

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 **June 25, 2021**. OSSE's guidance offers recommendations from the Centers for Disease Control and Prevention (CDC) and DC Health for child care providers that are currently operating.

This guidance has been significantly revised. Overall, we have made changes to reflect expanded classroom size, expanded center hours, revised travel policy, eased cleaning and check-in procedures, and new staff vaccination policy. We will continue to update this guidance if 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 may be accessed [here](#).

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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. 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.

Operating hours will return to 8:00 am to 6:00 pm on August 2, 2021. Core hours for the Center are 8:00 am to 6:00 pm, Monday through Friday, with drop-off from 8:00 am to 9:00 am and pick-up from 5:00 pm to 6:00 pm. All children must be picked up by 6:00 pm or will be assessed a late fee. Carefully review [Drop-Off Procedures](#) and [Pick-Up Procedures](#). All other changes are effective as of July 22, 2021.

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.

II. Daily Routine

A. Symptoms Check

To avoid exclusion which may result in several days away from the Center, 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, runny nose or nasal congestion, sore throat, shortness of breath, diarrhea, nausea or vomiting, fatigue, headache, muscle pain, new 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, your child must stay home if anyone in your household has a fever of 100.4°F or higher or exhibits potential symptoms of COVID-19.
- Notify the Center of all symptoms your child or any household member experiences, whether or not you think they are related to COVID-19 or another condition. Please notify the Center through Tadpoles or by calling or emailing Kim Mohler, Executive Director or in the absence of Kim, Erin Silvan, Assistant Director.

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

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

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>.

Note: It is recommended that staff complete their own morning check for fever and other symptoms prior to coming to work. Staff will undergo a Daily Health Screening, with the same conditions for exclusion.

B. Drop-Off Procedures

- Drop-off occurs between 8:00 am and 9:00 am.
- No parents, guardians, or caregivers are allowed in the Center.
- **BCDC requires parents to complete the health screening questions in the Tadpoles parent app each morning before you drop off your child.** This section is at the bottom of where you enter notes for the child's teacher. (See [step-by-step instructions here](#)).
- Parents and children assemble outside of the front door entrance, lining up six feet apart. Designated markers: Lambs, Ducklings, Bunnies and Penguins near the flower bed; Pandas, Butterflies and Rainbow Fish between the columns to the right of the front entrance.
- If you have more than one child, please follow your younger child's designated check in area. In case of rain, check in for younger children will be inside the vestibule. The older children will gather under the overhang next to the window.
- Parents must wear a face covering and children over the age of two must wear a face covering, if able to do so safely, at drop-off and pick-up. See [Face Coverings and Personal Protective Equipment \(PPE\)](#) for further detail.
- If you arrive after the drop-off window ends at 9:00 am, please come to the Front Door entrance, call an admin team member or your child's classroom. One of your child's designated teachers, or a member of the Administrative team, will come to the door and then escort your child to their room.

- **A child will not be admitted to the Center if he or she meets any of these exclusion criteria:**
 - Answers yes to any of the questions on the Tadpoles Health Screening
 - The child or any **unvaccinated** 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.

- **If a child meets any of the exclusion criteria above, families must leave the Center immediately and should contact their health care provider to determine next steps.** See [Criteria for Exclusion, Dismissal, and Return to the Center](#) for further detail.

- Following **drop-off**:
 - A teacher assigned to your child's classroom will escort your child to their classroom.
 - A classroom teacher will receive the child at the classroom door and direct/assist the child in washing their hands.
 - For children who are unable to walk, a teacher assigned to your child's classroom will carry the child to the room, wearing appropriate PPE (face covering, smock).

- Only teachers use the classroom iPads for check-in and check-out.

C. Classroom Activities

- Classes follow standard group sizes and adult-to-child ratios set in child care licensing regulations, which are detailed in BCDC's Parent Handbook available at <https://bcdconline.org/forms/>.
- Floating teachers are limited to two classrooms on a regular basis and only used for additional rooms when necessary (i.e. to avoid classroom closures due to staffing shortages). BCDC will communicate any changes to classroom staffing to parents with as much notice as possible. In the event that a classroom requires support from an additional team member, BCDC Admin staff are assigned to support only specific age groups. To reduce contact, Admin staff will avoid going into classrooms unless absolutely necessary.
- BCDC will not use external substitute teachers.
- Private therapists working on-site with a child are required to follow BCDC staff protocols for PPE and Personal Hygiene.
- Classrooms of similar age groups will be combined at the beginning and end of each day to allow staggered staff arrival and full operating hours from 8 am to 6 pm.
- Whenever possible, staff 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.
- Enrichment classes will be restarting outside during the summer of 2021. A full schedule for Fall 2021 and beyond will be shared when it is finalized.

D. Outdoor Activities

- The playground is divided with temporary fencing so that three groups can be on the playground at the same time, yet remain separate.
- BCDC follows [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 cleans all playground high-touch surfaces made of plastic or metal, such as grab bars and railings, in the middle of each day.
- Infant classes go on community walks, using the buggies with seats facing outward, at least once a day weather permitting. When possible, teachers bring blankets to facilitate outdoor playtime in the park across the street. Buggies are cleaned in between uses.

E. Lunch and Snacks

- Meals and snacks are served individually. There is no family style dining. Staff space children as far apart as possible during meals and snacks.

- BCDC orders food from the Good Food Company, but delivery driver(s) do not come into the Center when delivering or picking up food.
- 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 are cleaned and sanitized after each meal.
- Children wash their hands before and after eating and do 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). **No Peanut or Nut Products are allowed.**

F. Naptime

- Cots and cribs **are spaced out as much as possible with a goal of 6 feet of distance and no fewer than 2 feet of distance between them.**
- Children are placed head-to-toe to maximize distance between their faces.
- Masks must not be worn when sleeping.
- Families must provide **two** clean sheets every Monday morning, which will be sent home at the end of each week for cleaning.

G. Pick-Up Procedures

Midday Pick-Up

- If your child must 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, an Administrative Team Member, or your child's classroom. Then wait outside the front entrance at a 6 foot distance.
- Parents must wear a face covering and children over the age of two, 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
- When returning your child to BCDC after an appointment, please call Kim Mohler, an Administrative team member or your child's classroom when you are at the front entrance. An administrator or one of your child's designated teachers will come to the door to escort the child back to their room.

End-of-Day Pick-Up

- Pick-up will take place from **5:00 pm to 6:00 pm** each day.
- Following afternoon nap and snack, all children will be ready to leave by **5:00 pm.**
- Parents should call their child's classroom prior to their arrival so that the teacher can get the child ready.

- Parents will wait outside the front entrance six feet apart on designated markers or at a safe distance until a marked spot opens up, to allow for social distancing.
- An Administrator will identify each parent upon arrival and will communicate with that child's classroom. An assigned 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 must, if possible, wear a face covering at pick-up. See [Face Coverings and Personal Protective Equipment \(PPE\)](#) for further detail.
- Please leave the front entrance after receiving your child to allow others to move closer to receive their child.

III. Personal Safety and Hygiene Practices

Staff and children 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.

Signage is placed in every classroom and near every sink reminding staff of hand-washing protocols

A. Handwashing

Staff and children wash their hands frequently throughout the day. 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. Face Coverings and Personal Protective Equipment (PPE)

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, **including those who are fully vaccinated**, must wear a face mask at all times while participating in child care activities. **BCDC follows the exceptions to mask wearing set out in OSSE guidance, such as actively eating and drinking.**
- Staff 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.

Recommendations and Requirements for Children

- Children aged two and older must wear a non-medical face covering or face mask while participating in child care activities, with the exception of meals and nap/rest times.

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

- Exceptions are allowable for children younger than 5 years of age considering developmental factors.
- Children should be able to:
 - Use a mask correctly
 - Avoid frequent touching of the mask and their face
 - Limit sucking, drooling, or having excess saliva on the mask
 - Remove the mask without assistance. 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 aged 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. All face coverings worn each day will be sent home to be cleaned.
- Parents and child care staff should discuss individual considerations for children of any age, including medical or developmental conditions that may prevent them from wearing a mask, and consult with the child's health care provider if necessary (e.g., for children with certain conditions such as asthma), to determine if an individual child is able to wear a mask and attend childcare safely. Children will not be excluded from the Center or any activities because they do not have a face covering.
- While at BCDC, children participate in developmentally appropriate lessons on why and how we wear face coverings. For these lessons, if a child aged 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).

C. Social Distancing

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

- 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.
- Keeping children and teachers with the same group each day.
- Separating classrooms each day, including on the playground. **However, classrooms of similar age groups will be combined at the beginning and end of each day to allow staggered staff arrival and full operating hours.**
- 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 OSSE guidance. 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.

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
 - Has not completed the required quarantine period
 - In the event a child is excluded, families should contact their health care provider for next steps.

2. A child or staff member must stay home, and 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.

Note: BCDC continues to follow its standard sick policy outlined in the Parent Handbook available at <https://bcdconline.org/forms/>. For Reference, children sent home with any of the symptoms below will need to be kept home for at least 24 hours and must be symptom-free before they can return to BCDC or have a doctor's note stating they may return to school. Children sent home with a fever must be kept at home for at least 24 hours without a fever and without the use of fever-reducing medication before they can return to the Center. Symptoms include any of the following:

- Fever above 100.4; Colored mucus coming from eyes, nose, ears, or mouth;
- Conjunctivitis ("Pink Eye") i.e., colored drainage, crustiness upon waking, itchiness/eye pain, and/or redness of the eye;
- Skin rash (must be diagnosed by a doctor and return to Center requires a doctor's note),
- Vomiting, and
- Diarrhea.

Travel

BCDC follows the requirements set out in the Mayor's Orders related to self-quarantines, testing, and travel during the COVID-19 pandemic. Requirements as of April 2021 are summarized below. For the most up to date information, please consult <https://coronavirus.dc.gov/phasetwo>.

1. Children and unvaccinated staff returning to the BCDC after traveling outside the District-Maryland-Virginia area or to any place other than a low risk state or country must either:
 - a. Stay at home for a 10-day period; or

- b. Stay at home until they obtain a PCR test for COVID-19 within three (3) to five (5) days after their return and have received a negative COVID-19 PCR test result.
2. If an unvaccinated household member undertakes travel without the child/staff member outside the District-Maryland-Virginia area or to any place other than a low risk state or country, they must
- a. Disclose this travel to BCDC; and
 - b. Per the Mayor’s order 2020-081, self-monitor for symptoms of COVID-19 for 14 days and, if they show signs or experience symptoms of COVID-19, they are to self-quarantine, seek medical advice or testing, disclose this information to BCDC, and follow exclusion criteria above (withholding child from the Center, if appropriate).

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 isolation room.⁴ 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 with which the staff member was in contact.
- BCDC will immediately report to DC Health and OSSE and **if necessary**, disclose to the entire Center the symptoms experienced by the affected individual and specify which classroom.

Returning to BCDC

The table below identifies the OSSE [Return to Care](#) 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 with an individual with confirmed COVID-19; or (5) travel to a high-risk state or country as defined by DC Health.

Child or Staff Member With:	Criteria to Return <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>
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⁴ 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.

<p>1. COVID-19 Symptoms (such as fever, cough, difficulty breathing, loss of taste or smell and other symptoms according to the CDC)</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 not attend child care 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>Note: Children or staff with pre-existing health conditions that present with specific COVID-19 – like symptoms must 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>Note: Standard criteria to return after illness refers to the individual facility’s existing policies and protocols for a child or employee to return to care after illness.</p> <p>DC Health recommends that children should get tested for COVID-19 if anyone in their household has symptoms of COVID-19, even if the child or staff member themselves does not have symptoms. All members of the household should be tested at the same time. Individuals who are fully vaccinated against COVID-19 should only get tested in this instance if they develop symptoms.</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 ● At least 10 days* after symptoms first appeared, whichever is later

<p>information.</p>	<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>Regardless of whether symptomatic or asymptomatic, close contacts (including all members of the household) who are not fully vaccinated against COVID-19 must not attend child care for at least 10 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>May return when:</p> <ul style="list-style-type: none"> • meet standard criteria to return after illness; OR • If the individual received a negative antigen test, that result must be confirmed with a negative PCR test. The individual should not attend child care until the PCR test result returns <p>Note: Standard criteria to return after illness refers to the individual facility’s existing policies and protocols for a child or employee to return to care after illness.</p> <p>*Per Scenario #5, a negative test result after close contact with an individual with confirmed COVID-19 does not shorten the time period of at least 10 days before returning to child care.</p>
<p>4. Documentation from Healthcare Provider of Alternate Diagnosis After Symptoms of COVID- 19 (e.g., chronic health condition, or alternate acute diagnosis such as strep throat)</p>	<p>May return when:</p> <ul style="list-style-type: none"> • Meet standard criteria to return after illness. <p>Note: Standard criteria to return after illness refers to the individual child care facility’s existing policies and protocols for a child or employee to return to care after illness.</p>
<p>5. Close Contact of Individual with Confirmed COVID-19</p> <p>See DC Health’s Guidance for Contacts of a Person Confirmed to have COVID-19 for more information.</p>	<p>May return after:</p> <ul style="list-style-type: none"> • A minimum of 10 days from last exposure to COVID-19 positive individual, provided that no symptoms develop, or as instructed by DC Health <p>Note: Returning to child care after 10 days (on day 11) is only acceptable if:</p> <ul style="list-style-type: none"> • The close contact did not develop symptoms of COVID-19 at any point during the 10 days.

	<p>AND</p> <ul style="list-style-type: none"> • The close contact continues to self-monitor for symptoms until 14 days after the last exposure to the COVID-19 positive individual. <p>If the close contact is a household member, may return after at least 10 days from the end of the COVID-19 positive individual’s infectious period (see Scenario #2), or as instructed by DC Health.</p> <p>Returning to child care after 10 days is intended to minimize the risk of transmission of the virus while also minimizing the burden. Recent DC Health guidance allows for child care providers to continue to implement the more stringent 14-day return to care recommendation if they choose to. Waiting 14 days before returning to child care remains the recommended and most effective strategy for decreasing the transmission of COVID-19.</p> <p>DC Health strongly recommends that individuals who live or work with someone at higher-risk for COVID-19 (see Section I) quarantine for 14 days.</p> <p>DC Health recommends that children should get tested for COVID-19 if anyone in their household has symptoms of COVID-19, even if the child or staff member themselves does not have symptoms. All members of the household should be tested at the same time. Individuals who are fully vaccinated against COVID-19 should only get tested in this instance if they develop symptoms.</p> <p>Individuals may return immediately after close contact with an individual with confirmed COVID-19 if the following are true:</p> <ul style="list-style-type: none"> • They do not have any symptoms consistent with COVID-19. <p>AND</p> <ul style="list-style-type: none"> • They have tested positive for COVID-19 within the last 90 days; <p>OR</p> <ul style="list-style-type: none"> • They are fully vaccinated against COVID-19.
<p>6. Household Member Awaiting a COVID-19 Test Result</p>	<p>If the household member tests negative:</p> <ul style="list-style-type: none"> • May return immediately if the child or staff member has no symptoms of COVID-19 nor other exclusionary criteria met. <p>If the household member tests positive:</p> <ul style="list-style-type: none"> • See Scenario #5. <p>Individuals may return immediately in the event of a household member awaiting a COVID-19 test result if the following are true:</p> <ul style="list-style-type: none"> • They do not have any symptoms consistent with COVID-19. <p>AND</p> <ul style="list-style-type: none"> • They have tested positive for COVID-19 within the last 90

	<p>days; OR</p> <ul style="list-style-type: none"> ● They are fully vaccinated against COVID-19
<p>7. Travel to Any Place Other than Maryland, Virginia or a Low-Risk State, Country or Territory</p>	<p>See DC Health's Guidance for Travel and the CDC's COVID-19 Travel Recommendations by Destination for more information</p>

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, as well as any experienced symptoms.**

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 diagnosis of or exposure to COVID-19 in a child or staff member, BCDC will take the following steps:**

1. **If BCDC identifies a child or staff member with COVID-19 who was in the building during their infectious period, we must dismiss the exposed cohort until DC Health is able to complete the case investigation.**
 - The infectious period starts two days before symptom onset, or date of test if asymptomatic and typically ends 10 days after symptom onset/test date.
2. **Report to OSSE and DC Health.** BCDC must file an Unusual Incident Report with OSSE and notify DC Health ASAP after learning of an exposure. 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.
3. **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;
 - Education about COVID-19, including the signs and symptoms of COVID-19;
 - Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at coronavirus.dc.gov; and
 - Information on options for COVID-19 testing in the District of Columbia, available at coronavirus.dc.gov/testing.
4. **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. COVID-19 Vaccine Policy

1. **Staff:** By October 1, 2021, the Board and Administration will require that all staff members be fully vaccinated against COVID-19 in order to make BCDC as safe an environment as possible for everyone. Exemptions will be considered for medical or religious reasons. Employees who receive an exemption may be required to follow additional workplace health and safety practices to support our community, which may include regular COVID-19 testing.
2. **Parents and Community Members:** BCDC continues to strongly encourage all parents, family members, and community members who are eligible to receive the COVID-19 vaccine to do so as soon as possible

VIII. 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
Erin Silvan	Assistant Director	202-846-7721 (O)	erin@bcdconline.org
Ravion Wynn	Education Coordinator	202-846-7672 (O)	ravion@bcdconline.org
Kimura Anderson	Operations Manager	202-846-7674 (O)	kimura@bcdconline.org

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

B. Classroom Contact Information

Classroom	Phone Number	Teachers (effective July 2021)	Assigned 3rd Teacher/ Floater	Assigned Admin Team Member
Lambs 1	202-846-7669	Dorie, Juliet	TBD	Kim
Lambs 2	202-846-7718	Miriam, Renae	Javeair	Kim
Ducklings 1	202-846-7670	Stephanie, Jaylyn	Veena	
Ducklings 2 (to open 2021-22)	TBD	TBD	TBD	Kim
Bunnies 1	202-846-7673	Sharnice, Ashley	Gloria	Erin
Bunnies 2	202-846-7717	Malvina, Sherika	Veronica	
Penguins 1	202-846-7667	Avalon, Dewuan	Deasia	Ravion
Penguins 2	202-846-7720	Tameka, Nyasha		
Pandas 1	202-846-7666	Kim, Tiana	LaToya	Erin
Pandas 2	202-846-7716	Kadie, Cehon	Cathy	
Butterflies	202-846-7665	Lamont, Shelby	Daeja	
Rainbow Fish	202-846-7668	Swarna, Danae	LaJuan	Ravion