature nook
- Bathroom's on east side, west side, and in west side planning room - door handles inside and outside, faucet handles, toilet flusher, and light switches
- Teton Room, Fishbowl, Retreat, Bell Tower, and both planning rooms
 - Door handles, outside edges of propped doors, tables, phones, keyboards, mousepads, refrigerator handle, microwave handle, faucets, table, chairs, cupboards and handles
- Laundry Room
 - Washing machine, dryer and sink area

Playground Procedure:

- After each use, clean and sanitize frequently touched surfaces on the playground.

Laundry Procedure:

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance for surfaces.
- Remove gloves, wash hands right away.

Cleaning, Sanitizing, and Disinfection Frequency Table



Definitions¹

- › **Cleaning**² –Physically removing all dirt and contamination, oftentimes using soap and water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
- › **Sanitizing**³ –Reducing germs on inanimate surfaces to levels considered safe by public health codes or regulations. Sanitizing may be appropriate for food service tables, high chairs, toys, and pacifiers.
- › **Disinfecting**–Destroying or inactivating most germs on any inanimate object, but not bacterial spores. Disinfecting may be appropriate for diaper tables, door and cabinet handles, toilets, and other bathroom surfaces.
- › **Detergent**–A cleaning agent that helps dissolve and remove dirt and grease from fabrics and surfaces. Soap can be considered a type of detergent.
- › **Dwell Time**–The duration a surface must remain wet with a sanitizer/disinfectant to work effectively.
- › **Germs**–Microscopic living things (such as bacteria, viruses, parasites and fungi) that cause disease.



Cleaning, Sanitizing, and Disinfecting Frequency Table¹

Relevant to NAEYC Standard 5 (Health), especially Topic C: Maintaining a Healthful Environment

Areas	Before each Use	After each Use	Daily (End of the Day)	Weekly	Monthly	Comments ⁴
Food Areas						
Food preparation surfaces	Clean, and then Sanitize	Clean, and then Sanitize				Use a sanitizer safe for food contact
Eating utensils & dishes		Clean, and then Sanitize				If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; use of an automated dishwasher will sanitize
Tables & highchair trays	Clean, and then Sanitize	Clean, and then Sanitize				
Countertops		Clean	Clean, and then Sanitize			Use a sanitizer safe for food contact
Food preparation appliances		Clean	Clean, and then Sanitize			
Mixed use tables	Clean, and then Sanitize					Before serving food
Refrigerator					Clean	
Toilet & Diapering Areas						
Changing tables		Clean, and then Disinfect				Clean with detergent, rinse, disinfect
Potty chairs		Clean, and then Disinfect				Use of potty chairs is not recommended, but if used should be cleaned and disinfected after each use.
Hand washing sinks & faucets			Clean, and then Disinfect			
Countertops			Clean, and then Disinfect			
Toilets			Clean, and then Disinfect			

Areas	Before each Use	After each Use	Daily (End of the Day)	Weekly	Monthly	Comments ⁴
Diaper pails			Clean, and then Disinfect			
Floors			Clean, and then Disinfect			Damp mop with a floor cleaner/disinfectant
Child Care Areas						
Plastic mouthed toys		Clean	Clean, and then Sanitize			
Pacifiers		Clean	Clean, and then Sanitize			Reserve for use by only one child; use dishwasher or boil for one minute
Hats			Clean			Clean after each use if head lice present
Door & cabinet handles			Clean, and then Disinfect			
Floors			Clean			Sweep or vacuum, then damp mop, (consider micro fiber damp mop to pick up most particles)
Carpets⁵ and Large Area Rugs			Clean		Clean	Daily: Vacuum ⁶ when children are not present; clean with a carpet cleaning method consistent with local health regulations and only when children will not be present until the carpet is dry Monthly: Wash carpets at least monthly in infant areas and at least every three months in other areas, or when soiled
Small Rugs			Clean	Clean		Daily: Shake outdoors or vacuum Weekly: Launder
Machine washable cloth toys				Clean		Launder
Dress-up clothes				Clean		Launder
Play activity centers				Clean		

Cleaning, Sanitizing, and Disinfection Frequency Table

Areas	Before each Use	After each Use	Daily (End of the Day)	Weekly	Monthly	Comments ⁴
Drinking Fountains			Clean, and then Disinfect			
Computer keyboards⁷		Clean, and then Sanitize				Use sanitizing wipes, do not use spray
Phone receivers			Clean			
Sleeping Areas						
Bed sheets & pillow cases				Clean		Clean before use by another child
Cribs, cots, & mats				Clean		Clean before use by another child
Blankets					Clean	

1 Definitions and table adapted from: American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. *Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs*. <http://cfoc.nrckids.org>.

2 Routine cleaning with detergent (see definition above) and water is the most useful method for removing germs from surfaces in the child care setting. Safer cleaning products are not only less-toxic and environmentally safer, but they also often cost the same or less than conventional cleaners. **Green Seal** and **UL/EcoLogo** are non-profit companies that research and certify products that are biodegradable and environmentally friendly.

3 Sanitizing and disinfecting can be achieved with a solution of chlorine bleach and water. However, the use of chlorine bleach for disinfecting and sanitizing is not a requirement; there are other EPA-approved sanitizing and disinfecting agents that can be used instead of chlorine bleach/water solutions. When purchasing products, look for an EPA registration number on the product label, which will describe the product as a cleaner, sanitizer, or disinfectant. When using sanitizing and disinfecting agents, it is important that manufacture instructions for 'dwell time' (see definition above) is adhered to.

When sanitizing or disinfecting is warranted, staff use EPA-registered least-toxic disinfecting and sanitizing products. The easiest way to find least-toxic cleaning products is to use products that have been tested and certified by a third party group such as Green Seal, UL/EcoLogo, and/or EPA Safer Choice. For alternative methods and products to be used in lieu of chlorine bleach, please refer to the *Green Cleaning Toolkit for Early Care and Education*, a set of resources developed by the EPA.

Follow manufacturer instructions for how to mix chlorine bleach / water solutions for sanitizing and disinfecting. Refer to *Caring for Our Children*, Appendix J, (http://cfoc.nrckids.org/files/CFOC3_updated_final.pdf) for instructions on how to identify EPA-registered sanitizing and disinfecting products (including chlorine bleach), and how to safely prepare chlorine bleach solutions.

4 In addition to the frequencies listed here, all items should be cleaned when visibly dirty.

5 It is best practice to use alternatives to installed carpets in the child care environment.

6 All area rugs and carpeted areas should be vacuumed with a HEPA filtered vacuum and according to instructions for the vacuum. Use proper vacuuming technique: (1) push the vacuum slowly; (2) do a double pass—vacuum in 2 directions, perpendicular to each other; (3) start at the far end of a room and work your way out (to avoid immediate re-contamination); (4) empty or replace vacuum bags when 1/2 to 2/3 full.

7 "Each Use" of computer keyboards should be defined as use by each group of children, not each individual child. Keyboards connected to computers should be cleaned daily if one group is in the room all day, or after each different group of children uses the room. These guidelines do not apply to keyboards that are unplugged and used for dramatic play.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
COVID19 Healthy Hand Hygiene PROCEDURE

1. All children, staff, and volunteers will engage in hand hygiene at the following times:
 - a. Upon entering the classroom and after breaks
 - b. Before and after preparing food or drink
 - c. Before and after eating or handling food, or feeding children
 - d. Before and after administering medications or medical ointment
 - e. Before and after diapering
 - f. After using the toilet or helping a child use the bathroom
 - g. After coming in contact with bodily fluid
 - h. After playing outdoors or in sand
 - i. After handling garbage
2. 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.
3. Supervise children when they use hand sanitizer to prevent ingestion.
4. Assist children with handwashing.
 - a. After assisting children with handwashing, staff will also wash their hands.

**CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
COVID19 PROCEDURES for CUSTODIAL SERVICES**

1. Regular housekeeping practices will continue to be implemented in the evening.
2. Routine cleaning and disinfecting of work surfaces and areas in the work environment, including restrooms, staff planning rooms, classrooms, and meeting rooms.
3. Frequent cleaning and disinfecting during the day will be conducted by CDS employees in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc.
4. Campbell County custodial staff will clean the building each evening.

**CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
COVID19 Nap PROCEDURES**

1. Children will nap in their classroom.
2. Naptime mats will be placed 6 feet apart and children placed head to toe.
3. Staff will wear masks as they help children fall asleep.
4. Children will wake up in their classroom.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID19 BUS PROCEDURES

Procedure:

1. The bus will be cleaned and sanitized before and after each use, including the steering wheel, all seat's, buckles, door lever, doors, etc.
2. The bus driver and assistant will wear a mask during the transporting of children.
3. The assistant will sanitize his/her hands after assisting each child on or off the bus.
4. The transportation department will develop a seating chart maintaining proper social distancing, alternating rows and seats per row. Bus windows will be open, weather permitting, to encourage air flow.
5. Before a child gets on the bus, a CDS-CC employee will check the child's temperature and document the temperature on the tracking form. The employee will confirm with the parent/caregiver that the child passed the symptom checklist at home.
 - a. If the child does not have a temperature, the child may get on the bus and an employee will help him/her to the assigned seat and buckle him/her in.
 - b. Each child will be offered a mask to wear, as tolerated.
 - c. If the child has a temperature of 100.4 or above, the child will be excluded for the day. Please refer to the COVID19 Health and Illness Procedure for guidance on when the child may return.

COVID Summer Screening Clinics Plan Face-to-Face in Annex

Procedures

- Schedule is developed to limit the number of children/parents in the building. There is a limit of one parent and one child for each screening appointment. The only exception is if a parent has a sibling with them and they have no one else they can leave them with.
- Parents will wait in their cars or the parking lot (in case someone walks to the clinic) until we are ready, and staff will bring them in one at a time and will wear a mask. There will be no play area or waiting room. Parents will be asked to bring a mask and wear it during screening. A disposable mask will be provided if they do not have one.
- Child and Parent will go through a Health Screening prior to starting the developmental screening. Staff, parent and child will use hand sanitizer before proceeding.
- Parents will then sign a pre-filled out Screening Permission Form, will check for accuracy of the information and will use a sanitized pen to sign Consent for the screening. Pen will be placed in a container for cleaning.
- The same staff member that brings the family in will do the Health Screening protocol, and then will take the child and parent to one of the Vision and Hearing Rooms. Vision will be completed with the use of the camera only. Hearing will be completed as usual. Staff will use a mask during both screenings. Then that staff will take the Parent and Child to the Brigance Screening. An additional CDS-CC staff member will be assigned to each clinic and will disinfect the V & H room after each use using appropriate disinfecting techniques for the equipment.
- Staff will wear cloth masks until they get into screening room, then we will use plexi-glass barriers on tables (or floor) to complete the Brigance protocol.
- Once screening is completed and parent has been given the results and any further recommendations, staff will take parent and child out the back hallway to the East door and directed to the parking lot from there. This will limit contact with other children/parents going into screening rooms.
- Staff will bring folder back to front, sanitize their hands and then go and sanitize their screening room, including the table, chairs, door handle, and any toys that were used, and wait for their next appointment.
- In between appointments, staff will need to limit interactions with each other and practice social distancing by staying at least 6 feet apart. If the open EI office or spare office is used, frequently touched surfaces including the keyboard, desk, and mouse need to be sanitized after each use. Part B EI staff may bring their laptops to work on between appointments.
- Bathrooms will be sanitized before and after each session.
- Families who are not comfortable with a face-to-face screening, will be offered a Tele-Screen appointment using the Ages & Stages screening following the Covid-19 Telescreen Guidance Document. We will follow the sanitizing guidance that is written in the evaluation document.

We will need to have the following

- Hand Sanitizer
- Sanitizing spray/cloths for cleaning screening rooms after each appointment and for offices used by staff in between appointments
- Pens
- Disposable masks for parents (if they do not bring one)
- Cleaning supplies for V/H Rooms and Equipment

COVID19 Special Education Testing PROCEDURES for Face-to-Face Interactions

Goals:

- Provide a safe, effective environment to evaluate children from Campbell Co. to meet Child Find obligations
- Identify any children who may need special education services with a comprehensive evaluation through a combination of virtual and face-to-face procedures as appropriate
- Assist families in the evaluation process during these unprecedented times by providing appropriate assessments and eligibility determinations in order to develop appropriate education programming

Procedural Changes

1. Please let Annex Administrative Assistant know the date/time that you have scheduled or are trying to schedule an evaluation appointment. She will keep track of the appointments and will coordinate who is entering the building and going through the health screening.
2. Children will be scheduled to complete any face-to-face evaluations in the Annex. Please communicate to parents the restrictions we are under:
 - a. Parent/child will stay in car until staff get them.
 - b. Prior Health Screening:
 - i. Parent will need to answer Health questions for the child
 - ii. Child's temperature will be taken
 - iii. Child will wash hands and sanitize prior to the screening
 - c. Adults are not allowed in the building with the child unless the child will not separate from the parent or the child is under the age of 3. If the parent needs to go with the child for one of the reasons listed (one parent or one adult only), then these additional precautions will be put into place:
 - i. Parent will be asked to bring and wear a mask or one will be provided and will need to wear it throughout the time in the building.
 - ii. Parent will also have to pass the Health Screening protocol and take their temperature. Then the parent will use hand sanitizer and help their child use hand sanitizer immediately after the health screening and before proceeding to the testing room.
 - iii. The screening room will be set up with the adult in the room socially distanced.
3. All staff must also complete a health screening using the *Health Screening Symptom Monitoring Protocol twice a day*. Staff must successfully pass the health screener before they can interact with children.
4. Staff must wash hands with soap and water for at least 20 seconds prior to meeting with children or use an alcohol-based hand sanitizer with at least 60% alcohol which will be available for use during and after the testing.
5. Staff conducting the educational test must wear a cloth mask until they can get into the testing room and then can use the plexi-glass barriers if children are having difficulty engaging with the staff member due to the mask. Full PPE will be available if staff request it.
6. The room and supplies used for the testing will be sanitized with approved methods prior to and after each testing session.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID-19 **HOME VISIT PROCEDURE**

Procedure:

Each Part C or EHS home visitor will communicate with the families on their individual caseloads to determine family comfort and preference for resuming face-to-face visits or continuing with services according to the Adapted Learning Plan. Families may choose a combination of in-person and telehealth services to best meet their needs.

In order to protect the health of families, staff, and our community while continuing to provide quality services, the following procedures will apply if a family opts to resume in-person services:

- 1) CDS-CC staff will complete a health screening and temperature check upon arrival and in the afternoon. Staff must successfully pass the health screener before they can engage in home visits.
- 2) Families will be provided with a COVID-19 Screening questionnaire to complete prior to each home visit. The CDS-CC home visitor will review this questionnaire with the family before all scheduled visits. If any person in the home (child, siblings, parents, and anyone else staying in or visiting the home) has active symptoms, recent exposure, or is ill in any way the in-person visit will be canceled and teleconferencing services will be offered.
- 3) In the event that more than one CDS-CC staff member is scheduled to participate in a home visit, only one staff person may go to the home. Additional staff members may attend the visit through virtual platforms such as Zoom or Microsoft teams.
- 4) Upon arrival, prior to entering the home, CDS-CC home visitors will check each person's temperature who will be engaged in the visit. If anyone in the home has a temperature of 100.4 or higher, the visit must be canceled or rescheduled to teleconferencing.
- 5) CDS-CC staff will sanitize their hands at the beginning and end of each visit. Anyone in the home who is engaging in the home visit will be asked wash or sanitize their hands prior to the visit.
- 6) Visits will be conducted outside whenever possible. Home visitors will be required to wear masks, gloves, and a removeable gown/smock when conducting in-home visits. Shoe coverings will be recommended and made available. Social distancing guidelines will be followed as much as possible during visits. Cloth masks and smocks will be changed between homes and sanitized daily according to existing procedure. Staff will be trained in proper use of PPE.
- 7) Participants over age 5 will be asked to wear a mask during home visits. When outdoors, masks may be removed if 6 feet of social distancing is able to be maintained.

- 8) Anyone in the home during the visit who is not actively participating is asked to maintain at least 6 feet social distancing from the home visitor.
- 9) Limited supplies will be brought into or removed from the home. Any supplies brought into the home will be sanitized using approved methods prior to and after each home visit.
- 10) Vehicles used for transportation to home visits will be cleaned and disinfected according to CDC recommendations. At a minimum, commonly touched surfaces in the vehicle will be cleaned and disinfected at the beginning and end of each day. If more than one adult is riding in a vehicle at the same time, masks shall be worn.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID-19
EARLY HEAD START SOCIALIZATION PROCEDURE

Procedure:

Each EHS home visitor will communicate with families on their individual caseloads to determine family interest in attending socializations, as well as to identify potential times which would work best for scheduling. In order to protect the health of families, staff, and our community while continuing to provide quality services, the following procedures will apply when families choose to participate in socializations:

- 1) CDS-CC staff will complete a health screening and temperature daily- upon arrival. Staff must successfully pass the health screener before they can engage in socializations.
- 2) Families will be provided with a COVID-19 Screening questionnaire to complete prior to each socialization. The CDS-CC home visitors will review this questionnaire with the family prior to the scheduled start time of the socialization. If any person in the home (child, siblings, parents, and anyone else staying in or visiting the home) has active symptoms, recent exposure, or is ill in any way the family will not be able to participate in the socialization.
- 3) Upon arrival at the socialization, CDS-CC home visitors will check each person's temperature who will be participating. If any participant has a temperature of 100.4 or higher, that family will be excluded from the socialization.
- 4) All participants (CDS-CC staff, parents, children, guests) will wash their hands with soap and water for at least 20 seconds at the beginning and end of each socialization and prior to and after each meal or snack. If soap and water are not available, participants may use a hand sanitizer with at least 60% alcohol.
- 5) Socializations will be conducted outdoors whenever possible. EHS staff will follow existing procedures to ensure safety of the environment prior to the socialization. If a socialization is being held indoors, participant numbers will be limited to allow for adequate social distancing dependent upon the location.
- 6) Participants will be expected to follow social distancing guidelines during socializations whenever possible. If unable to maintain 6 feet social distancing, masks will be worn by all participants over age 5. CDS-CC staff will wear cloth face coverings which will be washed daily. If parents or guests do not have a mask, one will be provided for them.
- 7) All meals or snacks served at socializations will be pre-packaged in individual servings. Kitchen staff will continue to follow existing sanitation procedures when preparing food.
- 8) Any materials used will be cleaned and sanitized using approved methods prior to and after each socialization according to the COVID-19 Cleaning and Sanitation procedure. Public playground equipment will not be used during socializations.

- 9) Vehicles used for transportation to socializations will be cleaned and disinfected according to CDC recommendations. At a minimum, commonly touched surfaces in the vehicle will be cleaned and disinfected at the beginning and end of each day. If more than one adult is riding in a vehicle, masks will be worn.

CHILDREN’S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID-19
OUTREACH PRESCHOOL SERVICES PROCEDURE

Procedure:

Designated Part B Special Education employees assigned to outreach services will communicate with their assigned families to determine the feasibility of returning to provide services and supports in the private preschool.

In order to protect the health of children, families, staff, and our community while continuing to provide quality services, the following procedures will apply once outreach services resume:

- 1) CDS-CC staff will complete a health screening and temperature check upon arrival. Staff must successfully pass the health screener before they can engage in community preschool visits.
- 2) The preschool being visited by CDS will conduct health and safety checks on their staff and children as per Wyoming Department of Health orders.
- 3) CDS-CC staff will sanitize their hands at the beginning and end of each visit and will follow each preschool’s specific requirements to maintain health and safety.
- 4) CDS staff will be required to wear masks and follow social distancing guidelines as much as possible during visits. Cloth masks will be washed daily.
- 5) Any supplies used will be sanitized using approved methods prior to and after each preschool visit.
- 6) Vehicles used for transportation to visits will be cleaned and disinfected according to CDC recommendations. At a minimum, commonly touched surfaces in the vehicle will be cleaned and disinfected at the beginning and end of each day. When more than one adult is riding in a vehicle at the same time, masks shall be worn.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
COVID19 PPE Use PROCEDURE

1. Cloth masks will be worn (per PPE training) by staff whenever they are in a public space, interact with the public or leave an enclosed office.
 - a. Masks will be washed daily, at the highest temperature, either by CDS-CC or at home. If washed at CDS-CC masks will need to be labeled so they can be returned to the appropriate staff member.
 - b. Place used masks in the labeled container in the east planning room each night to be laundered.
 - c. Staff may use the masks provided to them by CDS-CC or purchase their own.
2. N-95 masks are available for staff and children to use when demonstrating COVID19 symptoms. At which time they will be sent home.
3. Protective eye equipment is available upon request.
4. Gloves are required to be worn during diapering, laundry, treating a wound, handling bodily fluids, administering first aide, and while cleaning and sanitizing.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
COVID19 PROCEDURES for Social Distancing and Protecting Yourself at CDS

1. CDS-CC staff will limit face-to-face contact with others, as it is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).
2. To practice social or physical distancing at CDS-CC:
 - Stay at least 6 feet (about 2 arms' length) from other people
 - Do not gather in groups
 - Stay out of crowded places and avoid mass gatherings
3. Everyone should wash their hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
4. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
5. Avoid touching your eyes, nose, and mouth with unwashed hands.
6. Avoid close contact with people who are sick
7. Reminder, you could spread COVID-19 to others even if you do not feel sick.
8. Everyone should wear a cloth face cover when they are around others in public settings, including work.
9. The cloth face cover is meant to protect other people in case you are infected. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
10. Cover coughs and sneezes.
11. Throw used tissues in the trash.
12. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.