

Guidance for Center Families Related to the Novel Coronavirus (COVID-19)

This guidance document outlines the processes and procedures that BCDC will follow to help prevent the spread of COVID-19 in the Center and in our community, and to help keep all children, staff, and their families as safe as possible.

These processes and procedures are based on [guidance](#) issued by the Office of the State Superintendent of Education (OSSE), updated as of August 21, 2020. OSSE’s guidance offers recommendations from the Centers for Disease Control and Prevention (CDC) and DC Health for child care providers that operate during Phase 2 of the recovery period immediately following the public health emergency.

We will update this guidance as additional recommendations from OSSE, CDC, or DC Health become available.

For more information on the District of Columbia Government’s response to COVID-19, please visit www.coronavirus.dc.gov. CDC guidance for child care providers can be accessed [here](#).

UPDATED: September 8, 2020 (Version 2)

Table of Changes

Version Number	Date	Description
1	June 16, 2020	Original Document
2	September 8, 2020	<p><u>Revised</u> (Shown in Red Text)</p> <ul style="list-style-type: none"> ● General Overview and Operating Hours (Section I) ● Daily Routine (Section II): <ul style="list-style-type: none"> ○ Daily Health Screening ○ Outdoor Activities ● Personal Safety & Hygiene Practices (Section III) <ul style="list-style-type: none"> ○ Face Coverings and Personal Protective Equipment (PPE) ● Criteria for Exclusion, Dismissal & Return to Care (Section V) <ul style="list-style-type: none"> ○ Exclusion Criteria - Travel to High Risk States/Countries ○ Returning to BCDC ● Potential Disclosure, Exposure, Closure, and Reporting

		<p>Requirements (Section VI)</p> <ul style="list-style-type: none"> ○ Exposure ● Classroom Contact Information (Section VII) <p><u>Clarified:</u></p> <ul style="list-style-type: none"> ● Face coverings for children (Sections II.B and III.C)
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I. General Overview and Operating Hours

BCDC remains committed to providing high-quality child care while navigating this unprecedented situation. We are doing everything we can to keep children, staff, and families as safe as possible. We cannot, however, guarantee anyone's safety with regards to COVID-19. BCDC is prepared to open and operate during the pandemic, but the safest child care right now remains home care away from social interaction and the risk, however small, of exposure. When you enroll in the Center, you must be comfortable with the possibility of your child being in close proximity to the staff and children in their classroom.

By sending your child to the Center during the COVID-19 pandemic, you agree to take seriously the health and safety of every member of the BCDC community (every BCDC child, staff member, and family/household member) and the impact your actions have on the community. When not at the Center, please practice social distancing whenever possible and wear a mask or face covering when social distancing is not possible. Carefully review [Personal Safety and Hygiene Practices](#).

Operating hours have been reduced to accommodate our safety procedures and protocols. **Core hours for the Center are 8:00 am to 5:00 pm, Monday through Friday, with assigned, staggered drop-off beginning at 8:00 am and pick-up from 4:00 pm to 5:00 pm. All children must be picked up by 5:00 pm, so that teachers and staff can complete additional cleaning, disinfecting, and sanitizing at the end of every day.** Carefully review [Drop-Off Procedures](#) and [Pick-Up Procedures](#).

We will strive for consistent staffing so children and staff are in contact with the same group every day to the greatest extent possible. Though strict social distancing within a child's designated class, particularly the younger age groups, will be difficult, BCDC will follow OSSE's guidance for social distancing. Teachers will continue to attend to children's care and comfort in their regular fashion, while wearing appropriate personal protective equipment (PPE) and face coverings.

Please note that certain people are at higher risk for severe illness due to COVID-19.¹ **Per OSSE guidance, children and staff at high-risk for contracting or experiencing severe illness due to COVID-19 should consult with their health care provider before participating in child care activities. This includes people with chronic kidney disease, cancer, chronic obstructive pulmonary disease (COPD), serious heart conditions, immunocompromised conditions, obesity (>30 BMI), Type 2 diabetes mellitus, and sickle cell disease.** Any parent or staff member who has a medical condition not on this list who is concerned about their or their child's safety is encouraged to connect with their health care provider.

We ask for patience and flexibility as we implement and adapt this guidance. We will communicate throughout this period. We thank every member of the BCDC community for your extraordinary sacrifices, discipline, and persistence through this crisis so far. Your continued commitment and determination to do your part in reducing the risk of COVID-19 will help us to provide quality childcare during this challenging time.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

II. Daily Routine

A. Recommendations Before Morning Arrival

To avoid exclusion during your child’s daily health screening, which may result in several days away from the Center, we recommend that you check for fever and other symptoms of COVID-19 before coming to the Center:

- Within two hours of arriving at the Center, check your child’s temperature and for other potential symptoms of COVID-19, including cough, nasal congestion, sore throat, shortness of breath, diarrhea, nausea or vomiting, fatigue, headache, muscle pain, poor feeding or poor appetite, loss of taste or smell, or any other symptom of not feeling well.²
- If your child has a fever of 100.4°F or higher, or exhibits any of the other potential symptoms of COVID-19, he or she should not come to BCDC that day, and you should contact your health care provider to determine next steps.
- In addition, for the safety of all children and staff, please have your child stay home if anyone in your household has a fever of 100.4°F or higher or exhibits potential symptoms of COVID-19.

See [Criteria for Exclusion, Dismissal, and Return to the Center](#) to determine when a child exhibiting symptoms may return to the Center.

Note: It is also recommended that staff complete their own morning check for fever and other symptoms prior to coming to work.

B. Drop-Off Procedures

- Drop-off will occur in staggered, assigned time slots between **8:00 am and 8:45 am**. Time slots will rotate weekly each month to equalize the number of hours provided for all families. Each month, BCDC will assess the drop-off logistics and make adjustments where possible and necessary. Families will be provided with the schedule prior to the first of each month.
- No parents, guardians, or caregivers will be allowed in the Center. We encourage parents to send a daily note to your child’s teacher using Tadpoles each morning before drop-off. Tadpoles now has a new health screening feature which you may use, but BCDC will also continue with in-person daily screenings at drop off.
- Stroller storage closets will be unavailable until further notice. You may leave your stroller outside of the Center’s front entrance during the day if necessary.
- Families must provide the following supplies for each child:
 - Diapers and wipes (if applicable);
 - **Five cloth face coverings, labelled and in a ziplock bag (for children age 2 and older);**
 - Five clean sheets per week;
 - Three changes of seasonal clothes, including socks;
 - Infants must have food and bottles for the entire day;

² This list is not exhaustive of all possible symptoms. For more information, see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

- Infants must have three pacifiers a day (if applicable);
- Toddlers must have two sippy cups daily;
- All items must be placed in one backpack or bag that is able to close;
- Be sure to label everything with your child's name (including masks)
- Parents and children will assemble outside one of two assigned entrances (either the front door entrance or the Van Ness Street entrance), lining up six feet apart on designated markers. The Van Ness Street entrance will use safety barriers to separate the designated waiting spots from the street.
- Before a child enters the Center, he or she will undergo a daily health screening, detailed below.
- Parents must wear a face covering and children over the age of two should wear a face covering, if possible, at drop-off and pick-up. See [Face Coverings and Personal Protective Equipment \(PPE\)](#) for further detail.

Assigned Drop-Off Times and Entrances

- BCDC will share the monthly schedule via Tadpoles/email prior to the start of each month.
- If you have more than one child, please follow your younger child's assigned window.
- If you miss your assigned window, please line up behind those waiting at your assigned entrance.
- If you will arrive after the drop-off window ends at 8:45 am, please come to the Front Door entrance, call Kim Mohler or your child's classroom. One of your child's designated teachers, a floater, or a member of the Administrative team will come to the door to conduct the daily health screening and then escort the child to their room.

Daily Health Screening

- Each day, a staff member will:
 - Greet each family outside its designated entrance while wearing a face covering and appropriate PPE.
 - Conduct a **Daily Health Screening** of your child, from a distance of six feet:
 - i. **Upon arrival, the parent should put on a glove and use the provided thermometer to check their child's temperature and the staff member will record it in our daily log. If the parent needs assistance or arrives after the drop off window, the staff member may take the child's temperature while wearing PPE.**
 - ii. **Symptoms Check.** The staff member will ask whether your child or anyone in your household has experienced one or more of the following symptoms that has not previously been evaluated and cleared (i.e., with a written note stating the child is safe to return to group child care) by a healthcare provider:

Fever of 100.4°F	Nausea or vomiting
Chills	Fatigue
Cough	Headache
Congestion	Muscle or body aches
Sore throat	Poor feeding or poor appetite
Shortness of breath	Difficulty Breathing
Diarrhea	New loss of taste or smell
	Or any other symptom of not feeling well

- iii. Contact Check. The staff member will ask whether the child or any member of the household has been in close contact with a person who has COVID-19 or a person who is awaiting COVID-19 test results.
 - iv. Visual Inspection. The staff member will visually inspect your child for signs of illness which could include flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- **A child will not be admitted to the Center if he or she meets any of these exclusion criteria:**
 - Temperature of 100.4°F or higher; or
 - Answers yes to any of the questions on the Symptoms Check or the Contact Check during the Daily Health Screening; or
 - Has signs of illness upon visual inspection during the Daily Health Screening..
 - **In addition, a child will not be admitted to the Center if:**
 - The child or any member of the household has been in close contact with a person who is positive for COVID-19 and the child has yet to be cleared by their health care provider to return to the Center, or has not yet completed their quarantine period without becoming symptomatic or diagnosed with COVID-19; or
 - The child or any member of the household is awaiting COVID-19 test results.
 - **Families should contact their health care provider to determine next steps.**
See [Criteria for Exclusion, Dismissal, and Return to the Center](#) for further detail.
 - Following successful screening:
 - The floater assigned to your child’s age group will escort your child to their classroom.
 - A classroom teacher will direct/assist the child in washing their hands.
 - For children who are unable to walk, the floater designated for your child’s age group will carry the child to the room, wearing appropriate PPE (face covering, smock).
 - Only teachers will use the classroom iPads for check-in and check-out.

Note: Staff will undergo the same Daily Health Screening, with the same conditions for exclusion.

C. Classroom Activities

- Classes will have no more than 10 individuals (two staff and eight children) at any time with the aim of limiting the exposure of children and staff. However, one or two additional staff members (“floaters”) will have to enter the classroom to cover standard breaks, absences, lunches, etc., and there may briefly be more than 10 individuals in a classroom if absolutely necessary (e.g., if a third teacher is needed to safely handle an incident).
- **In the event that a classroom requires support from an additional team member, BCDC Admin staff are assigned to support only specific age groups (i.e., Assistant Director is supporting only Pandas and Butterflies; Education Coordinator is supporting only Penguins and Rainbow Fish, etc) to reduce contact.**

- Whenever possible, BCDC will ensure that the two primary teachers and the floaters providing coverage are consistent.
- BCDC will not use substitute teachers unless absolutely necessary.
- BCDC will not combine classes, including at the beginning or end of the day.
- The indoor play structure area has been closed and modified as a preschool classroom to accommodate group size restrictions.
- Whenever possible, staff will make use of small group activities that enable physical distancing between children. However, BCDC acknowledges that strict social distancing within a child's designated class, particularly the younger age groups, will be difficult. You must be comfortable with the possibility of your child being in close proximity to the staff and children in their classroom.
- Enrichment classes will be cancelled until they are conducive to recommended social distancing.
- Staff will continue to promote good hygiene practices with children, such as reminding children not to touch their faces, cover their sneezes and coughs in elbows, and wash their hands. See [Personal Safety and Hygiene](#) for further detail.
- Staff will limit the number and types of toys available at a time and increase daily sanitation practices. See [Cleaning, Disinfecting, and Sanitizing](#) for further detail.

D. Outdoor Activities

- Twice a day, each class will have a scheduled time for the playground. Community walks or access to the green space in the park can happen at any time that fits into the class schedule. In case of a CODE RED weather alert day, classes and staff will remain indoors.
- The playground is divided with temporary fencing so that two groups can be on the playground at the same time, yet remain separate.
- Small toys and balls have been removed from the playground. Each class has outdoor toys in their classroom that can be brought outside and are cleaned daily.
- BCDC will follow [CDC guidance](#) for cleaning and disinfecting outdoor areas. CDC advises that outdoor areas, like playgrounds in schools and parks, generally require normal routine cleaning, but do not require disinfection. CDC advises against spraying disinfectant on outdoor playgrounds, as it is not an efficient use of supplies and is not proven to reduce risk of COVID-19. CDC also does not recommend cleaning or disinfecting wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand).
- BCDC will clean all playground high-touch surfaces made of plastic or metal, such as grab bars and railings, in between each classroom's use.
- Infant classes will go on community walks, using the buggies with seats facing outward, at least once a day weather permitting. When possible, teachers will bring blankets to facilitate outdoor playtime in the park across the street. Buggies will be cleaned in between uses.

E. Lunch and Snacks

- BCDC will observe all local and federal food safety guidelines and lunch will be prepared by a food safety-certified staff member.

- Staff will wash hands before and after preparing food and after helping children to eat; staff will wear gloves when serving food to children.
- Meals and snacks will be served individually. There will be no family style dining. Staff will space children as far apart as possible during meals and snacks.
- BCDC will continue to order food from the Good Food Company, but the delivery driver will not come into the Center when delivering or picking up food. Good Food has advised us that it is taking additional precautions to keep drivers and customers as safe as possible.
- Parents of infants must provide all serving containers and utensils for their child and clearly label them with the child's name and assigned color.
- Tables and chairs will be cleaned and sanitized before and after each meal.
- Children will wash their hands before and after eating and will not share utensils, cups, or plates.
- If a family sends supplemental food or snacks for their child, the food must be kept in a lunch bag or container (with a freezer pack as needed) in the child's cubby and must not require heating (i.e., must be served cold or at room temperature).

F. Naptime

- Cots and cribs will be placed head-to-foot with at least six feet from head to head.
- All bedding and comfort items (sleep blankets, lovies, pacifiers) will be stored in individual bags after each nap and sent home at the end of every day.
- Families will provide five sets of clean bedding every Monday morning.

G. Pick-Up Procedures

Midday Pick-Up

- If your child will be picked up for a doctor's or other appointment during the day, please provide advance notice to your child's teacher through Tadpoles, including what time you will be picking up your child and if/when you expect to return. Your child's teacher will prepare them to leave at the time you indicated.
- Upon arrival at the center, go to the Front Entrance and call Kim Mohler or your child's classroom. Then wait outside the front entrance using the designated markers.
- Parents must wear a face covering and children over the age of two should, if possible, wear a face covering at pick-up. See [Face Coverings and Personal Protective Equipment \(PPE\)](#) for further detail.
- Your child will be accompanied to the front door by an administrator or one of their designated teachers/floater.
- When returning your child to BCDC after an appointment, please call Kim Mohler or your child's classroom when you are at the front entrance. An administrator or one of your child's designated teachers/floater will come to the door to escort the child back to their room.

End-of-Day Pick-Up

- Pick-up will take place from **4:00 pm to 5:00 pm** each day.
- Following afternoon nap and snack, all children will be ready to leave by 4:00 pm.
- Parents will line up outside the front entrance six feet apart on designated markers.

- An Administrator will identify each parent upon arrival and will communicate with that child's classroom. Another staff member will escort the child from the classroom to their parent.
- Parents must wear a face covering and children over the age of two should, if possible, wear a face covering at pick-up. See [Face Coverings and Personal Protective Equipment \(PPE\)](#) for further detail.
- If all marked spots on the sidewalk are taken, please wait at a safe distance until one opens up.
- Please allow for up to a 5-10 minute wait between arriving at the Center for pickup and leaving with your child.

III. Personal Safety and Hygiene Practices

Staff and children will follow the personal safety and hygiene practices outlined below while at the Center. BCDC asks all children, staff, and their families to follow these same practices when away from the Center. Reducing risk, both for our BCDC community and beyond, depends on our commitment to continuing these behaviors and safeguards.

We ask all members of the BCDC community to practice stringent personal sanitation and hygiene practices (e.g., frequent handwashing, covering coughs and sneezes), maintain physical distancing of at least six feet when not at home, wear a cloth face cover when around others, regularly clean and disinfect, stay home when sick, and take enhanced precautions if near those who are particularly vulnerable to COVID-19 risks.

Signage will be placed in every classroom and near every sink reminding staff of hand-washing protocols. CDC has made available for download signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

A. Handwashing

Staff will wash their hands frequently throughout the day, including:

- Immediately after entering the Center;
- Between uses of common objects: doorknobs, pens, spray bottles, iPads, etc.;
- Before and after putting on, touching or removing cloth face coverings or touching their face;
- Before and after going to the bathroom or changing a diaper;
- Before eating, handling food, or feeding a child;
- After blowing or helping a child blow their nose, coughing, or sneezing;
- Before and after giving medication to a child;
- After handling waste baskets or garbage; and
- After handling a pet or other animal.

Staff will also support children in washing their hands frequently throughout the day, including:

- Immediately after entering their classroom;
- Before and after going to the bathroom or having a diaper changed;
- Before and after eating;
- After blowing their nose, coughing, or sneezing;

- After handling a pet or other animal; and
- Anytime their hands are visibly dirty.

If soap and water are not available, and if a child or staff member's hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60 percent alcohol should be used until the hands can be washed. Children will only use hand sanitizer under close observation of a staff member or parent.

B. Bathroom Use and Diapering

- Teachers will follow OSSE regulations and procedures for diapering children.
- Whenever possible, only one child will use the bathroom at a time. Teachers will assist with water, soap and paper towels to avoid cross-contamination between children.
- Bathroom and diaper stations will be cleaned and disinfected between each child's use.

C. Face Coverings and Personal Protective Equipment (PPE)

CDC recommends wearing non-medical, cloth face coverings in public settings and in circumstances in which social distancing is difficult, including in child care facilities, when feasible. Further guidance from CDC on using face coverings is available, including instructions on how to make and safely remove a cloth covering.³

Requirements for Staff

- All staff and essential visitors must wear a non-medical (cloth) face covering at all times while in the Center. Face coverings must cover the nose and mouth, fit snugly, allow for breathing without restriction, and be laundered daily.
- Staff will have multiple face coverings and replace them if they become contaminated. The Center will provide additional masks for staff if necessary.
- Staff may elect to wear a clear barrier shield during certain tasks, which will be cleaned after contamination. The shield does not replace a face covering.
- All staff and essential visitors will wear shoe covers inside the Center.
- While washing, feeding or holding infants or very young children, staff must also:
 - Pull long hair off of neck, as in a pony-tail;
 - Wear a large, button-down, long-sleeved shirt as an additional layer of clothing;
 - Remove their clothing and/or the child's clothing if touched by any secretions, place the child's soiled clothing in a plastic bag and their own soiled clothing in their personal locker; and
 - Wash their hands or body if touched by secretions or after handling soiled clothes.
- Floaters moving between their two assigned classrooms must also:
 - Wash hands prior to entry and exit of the classroom;
 - Wear a clean smock as an additional layer of clothing; and
 - Change their outer clothing layer and face covering when soiled or contaminated.

Recommendations and Requirements for Children

³ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

- OSSE recommends that children age two and older should wear a face covering if deemed developmentally appropriate by the parent and child care provider.
- Children will only wear face coverings at the Center if they can safely put on, wear, and remove them and without touching their or others' face coverings. **Staff may assist children in putting on their masks as long as proper hand hygiene is followed and staff are careful not to touch the child's eyes, nose or mouth.**
- **Children age 2 and over wearing face coverings should bring 5 clean coverings each week** in a ziplock bag, with each covering and the bag labeled with their name. Face coverings worn on a given day will be stored in a paper bag labeled with the child's name when not in use. All face coverings worn each day will be sent home to be cleaned.
- Children younger than two and anyone who has trouble breathing will not wear a face covering. Face coverings will not be worn during naptime or if they are dirty.
- BCDC strongly encourages parents to follow the OSSE guidance for face coverings for children two years and older, but acknowledges it is difficult for young children to wear face coverings. Children will not be excluded from the Center or any activities because they do not have a face covering.
- While at BCDC, children will participate in developmentally appropriate lessons on why and how we wear face coverings. For these lessons, if a child age two or older does not have a face covering, BCDC will provide a clean one for the day.
- To reinforce these messages at home, BCDC requests that parents model wearing face coverings, talk about why we wear them, and provide one for their child while at BCDC (even if children do not wear them).

Requirements for Parents

- Parents are required to wear a face mask during drop-off and pick-up.

D. Social Distancing

Social or physical distancing means keeping space between yourself and other people outside of your home. To practice social and physical distancing, in general⁴:

- Stay at least six feet (about two arm's lengths) from other people;
- Do not gather in groups; and
- Stay out of crowded places and avoid mass gatherings.

Though this level of social distancing is difficult in a child care center, BCDC will follow social distancing guidelines at the Center, including by:

- Staggering drop-off and requiring families to wait six feet apart during these times.
- Allowing only children and staff inside the Center (no parents, enrichment teachers, or visitors, except during **after hours tours, which are led by Admin staff and limited to 6 visitors at a time**). Children are not allowed on the tours. All visitors must wear masks and shoe covers.
- Avoiding all large group activities that require children to sit or stand in close proximity (e.g., circle time).
- Keeping children and teachers with the same group each day.

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

- Separating classrooms at all times, including on the playground, and not combining classrooms at any point during the day unless absolutely necessary and with parent permission.
- Spacing apart cots/cribs at nap time as much as possible, at least six feet apart from head to head.
- Spacing apart children during lunch and snack times as much as possible.

IV. Cleaning, Disinfecting, and Sanitizing

Staff members will regularly clean, disinfect and sanitize surfaces, toys and materials per [District guidance](#) on cleaning and disinfecting and the [CDC's supplemental guidance](#) for childcare providers. For all cleaning, disinfecting, and sanitizing products, staff will follow the manufacturer's instructions for concentration, application method, contact time, and drying time prior to use by a child. BCDC will place signage in every classroom reminding staff of required cleaning protocols.

- **High-touch surfaces.** BCDC will place additional emphasis on regular cleaning and disinfection of high-touch surfaces, including, but not limited to, door handles, chairs, light switches, toilets, and faucets, both during the day and after hours.
- **Toys.** Staff will clean and sanitize all toys, including those used indoors and outdoors, frequently throughout the day. Toys that have been in children's mouths or soiled by bodily secretions will be immediately set aside and run through a dishwasher before being returned to the classroom. Some toys have been divided for individual use by one child only.
- **Soft toys.** Soft toys (e.g., stuffed animals) will be unavailable. However, parents may send **soft toy comfort items** that are needed by their child, particularly during nap time, such as lovies or pacifiers. These items will be stored in individual bags after each nap, and must be taken home by families every day to be cleaned. Machine washable toys should only be used by one child and laundered in between uses.
- **Cots and cribs.** Staff will clean and sanitize cots and cribs and replace bedding daily.
- **Bedding.** All bedding (sheets, blankets) will be stored in individual bags after each nap and sent home at the end of every day.
- **Playground equipment.** Auxiliary staff will clean all high-touch surfaces made of plastic or metal, such as grab bars and railings, in between each classroom's use. See [Outdoor Activities](#) for more detail.
- **Meals and snacks.** Staff will clean and sanitize meal and snack areas immediately before and after children eat. See [Lunch and Snacks](#) for more detail.

V. Criteria for Exclusion, Dismissal, and Return to the Center

Exclusion, dismissal and return criteria come from OSSE, the CDC, and DC Health. The Center will monitor these recommendations and update our guidance accordingly.

Exclusion Criteria

1. A child or staff member must stay home, or will not be admitted to the Center if he or she, or any member of their household, meets any of these exclusion criteria:
 - Temperature of 100.4°F or higher; or

- Answers yes to any of the questions on the Symptoms Check or the Contacts Check during the Daily Health Screening; or
 - Has signs of illness upon visual inspection during the Daily Health Screening.
 - In the event a child is excluded, families should contact their health care provider for next steps.
2. In addition, a child or staff member must stay home, or will not be admitted to the Center if:
- The child or any member of the household or any close contact with a person who is confirmed to have COVID-19,
 - The child, any member of the household or staff member is awaiting COVID-19 test results,
 - **The child has yet to be cleared by their health care provider to return to the Center, or else has not yet completed their quarantine period without becoming symptomatic or diagnosed with COVID-19.**
3. **Individuals who have traveled to a high-risk state (or country) for non-essential activities:**
- **Are required to self-quarantine for 14 days ([Mayor's Order 2020-081: Requirement to Self-Quarantine After Non-Essential Travel During the COVID-19 Public Health Emergency](#)).**
 - Travel to and from Maryland and Virginia is exempt from the Order. The high-risk state list will be posted by DC Health every two weeks on coronavirus.dc.gov. BCDC may choose to incorporate questions about recent travel to high-risk states into its daily health screenings from time to time.

Dismissal Criteria

If a child or staff member develops a fever or other signs of illness while at BCDC, the program director will follow OSSE Licensing Guidelines regarding the exclusion and dismissal of children and staff.

- **For children**, an administrative team member will immediately isolate the child from other children in the nursing room.⁵ The child's parents will be notified of the symptoms and asked to pick up the child as soon as possible or within one hour at the latest. Parents will be instructed to seek health care provider guidance. Teachers will remove any toys the child touched and move his or her classmates to another area of the room, if possible. The parent should call when they arrive and a staff member will bring the child to the front door for dismissal. A staff member will clean and disinfect the isolation room.
- **For staff**, the staff member will go home immediately and seek health care provider guidance. Another staff member will follow cleaning and disinfecting procedures for any area, toys, and equipment or with which the staff member was in contact.

Returning to BCDC

⁵ The nursing room is located off the hallway across from Erin's office, where the buggies are stored. The room has room for a cot and chair, changing table and a sink.

The table below identifies the OSSE criteria that child care providers must use to allow the return of a child or staff member with: (1) COVID-19 symptoms; (2) positive COVID-19 test results; (3) negative COVID-19 test results or documentation from healthcare provider of alternate diagnosis; (4) close contact of individual with confirmed COVID-19; or (5) travel to a high-risk state or country as defined by DC Health.

<p>Child or Staff Member With:</p>	<p>Criteria to Return</p> <p><i>Note: Criteria below represent standard criteria to return to care. In all cases, individual guidance from DC Health or a healthcare provider would supersede.</i></p>
<p>1. COVID-19 Symptoms (e.g., fever, cough, difficulty breathing, loss of taste or smell)</p>	<p>Recommend the individual to seek healthcare guidance to determine if COVID-19 testing is indicated.</p> <p>If individual is tested:</p> <ul style="list-style-type: none"> ● If positive, see #2. ● If negative, see #3. ● Individuals must quarantine while awaiting test results. <p>If individual does not complete test, must:</p> <ul style="list-style-type: none"> ● Submit documentation from a healthcare provider of an alternate diagnosis, and meet standard criteria to return after illness; OR ● Meet symptom-based criteria to return: <ul style="list-style-type: none"> ■ At least 24 hours after the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and respiratory symptoms have improved; AND ■ At least 10 days from symptoms first appeared, whichever is later ■ <p>Children or staff with pre-existing health conditions that present with specific COVID-19 – like symptoms may not be excluded from entering the facility on the basis of those specific symptoms if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19.</p>
<p>2. Positive COVID-19 Test Result</p> <p><i>See DC Health’s <u>Guidance for Persons Who Tested Positive for COVID-19</u> for more</i></p>	<p>If symptomatic, may return after:</p> <ul style="list-style-type: none"> ● At least 24 hours after the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and respiratory symptoms have improved; AND

<p><i>information</i></p>	<ul style="list-style-type: none"> At least 10 days* after symptoms first appeared, whichever is later <p><i>*Note: Some individuals, including those with severe illness, may have longer quarantine periods per DC Health or their healthcare provider.</i></p> <p>If asymptomatic, may return after:</p> <ul style="list-style-type: none"> 10 days from positive test <p>In either case, close contacts (including all members of the household) must quarantine for 14 days from the last date of close contact with the positive individual.</p>
<p>3. Negative COVID-19 Test Result After Symptoms of COVID-19</p> <p><i>Or</i></p> <p>Documentation from Healthcare Provider of Alternate Diagnosis (e.g. chronic health condition, or alternate acute diagnosis such as strep throat)</p>	<p>May return:</p> <ul style="list-style-type: none"> When meet standard criteria to return after illness <p><i>*Per Scenarios #4 and 5, a negative test result after close contact with an individual with confirmed COVID-19 or travel to a high-risk state or country does not shorten the duration of quarantine of at least 14 days.</i></p>
<p>4. Close Contact of Individual with Confirmed COVID-19</p> <p><i>See DC Health's Guidance for Contacts of a Person Confirmed to have COVID-19 for more information</i></p>	<p>May return after:</p> <ul style="list-style-type: none"> 14 days from last exposure to COVID-19 positive individual, or as instructed by DC Health <p>If the close contact is a household member:</p> <ul style="list-style-type: none"> Isolate from the COVID-19 positive individual, then may return to care after quarantine of 14 days from last close contact. If unable to isolate from the COVID-19 individual, may return to care after quarantine of 14 days from the end of the COVID-19 positive individual's infectious period (defined by 24 hours after the fever has resolved without the use of fever-reducing medication (e.g., Motrin, Tylenol) and respiratory symptoms have improved; AND at least 10 days from symptoms first appeared, whichever is later). A Negative COVID-19 test during this period would not shorten the quarantine period of at least 14 days.
<p>5. Travel to High-Risk State or Country, as <u>Defined by</u></p>	<p>May return after:</p> <ul style="list-style-type: none"> 14 days from return or arrival to the District of Columbia

<p><u>DC Health</u></p> <p><i>See DC Health's Guidance for Travel for more information</i></p>	<p>A Negative COVID-19 test during this period would not shorten the quarantine period of 14 days.</p>
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VI. Potential Disclosure, Exposure, Closure, and Reporting Requirements

Disclosure

Operating BCDC during the COVID-19 pandemic means expanding the social network of every member of the BCDC community (parents, children, staff, teachers, and all household members). **We can only best promote the safety of our children, staff, and families through candid communication about potential exposure to COVID-19, both inside and outside of the Center.**

Exposure

BCDC will seek guidance from DC Health and OSSE and follow their recommendations if there is reason to believe a member of the BCDC community has or has been exposed to COVID-19, including with regards to communications with staff and parents. Kim Mohler is the designated Point of Contact.

In the event of a confirmed case of COVID-19 in a child or staff member, BCDC will take the following steps:

1. **Report to OSSE and DC Health.** BCDC must file an Unusual Incident Report and notify DC Health. DC Health will follow up within 24 hours of notification. **DC Health will make all decisions on the timeline of exclusion and any other responses to a COVID-19 exposure.**
2. **Communicate with parents and staff.** BCDC will communicate with parents and staff per DC Health directive and protect the privacy of individuals while also alerting parents and staff of a confirmed COVID-19 case.
 - **Communication is to be completed, per DC Health directive and will include:**
 - Notification to those staff and families of children in close contact with the individual including the requirement to quarantine for 14 days;
 - Note: DC Health will identify close contacts based on its case investigation. It is not the responsibility of the provider to define those that must quarantine.
 - Notification to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine, steps that will be taken (e.g., cleaning and disinfection), and the facility's operating status;
3. **Clean, sanitize, and disinfect all affected spaces.** BCDC will immediately follow any steps outlined by DC Health and [CDC guidance](#) on cleaning, disinfection and sanitization after the staff and children have left at the end of the day.

VII. Contact Information

A. Administrative Team Contact Information

Staff Member	Position	Phone Number	Email
Kim Mohler*	Executive Director	202-846-7672 (O) 301-943-6784 (M)	kim@bcdconline.org
Renetta Davis-Armstrong	Operations Manager	202-846-7674	renetta@bcdconline.org
Erin Silvan	Assistant Director	202-846-7721	erin@bcdconline.org
Ravion Wynn	Education Coordinator	202-846-7672	ravion@bcdconline.org

*If you have questions related to this guidance, please contact Kim Mohler.

B. Classroom Contact Information

Classroom	Phone Number	Teachers (as of September 2020)	Assigned Floater	Assigned Admin Team Member
Lambs 2	202-846-7718	Miriam, Renae	Stephanie	Kim
Ducklings 1	202-846-7670	Cathy, Dorie		
Bunnies 1	202-846-7673	Sharnice, Ashley	Juliet	Renetta
Penguins 1	202-846-7667	Avalon, Dewuan	Jaylyn	Ravion
Penguins 2	202-846-7720	Tameka, Kim		
Pandas 2	202-846-7716	Kadie, Cehon	Shelby	Erin
Butterflies 1	202-846-7665	Lamont, Swarna		
Rainbow Fish 1	202-846-7724	Danielle, Gloria	Tiania	Ravion
Rainbow Fish 2	202-846-7668	Demi, Danae		
Koalas	202-846-7672	Malvina, Sherika		Kim