



RISK MANAGEMENT GUIDELINES FOR CHILDCARE SERVICES

April 8, 2020

Some districts are providing childcare services for the children of frontline workers such as first responders, critical healthcare workers, and essential public sector workers. In light of this service being provided by members, the Trust created this document to offer risk management recommendations for the operation of childcare centers in an effort to ensure districts are taking the appropriate precautions relevant to staff members, volunteers, and children.

WHAT INDUSTRY SOURCES SHOULD DISTRICTS FOLLOW?

Schools in Arizona should follow the Centers for Disease Control and Prevention (CDC) guidelines outlined below:

- CDC guidance for Schools and Childcare Programs: [here](#) and [here](#)
- ADHS Childcare Facility COVID-19 Guidance: [here](#)

WHO SHOULD STAFF CHILDCARE CENTERS?

The Trust recommends the following:

- The district should utilize existing employees who have already completed background checks. If volunteers are needed, they should also complete background checks before being assigned to work.
- At least two employees should be present in each classroom to ensure appropriate oversight and responsiveness to the children's needs.
- The district should consider having registered district nurses on site to take temperatures, handle the distribution of medication, and assess needs, as appropriate.

WHAT TYPE OF WAIVER SHOULD BE USED?

Trust legal counsel has drafted two waivers (one for parents/guardians and one for volunteers) for districts to consider using. It should be noted that the first sentence of the third paragraph of the parent/guardian waiver states that the district's childcare center is not licensed. However, if your district operates a licensed childcare center, this sentence should be removed.

The waiver templates are included on the [Trust website](#).

HOW SHOULD PICK-UP AND DROP-OFF BE ORGANIZED?

Districts should develop a process to allow parents/guardians to stay a safe distance from staff/volunteers while still permitting a flow of vehicles to reduce congestion. If parents/guardians need to exit their vehicle, social distancing recommendations should be followed (to facilitate this, duct tape, masking tape, or spray paint can be used to mark six-foot increments on the ground).

CHILDCARE ADMITTANCE PROTOCOLS

The Trust recommends that children and staff/volunteers have their temperatures taken each day before being admitted to childcare centers, and that anyone with a fever not be admitted.

Additionally, the Trust recommends that districts consider gathering the following information every day for each person (children, staff, volunteers, parents) entering the district childcare center:

1. Ask the individual if they have any of the following symptoms:
 - Fever
 - Sore throat
 - Cough
 - New shortness of breath

If individuals respond "Yes" to any, restrict them from entering the building. If individuals respond "No" to all, proceed to question 2.

2. Check and record the individual's temperature. Is there a fever present?
 - If yes, restrict the individual from entering the building.
 - If not, proceed to step 3.

3. Ask if the individual has been in facilities with recognized COVID-19 cases.
 - If yes, ask if they have been in contact with a person with confirmed COVID-19.
 - If yes, restrict them from entering the building.
 - If not, proceed to step 4.
4. Allow entry to the building and remind the individual to:
 - Wash their hands immediately upon entry.
 - Wash their hands frequently throughout the day.
 - Maintain social distancing, including avoidance of shaking hands, touching, or hugging individuals at any time.

Please note that parents/guardians should not leave the campus until their child is admitted to the childcare center.

For staff administering temperature checks, the Trust recommends the following:

- Staff should use proper disinfection supplies and personal protective equipment (PPE), if available, (e.g., face shields, masks, latex/rubber gloves, and disposable aprons that can all be properly disposed of each day).
- Staff should change gloves after each temperature is taken to reduce transmission of germs, bacteria, etc.
- Numerous thermometers should be available for use. After each temperature is taken, the thermometer should be cleaned with Clorox wipes or other sanitizing spray before being used again.

The district may also consider having staff/volunteers check temperatures and record results throughout the day.

HOW MANY INDIVIDUALS ARE ALLOWED IN A ROOM?

While a definitive standard has not been devised for childcare facilities, the Trust recommends practicing social distancing with groups of no more than 10 per room. We realize that social distancing practices are more difficult to carry out with children, but we encourage districts to do their best to manage this to reduce exposure. The district should consider the following factors:

- keep six feet of distance between children,
- identify play activities that limit contact,
- try to keep kids from sharing toys back and forth, and
- allow sufficient staff to supervise and thoroughly clean throughout the day.

ARE CHILDREN ALLOWED TO BRING TOYS AND DEVICES?

When applicable, children should be permitted to bring remote devices in order to complete school work while at the center. These devices should be cleaned or wiped with Clorox wipes or other sanitizer down throughout the day in order to disinfect them. Other toys/objects such as personal blankets, stuffed animals, or other toys should be left at home.

FOOD SERVICE RECOMMENDATIONS

Staff or volunteers handling food should have a current food handler's license and wear proper PPE. Additionally, areas where food is prepared, served, and eaten should be cleaned and sanitized frequently.

Below are some other factors to consider:

- Have children, staff, and volunteers wash their hands both before and after eating meals or snacks.
- Some districts are providing the same meals for the childcare children that are provided as part of the district's curbside meal pick-up program to cut down on additional food preparation.
- When the district begins providing childcare services, disclose to parents/guardians the foods that will be served and ask parents/guardians if their children have any allergies.

HOW SHOULD CHILDCARE FACILITIES BE CLEANED?

Daily cleaning. Any areas accessed by staff/volunteers or children should be thoroughly cleaned each night. If possible, janitorial staff should clean areas properly—utilizing appropriate PPE—instead of leaving the cleaning to the staff/volunteers. In addition to the thorough night cleaning, routine cleaning should be conducted throughout the day using sanitizing wipes and sprays.

Additionally, all items coming in and out of the campuses should be cleaned or sanitized. This includes items to set up the sites, and materials that may be brought or delivered each day.

Cleaning in the event of a COVID-19 exposure. The Trust recommends following CDC guidelines (recapped below) for cleaning and disinfecting. Please note that these recommendations apply to cleaning recommendations if there has been a known infection at one of the district sites.

At a school, daycare center, office, or other facility that does not house people overnight:

It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

For further instructions on what “clean and disinfect all areas” entails, visit the CDC website [here](#).

Additional cleaning and disinfecting methods, such as fogging, have also been adopted by numerous industries. These are valuable supplemental methods that districts may consider after following CDC recommendations.

If you would like a referral for an external vendor who can conduct one of the cleaning methods outlined above, please contact the Trust.

HOW CAN I CONTACT THE TRUST AND ALLIANCE?

If you have any questions or concerns, you can reach out directly to your Trust and Alliance contacts (e.g., member services coordinator, loss control consultant, and/or claims adjuster). If you don't know who those contacts are, email the-trust@the-trust.org or call us at 800.266.4911.