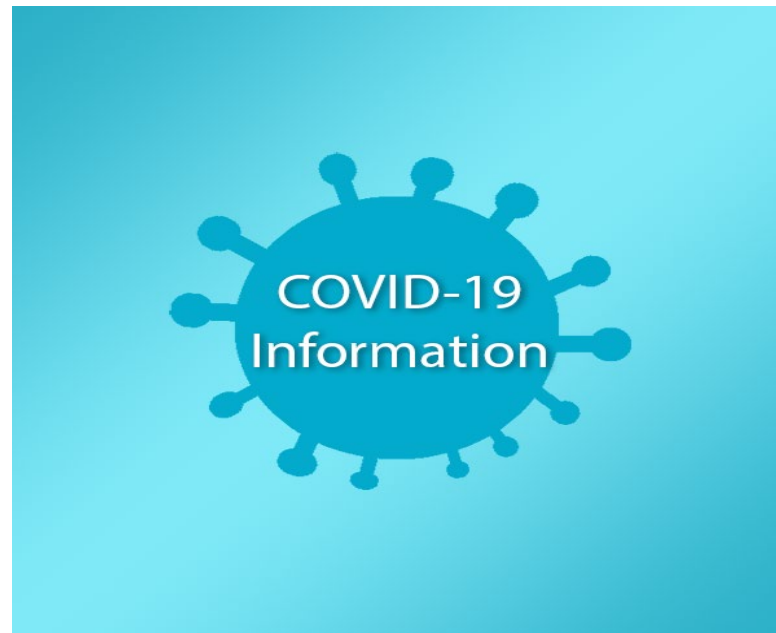


**PACT Head Start
COVID Procedures
2022-2023**



IMPORTANT TO REMEMBER:

- This plan and the situation with COVID-19 prevention, safety, and mitigation is FLUID, and subject to change.
- Directives from DCFS, State of Illinois, Office of Head Start, and local health department may change these plans.
- Be flexible
- Be patient
- Be courteous
- Be respectful
- Health and Safety are our priorities
- CDC recommendations show three clear levels of COVID-19 in a community: low, medium, or high.
- Under CDC's COVID-19 Community Levels recommendations, prevention measures can be dialed up when our communities are experiencing more severe disease and dialed down when things are more stable.
- In conjunction with the updated COVID-19 Community Levels, the CDC recommends that people should wear masks depending on the level of COVID-19 in their community.

FA & CBT Intakes & Home Visits in Home

- Before each intake visit or home visit, contact family to determine risk assessment. The following questions need to be considered by staff and clients:
 - Do you feel ill or have any of the symptoms consistent with COVID-19 or any other contagious illness? (*cough, fever of 100.4 or higher, chills, shortness of breath, difficulty breathing, muscle pain, headache, diarrhea, vomiting, sore throat or new loss of taste or smell?*)
 - Have you had recent contact with someone you know has COVID-19, who has a pending COVID-19 test, or is sick with the above symptoms?

If it is determined that you may safely conduct an in home visit, then follow the following procedures:

- You might choose to wear a face mask (Highly recommended if required at PACT centers and offices)
- Use outdoor space or space with good ventilation when possible
- After leaving, be sure to wash hands as soon as possible and change face mask, (if you used one)

FA Intakes & CBT Parent Teacher Conferences at Center

- Discuss with parent the importance of not coming to center if they have symptoms or have been exposed to COVID following the guidance above.
- If masks are required at your center, ensure parent/guardian has one on before entering building.
- Once the client has left the building, the staff person will disinfect the tabletops, chairs, and pens used during the meeting.
- PACT Staff should wash their hands after each meeting and after cleaning area.

FA & HBT Transporting to Health Appointments

- Before transporting a family to health appointments, contact them to determine risk assessment. The following questions need to be considered by staff and clients:
 - Do you feel ill or have any of the symptoms consistent with COVID-19 or any other contagious illness? (*cough, fever of 100.4 or higher, chills, shortness of breath, difficulty breathing, muscle pain, headache, diarrhea, vomiting, sore throat or new loss of taste or smell?*)
 - Have you had recent contact with someone you know has COVID-19, who has a pending COVID-19 test, or is sick with the above symptoms?

If it is determined that you may safely transport the family, then follow the following procedures:

- You might choose to wear a face mask (Required when doing so at PACT centers and offices)
- It is best to use a PACT car seat.
- Crack a window in car for better ventilation.
- After completion of transporting, the staff person will disinfect the PACT car seat and passenger side door & seatbelt.
- PACT Staff should wash their hands after cleaning.

EHS HBT Home Visit Procedures

- Before each home visit, or if transporting a family, text or call to determine risk assessment. The following questions need to be considered by staff and clients:
 - Do you feel ill or have any of the symptoms consistent with COVID-19 or any other contagious illness? (*cough, fever of 100.4 or higher, chills, shortness of breath, difficulty breathing, muscle pain, headache, diarrhea, vomiting, sore throat or new loss of taste or smell?*)
 - Have you had recent contact with someone you know has COVID-19, who has a pending COVID-19 test, or is sick with the above symptoms?

If it is determined that you may safely conduct an in home visit then follow the following procedures:

- Wash hands at the start of every visit or use hand sanitizer
- You might choose to wear a face mask (Highly recommended if required at PACT centers and offices)
- Use outdoor space or space with good ventilation when possible
- After leaving, be sure to wash hands as soon as possible and change face mask, (if you used one)
- Clean and sanitize items picked up from the family or used during the home visit

Personal Protective Equipment Plan:

- A supply of PPE will be kept for use by HBT. This includes, masks, face shields, gowns and gloves.
- Staff may wear smocks/aprons over clothes.
- PPE should be changed and sanitized between contacts.

Millie also has a more detailed procedures handout for HBT!

Center Based Procedures:

Enhanced Square Footage Space Requirements for Naps and Rest:

- Cots & cribs will be placed 6 feet apart, on all sides, with children laying head to toe.

Environmental Safety - Daily Cleaning and Disinfecting:

- Staff follow written procedures in the work plans and training guides for cleaning and disinfecting, as usual.
- Posters will be displayed throughout center for preventing the spread of germs.

Handwashing:

- Staff will follow procedures in work plans for proper handwashing procedures
- Extra handwashing will be needed to keep staff and children safe and healthy

Procedures for cleaning bus seats and car seats:

The bus must be cleaned with soap and water and disinfected after each route that it is used. No chlorine bleach or ammonia on seatbelts. Ventilation of the bus while cleaning and disinfecting is essential; open the doors and some windows.

- **Cleaning:** Exposed, high-touch surfaces (bus seats, railing, windows, steering wheel, etc.) on the bus should be sprayed with soapy water and then wiped down. Remove all trash from the bus. Sweep and wet-mop the bus floor.
- **Disinfecting:** After cleaning, spray exposed, high-touch surfaces (bus seats, railing, windows, steering wheel, etc.) on the bus with Bleach Solution #1, ensuring a contact time of at least 2 minutes. Ensure that all areas are dry before ever loading children onto the bus. Staff must wear goggles while spraying the bleach solution.

Volunteers:

- All classroom volunteers, including parents, must be vaccinated against COVID-19.

Procedures for cleaning and disinfecting offices and equipment:

- Regular cleaning, sanitizing, and disinfecting practices will be implemented, including routine cleaning and disinfecting of work surfaces, equipment, busses, and areas in the work environment, including restrooms, break rooms, and meeting rooms.
- Staff will follow cleaning, sanitizing, and disinfecting procedures found in the work plans.
- PACT will supply office areas with Sani Wipes to use for disinfecting, otherwise, the disinfecting bleach solution will be used on these surfaces.
- Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc.
- See the Cleaning & Sanitation Policy in work plans Staff who perform cleaning will be trained. Site Supervisors will identify which staff will perform different cleaning functions.
- Janitorial staff will be expected and responsible to clean and disinfect high touch areas daily. Site Supervisors will communicate with the janitorial staff.
- Staff need to be mindful of not using or frequenting other staff's workspace: devices, chairs, desk areas, etc. **(if you do use these, clean and disinfect area afterwards!)**
- Shared computers should be disinfected after each use by the person that just used it.
- Staff should be using their own iPad and not allow others to use it.
- iPads should NOT be handled by several different people during the day.

Sick Children & Staff Procedures CB

- Any staff member or child that has symptoms consistent with COVID-19 or any other contagious illness: (cough, fever of 100.4 or higher, chills, shortness of breath, difficulty breathing, muscle pain, headache, diarrhea, vomiting, sore throat or new loss of taste or smell?) OR have had recent contact with someone who has COVID-19, who has a pending COVID-19 test, or is sick with the above symptoms, **should not come to or remain at work/school.**
- PACT staff will follow the sick children in classroom/SA procedures in work plans
- A doctor note and or negative COVID test is required to come back to work/school

- If a child/staff was sent home with a fever they do NOT need a doctor note if they have been fever free for 24 hours w/out fever reducing medication. If fever last more than 3 days, a doctor note is required to return.
- Site Supervisors will continue to track this at the center level

All Staff Communication Plan - Reporting of COVID

- If any staff, family member of staff, child or family in your classroom or home based area has COVID or were exposed to COVID – **Report this to your supervisor only and give them time to respond.**
- If you are notified of any of the above after hours or on weekends – **Report this to your supervisor only and give them time to respond.**
- **You will need symptom start date and if no symptoms, COVID test date.**
- Supervisors will use the charts on the following pages to determine the length of isolation or quarantine for children and staff.
- CDC website also has a calculator you can use to help determine days of isolation or quarantine.
<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>
- Supervisors will notify the Health Coordinator via email of staff or child's quarantine/isolation dates.
- If there is a positive COVID case that will affect the classroom, the Site Supervisor will determine what children, if any were exposed by using the Child Plus Entry Express Attendance tab. **(any child or staff member in contact with the positive person within 48 hours of symptom start date and if no symptoms, COVID test date)**
- If it is determined that a classroom will need to be closed, the Health Coordinator will be notified. **(If it is after hours or on a weekend, the Site Supervisor will notify the Education Coordinator and she will contact the Health Coordinator and together, they will decide who will be sending out a Child Plus text message.)**
- Families will be notified of exposure by phone or via Child Plus text message if after hours.
- COVID-19 Exposure Letters with classroom closure dates will be sent to CB children and staff.
- No at home negative COVID test will be accepted.
- If staff or child test positive on a home test, we will treat as a possible positive until a reliable test can be done.

What does Fully Vaccinated Mean

- Booster shot after 6mo of receiving Pfizer or Moderna vaccine
- Booster shot 2mo after receiving J & J (preferably Pfizer or Moderna vaccine)

2nd booster of either Pfizer-BioNTech or Moderna COVID-19 vaccine

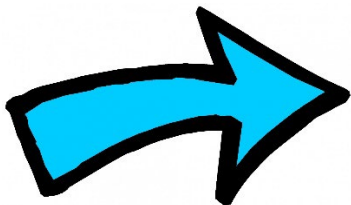
- For adults ages 50 years and older at least 4 months after the 1st booster
- People ages 18 through 49 years who received a J&J/Janssen COVID-19 vaccine for both their primary dose and booster can choose to get a 2nd booster of either Pfizer-BioNTech or Moderna COVID-19 vaccine at least 4 months after their 1st booster. The 2nd booster is not required to be considered up to date for people ages 18 through 49 years who got a J&J/Janssen COVID-19 vaccine for both their primary dose and 1st booster.
- If you are under 50 and are immunocompromised you may need a 2nd booster.

CDC COVID-19 Booster Tool:

- CDC has a tool you can use to determine if you need a booster shot.
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html#when-you-can-get-booster>

BEST PRACTICE..... CALL YOUR HEALTH CARE PROVIDER OR THE HEALTH DEPARTMENT

See the following pages for isolation/quarantine guidance



What should I do if I was exposed to COVID-19 and have no symptoms?

Your risk of getting COVID-19 and spreading it to others is high. You need to follow these recommendations for 10 days, and you may need to stay home for 5-10 days. This is called **QUARANTINE**.

How long do I have to stay home?

0 days

if you are up to date on COVID-19 vaccinations or had COVID-19 in the past 90 days, and do not get symptoms.

At least 5 days

if you are unvaccinated or not up to date on vaccinations (including children younger than 5 years)

At least 10 days

if you are unable to wear a mask regularly (including children younger than 2 years)

How do I protect others?

Wear a mask for **10 days.**

Stay away from people as much as possible for **10 days.**

Avoid being around people who are high risk for **10 days.**

Do not travel for **10 days.**

When should I get tested?

As soon as possible if you get symptoms

Day 5 or after if you don't get any symptoms*

*Exception: If you had COVID-19 in the past 90 days and do not get symptoms for 10 days you do not need to test.

If you have any questions about testing, contact your health care provider.

For 10 days, if you get any symptoms

- Stay home.
- Get tested.
- Move into isolation.
- Contact your health care provider.

DEFINITIONS:

Exposed to COVID-19: Being within 6 feet of a person with COVID-19 for 15 minutes or longer within a 24 hour period

Counting Days: Day 0 is the day of your last contact with a person with COVID-19.

COVID-19 in past 90 days: Had a positive test in 90 days before this exposure

Up to Date on COVID-19 Vaccines: Have received all doses you're eligible for, including boosters

For more details

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

This document is current as of April 2022.

What to do if you were exposed* to COVID-19 and have no symptoms

QUARANTINE

If you have any questions, contact your health care provider.

Follow the actions from day 0 through day 10.
Day 0 is the day of your last contact with a person with COVID-19.

Unable to wear a mask regularly
 (regardless of vaccination status)
 Including children younger than 2 years.

Actions	0	1	2	3	4	5	6	7	8	9	10	
Stay at Home	●											
Watch for Symptoms	●											
Get Tested						●						
Limit Contacts	●											
Do Not Travel	●											

Had COVID-19 in the past 90 days
 (regardless of vaccination status)

Stay at Home												
Watch for Symptoms	●											
Wear a Mask	●											
Get Tested												
Limit Contacts	●											

Unvaccinated or not up to date** on COVID-19 vaccinations

Stay at Home						●						
Watch for Symptoms	●											
Wear a Mask	●											
Get Tested						●						
Limit Contacts	●											
Do Not Travel						●						

Up to date** on COVID-19 vaccinations

Stay at Home												
Watch for Symptoms	●											
Wear a Mask	●											
Get Tested						●						
Limit Contacts	●											

● **Watch for Symptoms:**
 If you get symptoms, isolate immediately and get tested.

● **Get Tested:**
 If you have no symptoms, get tested on day 5 or after.

● **Limit Contacts:**
 Stay away as much as possible. Avoid people who are at high risk.

* **Exposed to COVID-19**
 means being within 6 feet of a person with COVID-19 for 15 minutes or longer within a 24 hour period.

** **Up to date**
 means a person has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible.

For more details, see **QUARANTINE** here
<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>



What should I do if I test positive for COVID-19 or have symptoms that could be COVID-19?

Your risk of spreading COVID-19 is high. You need to follow these recommendations for 10 days, and stay home for 5-10 days. This is called ISOLATION.

How long do I have to stay home?

5 days

if I have no symptoms, or mild symptoms that are improving, and I've had no fever for more than 24 hours

At least 10 days

if I am not improving, am severely ill, or immunocompromised

10 days

if I am unable to wear a mask regularly (including children younger than 2 years)

How do I protect others?

Wear a mask for **10 days.**

Stay away from people as much as possible for **10 days.**

Avoid being around people who are high risk for **10 days.**

Do not travel for **10 days.**

How do I protect people in my home?

You and everyone 2 years and older need to wear a mask.

Do not share items like cups, towels, utensils.

Stay in a separate room and use a separate bathroom if possible.

Open a door or window to increase fresh air if possible.

Contact your health care provider

- Tell them you have COVID-19.
- Follow their instructions about what to watch for, and when you need to get health care.

DEFINITION:

Day 0 is the first day of symptoms or a positive test.

For more details

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

This document is current as of April 2022.



What to do if you test positive for COVID-19 or have symptoms that could be COVID-19

ISOLATION

Follow the actions from day 0 through day 10.
Day 0 is the first day of symptoms or a positive test.

Regardless of vaccination status	Actions	Days										
		0	1	2	3	4	5	6	7	8	9	10
Unable to wear a mask regularly Including children younger than 2 years	Stay at Home											
	Limit Contacts											
	Do Not Travel											
No symptoms or mild symptoms that are improving	Stay at Home											
	Wear a Mask											
	Limit Contacts											
	Do Not Travel											
Not improving, severely ill, or immunocompromised	Stay at Home											
	Wear a Mask											
	Limit Contacts											
	Do Not Travel											

Tell your health care provider you are isolating, and contact them with any questions.

Limit Contacts:
Stay away as much as possible. Avoid people who are at high risk.

If you have a fever on day 5, continue to stay home until 24 hours after your fever ends.

Consult your health care provider before ending isolation.

For more details, see ISOLATION here
<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

This document is current as of March 2022.