

# COVID-19 ACTION PLAN *What you need to know*

## IF A STAFF MEMBER BECOMES SICK

Any staff member that becomes sick or begins showing any symptoms of COVID-19 will be immediately sent home. We will always be prepared with extra staff on-call to ensure coverage to maintain appropriate staff-to-child ratios.

## IF A CHILD BECOMES SICK

Any child that sent becomes sick or begins showing any symptoms of COVID-19 will be immediately isolated in our prepared isolation room with one staff member. Parents will be contacted for immediate pick up. Remaining staff will then clean and disinfect the area and toys where the child was in care and have remaining children wash their hands.

## STAFF OR CHILDREN WITH SYMPTOMS OF COVID-19

Any staff or children exhibiting symptoms of COVID-19 must stay home and be symptom free (unmedicated) for 48 hours with any SINGLE sign of illness which could be COVID-19, including cough, flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness. If your child has a preexisting underlying condition that presents similar symptoms (such as asthma or allergies) please provide a doctor statement to be retained on file.

During this time, if any additional symptoms above appear, staff or children be seen by a doctor to ensure their ability to return (55 Pa. Code § 3270.137. Children with symptoms of disease, § 3270.153. Facility persons with symptoms of disease.). *[Any child or facility person] with symptoms of a communicable disease or infection that can be transmitted directly or indirectly and which may threaten the health of children in care shall exclude the child from attendance until the operator receives notification from a physician or a CRNP that the child is no longer considered a threat to the health of others.*

## IF COVID-19 IS CONFIRMED IN A CHILD OR STAFF MEMBER

If COVID-19 is confirmed in a child or staff member, Small Town Hope staff will follow the steps below based on CDC guidelines:

1. Immediately notify local health officials so they can determine a course of action for our center.
2. Dismiss all children and staff and prepare to close for 2-5 days (48-hour minimum). This 48-hour minimum will allow us the 24 hour minimum time to allow respiratory droplets to settle before cleaning and disinfecting and provide our staff with ample time to clean and disinfect our entire center following CDC guidelines for cleaning and disinfecting our facility.
3. Close off areas used by the person who is sick.
4. Open outside doors and windows to increase air circulation in the areas.
5. Wait up to 24 hours or as long as possible before cleaning or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
6. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
7. Work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

## ANY STAFF MEMBER OR CHILD WITH COVID-19

May return to Small Town Hope, Inc. after **ALL 3** following conditions are met:

- 3 days with no fever **and**
- Symptoms improved **and**
- 10 days since symptoms first appeared

**If you will be tested**, you can return when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

## ANY STAFF MEMBER OR CHILD WHO HAS BEEN AROUND SOMEONE WITH COVID-19

It is important to remember that anyone who has close contact with someone with COVID-19 should **stay home for 14 days after exposure** based on the time it takes to develop illness.