



BI-CAP Head Start: Prenatal to Five COMMUNICABLE DISEASE MITIGATION POLICY



BI-CAP is committed to providing a safe and healthy workplace for all staff. Our staff are our most important assets. We are serious about health and safety, and keeping our staff working. The involvement is essential in developing and implementing a successful COMMUNICABLE DISEASE Mitigation Policy. We have involved staff in this process through conversations with the Leadership Team, Coordinators, Health Specialist and Health and Mental Health Advisory Committee. This plan requires full cooperation among all staff and only through this cooperative effort, can we establish and maintain the safety and health of our staff and workplaces.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines:

- Hygiene and respiratory etiquette
- Engineering and administrative controls for social distancing
- Housekeeping – cleaning, disinfecting and decontamination
- Prompt identification and isolation of sick persons
- Communications and training that will be provided to staff
- All staff are responsible for ensuring the effective implementation of the plan
- Confidentiality

PRECAUTIONARY MEASURES

- Staff will be provided with appropriate protective equipment supplies, which include face coverings, gloves, disinfectant and company clothing.
- Available to staff Head Start Smocks, Head Start or BI-CAP logo clothing wear or dress appropriately for your work assignment.
- Face coverings will be available at the entrance for anyone.
- Smocks will be left and laundered at the center.
- Wash your hands frequently with warm soapy water for at least 20 seconds.
- Stay home when you are sick.
- Cover your cough.
- Clean and disinfect frequently touched objects and surfaces.

IF CHILDREN ARE SICK

If children are sick, they should stay home, except to get medical care.

- Separate child from other people.
- Staff will monitor child while waiting for Parents to arrive.
- Monitor the symptoms.
- Offer test kit to family if applicable and available.
- Cover all coughs and sneezes.
- Clean hands often.

If a child becomes sick during the day, the child should be kept in a space away from other children and staff while under the watch of one staff person that is 3-6 feet away, when possible, while waiting for parents/guardians to pick the child up.

Any child sent home should be encouraged to contact their health care provider for further guidance.

If a child is diagnosed with a Communicable Disease, the Health Specialist will be notified.

PICK UP: Family will need to set a pick-up time and communicate with classroom upon arrival.

FAMILY SCREENING FOR FACE TO FACE VISITS

- Prior to conducting face-to-face visits the staff member will ask the family if anyone in the household is sick.
- If meeting onsite, Staff will clean/disinfect the room according to the cleaning and disinfecting procedure.

All screenings are considered confidential medical information.

Anything you are collecting from children, staff or visitors is considered a medical record. This is a “need to know basis” and results are shared with only the staff that need to know. (Supervisor, Health Specialist, HR)

HAND WASHING

Basic infection prevention measures are being implemented at our workplaces at all times. Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility (when applicable) by appointment only, will be required to wash their hands prior to or immediately upon entering the facility. Centers will have hand-sanitizer (60% or greater alcohol content) that can be used for hand hygiene, as long as it is followed by hand washing once the individual can get to a sink. See the Hand Washing Guide.

RESPIRATORY ETIQUETTE: COVER YOUR COUGH OR SNEEZE

Workers and visitors (when applicable) are being instructed to cover their mouth with a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

CLEANING AND DISINFECTING

Wear disposable gloves, eye protection and a mask as needed for all tasks in the cleaning process, including handling trash.

Regular cleaning and disinfecting practices are implemented, including routine cleaning and disinfecting of work surfaces, equipment, playgrounds, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Staff who perform cleaning will be trained.

- Indoor play equipment that is touched must be cleaned between groups of children.
- **Cleaning:** When surfaces are dirty, they should be cleaned, using a soap or detergent and water solution, prior to disinfection. Indoor play equipment should be sprayed with soapy water and then wiped down.
- **CHILDREN MUST WASH THEIR HANDS UPON ENTERING THE CLASSROOM FROM THE PLAYGROUND.**
- If soap and water are not available and hands are *not* visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used until the child can wash hands with soap and water for 20 seconds. Alcohol based hand sanitizers are ineffective with dirt on the hands.

COMMUNICATIONS AND TRAINING

Training for all center staff will be provided as soon as the center opens regarding this Communicable Disease Mitigation Policy and other safety precautions. All training materials are located on the **Share Point**. Additional communication and training will be ongoing as the need arises.

The plan will be updated as necessary. A copy is available to all parents.

Parent Communication:

Resources and communications will be shared with families via Learning Genie.