

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Scott A. Rivkees, MD
State Surgeon General

Vision: To be the **Healthiest State** in the Nation

Guidance for Child Care Providers

8/11/2020

Reducing the Spread

Effective strategies for preventing the spread of COVID-19 in the facility include:

- Keep people more than 6 feet apart
- Intensify cleaning and disinfection efforts, including devising a schedule, and focus on toys, games, and other objects and surfaces that are frequently used
- Modify drop-off and pick-up procedures to include thorough screening
- Maintain an adequate ratio of staff to children to ensure safety
- Children and childcare providers shall not change from one group to another
- If more than one group of children is cared for at one facility, each group shall be in a separate room and not mix or interact with each other
- Immediate exclusion of anyone who is symptomatic¹, who has tested positive for COVID-19, or who is a close contact to a case of COVID-19

Cases of COVID-19

Once a case of COVID-19 (a person with a positive PCR or antigen laboratory result, regardless of symptoms) is identified among the child care program attendees or staff, providers should identify all close contacts associated with the facility who had exposure to the case during the infectious period. A case is typically considered to be infectious from 48 hours before symptoms first appeared (or date of first positive laboratory test for people without symptoms) up to 10 days later.

A close contact is any individual who was within 6 feet of the case for more than 15 minutes or had contact with the case's body fluids and/or secretions, for example, being coughed or sneezed on, sharing of a drink or food utensils.

Childcare providers should notify parents and other relevant contacts of the exposure. In addition, the facility should temporarily close the areas where the COVID-19 case was and disinfect. Additionally, providers should work closely with the local county health department staff to facilitate contact tracing by providing a line list of known contacts and their phone numbers.

¹ If the sick child or adult is evaluated by a medical provider, tests negative by PCR for SARS-CoV-2 and is not a known close contact to a case of COVID-19, then they can return 24 hours after resolution of fever and other symptoms.

Return to Child Care

Cases of COVID-19 should be allowed to return to the facility after meeting the following criteria:

- At least 10 days have passed *since symptoms first appeared* **and**
- At least 24 hours have passed *since last* fever without the use of fever-reducing medications **and**
- Symptoms (e.g., cough, shortness of breath) have improved

For cases of COVID-19 who were never symptomatic, they should be allowed to return after at least 10 days have passed since the date of their positive lab test.

Please note that based on the recommendation from a healthcare professional, persons with severe illness or patients who are severely immunocompromised may need to be isolated for 20 days.

Close contacts to cases of COVID-19 should be allowed to return after 14 days have passed from their last date of exposure to the case if they have remained symptom free. For close contacts who develop symptoms within the 14 days, they should seek medical care and testing. If their COVID-19 test is negative, then they can return to work after 14 days have passed since their last exposure to the case and if their symptoms have resolved. If their test is positive, they will be considered a case of COVID-19 and should follow the guidance for cases as stated above.

Resources

Please contact your [county health department](#) with questions and for assistance in contact tracing.

[Hand Washing Video](#) – [Flyer 1](#) (Spanish version) and [Flyer 2](#)

[CDC Child Care Guidance](#)

[DCF FAQ for Child Care Providers](#)

Sarasota County
Re-opening and Operating Early Childcare Centers Amidst COVID-19
Minimum Best Practice Recommendations as of July 15, 2020

The following document provides minimum best practice recommendations for re-opening and operating early childcare centers during the COVID-19 pandemic in Sarasota County. The recommendations are intended to offer professional guidance, maintain the highest standards of safety and health, and support families making childcare decisions.

Each recommendation can be tailored to the feasibility, facility and capacity of the provider, who is trusted to act professionally, in good faith and judgement. These recommendations will be reviewed quarterly to stay current in the dynamic landscape of COVID-19.

Building access

- Limit access to the building to employees, students and essential personnel.
- Pick-up and drop-off occurs outside. A pop-up tent is a compromise for sites without awnings. If parents approach building for drop-off, they must wear a mask to protect staff and other children.
- All individuals entering the building undergo a daily health check.

Daily health checks

- Individuals should stay home if they exhibit signs of COVID-19 and seek testing, if possible.
- Daily health checks will be conducted. Variations on when and how to perform the health check include:
 - Parents complete the health check at home and consenting their child has no symptoms and has not receive fever reducing medicine.
 - Upon arrival, center staff will conduct temperatures checks on children. The person performing the reading will wear a mask and stand as far away as possible.
 - If thermometers are not provided by the center, parents are asked to bring their own for the arrival health check.
 - If capacity allows, additional temperature readings can be taken mid-day.
- Individuals registering 100.4 F or higher will be sent home and must be fever free for 24 hours before returning. If the fever persists, individuals are encouraged to contact their medical provider.
- Parents must follow the center's health policy, including keeping children home if they are experiencing illness symptoms or have received medicine for sickness in the last 24 hours.

Temperature and COVID-19 concerns (as per recommended by the Center for Disease Control and Department of Health)

- Individuals experiencing symptoms including a temperature exceeding 100.4 degrees, cough, or shortness of breath will be sent home. Individuals will be instructed to self-isolate for 10 days and be symptom free for 72 hours before returning, unless instructed otherwise in writing by a healthcare professional or the Department of Health. If the fever persists for more than 24 hours, individuals are encouraged to contact their medical provider.
- All individuals are required to report if they've come into contact with a person testing positive for COVID-19 and will be sent home. This will be reported to the Department of Health by the center director. Individuals having close contact with a positive COVID-19 diagnosis will be instructed to self-quarantine for 14 days and may return after this period if no symptoms have occurred, or as otherwise instructed by the Department of Health.
- Individuals with confirmed case of COVID-19 must leave the facility immediately and seek appropriate medical attention. The case will be reported to the Department of Health by the center director. The individual may not return for at least 10 days after onset of symptoms and be symptom free for 72 hours, or as recommended by the Department of Health.

If COVID-19 is confirmed in a child or staff member

- Call the Sarasota County Health Department COVID-19 Reporting Call Center at 941-861-2873 or 1-866-779-6121 to report a positive case. The Health Department will help you determine next steps to include testing, notification of parents, cleaning/disinfection and closure days.
- Identify a safe, isolated room for the sick individual to wait while next steps or child pick-up are being determined.
- The program director will inform all parents and staff of the facility closure and related information regarding reopening.
- Wait up to 24 hours or as long as possible to clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.

Protective measures

- Upon arrival, every individual entering the building washes their hands. Also, wash or sanitize hands frequently throughout the day.
- Staff are strongly encouraged to wear masks when they are with children and in common areas. Breaks are encouraged to sustain use of the mask.
- To the greatest extent possible, when not wearing a mask, staff should maintain six feet of physical distance.
- Staff limit movement within the building to the extent possible.
- Seek ways to decrease back and forth of items between home and school. No backpacks or lunch boxes and use disposable items as much as possible.
- Changes of clothes and nap time items are delivered on Monday and sent home on Friday. Similarly, staff limit items going to and from the center and home.
- Establish consistent placement of personal items for each individual.
- If programs choose to wear gloves, when coming into contact with children and families, they must change pairs after each contact.
- Discontinue use of drinking directly from water fountains. Provide disposable cups or ask each individual to bring a reusable water bottle that is cleaned daily.
- Staff and clients are required to sign a COVID liability waiver and to acknowledge disclosure of the center's policies and practices. Samples provided.
- Review operating protocols and standards with insurance agent.
- Resources to support social and emotional understanding of COVID-19.
 - Trauma informed care resources:
 - <https://cpeip.fsu.edu/trauma/covid19.cfm>
 - <https://www.myflfamilies.com/service-programs/child-care/training-alerts/ticc.shtml>
 - Talking to children about masks:
 - <https://consciousdiscipline.s3.amazonaws.com/Free-Resources/Printable-Posters-Tools-Activities/FREE-Printable-Masks-and-Gloves-Social-Story.pdf>

Facility cleaning and sanitization

- All surfaces should be thoroughly wiped throughout the day and after each use. Special attention should be paid to door knobs, light switches, counter tops, keyboards, telephones and restrooms.
- Tables should be cleaned and disinfected before and after each use.
- If a tool, such as pen or iPad is used, they need to be sanitized between each use.
- Log sanitization activity in a chart to ensure compliance. Sample provided.
- Providers may use UV sterilization in addition to, but not to replace, sanitizing with a chemical sanitizer or the use of hot water/ steam as established in the Florida Child Care Facility Handbook.

Minimum Best Practice Recommendations

July 15, 2020

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Classroom environment

- If opening at full capacity, limit the mixing of groups and keep the same teacher with the same group of students. If possible, limited groups to 10 or less.
- Remove all soft items including fabric books, rugs and dress-up clothing.
- Individually assign, store and sanitize sensory items such as play dough, finger paint etc.
- Limit toys and ensure they are rotated and constantly cleaned/disinfected.
- Arrange the room to create more one-child spaces and distanced play stations.
- Minimize proximity to the extent possible during mealtime and naptime. If adults eat with the students and remove mask, they should stay six feet away.
- Individual items belonging to students or staff are individually stored in labeled containers.

Playground

- Disinfect all equipment after each use.
- Limit each outside area to one group at a time.
- Distribute items such as balls, toys, and other small items per classroom.
- Increase outside time for exposure to fresh air, while monitoring licensing standards and temperature.

Communicating with families

- Families seeking tours for registration are encouraged to do so virtually through Zoom or FaceTime.
- Move to electronic communications as much as possible. Links to free, online platform are provided. Free resources to assist:
 - Class Dojo - <https://www.classdojo.com/>
 - Remind - <https://www.remind.com/>
 - Classtag - <https://home.classtag.com/>
- Post signs at entry/exit alerting visitors and non-essential to the operation, that they may not enter the premises.
- Educate families about signs/symptoms of COVID-19 and importance of hand hygiene. Post signs for adults regarding covering cough and frequent hand washing.
- Stay in regular communication with all parents regarding any updates and policy changes.

Staffing

- Maintain transparency with staff so that they remain informed of the evolving situation.
- Conduct frequent staff meetings and information sessions to ensure all policies and procedures are followed properly.
- Encourage all employees to self-monitor for signs and symptoms of COVID-19.

Daily Cleaning Duties	M	T	W	R	F	Weekly Cleaning Duties	Date
Wipe all shelves/surfaces						Deep clean all toys	
Sanitize bathrooms						Clean under/behind all furniture	
Wipe down tables and chairs						Sanitize cubbies	
Vacuum all carpeted areas						Rotate classroom books	
Sweep floors						Clean all doors	
Sanitize door handles						Wipe down cabinets	
Take out trash						Dust on top of cabinets	
Wipe toys down						Deep clean tables and chairs	
Sanitize nap mats						Deep clean trash cans	
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Protocol for Employees Experiencing Symptoms or who Contract COVID-19 (coronavirus)

- **Staff person(s) experiencing symptoms** including a temperature exceeding 100.4 degrees, cough, or shortness of breath are to notify their supervisor and HR Director and stay home to self-quarantine for 14 days or until testing negative for COVID-19. Staff must remain in close communication with their supervisor and HR Director during this time.
- **Staff arriving at work with any of the above-**mentioned symptoms will be sent home.
- **Staff person having close contact with a positive COVID-19 diagnosis:**
 - Staff will be instructed to self-quarantine for 14 days per CDC Guidelines
 - Staff may not return to work until testing negative for COVID-19. Staff must remain in close communication with their supervisor and HR Director during this time.
- **Staff person with a confirmed case of COVID-19**
 - If the person is on site at the time of disclosure, she/he must leave immediately, notify supervisor and HR Director, and seek appropriate medical attention.
 - The HR Director will instruct the employee to work remotely from home for at least 14 days or any such longer period recommended by his/her health care provider or the applicable health department. The employee may not return to work until after the 14-day quarantine and testing negative for COVID-19.
 - The HR Director will take steps to identify the scope of the risk immediately. The employee will be interviewed to determine all co-workers with whom the employee may have come into meaningful contact during the 14-day period prior to the positive test (the "Incubation Period"). The employee will also be asked to identify all areas within the workplace where he/she was physically present during the Incubation Period. The HR Director will immediately inform the Executive Leadership Team of the interview.
 - The HR Director will contact the co-workers identified by the employee and those who worked in any identified areas of the workplace and advise that a person with whom they have been in recent contact and/or with whom they recently shared a common work area has been diagnosed with COVID-19. Instruct them that, out of an abundance of caution, the employer is requesting that they remain out of the office for at least 14 days since the last point of contact (or such greater period of time that may be recommended by their health care provider)

and to work remotely, if possible. The co-workers will be encouraged to self-isolate and seek all medical care and testing that they feel may be appropriate. The co-workers should also be reminded that discrimination or retaliation against individuals that are suspected to have tested positive for, or been exposed to, COVID-19 (or any other illness) is strictly prohibited.

- The HR Director or CEO will also consider issuing a general notice to its workforce that an employee has tested positive for COVID-19 (without identifying the employee). Any such notice should reassure employees that, unless the employee has been notified directly by the employer, it is not believed that the employee has been in close contact with or shared a common workspace with the infected employee. Employees will be reassured that the employer is only providing the general notice to dispel any rumors and so that employees may continue to monitor themselves for symptoms and seek treatment if needed.
 - The Chair of the Risk Management Council will shut down those areas of the workplace identified by the employee until those areas can be cleaned in accordance with CDC guidelines
 - The employee will be required to provide proof of a negative test result and a return to work authorization from his/her medical provider prior to return.
 - If an employee tests positive to COVID-19 in the workplace, the HR Director will report incident to the Sarasota County Health Department and any required state agencies. Program Directors will report to any required licensing body.
 - If clients or others outside of the immediate workforce were exposed to COVID-19 they will be notified by the employee's supervisor or most appropriate agency director.
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- **Staff traveling out of the area or out of state** should seriously consider the risks involved. If you are traveling out of the state or country, please inform your supervisor of your leave/return date and closely monitor for symptoms while you are gone and when you return. The CDC has an excellent page on *Guidelines for Traveling during the COVID-19 pandemic*. Please read them before making any travel decisions. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

Acknowledgement & Disclosure Agreement

I acknowledge that I have read the **Protocol for Employees Experiencing Symptoms or Contracting COVID-19 (coronavirus)** and that I understand it and agree to comply with it. I further acknowledge that I have been reminded of the Agency's Safety Policy and understand that it is my responsibility to be familiar with it and abide by its terms. This Response is not promissory and does not set terms or conditions of employment or create an employment contract.

Signature:

Printed Name:

Date:



Assumption of the Risk and Waiver of Liability
Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Forty Carrots of Sarasota, Inc., d/b/a Forty Carrots Family Center (“Forty Carrots”) has put in place reasonable preventative measures to reduce the spread of COVID-19; however, Forty Carrots **cannot guarantee** that you or your child(ren) will not become infected with COVID-19. Further, attending **Forty Carrots could increase** your risk and your child(ren)’s risk of contracting COVID-19.



By signing this agreement, I, the undersigned party, acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending Forty Carrots and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at Forty Carrots may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Forty Carrots' employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at Forty Carrots or participation in Forty Carrots' programming (“Claims”). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless Forty Carrots, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this agreement includes the release of any Claims based on the actions, omissions, or negligence of Forty Carrots, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any Forty Carrots program.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

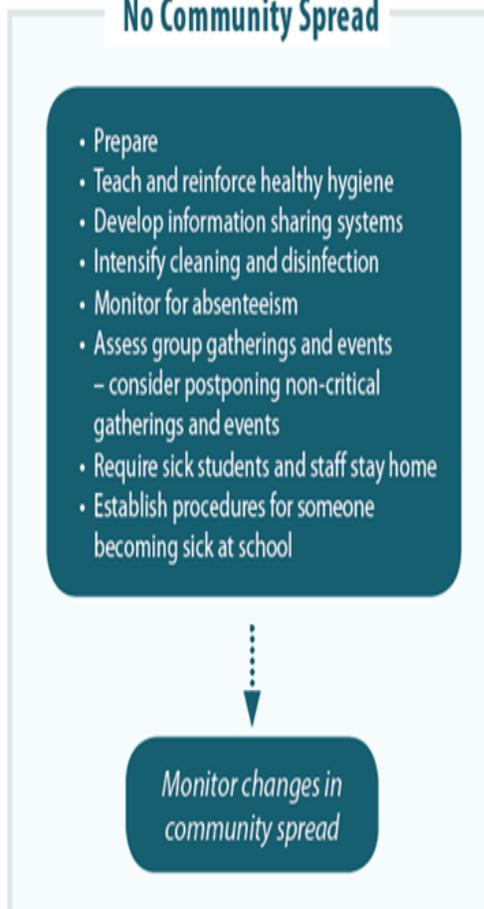
Name(s) of Forty Carrots Participant(s)

School Decision Tree

All Schools Regardless of Community Spread



No Community Spread



Minimal to Moderate OR Substantial Community Spread

