

Preschool COVID-19 Health and Safety Protocols
Updated 03/19/2021

TABLE OF CONTENTS:

Masks.....	2
Double masking:	2
Protective Eyewear:.....	3
Screening, Physical Distancing and Hygiene:	3
Screening	3
Screening Staff upon Arrival	4
Post-Vaccine Staff Screening	5
Taking Staff Member’s Temperature	5
Screening Students upon Arrival	6
Taking the Student’s Temperature.....	7
Transportation.....	7
Parents may send the following items to school with their child	7
Physical Distancing Strategies:	7
Daily Programming:	7
Therapists	8
Additional Social/Physical Distancing Accommodations:.....	8
Hygiene	9
Cleaning:	9
Definitions	9
Product, Supply & Equipment Information	9
Cleaning/Sanitization Protocol	10
Physical Management	10
Precautions for Individual in a Hold	10
Precautions for Staff.....	11
Response to Exposure or Potential Exposure:	11
If a Student is or Becomes Sick.....	11
If a Staff Member Becomes Sick.....	11
If COVID-19 is Confirmed in a Student or Staff Member:	12
Criteria to Return to Work/School	12
Current CDC COVID-19 Symptom List:	12
Return to Work Criteria	13
Non-COVID Sick Days:.....	14
Close Contact Exposure	14
Students.....	14
Staff	14
Close Contact Exposure Notification	15
If a Member of a Consumer’s Household Tests Positive for COVID-19.....	15
If a Member of an Employee’s Household Tests Positive for COVID-19:.....	15
Staff Training:	16
Parent Information:.....	16
COVID-19 Emergencies – Incident Reporting Grid	17

Preschool COVID-19 Health and Safety Protocols

Updated 01/08/2021

Woodfords Family Services has developed the following COVID-19 protocols to ensure the health and safety of all staff and students using directives and guidance from The Maine Department of Health and Human Services, the United States and Maine Centers for Disease Control & Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and the National Safety Association (NSA). The recommendations regarding COVID-19 continue to evolve as experts learn more about the virus. As such, this document and the guidelines contained within are subject to change. All Woodfords protocols related to COVID-19 are reviewed regularly and updated as needed.

Woodfords Family Services is an essential service organization, and staff providing educational and behavioral health services to individuals with developmental disabilities have been identified as essential workers by the State of Maine. The role of essential service organizations and their workers is to ensure continuity of functions critical to public health and safety. Essential service organizations are expected to continue operations despite non-essential business shutdowns. Given that, essential workers are allowed and expected to continue working in COVID-19 related circumstances that non-essential employees in other fields are not, given appropriate precautions. All Early Childhood Staff are considered essential staff. Woodfords' protocols are written and updated in a manner consistent with the agency's status as an essential service organization.

MASKS:

All staff are required to wear a Woodfords-issued medical grade face mask at all times. Cloth face coverings do not offer the same level of protection and can no longer be utilized. Students are encouraged, but not required to wear masks. Because many of our consumers cannot tolerate masks at this time, accommodations will be recommended for their IEPs. Goals and objectives around increasing mask tolerance will be included in all children's individual treatment plans.

Staff unable to wear masks due to health conditions may wear a face shield of clear plastic that extends past the chin. Staff who cannot wear a mask and wish to wear a face shield must provide documentation of this from their health care provider. Families will be notified of this accommodation.

Woodfords has implemented an N95 Respirator Protection Program. Use of an N95 is required when staff need to temporarily stay with a consumer who develops COVID-like symptoms during a service encounter. Vaccinated staff are no longer required to don an N95 following a close contact exposure, providing their vaccine record is on file with Human Resources. All staff designated to wear an N95 under qualifying circumstances must be cleared to do so via a Health Screening, and fit-tested and trained in appropriate use and storage of the N95 by a Woodfords trained, designated fit-tester. Staff meeting this criteria may choose to wear a Woodfords-issued N95 at any time while working.

Double masking:

The CDC has recently provided guidance on mask layering to increase protection. While not required, this practice is now allowed at Woodfords providing staff follow the CDC guidance below:

- Woodfords-issued disposable medical grade mask is applied first, closest to the skin.

- Cloth mask is applied over medical mask.
 - Cloth mask should fit snugly and push the edges of the disposable mask closer to your face.
- Make sure you can see and breathe easily.
- DO NOT combine two disposable masks. They are not designed to fit tightly, and wearing more than one will not improve fit.

PROTECTIVE EYEWEAR:

Protective eyewear is effective in reducing the likelihood of virus transmission, particularly when working with consumers who cannot maintain use of a cloth face covering or mask. Use of a face shield or safety goggles is required when working with consumers. Staff may remove protective eyewear when they are six feet or more from the consumer and household members, as well as when they are driving. Those unable to tolerate a face shield or safety goggles due to a health condition will be given an accommodation upon providing documentation of the need from their health care provider.

SCREENING, PHYSICAL DISTANCING AND HYGIENE:

Screening:

Woodfords will minimize the risk of disease introduction or transmission by screening all staff, students and visitors for [signs and symptoms](#) of COVID-19, and for travel that requires a Woodfords Certificate of Compliance prior to entering a preschool building. All staff are encouraged to self-monitor for COVID-like symptoms, and Woodfords requires that individuals exhibiting symptoms stay home.

According to the US CDC, symptoms of COVID-19 infection include:

- Fever (body temperature above 100.0 degrees Fahrenheit)
- Chills
- Cough (that cannot be explained by another health condition, i.e., allergies)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache (that cannot be explained by another health condition, i.e., chronic migraines)
- New loss of taste or smell
- Sore throat (that cannot be explained by another health condition, i.e., allergies)
- *Congestion or runny nose (that cannot be explained by another health condition, i.e., allergies)
- Nausea or vomiting
- Diarrhea (that cannot be explained by another health condition, i.e., medication side effect, irritable bowel syndrome, etc.)

* Staff and consumers who present with no other symptoms beyond congestion/runny nose may work/receive services. Consumers will be monitored for additional symptoms.

Screening Staff upon Arrival: Persons who have a fever of 100.0° (38.0°C) or above or other signs of illness will not be admitted into the preschool.

Trained, designated staff will ask the following questions of staff before temperature checks:

- Have you traveled outside of Maine, Connecticut, Massachusetts, New Hampshire, Rhode Island, or Vermont in the last 10 days?
- Have you or anyone in your household had contact with anyone with confirmed COVID-19 in the last 10 days?
- Have you or anyone in your home had a fever of greater than 100.0° F (38.0°C), difficulty breathing, or a cough that cannot be associated with another health condition?
- Are you currently experiencing any symptoms of COVID-19 or any other illness?

Staff who present with symptoms when entering the facility or at any time during the day will be sent home immediately.

Staff who have traveled outside of Maine, Connecticut, Massachusetts, New Hampshire, Rhode Island, or Vermont in the last 10 days will be required to submit a Woodfords Certificate of Compliance stating that:

- 1) They have received a negative COVID-19 test result no longer than 72 hours prior to returning to Maine (they can also test upon arrival).
OR
- 2) They have already or will quarantine for 10 days. Staff choosing to quarantine must use earned vacation time.
OR
- 3) They are fully vaccinated or have had COVID-19 in the past 90 days and are therefore exempt from quarantine and testing requirements.

[International Travel](#) : Effective January 12, 2021, all air passengers coming to the United States, including U.S. citizens, are required to have a negative COVID-19 test result or documentation of recovery from COVID-19 before they board a flight to the United States. In addition, all staff returning from international travel must either:

- Get tested 3-5 days after travel and stay home for 7 days after travel
 - Even if you test negative, stay home for the full 7 days before returning to work

OR

- If electing to forego testing, stay home for 10 days before returning to work

NOTE: For both options, staff must use earned vacation time during quarantine

Testing and quarantine requirements may vary by country. Please check the following CDC website for specific information on risk level and testing/quarantine requirements when travelling to and returning from your destination: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

Post-Vaccine Staff Screening – Applicable only in the 3 days following vaccination

Staff who have received COVID-19 vaccination in the past 3 days (including day of vaccination, which is considered day 1) and are not known to have had unprotected exposure to COVID-19 in a community or healthcare setting in the previous 14 days:

Signs and symptoms unlikely to be from COVID-19 vaccination:	Protocol
<ul style="list-style-type: none"> • Cough • Shortness of breath • *Congestion/Runny nose • Sore throat • Loss of taste or smell 	<ul style="list-style-type: none"> • Exclude from work pending consult with HCP per programmatic protocol • Follow Return to Work Criteria <p>*Staff who present with no other symptoms beyond congestion/runny nose may work.</p>

Signs and Symptoms that may be from either COVID-19 vaccination, COVID-19 infection, or another infection:	Protocol
<ul style="list-style-type: none"> • Fever • Fatigue • Headache • Chills • Muscle aches • Joint Aches 	<p>Staff who meet the following criteria may be considered to return to work without viral testing for COVID-19:</p> <ul style="list-style-type: none"> ✓ Feel well enough and are willing to work AND ✓ Have no fever (afebrile) AND ✓ Symptoms are limited to only those observed following COVID-19 vaccination (i.e., do not have other signs and symptoms of COVID-19 as listed in Table A, above. <p>If symptomatic staff choose to return to work, they should monitor symptoms. If symptoms persist beyond day 3 following vaccination, they should be excluded from work and follow Return to Work criteria, which may include testing for COVID-19.</p> <p>Staff who develop a fever following vaccination may continue to work if they meet the following criteria:</p> <ul style="list-style-type: none"> ✓ They have a negative test for COVID-19 ✓ They feel well enough to work <p>If able, staff may use fever-reducing medication to reduce fever and improve comfort.</p>

Taking Staff Member’s Temperature:

- Face coverings are required for taking temperatures, and materials used to take and record temperatures must be sanitized between each use.

- Woodfords staff will use infrared, non-touch thermometers to take staff temperatures.
- Clean thermometer using an alcohol wipe between screeners. Wipes may be reused as long as they remain wet.
- Document staff temperature in their individual log, which will be kept confidential.
- Staff will sanitize their hands before entering the classroom.

Staff will self-monitor for signs of illness and will notify a supervisor and leave work immediately if they begin to experience symptoms consistent with COVID-19.

Screening Students upon Arrival:

Woodfords will communicate with parents the importance of keeping students home when they are sick. Information regarding the signs and symptoms of COVID-19, as contained in this document, will be shared with all parents/caregivers, and updated and distributed as needed.

Woodfords will screen students prior to entering the facility. Students who present with symptoms will be sent home immediately. An infrared thermometer will be utilized to take body temperatures. If there is a question about the results or the results are inconclusive, a more accurate probe style thermometer will be utilized using an oral or under-the-arm method.

Persons who have a fever of 100.0⁰ (38.0⁰C) or above or other signs of illness should not be admitted into the preschool.

Staff will ask the following questions of parents/caregiver before temperature checks:

- Has your student traveled outside of Maine, Connecticut, Massachusetts, New Hampshire, Rhode Island, or Vermont in the last 10 days?
- Has your student or anyone in your household had contact with anyone with confirmed COVID-19 in the last 10 days?
- Has your student or anyone in your home had a fever of greater than 100.0⁰ F (38.0⁰C), difficulty breathing or a cough that cannot be associated with another health condition (i.e., allergies)?
- Is your student currently experiencing any symptoms of COVID-19 or any other illness?

Students who present with symptoms when entering the facility or at any time during the day will be sent home immediately.

Students who have travelled outside of Maine, Connecticut, Massachusetts, New Hampshire, Rhode Island, or Vermont in the last 10 days are required to submit a Woodfords Certificate of Compliance stating that:

- 1) They have received a negative COVID-19 test result no longer than 72 hours prior to arrival in the state (they can also test upon arrival).
OR
- 2) They have already, or will quarantine for 10 days before returning to school.
OR
- 3) They are fully vaccinated or have had COVID-19 in the past 90 days and are therefore exempt from quarantine and testing requirements.

Certificates of Compliance will be collected by supervisors and filed in the child's chart.

[International Travel](#) : Effective January 12, 2021, all air passengers coming to the United States, including U.S. citizens, are required to have a negative COVID-19 test result or documentation of recovery from COVID-19 before they board a flight to the United States. In addition, all students and household members returning from international travel must either:

- Get tested 3-5 days after travel and stay home for 7 days after travel
 - Even if you test negative, stay home for the full 7 days before returning to programming
- OR
- If electing to forego testing, stay home for 10 days before returning to programming

Taking the Student's Temperature:

- Woodfords staff will use infrared, non-touch thermometers to take students' temperatures.
- Clean thermometer using an alcohol wipe between screeners.
- Document student temperature in student's individual log.
- Students and staff will sanitize hands before entering the classroom.
- Student temperatures will be taken upon arrival and at least one additional time if the student is attending for more than 3 hours of programming. Each temperature reading will be documented in the student log, along with any symptoms.

Transportation:

- Staff are able to transport students following the same protocol for taking temperatures before the student enters the vehicle and again when arriving at the preschool.
- Only one student is permitted in a staff vehicle at any time, unless students are able to wear and maintain a face covering/mask.

Parents may send the following items to school with their child:

- 1-2 changes of clothes with child's initials – these will be kept and laundered at the preschool
- Lunch and snacks for the day
- Diapers/pull-ups – please send in bulk if able
- Coat for outside play
- Therapy equipment (PECS book, communication device and medical equipment)
- If your child naps, 1 blanket

Families may NOT send any personal toys, food to share, etc.

PHYSICAL DISTANCING STRATEGIES:

Daily Programming:

- The maximum capacity in any room is determined by square footage, including staff and students.
- The mixing of staff and students will be limited to the extent possible, there will be staggered playground times and groups will be separate for special activities such as art, music, and exercising.
- Students are assigned to one classroom. They should not move throughout the other classrooms or go to any office or common area, unless authorized by staff in the offices. Staff should call for assistance, if needed.

- Students will have their own space/area. Students should only leave that area to go outside, to the bathroom or to the motor movement area. There should be 2-3 feet of space between students at circle and lunch/snack time.
- Students are not allowed to sit on staff laps during circle times.
- Staff will maintain adequate distance from the student, staying close enough to maintain the student's engagement and no further than arms-length away.
- The classroom will utilize a modified weekly/daily schedule in order to promote social distancing
- Group activities will occur when social distancing can be maintained.
- Staff will wear gloves during required times.
- At naptime, student's cots shall be as spaced as close to six feet apart as possible.
- In order to reduce the potential for viral spread during naptime, students will be positioned head to toe.
- Students with hands on behavior plans will be assessed on an individual basis and staff may be required to wear protective equipment to implement the behavior plan, i.e. face shields for staff where students are known to spit or vomit, and gloves for work with students where body fluids are present.
- Staff should keep an extra set of clothing on hand, stored in a sealed plastic bag or container, so that they can change in the event that they have to change due to contact with bodily fluids. Staff working with students known to spit, bite or drool will be provided with a smock or gown to protect clothing.
- Staff should replace masks at the end of each shift or as needed if mask becomes soiled or damaged.
- Staff cleared and fitted for an N95 Respirator should have one available for use at all times.

Therapists:

- Staff will bring the student to an assigned area to engage in telehealth services and sanitize the room before and after each session.
- The gross motor room will only be accessed on an individually needed basis and will be sanitized after each use.
- All therapists will track each classroom they visit and each child they have contact with each day.
- Therapist will sanitize equipment between each student. Therapy items should be labeled for each student and stored in a specified area when not in use.

Additional Social/Physical Distancing Accommodations:

- No in-person staff meetings where 6-foot distancing is not possible.
- All family/provider meetings will continue via Zoom.
- Break/meal times have been adjusted to limit contact between employees.
- Prevent risk of transmitting COVID-19 by avoiding immediate contact, such as shaking hands, hugging, or kissing.
- Signage reminders stressing the importance of hand hygiene and maintaining appropriate physical distance have been posted.
- All deliveries will be directed to the main office for pick up later by assigned staff.

Hygiene:

Staff and students (as well as interns and visitors) are required to take actions to prevent the spread of respiratory illness. These include:

- Washing hands often with soap and water. When not immediately available, an alcohol-based hand sanitizer with at least 60% alcohol may be used.
- Washing hands with soap and water if hands are visibly dirty.
- Students and staff will wash or sanitize hands before entering the classroom.
- Students and staff will wash or sanitize hands before and after meal times.
- Students and staff will wash or sanitize their hands throughout the day and during regular time intervals of 45 minutes.
- Staff and students are reminded not to touch their face with their hands.
- Hand sanitizer is readily available for easy use.
- Students and staff will wash hands/utilize hand sanitizer after any cough/sneeze/nose blowing/etc.
- Gloves will be utilized when necessary, but required for diaper changes, sanitizing or disinfecting surfaces or potential contact with any bodily fluids.
- Handwashing and physical distancing reminders are posted in all classrooms and bathrooms.

CLEANING:

Definitions:

- **Cleaning:** Cleaning is removing visible dirt and grime from any surface. This can be done using mild soap and water. Personal Protective Equipment (PPE) is not required at this level. Cleaning visible dirt and grime must be completed before sanitizing or disinfecting can be completed for the effectiveness of the disinfectant.
- **Sanitizing:** This process kills the majority of any contagion and in most settings is an appropriate level of the cleaning process for normal operations. This is accomplished according to the manufacturer's recommendations of an EPA approved disinfectant cleaner according to the CDC recommendations. PPE may be required and is determined by the manufacturer recommendations, based upon application method.
- **Disinfecting:** This process kills all of the contagion and is what we would work towards during this pandemic. Also accomplished according to the manufacturer's recommendations of an EPA- approved disinfectant cleaner according to the CDC recommendations. PPE may be required and is determined by the manufacturer recommendations, based upon application method.

Product, Supply & Equipment Information:

Disinfectant: Woodfords uses an EPA-registered and approved disinfectant. This product should be used according to the directions, including application and dry time, in order to ensure appropriate disinfection of surfaces when necessary.

Cleaners/Sanitizers: Employees will have access to appropriate cleaning and sanitizing products throughout the day to use frequently and as necessary. Hand sanitizers will contain at least 60% alcohol to maximize effectiveness.

Ventilation: Woodfords has installed air purifiers in all preschool locations. Additionally, window should be opened when temperature allows and it is safe to do so to increase ventilation as much as possible.

Cleaning/Sanitization Protocol:

High touch surfaces: All indoor high touch surfaces, including door handles, light switches, countertops, classroom furniture, toys, cots/mats, and other equipment will be cleaned and sanitized throughout the hours of operation and at the end of the day by dedicated cleaning staff and/or preschool staff by rotation. Non-wood outdoor playground equipment will be cleaned and sanitized at the end of each use and before use by a different classroom of consumers.

Shared toys and equipment: Shared toys, therapy items and equipment will be cleaned and sanitized after each use and before being used by another consumer. Toys and items that are not shared will be labeled and stored appropriately for individual use.

Shared workstations and office equipment: Shared workstations and office equipment will be cleaned and sanitized after each use and before being used by another individual.

Restrooms: Consumer and staff restrooms will be cleaned throughout the day and disinfected at the end of the day.

Laundry: Laundry items will be washed and dried on highest temperature setting appropriate. Consumers' extra clothes and blankets will be laundered onsite and stay in the building if possible. Contaminated items not able to be laundered onsite should be secured in a plastic bag and sent home to be laundered.

PHYSICAL MANAGEMENT:

Precautions for Individual in a Hold

Adherence to proactive and least restrictive approaches to behavior management is vital during this pandemic. Staff should employ Safety-Care prevention and de-escalation tools to avoid any need for physical management. If physical management does become necessary, Quality Behavioral Solutions (QBS) makes the following recommendations:

- Staff should update their certifications as soon as it is safe to do so, as close to the one year mark as possible.
- Safety-Care standards state that nothing should be placed over the face of a person in a hold. Do not place a mask on a person in a hold. If the person is already wearing a mask, remove it as soon as it is practical to do so. Moisture within the mask can reduce airflow, and it is much harder to monitor a masked individual's breathing and medical status.
- If available, you may put a face shield on the consumer. If he/she is highly resistant, wait until agitation has diminished.
- Keep holds as brief as possible.
- Staff and consumers should wash their hands or use hand sanitizer after the incident.

Precautions for Staff

QBS recommends the following to minimize the risk of infection passing between the person in the hold and the staff involved in the hold:

- Store personal protective equipment (PPE) in convenient locations, within easy reach of staff. Equipment should include masks, disposable gloves, disposable fluid-resistant gowns, and face shields.
- Consider having staff wear PPE around consumers during non-escalation situations to familiarize them with it and keep it from becoming a potential escalation trigger if donned only during a crisis.
- If staff have to implement a hold without donning PPE, they should call for assistance so that other staff can don PPE and switch with them as quickly as possible.
- Implementing a hold while wearing a mask or face shield can be more tiring than without. Be prepared to switch out every few minutes (or release if necessary).
- After a hold, clean and sanitize all affected surfaces, remove and dispose of PPE, and wash or sanitize hands.
- Staff should change clothing if their clothes become wet or soiled during a hold.

RESPONSE TO EXPOSURE OR POTENTIAL EXPOSURE:

If a Student is or Becomes Sick

- Students who present with new symptoms that are not related to a known medical condition will be isolated immediately, provided a face mask/cloth facial covering (if over the age of two) and sent home with their caregiver.
- An isolation room will be identified in each preschool and used as needed.
- Space used to isolate a sick student will be cleaned and sanitized after the isolation room has been empty and ventilated for as long as possible.
- Designated staff will utilize Personal Protective Equipment (PPE), including an N95 mask, face shield, and gloves, when caring for a sick student.
- Parents are expected to pick up their student immediately if their student presents with symptoms. Immediately is defined as the time it takes the parent to drive from wherever they are to the facility.
- Other staff and students will remain in the room.
 - All staff and students will thoroughly wash their hands.
 - Sanitization of all surfaces will occur.
 - Staff and/or students should change clothing if their clothing is soiled or wet with bodily fluids from the ill student.
 - If hair is soiled or wet with bodily fluids from the ill student, staff should shower and change clothing before continuing to work.
 - Staff and students may remain in the classroom and continue with programming, as long as they are asymptomatic and continue to pass screening protocols.

If a Staff Member Becomes Sick

- Staff who present with symptoms should notify their supervisor and leave immediately. If staff need to wait for transportation they should isolate and wear a medical mask in a designated area until transportation arrives.
- An isolation room will be identified in each preschool.

- Designated staff will respond to the sick staff member and their needs, using Personal Protective Equipment (PPE) to ensure their safety.
- Space used to isolate a sick staff will be cleaned and sanitized after the isolation room has been empty and ventilated for as long as possible.
- If needed, arrangements will be made to call an emergency contact for a staff member or arrange for ambulance transport to a hospital.
- Other staff and students will remain in the room and continue with programming, as long as they are asymptomatic and continue to pass screening protocols.
 - All staff and students will thoroughly wash their hands.
 - Sanitization of all surfaces will occur.

If COVID-19 is Confirmed in a Student or Staff Member:

- Close off all areas used by the sick person.
- The Director of Early Childhood Services or designee will immediately notify local health officials. These officials will help administrators determine a course of action for the school.
- All families and staff will be notified of a positive test while protecting the confidentiality of the individual(s) involved.
- Students and staff may be dismissed for 1-5 days. This initial, short-term dismissal may be required to allow time for the local health officials to gain a better understanding of the COVID-19 situation affecting the school, and for facilities staff to clean and disinfect the affected facilities. Program staff will work with local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- In cases where a new COVID case is reported, Facilities personnel will coordinate efforts to clean and disinfect affected areas - this may include:
 - Opening outside doors and windows to increase air circulation in the areas.
 - Waiting as long as possible (up to 24 hours) before cleaning and disinfecting to allow respiratory droplets to settle.
 - Cleaning and disinfecting all areas used by the person who is sick, such as offices, bathrooms, and common areas.
 - If more than 7 days have passed since the sick person visited or used the facility, disinfection is not necessary. Instead, routine cleaning and sanitization will continue.

Criteria to Return to Work/School

Current CDC COVID-19 Symptom List:

- Fever (body temperature above 100.0 degrees Fahrenheit)
- Chills
- Cough (that cannot be explained by another health condition, i.e., allergies)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache (that cannot be explained by another health condition, i.e., chronic migraines)
- New loss of taste or smell
- Sore throat (that cannot be explained by another health condition, i.e., allergies)

- *Congestion or runny nose (that cannot be explained by another health condition, i.e., allergies)
- Nausea or vomiting
- Diarrhea (that cannot be explained by another health condition, i.e., medication side effect, irritable bowel syndrome, etc.)

* Staff and consumers who present with no other symptoms beyond congestion/runny nose may work/receive services.

Return to Work Criteria

If staff/student calls in or becomes symptomatic with any of the COVID-19 symptoms listed above, and those symptoms cannot be explained by another health condition, then the following [criteria](#) must be met before he/she can return to the school environment:

- Children and staff with symptoms should be evaluated by their medical provider. Staff must consult with their medical provider or get tested within 24 hours of calling in or leaving work sick.
 - If testing for COVID-19 is not recommended for the child or staff based on medical judgement, they may return to the work/school after they are symptom free for 24 hours with no fever reducing medication. A doctor’s note excusing the absence (for staff) and clearing the individual to return to work or school (staff and students) is required.
 - If COVID-19 testing is recommended (or elected) and results are negative, they may return after they are symptom free for 24 hours with no fever reducing medication. A copy of the negative COVID test is required for both staff and students.
 - If COVID-19 testing is recommended (or elected) and positive, they should follow CDC guidelines for isolation, and not return until isolation is complete and the following criteria has been met:
 1. Twenty-four hours with no fever (without the use of fever-reducing medicine)
AND
 2. All other symptoms have improved (e.g., cough or shortness of breath)
AND
 3. 10 days have passed since symptoms first appeared.
 4. A doctor’s note clearing the individual to return to work or school, or a copy of a negative COVID-19 test is required.
 5. If staff refuse to be tested, they cannot return to work for a minimum of ten (10) days and must use their own vacation time. Staff may return after 10 days providing they meet the Return to Work protocol criteria above, including providing a doctor’s note excusing the absence and clearing them for work.

NOTE: Those who have a positive COVID test but are asymptomatic may return to work/programming 10 days following the positive test result.

Guidelines may change based on CDC guidance and the level of community transmission.

Non-COVID Sick Days:

Staff – Staff who call in sick with an injury or illness that does not include COVID-19 symptoms do not need to consult with their health care provider or secure a doctor’s note unless they are out for three or more days, or at the discretion of their supervisor when absences are excessive.

Students – Students who call in sick with an injury or illness that does not include COVID-19 symptoms do not need to consult their health care provider or secure a doctor’s note to return to programming.

Close Contact Exposure

The CDC defines close contact exposure as:

- Living in the same household as someone with COVID-19
- Providing care to someone with COVID-19 without proper PPE
OR
- Being within 6 feet of someone with COVID-19 for 15 minutes or more within a 24-hour period, cumulatively.

Students

Students who have experienced a close contact exposure may return to programming after 10 days following the date of their last exposure providing they have received a negative COVID test administered no earlier than five (5) days from the date of last exposure. Upon return, they must be monitored for symptoms.

Consumers who will not be tested may return to programming after quarantining for 14 days following the date of last exposure if they remain asymptomatic. A negative test is not required to return to programming.

Staff

Essential staff who experience a close contact exposure may continue to work as long as they remain asymptomatic, unless the close contact is a household member (see “If a Member of an Employee’s Household Becomes Ill”). Unvaccinated staff experiencing a close contact exposure must undergo COVID-19 testing as soon as possible between days 5-7 following exposure. Staff may be asked to work remotely if possible until test results are in. The CDC recommends that exposed, unvaccinated staff continue to quarantine while at home for 7 days after exposure with a negative test, (do not leave your home, except to go to work). Vaccinated staff are exempt from testing and quarantine as long as they remain asymptomatic. All essential staff should adhere to the following practices prior to and during their work shift for 14 days following the date of exposure:

- **Pre-Screen:** Health screeners should measure the employee’s temperature and assess symptoms prior to staff starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee does not have a temperature or symptoms, they should self-monitor using the screening questionnaire as a guide, and report the development of any symptoms immediately.
- **Wear an N95:** The employee is not required, but may choose to wear an N95 for 14 days following exposure. According to the CDC, employees who cannot pass the medical screening

or fit test required for N95 use can use a medical grade face mask. Woodfords will issue N95s and face masks as needed. Supervisors will provide periodic N95 mask breaks.

- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace. Meal breaks should be taken alone for the 14 days following a close contact exposure.
- **Clean and sanitize workspaces:** Clean and sanitize all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If a previously asymptomatic staff become sick during the day, they will be sent home immediately, and the protocol for “if a staff member becomes sick” will be followed. Surfaces in their workspace should be cleaned and disinfected.

Close Contact Exposure Notification

As soon as possible, Woodfords will inform any individual that we know to have had a close contact exposure (as defined by the CDC and detailed above) to a person who has tested positive for COVID-19. Due to confidentiality and HIPAA regulations, Woodfords will inform only those who meet CDC guidelines for close contact exposure.

If a Member of a Consumer’s Household Tests Positive for COVID-19

If a member of a consumer’s household tests positive for COVID-19, services for the child may resume if **all** of the following conditions are met:

- The ill family member’s quarantine period has ended (10 days from date of diagnosis)
- 10 days have passed since the last close contact exposure (20 days from the household member’s date of diagnosis)
- All household members provide documentation of a negative COVID test (rapid or PCR) administered between days 5-7 following their last date of exposure (15-17 days following the ill family members date of diagnosis)
- The consumer must be able to maintain wearing a mask for 80% of the time. The consumer must be able to maintain wearing a mask for 80% of the time. If the consumer cannot tolerate a mask, then services cannot resume until 14 days have passed since the last close contact exposure (24 days from the household member’s date of diagnosis).
- When services are provided in the home setting, caregivers should keep other household members at least six feet away from staff and the consumer for the duration of all service encounters for 14 days following the last date of exposure (24 days following the ill family member’s date of diagnosis). Any household members that must come within six feet of staff during a service encounter must wear a mask.

If a Member of an Employee’s Household Tests Positive for COVID-19:

- Staff are encouraged to have the household member evaluated by their healthcare provider.
- Essential staff may still come to work providing they pass the health screening and remain asymptomatic. Staff should follow the protocol for working following a close contact exposure.
- If the healthcare provider does not recommend testing for the household member, staff should follow close contact exposure protocol for 14 days from onset of household member’s symptoms.
- If the healthcare provider recommends testing and the test is negative, staff may resume following everyday protocols.

In accordance with CDC guidelines, if a member of a staff's household tests positive for COVID-19 and the staff cannot isolate from that individual, the staff will not be permitted to work until **all** of the following conditions are met:

- The ill household member's quarantine period has ended (10 days from date of diagnosis)
- 10 days have passed since the last close contact exposure (20 days from the household member's date of diagnosis)
- All household members provide documentation of a negative COVID test (rapid or PCR) administered between days 5-7 following their last date of exposure (15-17 days following the ill family members date of diagnosis)

If staff are able to isolate from the ill household member, they should quarantine for 10 days following their date of last exposure, and be tested no sooner than days 5-7 from their last date of exposure. If the test is negative, staff may return to work following day 10 of their quarantine period. If staff tests positive, they should follow the Return to Work criteria. *Isolation: According to the CDC, effective isolation requires the sick individual to stay in a specific "sick room" or area of the home at all times during their quarantine period, and use a separate bathroom, if available.

All staff returning to work following close contact with a household member who tests positive for COVID-19 should follow Close Contact Exposure protocol for 14 days following their date of last exposure, including donning an N95 if cleared to do so.

Staff living with someone who has COVID-19, who meet the following criteria, may continue to work and do NOT need to quarantine outside of work:

- Fully vaccinated (14 days past 2nd dose of vaccine) **AND**
 - remains asymptomatic **AND**
 - should still undergo COVID testing at days 5-7

OR

- Had COVID-19 illness within the previous 3 months **AND**
 - has recovered **AND**
 - Asymptomatic

STAFF TRAINING:

New and returning staff will undergo training on agency safety protocols and working with consumers. These trainings include but are not limited to hygiene, prevention and response, as well as donning, proper use, doffing, and disposal of personal protective equipment such as gloves, N95 respirators, and face masks.

PARENT INFORMATION:

Parents of returning children and new enrollees will be advised of the risks and benefits of receiving direct, in-person instruction at this time.

Parents will be educated on the signs and symptoms of COVID-19 and preventative measures they can take to prevent contraction and spread. Families will be given preschool protocols so they are informed of safety measures being utilized at the preschool. Parents will be given resources if they need assistance in accessing cleaning and sanitizing products.

COVID-19 EMERGENCIES – INCIDENT REPORTING GRID

	Service	Service	Service	Service
Type of Report (below)	SPSS, Preschools, Outpatient-adults, School-based	RCS, HCT, Outpatient-children, BHH	TFC	Residential, ACM, ACS, Shared Living, ILO
OCFS Reportable Event		Staff exposes consumer during service provision Staff exposed by consumer during service provision	All exposures & testing	
OADS Reportable Event				COVID-suspected COVID-confirmed COVID-exposure COVID-safety COVID-other
WFS Credible	Positive Test	-Staff exposes consumer during service provision -Staff exposed by consumer during service provision	All Exposures and testing	COVID-suspected COVID-confirmed COVID-exposure COVID-safety COVID-other