COVID-19 SAFETY PLAN

COVID-19 SAFETY PLANNING PROTOCOL
FOR CHILD CARE FACILITIES

This guidance is designed to help providers and early childhood professionals maintain health and safety standards in response to the Novel Coronavirus 2019 (COVID-19). Having a response plan with complete steps can make a real difference in ensuring health and safety during a pandemic. To meet this need, all licensed child care facilities are encouraged to have a current safety plan to include the following information. Please utilize the *Health and Safety Guidance for New Mexico Childcare Centers and Early Childhood Professionals* located on www.nmececd.org/covid-19 as a guide for completing your safety plan.

*Please note: Department of Health (DOH) mandates a safety plan in response to a confirmed COVID-19 case at your facility.

For more information on COVID-19, please visit:

- Centers for Disease Control (CDC): https://www.cdc.gov
- NM Department of Health (NMDOH): https://cv.nmhealth.org/
- New Mexico Early Care and Education Department: www.nmececd.org/covid-19
- Early Childhood Services: https://newmexicokids.org

COVID-19 SAFETY PLAN

NAME OF FACILITY:

FACILITY ADDRESS:

                NUMBER   STREET

CITY   COUNTY   STATE   ZIP

FACILITY PHONE NUMBER:

I. **Add local contact numbers of agencies that provide support with COVID-19 and Rapid Response:**

Local Department of Health (DOH)	
NM Coronavirus Health Hotline	1 (855) 600-3453
NM Coronavirus Information Hotline	1 (833) 551-0518
ECS Regulatory Staff/licensing surveyor	
County Emergency Manager	
Regional Lead for PPE	
COVID-19 Rapid Response Central Intake	1 (833) 866- 3272

Rapid Response Designee: Name _____ email _____ phone_____

II. <u>**Entry Plan**</u>**: This plan provides information on arrival, departure, and daily health checks.**

    A. **Arrival Procedures:** Minimizing the risk of cross contamination at clock in/out stations/child hand-off.

Describe how your program is set up for child/staff arrivals.

                       • Person responsible: _____

B. **Daily Health Screenings**: tracking of employee and child daily screenings

How are daily health screenings completed? What do you do if a child or staff member needs to be excluded from entering the facility?

- Person responsible: _____

C. **Daily Health checks**: observation for signs and symptoms of COVID-19/other illness/social/emotional wellbeing

What do you check for? How is this documented?

- Person responsible: _____

D. **Departure Procedures**: Maintaining classroom cohorts/Minimizing the risk of cross contamination at clock in/out stations/child hand-off

How is departure managed? What do you do to maintain cohorts as children and staff depart?
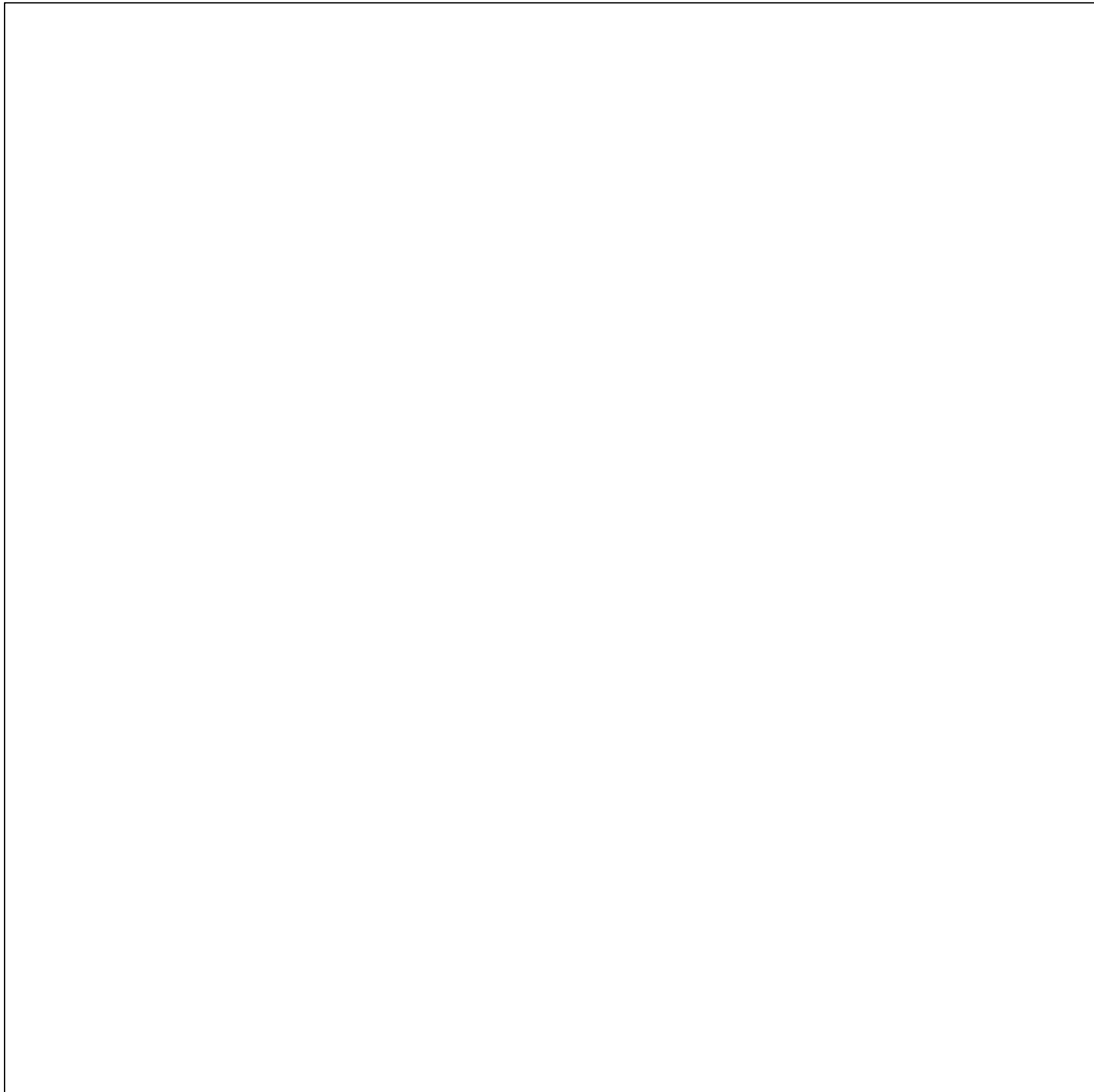
- Person responsible: _____

E. **Transportation:** Physical distancing, cleaning and disinfecting, child hand-off

- Person responsible: _____

F. **Physical distancing**: usage of Personal Protective Equipment (PPE), signage and markers

How is physical distancing maintained during the transitional times outlined above (arrival, departure, transportation, etc.)?

- Person responsible: _____

III. <u>**Preventative Plan:**</u> **This section of the plan provides information on preventative measures, to reduce the risk of spreading & exposure of COVID-19.**
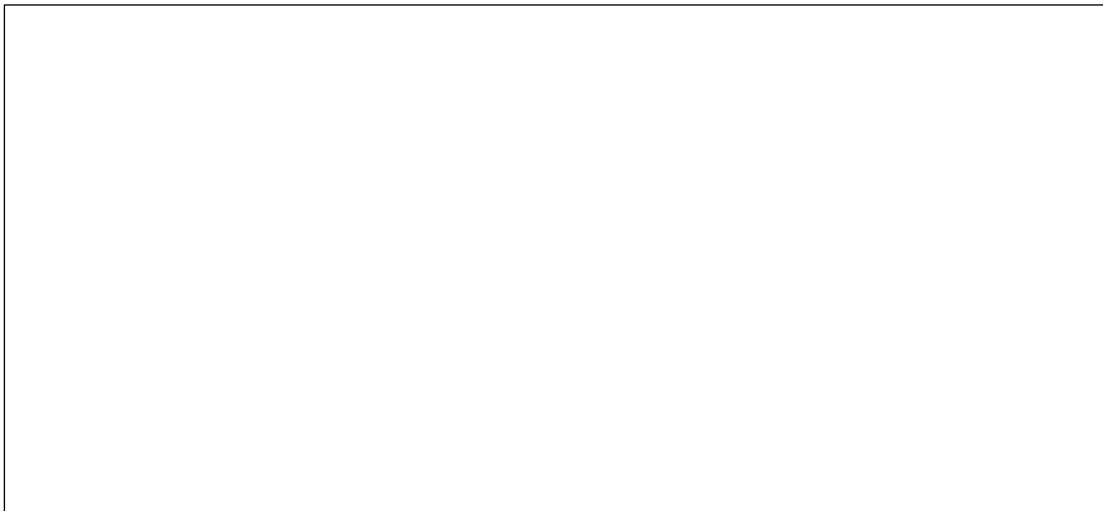
A. **Hand Washing**: Frequency, duration, and techniques for proper hand washing and teaching

Describe the hand-washing practices in your classroom/facility.

B. **Face Coverings**: Proper usage and storage of face coverings
What types of face coverings are being used in your facility? By whom? How? When? How are they being stored?

Person/people responsible: _____

C. **Cleaning & Sanitizing:** practices followed throughout the day

Describe how surfaces and materials are kept clean and sanitized. When is deep cleaning performed?

Cleaning- removing dirt and debris by scrubbing and washing with detergent solution and rinsing with water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of sanitizer or disinfectant used later.

Sanitizing- to reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations. (typically done throughout the day)

Disinfect- to destroy or inactivate most germs on any inanimate object. (typically done at the end of the day)

Deep cleaning- cleaning surfaces with soap and water and then appropriately using disinfectant on high touch surfaces. (cleaning plus disinfecting)

- Person/people responsible: _____

D. **Personal Protective Equipment** (PPE): How, when, and why Personal Protective Equipment should be used and disposed

How is your program using PPEs and what types? Where are posters displayed that show proper use and disposal?

E. **Guidelines for talking to children about health and safety:** education provided to children on how germs are spread and how to minimize their risk

How are educators supporting children in learning about COVID safe practices and general good hygiene? How are you including families in using these practices?
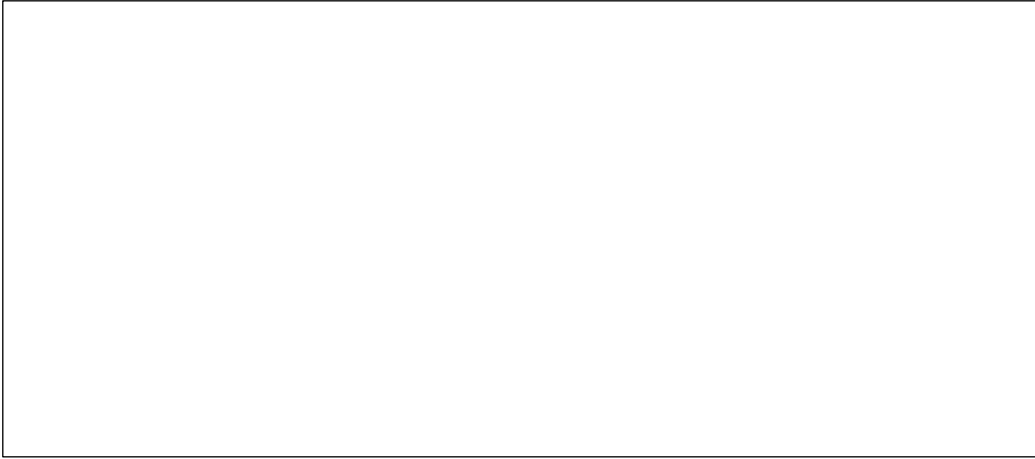
F. **Staff training and monitoring in COVID-19 Safety and Health practices:**
COVID-19 Mandatory response training, Health and Safety Guidance
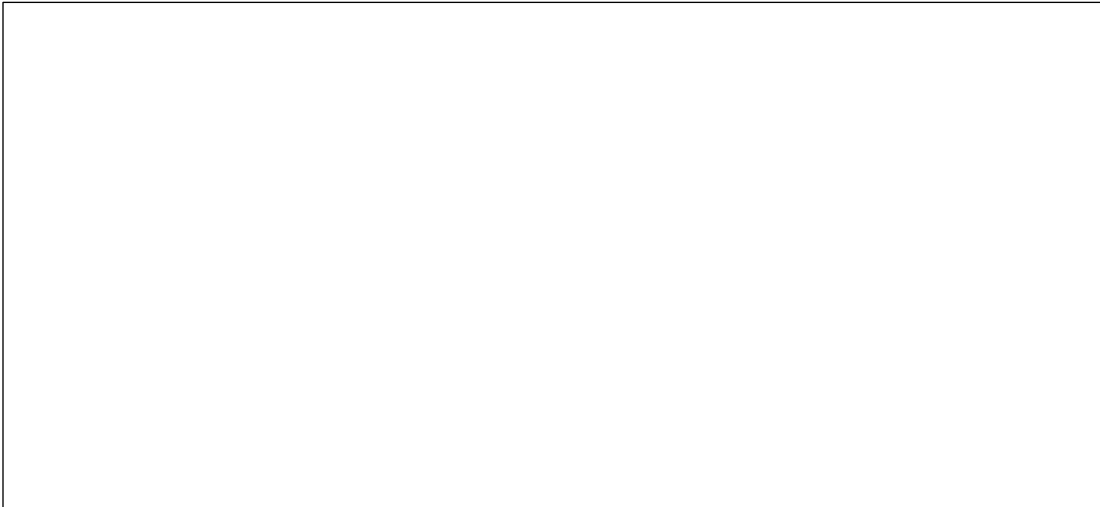How is your program ensuring staff are getting trained? How is this being documented?

- Person responsible: _____

IV. **Physical Distancing: This plan provides information on measures to take to adhere to social distancing requirements while maintaining social connections.**

A. **Distancing space**: Maintaining proper space/distancing amongst each other
Explain how your facility ensures that proper physical distance is maintained.

B. **Group size and ratios**: limit group size and observe ratios inside or outside at all times

What are your current group sizes? How are stable groups and ratios maintained throughout the day?

C. **Meals**: Mealtime settings and practices

Describe your current mealtime practices for: infants, toddlers, and independent eaters. Include cleaning and sanitizing, handwashing, and other health practices related to meals.

D. **Rest/nap time**:

What practices do you have in place to reduce the spread of germs among children during rest time?

V. **Suspected/Confirmed COVID-19 Cases:** **This plan provides information on steps to take when signs or symptoms of COVID-19 are observed or notification of a positive COVID test is received.**

A. **Notification**: Who, how, and when to notify

Who do you need to notify regarding a positive COVID-19 instance and when do you do so? (Confirm that all numbers are listed on the first page of this document)

- Person responsible for making the notification: _____

B. **Deep Cleaning & Disinfecting**: Additional steps to take for deep cleaning and disinfecting after a confirmed or suspected positive COVID-19 case (this is different from the cleaning/sanitizing process done as a preventative measure).
   Disinfect- to destroy or inactivate most germs on any inanimate object. (typically done at the end of the day.
   Deep cleaning- cleaning surfaces with soap and water and then appropriately using disinfectant on high touch surfaces. (cleaning plus disinfecting)

What are your procedures for deep cleaning and disinfecting after a confirmed or suspected positive COVID-19 case?

- Person/people responsible: _____

C. **Changes in business operations:** changes to business such as closures, hours, and protocol for returning to facility

What, if any, changes/next steps are needed to return to/reopen your facility following a COVID related closure?

- Person/people responsible: _____

D. **Reentry to your facility**: completion of quarantine or isolation, negative test result

What is the process for allowing previously excluded children/staff back into your facility after a close contact/positive COVID-19 test?

- Person responsible: _____

As Director/Owner of this facility, I have ensured that all staff and families have had the opportunity to read and receive this plan and will post this in my facility for future reference.

Sincerely,