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MEMORANDUM

TO: Child Care Providers

FROM: Crystal Arbour, Child Care Services Program Manager

DATE: March 23, 2020

TIME: 4:00pm

SUBJECT: Recommended Guidance for Child Care Providers

SUBJECT TO CHANGE AS OCFS RESPONDS TO RAPIDLY CHANGING ENVIRONMENTAL CONDITIONS

As the Office of Child and Family Services (OCFS) continues to receive questions regarding protocols for Child Care operations from providers related to COVID-19, we would like to offer the following suggestions and tools for consideration:

- We recommend that children and staff be screened regarding their health each morning and monitored throughout the day for signs of symptoms. This information should be documented and maintained for review. Please see attached forms that could be used to document the screenings. We encourage staff to conduct the morning screening for children at drop off before the child enters the facility.
- If children or staff are sick, we strongly recommend they should stay home and follow the CDC and their health care providers directives.
- If children, staff, or family members have traveled in the last 30 days, we recommend following the current CDC guidance regarding the need for quarantine or isolation.
- We recommend that all surfaces be cleaned and disinfected a minimum of each hour during the hours of operation. This should include playground equipment before and after use.
- We recommend that all children and staff wash their hands with soap and running water throughout the day and often. Including but not limited to: at drop off, before and after meals, after using the bathroom/diapering, when coming in from outside or another space in the program, and before and after administering medication.
- We encourage modified drop-off/pick-up policies to reduce the number of people coming in and out of the program. We recommend having all children dropped off and picked up at the facility entrance and not allowing visitors in the building during this time. Adults

in the program should be limited to the ones that are caring for the children and/or overseeing the program operations.

- We suggest avoiding group sensory experiences like water tables, sand tables, and group sensory table activities.
- In child care facilities, we recommend that, when possible, children be cared for in groups of no more than 10 children, according to Child Care Licensing group size and ratios for children under the age of 4.
- If possible, groups of children should not be mixed, and the same children should be together each day. Child care staff should care for the same group of children each day.
- We suggest you designate a space that can be used to care for any child that becomes symptomatic until the child's parent or guardian can pick the child up. Staff who exhibit symptoms should be sent home immediately.
- We recommend keeping an accurate attendance record with all in and out times documented and keep them available for review if needed.

If you have any additional questions, please contact your licensing specialist.