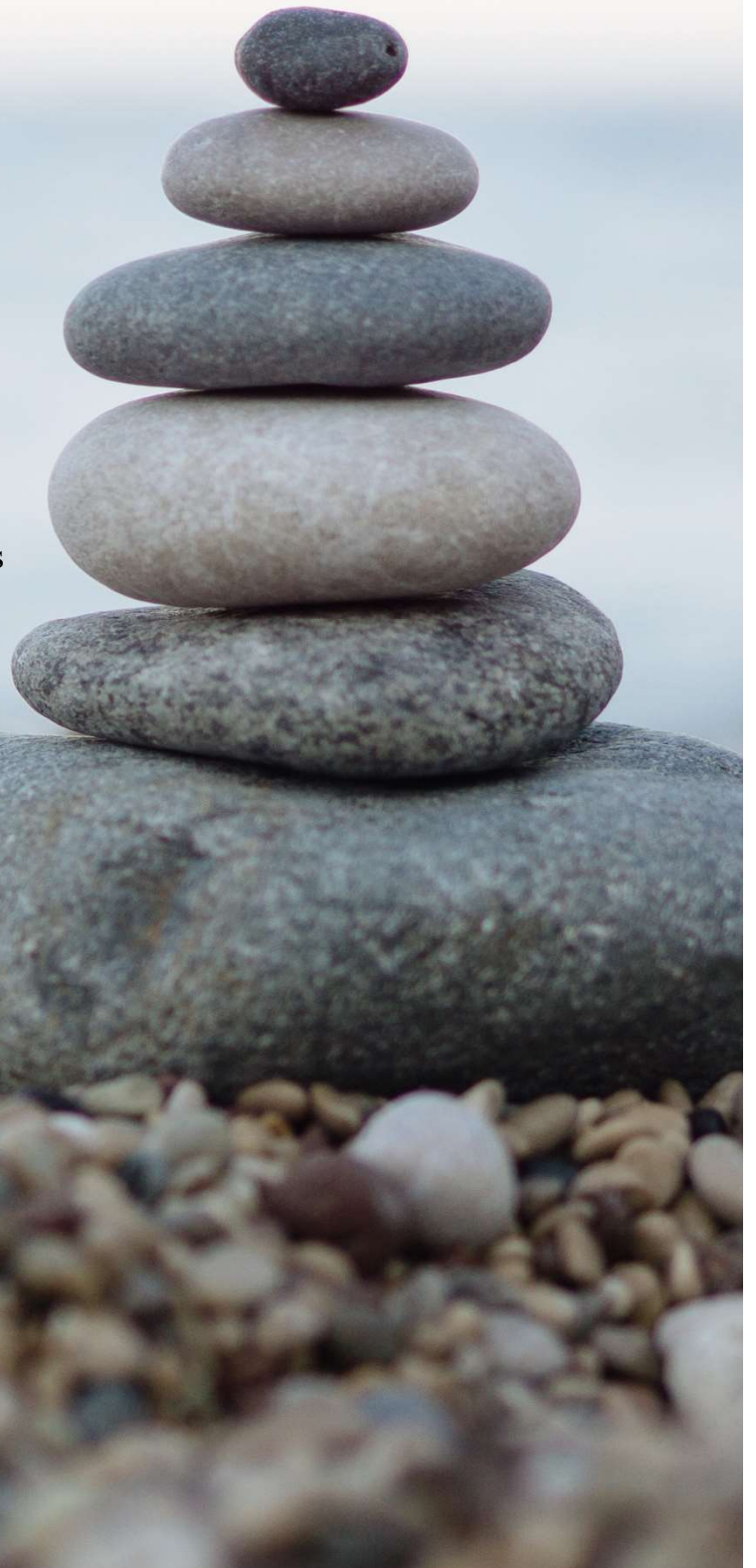




**COVID-19 PLAN**  
Requirements for Staff and Participants



March 7, 2023

### WHY ARE WE UPDATING OUR PLAN?

**Our goal is effective communication as we journey out of the pandemic. In the event of a break or pandemic, RUCD is committed to implementing practices that promote health and wellness.**

RUCD has coordinated with our Health Advisory Committee, Department of Health and Human Services and Caring for our Children and received guidelines for creating a Covid-19 Mitigation Policy.

It is recommended staff and children stay home when sick. RUCD strives to be respectful of family values in the home environment while at the same time supporting staff wellness. If a family member asks staff to wear a mask, the staff will wear a mask upon request and will social distance during the home visit or socialization activity.

**Expectations for pick-up and drop-off.** All sites will continue to have disposable masks available upon request for parents, volunteers and staff. Staff will educate families on the importance of staying home while sick and refer to the sick policy when communicating with families.

Temperature checks are performed as needed to determine if a child needs to be removed from the classroom and sent home when signs of sickness occur during class time.

*We hope to be successful in protecting the health of families and staff, while providing educational and comprehensive services to support children's school readiness goals.*

### Family Engagement Activities

Family members participating in activities held indoors where Head Start services are provided are expected to follow the sick policy.

Staff are required to partner with families and take all possible steps to ensure the child's successful participation in the program. Staff should focus on educating parents and families on the importance of staying home when sick.



It is imperative that Head Start staff abide by the Standards of Conduct outlined in Personnel Policies, 45 CFR § 1302.90; namely, that staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and do not use harsh disciplinary practices that could endanger the health or safety of children.

RUCD will continue to provide additional resources and supports to educate families on healthy living strategies throughout the year.

## VACCINATIONS

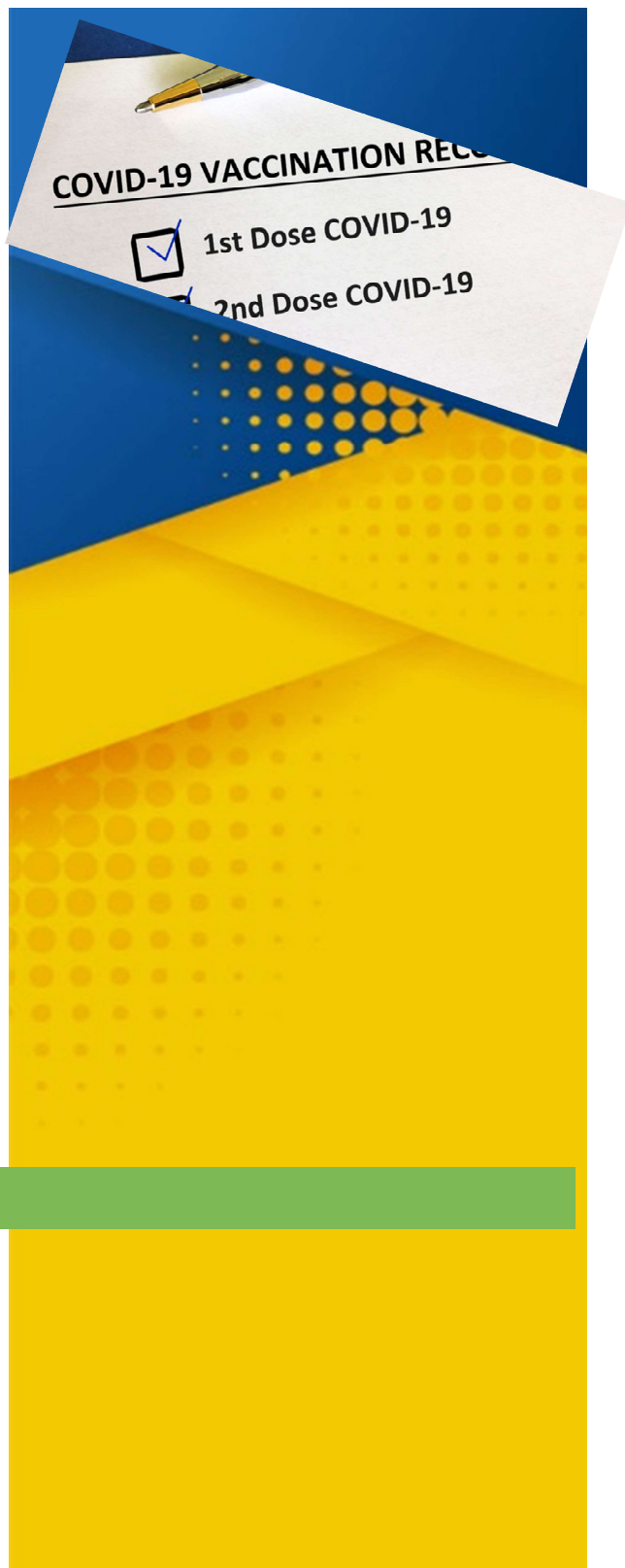
**Vaccination for COVID-19 continues to be a requirement for all Head Start staff.**

Employees hired before December 3, 2021 are required to receive COVID-19 vaccinations as a condition of employment, unless a reasonable accommodation is approved due to a disability or religious objection.

New employees will need to either be fully vaccinated or have an approved exemption prior to hire.

**Do parents need to be vaccinated to enter the center or participate in an in-person parent engagement event?**

The vaccine requirement does not apply to parents unless they are Head Start staff.





## CLEANING



To ensure classrooms are cleaned and disinfected periodically throughout the day, staff will:

- Clean and then disinfect frequently touched surfaces and objects (e.g., phones, personal electronic devices, remote controls, tables, countertops, light switches, doorknobs, cabinet handles, outdoor materials, and furniture).
- Launder items more often until the risk of COVID-19 has decreased. This includes washable plush toys and blankets. Launder items using the warmest appropriate water setting for the items and dry items completely, if possible. Dirty laundry from an ill person can be washed with other people's items, but wash your hands after handling the dirty laundry.
- Sanitize the entire classroom each day after the children leave.
  - UV lights, large spray sanitizers, and other sanitizing methods will be available for large area sanitation.

To support proper handwashing and respiratory etiquette, staff will:

- Wash hands often with soap and water for at least 20 seconds and help children wash hands, especially:
  - ✓ After touching other people
  - ✓ After touching surfaces outside of the home/classroom or items brought into the home/classroom;
  - ✓ After going to the bathroom or changing diapers;
  - ✓ After blowing their nose, coughing, or sneezing;
  - ✓ After handling dirty laundry;
  - ✓ When they are visibly soiled; and,
  - ✓ Before eating or preparing food.
 Avoid touching eyes, nose, and mouth with unwashed hands.  
 Cover coughs and sneezes with a tissue, then throw the tissue in the trash and wash hands.



If soap and water are not available, staff will use an alcohol-based hand sanitizer with at least 60% alcohol.

## HYGIENE

## STAFF SYMPTOM CHECK

**We are all exposed to COVID-19. It is recommended that all staff, children and participants will complete a daily self-monitoring and symptom check before reporting to work or school.**

Symptoms of COVID-19 may include fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, sudden change in taste or smell, and muscle aches or pains.

When a staff member has symptoms:

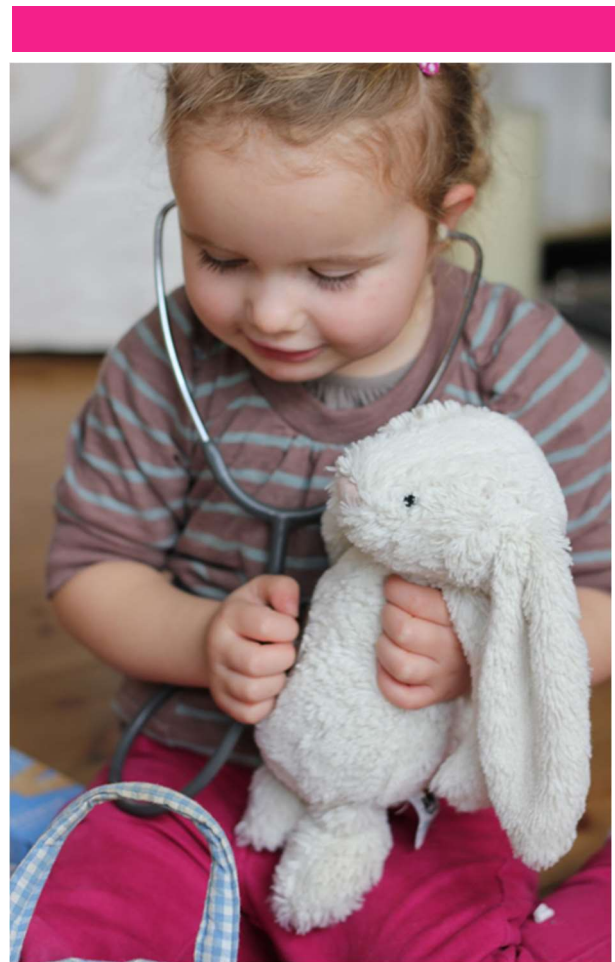
1. Refer to the current sick policy.
2. Notify the center manager as soon as possible and before the start of your regular work day.
3. Contact your healthcare professional if needed.

Positive COVID-19 test results of a staff member must be reported to your center manager and to the health manager immediately through a documented email. Be prepared to provide the following information.

- ✓ Your name and work location
- ✓ When symptoms began
- ✓ When and where the positive test was taken
- ✓ What is the return date recommended by the healthcare provider

## PARTICIPANT SYMPTOM CHECK

1. **Staff will educate parents on RUCD current sick policy to ensure children are able to attend school. Review the sick policy during home visits, parent engagement activities, and parent-teacher conferences.**
2. **The child will be unable to attend until they are fever free for a minimum of 24 hours without fever-reducing medication.**



**Staff will immediately report positive COVID-19 cases to the center manager.**

### **QUARANTINE AND ISOLATION**

Utah's counties have been placed in one of three transmission levels by the Centers for Disease Control and Prevention (CDC): high, moderate, or low. These levels correspond directly to hospital beds used, hospital admissions, and the total number of new COVID-19 cases in that area.

Data will be analyzed continuously, and counties will be placed into a transmission level depending solely on what the data shows. Transmission levels will be utilized in conjunction with the recommendation of the local Department of Health and Human Services to make informed decisions regarding social distancing, traveling, masking, school closures and are subject to change.

