**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. Identify reliable sources of information such as the local public health department, CDC [www.cdc.gov](http://www.cdc.gov) and CDPH [www.cdph.ca.gov](http://www.cdph.ca.gov) .
2. Create an illness policy using reliable resources and input from program staff, families, and community health experts.  Included in the illness policy: reporting policy, when to stay home, when to return, and how information about illnesses will be shared with families and staff.  Also included: how staff will be trained and educated, and how illnesses will be monitored.
3. Develop a plan to communicate (when required) positive cases, exposure, and/or outbreaks.
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, and providing healthy air and ventilation.
5. Encourage families to consider their options for backup child care in case of illness.
6. Keep supplies on hand, for example: soap, paper towels, tissues, toilet paper, masks, and cleaning and disinfecting products.
7. Plan for staff absences.

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

1. Encourage families and staff to notify the program of confirmed COVID-19 or other infectious cases according to the illness policy.
2. Support families and staff to have access to health care professionals, if needed.
3. Follow local and state public health department guidance and requirements, as well as the advice of our Child Care Licensing Regional Office, for reporting outbreaks.
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. Avoid policies that reward coming to school or work when sick.
8. Review layered risk reduction strategies with staff, including cleaning, sanitizing, and disinfecting procedures.
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.
10. Educate children and staff about when children can return after an illness.

References:

California Department of Public Health, *Public Health Guidance for K-12 Schools and Child Care Settings to Support Safe In-Person Services and Mitigate the Spread of Communicable Diseases, 2023-2024 School Year* at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/K-12-Guidance-2023-24-School-Year.aspx>

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

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

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