**Sample COVID-19 Pandemic Policy**

Child Care Program Logo

In order to reduce the spread of COVID-19, (name of center)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will follow the current recommendations of our local health department, (name of local public health department) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Centers of Disease Control and Prevention (CDC), and the California Department of Public Health (CDPH). Our COVID-19 risk reduction strategies will be scaled up or down based on the impacts or risks of COVID-19 in the community.

**To prepare for illness, we will:**

1. Form a task force of staff and families to support planning, procedures, and monitoring.
2. Identify reliable sources of information such as the local public health department, CDPH [www.cdph.ca.gov](http://www.cdph.ca.gov), and the CDC [www.cdc.gov](http://www.cdc.gov) .
3. Develop a communication plan to notify families, staff, Child Care Licensing, and local public health officials of outbreaks, exposures, site closures etc.
4. Educate staff and families about COVID-19 risk reduction strategies, for example: hand washing, staying home if you’re sick, coughing or sneezing into your sleeve, masking, up-to-date COVID-19 vaccination, healthy air and ventilation, and annual flu vaccination.
5. Encourage families to consider their options for backup child care in case of illness or site closure.
6. Keep supplies on hand, for example: soap, paper towels, tissues, toilet paper, masks, COVID-19 tests, and cleaning and disinfecting products.
7. Plan for staff absences.

**To respond to illness, we will:**

1. Require families and staff to notify the program of confirmed COVID-19 cases.
2. Report outbreaks to the local public health department.
3. Consult with the local public health department about how to prioritize COVID-19 risk reduction strategies (for example, masks for staff and children 2 years of age and older, portable air filters).
4. Conduct daily health checks at the time of check-in, prior to the child’s parent/guardian leaving.
5. Have a designated location in the classroom for a cot that is away from play areas but still actively supervised by staff where an ill child may safely wait and rest until being picked up.
6. Require staff and children to stay home if they have signs of illness (for example, sore throat, fever, cough, body aches).
7. Require COVID-19 testing for children and staff with COVID-19 symptoms before returning to the program.
8. Review cleaning and disinfecting procedures with staff.
9. Communicate with staff and families about the extent of illness in our program and any changes that may need to be made to our usual routine.

References:

CDC, Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html>

CDC, Know Your Community Level <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

State of California Safe Schools for All, COVID-19 Child Care Resources, <https://schools.covid19.ca.gov/#childCare>

California SMARTER Plan <https://covid19.ca.gov/smarter/>

California Department of Public Health Local Health Services Offices <https://www.cdph.ca.gov/pages/localhealthservicesandoffices.aspx>