



# COVID-19 ACTION PLAN

Updated May 23, 2022





## COVID-19 Action Plan

Le Jardin Community Center, Inc. is a licensed Early Head Start/Head Start program, which falls under the Center for Disease Control and Prevention (CDC), Florida Department of Health (FDH), and Department of Children and Families (DCF). The agency will always exercise the utmost precaution in order to protect the health and safety of children, families, and staff by adhering to the CDC, FDH, and DCF updated regulations, and demonstrating compliance through strict guidelines.

The Le Jardin Community Center's Health and Safety Committee and Health Advisory Committee will continue to discuss COVID related topics and monitor any changes in our area.

COVID guidance is based on the level of cases in our community. Guidance is contingent on transition levels (low, medium and high). The COVID-10 levels are based on the current levels of new cases per 100,000 population in the past 7 days.

According to the CDC, COVID-19 Community Levels is a new tool to assist communities so they can decide what prevention steps to take based on the latest data. Levels can be *low*, *medium*, or *high* and are determined by looking at hospital beds being used, hospital admissions, and the total number of new COVID-19 cases in an area.





<ul style="list-style-type: none"> <li>• Stay up to date with COVID-19 vaccines</li> <li>• Get tested if you have symptoms</li> </ul>	<ul style="list-style-type: none"> <li>• If you are at high risk for severe illness, talk to your healthcare provider about whether you need to wear a mask and take other precautions</li> <li>• Stay up to date with COVID-19 vaccines</li> <li>• Get tested if you have symptoms</li> </ul>	<ul style="list-style-type: none"> <li>• Wear a mask indoors in public</li> <li>• Stay up to date with COVID-19 vaccines</li> <li>• Get tested if you have symptoms</li> <li>• Additional precautions may be needed for people at high risk for severe illness</li> </ul>
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**COVID-19 Community Levels**

Activity	Low	Medium	High
Visitors and Volunteers entering centers	Yes	No	No
Parents entering the center	Yes	Yes (1 family member only)	No
Screening	Yes – COVID Questions Must be asked (no temperature check required)	Yes, COVID questions must be asked (no temperature check required)	Yes, COVID questions must be asked, temperature check required



	Yes	No	No
Toothbrushing	Yes	No	No
Mask indoors for students Optional	Mask indoors for children and staff is optional	Mask indoors for children and staff is optional	Mask required (follow CDC guidelines)
Quarantine	Follow CDC guidelines	Follow CDC guidelines	Follow CDC guidelines
Isolation (test positive)	Yes (follow CDC guidelines)	Yes (follow CDC guidelines)	Yes (follow CDC guidelines)
Reduce Program Hours	No	No	Yes (8.5 hours)
On-going preventative health requirements	Yes	Yes	Yes
Carpets and Mats (disinfect daily)	Yes	Yes	Yes
Center Events	Yes	No	No
In-Person Parent Committee Meetings, Parent Orientations, etc.	Yes	No	No
Individualized Meals with	No	Yes (distancing)	Yes (distancing)



Home Visits & Parent Teacher Conferences in-person	Yes	Yes (outside area)	No (virtual only)
Recruitment	Yes	Yes (social distance & masks required)	No (virtual only)

### Basic Principles

#### Sick Child:

The agency will reach out to parents to discuss the action plan to meet the current health and safety requirements, and answer any questions about reopening and the start of school, prior to the start of school.

- In the event a child becomes sick with COVID-19, the parent must notify the school.
- The parent can contact the teacher about classroom assignments and activities they can do from home to keep up with their developmental activities plan.
- Sick children and adults will not come to school and have to bring in a doctor's note and if they have COVID, follow the CDC guidelines (5 days home and no symptoms on the 6th day). If a child becomes sick on-site, the parent will be immediately called and the child placed in an isolation area away from classmates under assigned staff supervision.



## Human Resources

### Calculating Quarantine

The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.** Stay home and away from other people for at least 5 days. [Learn why CDC updated guidance for the general public.](#)

**IF YOU Were exposed to COVID-19 and are NOT [up to date](#) on COVID-19 vaccinations**

**Quarantine for at least 5 days**

**Stay home**  
Stay home and [quarantine](#) for at least 5 full days.

Wear a [well-fitting mask](#) if you must be around others in your home.

[Do not travel.](#)

**Get tested**  
Even if you don't develop symptoms, [get tested](#) at least 5 days after you last had [close contact](#) with someone with COVID-19.

**After quarantine**

Watch for [symptoms](#)  
Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

**Avoid travel**

It is best to [avoid travel](#) until a full 10 days after you last had close contact with someone with COVID-19.

**If you develop symptoms**  
[Isolate](#) immediately and [get tested](#). Continue to stay home until you know the results. Wear a [well-fitting mask](#) around others.

**Take precautions until day 10**

**Wear a well-fitting mask**  
Wear a [well-fitting mask](#) for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.

**If you must travel during days 6-10, [take precautions.](#)**

**Avoid being around people who are [more likely to get very sick](#) from COVID-19.**

**IF YOU Were exposed to COVID-19 and are [up to date](#) on COVID-19 vaccinations**

**No quarantine**  
You do not need to stay home **unless** you develop symptoms.

**Get tested**  
Even if you don't develop symptoms, [get tested](#) at least 5 days after you last had [close contact](#) with someone with COVID-19.

**Watch for symptoms**  
Watch for [symptoms](#) until 10 days after you last had close contact with someone with COVID-19.

**If you develop symptoms**  
[Isolate](#) immediately and [get tested](#). Continue to stay home until you know the results. Wear a [well-fitting mask](#) around others.

**Take precautions until day 10**

**Wear a well-fitting mask**  
Wear a [well-fitting mask](#) for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.

[Take precautions if traveling](#)

**Avoid being around people who are [more likely to get very sick](#) from COVID-19.**



<b>IF YOU were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test)</b>	<b>No quarantine</b> You do not need to stay home <b>unless</b> you develop symptoms.	<b>Watch for symptoms</b> Watch for <a href="#">symptoms</a> until 10 days after you last had <a href="#">close contact</a> with someone with COVID-19.  <b>If you develop symptoms</b> <a href="#">Isolate</a> immediately and <a href="#">get tested</a> . Continue to stay home until you know the results. Wear a well-fitting mask around others.	<b>Take precautions until day 10</b>  <b>Wear a well-fitting mask</b> Wear a <a href="#">well-fitting mask</a> for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a well-fitting mask.  <a href="#">Take precautions if traveling</a>  <b>Avoid being around people who are <a href="#">more likely to get very sick</a> from COVID-19.</b>
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### Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

<b>IF YOU Tested positive for COVID-19 or have symptoms, regardless of vaccination status</b>	<b>Stay home for at least 5 days</b> Stay home for 5 days and <a href="#">isolate</a> from others in your home.  Wear a <a href="#">well-fitting mask</a> if you must be around others in your home.  <a href="#">Do not travel</a> .	<b>Ending isolation if you had symptoms</b> <a href="#">End isolation after 5 full days</a> if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.  <b>Ending isolation if you did NOT have symptoms</b> <a href="#">End isolation after at least 5 full days</a> after your positive test.  <b>If you got very sick from COVID-19 or have a weakened immune system</b> You should isolate for at least 10 days. <a href="#">Consult your doctor before ending isolation</a> .	<b>Take precautions until day 10</b>  <b>Wear a well-fitting mask</b> Wear a <a href="#">well-fitting mask</a> for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.  <b>Do not travel</b> <a href="#">Do not travel</a> until a full 10 days after your symptoms started or the date your positive test was taken if you had no symptoms.  <b>Avoid being around people who are <a href="#">more likely to get very sick</a> from COVID-19.</b>
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### **Suspected Cases of COVID-19:**

- Employees who feel ill or suspect exposure to COVID-19 should contact their doctor and notify the HR Manager immediately.
- Employees must notify the HR Manager of the results if the employee has tested for COVID-19.
  - If an employee will be testing, he/she is required to remain quarantined off-site while waiting for the results of COVID-19 testing.
- Employees must contact the HR Manager for more information and documentation requirements.
  - Employees who have tested are required to provide proof to the HR Manager that testing has occurred.
    - Employees may need to request this documentation at the testing site to provide to the employer.
    - Appropriate documentation contains the employee's name, that the employee has completed COVID-19 testing, and the date testing occurred.
  - Employees who have been required to quarantine by their doctor, but not to test are required to provide the doctor's note to the HR Manager.
    - Employees may need to request this documentation from their doctor.
    - Appropriate documentation contains the employee's name, date of visit (virtual or in person), the date that the employee is able to return to work on site, and it must specify that the reason for the quarantine is related to COVID-19.
- Hourly (non-exempt) staff are not authorized to work remotely except for special circumstances, such as when the entire center has been closed.
  - Circumstances are approved by the Executive Director
- Salary (exempt) staff may be authorized to work remotely while waiting to test, or receive results, if ETO (exempt time off) has been approved by their supervisor.
  - See Exempt Time Off Policy in the HR Policies and Procedures Manual for consideration before approving ETO.
- Sick children or staff should not have entered the building, but if an employee or child begins to feel sick after he/she has entered the building, he/she must remain separate from well children and staff until sent home.

### **Confirmed cases of COVID-19:**



## **Adults and children who test positive for COVID-19:**

- The staff member or child should stay at home and away from others for five (5) days from the date the symptoms began (if the staff member or child is experiencing symptoms).
- The staff member or child can return to the child care facility on day 6 if they have been fever free for 24 hours and symptoms, if any, are improving.
- If a child has a confirmed case of COVID-19, the employee who has been notified will immediately contact the HR Manager.
  - See the Communication Plan below.
- If an employee has a confirmed case of COVID-19, the HR Manager will notify staff, and other relevant contacts, who have come into close contact with that employee.
  - See the Communication Plan below.
  - Close contact is defined by the CDC as contact within 6 feet of the confirmed individual for 15 minutes or longer within 24 hours.
  - If the confirmed positive employee has come into close contact with a child(ren), the parents will be notified to monitor the child for symptoms for 10 days after exposure
    - If the child tests positive or has symptoms of the virus that caused COVID-19, the child should stay at home and away from others for five (5) days from the date the symptoms began. The child can return to the child care facility on day 6 if they have been fever-free for 24 hours and symptoms, if any, are improving.
  - If the confirmed positive employee has come into close contact with other staff, those staff will be notified to monitor themselves for symptoms for 10 days after exposure
    - If the employee tests positive or has symptoms of the virus that caused COVID-19, the employee should stay at home and away from others for five (5) days from the date the symptoms began. The employee can return to the child care facility on day 6 if they have been fever-free for 24 hours and symptoms, if any, are improving.
    - Please see the chart in the Communication Plan below.
- Employees must contact the HR Manager for more information and documentation requirements.
  - Employees who have tested positive for COVID-19 are required to provide proof to the HR Manager.



- Employees may need to request this documentation to provide to the employer.
- Appropriate documentation contains the employee's name, that the employee has a "detected" or "positive" result for COVID-19, and the date of the results.
- Hourly (non-exempt) staff are not authorized to work remotely except for special circumstances, such as when the entire center has been closed.
  - Circumstances are approved by the Executive Director
  - Hourly employees will be notified by the HR Manager *if* they are authorized to work remotely.
- Salary (exempt) staff may be authorized to work remotely while recovering from COVID-19 if ETO (exempt time off) has been approved by their supervisor.
  - See Exempt Time Off Policy in the HR Policies and Procedures Manual for consideration before approving ETO.
- Any building where that child or employee has entered will be disinfected as outlined by the county health department and the CDC.
  - Buildings are thoroughly disinfected daily.
  - Open outside doors and windows to increase air circulation in the areas.
  - Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.
  - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
  - If more than 10 days have passed since the person who tested positive visited or used the facility, additional cleaning and disinfection is not necessary.
  - Maintenance staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the individual, focusing especially on frequently touched surfaces.
  - Continue routine cleaning and disinfection.
- People who have tested positive for COVID-19 and had symptoms can return to work on site:
  - On day 6 if they have been fever-free for 24 hours and symptoms, if any, are improving.
    1. \* For employees with severe to critical illness or who are severely immunocompromised, the recommended duration for Transmission-Based Precautions was extended to 20 days after symptom onset



- People who have tested positive for COVID-19 and had **no symptoms** can be return to work on site:
  - On the sixth day after receiving the positive result.
    1. \*For employees with severe to critical illness or who are severely immunocompromised, the recommended duration for Transmission-Based Precautions was extended to 20 days after their initial positive SARS-CoV-2 diagnostic test
  - If symptoms develop after testing positive, follow the guidance above for “People who have tested positive for COVID-19 and had symptoms...”

### **Communication Plan Procedures**

Please see the Communication Plan Roles and Responsibilities Charts for when an Employee and/or a Child test positive for COVID-19 in the appendix.

- People who have tested positive for COVID-19 **and had symptoms** can return to work on site:
  - On day 6 if they have been fever-free for 24 hours and symptoms, if any, are improving.
    - \* **For employees with severe to critical illness or who are severely immunocompromised, the recommended duration for Transmission-Based Precautions was extended to 20 days after symptom onset**
- People who have tested positive for COVID-19 and had **no symptoms** can be return to work on site:
  - On the sixth day after receiving the positive result.
    - \* **For employees with severe to critical illness or who are severely immunocompromised, the recommended duration for Transmission-Based Precautions was extended to 20 days after their initial positive SARS-CoV-2 diagnostic test**
  - If symptoms develop after testing positive, follow the guidance above for “People who have tested positive for COVID-19 and had symptoms...”

### **Employee Tests Positive for COVID-19**

#### **Steps to Follow:**

1. The confirmed positive employee notifies the HR Manager and provides the documentation specified above.
2. The HR Manager will notify the Executive Director, CFO/COO, Program Managers, and HR department staff of the confirmed case.
3. The HR Manager will contact the confirmed positive employee to determine if the employee was in close contact with any other staff.



- a. "Close contact" is specifically defined by the CDC above.
4. If the confirmed positive employee was in close contact with another employee, the HR Manager will notify them if they need to monitor for symptoms for 10 days after exposure.
  - a. If symptoms develop after exposure, see guidelines for "if a staff member tests positive and is symptomatic"
5. The Program Manager will contact applicable management to determine if the employee was in close contact with any child.
  - a. "Close contact" is specifically defined by the CDC above.
6. If the confirmed positive employee was in close contact with a child, the Program Manager will inform the Family Worker Coordinator/ERSEA (FWC/ERSEA) for Head Start, or ERSEA Coordinator for Early Head Start, to contact the parents of that child immediately. The FWC/ERSEA or ERSEA Coordinator will create the letter, based on the approved template in the appendix, and notify parents that they are to monitor their child for 10 days after exposure
7. The FWC/ERSEA or ERSEA Coordinator will provide a copy of the letter to the HR Manager.
  - a. The document must be password protected.
8. The FWC/ERSEA or ERSEA Coordinator will complete the information regarding the child on the Line List form and send the form to the HR Manager.
  - a. The document must be password protected
9. The HR Manager will notify the Department of Health and provide required documentation:
  - a. Information on the confirmed positive employee, and any other staff or children who have been in close contact with that employee will be documented on the Line List form.
  - b. If more than one person is positive for COVID-19 at a Center, the HR Manager will also send the Facility Outbreak form.
  - c. The letter, or other documentation, given to parents and/or staff will also be provided.
10. The HR Manager will notify DCF and provide any required information, including, but not limited to the following:
  - a. Date Positive case reported
  - b. Number of adult(s) with positive
  - c. Number of Child(ren) with positive
  - d. Deep cleaning
  - e. Date reported to Health Department
  - f. To whom was it reported



- g. Outcome
- 11. In certain cases, it may be recommended to temporarily close a center for a specified number of days.
  - a. The Executive Director will determine if a center will be closed.
  - b. The HR Manager will notify the Department of Health and DCF of the center closure and reopening.
  - c. The HR Manager will notify the staff at that center of the closure, and be in contact with her supervisor to determine if she will be working remotely, transferring to another center, etc.
  - d. The FWC/ERSEA or ERSEA Coordinator will create the closure letter, based on the approved template, and notify the parents of children who attend that center.
  - e. If the Executive Director recommends a professional cleaning/disinfection service, the Program Manager will notify the Health/Nutrition Coordinator to:
    - i. Schedule the service
    - ii. Coordinate with the Facilities Manager for access to the building

### **Child Tests Positive for COVID-19**

#### **Steps to Follow:**

1. The parent of the confirmed positive child notifies the Family Worker, Teacher, or another staff member.
2. The staff member who was notified by the parent will notify the Executive Director, CFO/COO, Program Manager, and HR department staff of the confirmed case and which classroom the child was in.
  - a. Children's names will not be shared via email unless the document has been password protected.
3. The HR Manager will contact the applicable manager to determine if the child was in close contact with any staff.
  - a. "Close contact" is specifically defined by the CDC above.
12. If the confirmed positive child was in close contact with an employee, the HR Manager will notify that employee to monitor for symptoms for 10 days. The Program Manager will contact the applicable manager to determine if the child was in close contact with any other child.
  - b. "Close contact" is specifically defined by the CDC above.
    - a. If the confirmed positive child was in close contact with another child, the Program Manager will inform the Family Worker Coordinator/ERSEA



- (FWC/ERSEA) for Head Start, or ERSEA Coordinator for Early Head Start, to contact the parents of that child immediately. The FWC/ERSEA or ERSEA Coordinator will create the letter, based on the approved template, and notify parents that their child is required to monitor the child for symptoms for 10 days Quarantine period begins on the last date of contact with the person who tested positive for COVID-19.
- b. Children's names will not be shared via email unless the document has been password protected.
4. The FWC/ERSEA or ERSEA Coordinator will provide a copy of the letter to the HR Manager.
    - a. The document must be password protected.
  5. The FWC/ERSEA or ERSEA Coordinator will complete the information regarding the child on the Line List form and send the form to the HR Manager.
    - a. The document must be password protected.
  6. The HR Manager will notify the Department of Health and provide required documentation:
    - a. Information on the confirmed positive child, and any other staff or children who have been in close contact with that child, will be documented on the Line List form.
    - b. If more than one person is positive for COVID-19 at a Center, the HR Manager will also send the Facility Outbreak form.
    - c. The letter, or other documentation, given to parents and/or staff will also be provided.
  7. The HR Manager will notify DCF and provide any required information, including, but not limited to the following:
    - a. Date Positive case reported
    - b. Number of adult(s) with positive
    - c. Number of Child(ren) with positive
    - d. Deep cleaning
    - e. Date reported to Health Department
    - f. To whom was it reported
    - g. Outcome
  8. In certain cases, it may be recommended to temporarily close a center for a specified number of days.
    - a. The Executive Director will determine if a center will be closed.
    - b. The HR Manager will notify the Department of Health and DCF of the center closure and reopening.



- c. The HR Manager will notify the staff at that center of the closure, and be in contact with her supervisor to determine if she will be working remotely, transferring to another center, etc.
- d. The FWC/ERSEA or ERSEA Coordinator will create the closure letter, based on the approved template, and notify the parents of children who attend that center.
- e. If the Executive Director recommends a professional cleaning/disinfection service, the Program Manager will notify the Health/Nutrition Coordinator to:
  - i. Schedule the service
  - ii. Coordinate with the Facilities Manager for access to the building

#### **Staff Entrance to the Center:**

#### **Visitor Entrance to the Center**

- Mask wearing is optional. Refer to CDC Guidelines and Le Jardin requirements
- Sign in and out is required in the classroom using Learning Genie, tablet, and forms.
- **Visitors may not enter the centers during COVID-19 Level 2 and Level 3** (see chart).

#### **Arrival:**

- A list of questions will be asked to the parent.
- The employee will ask the parent/guardian to confirm that the child does not have fever, shortness of breath, or cough.
- Continue conducting a health daily checklist.
- When the child arrives, he or she will wash their hands.

#### **Dismissal:**

- If the parent has to pick a child prior to dismissal, the parent must first contact the Family Worker (parents must have the FW's cell phone number) who can then plan to bring the child out to the parent/adult listed on the Emergency Contact form.
- An Emergency Contact binder will be available to staff involved in sign in/out
- **ONLY** adults listed on the Emergency Contact will be allowed to pick up the child.



### **Staff Health and Safety:**

- Le Jardin Staff may opt to wear masks except if the county is at Level 3.
- Wash hands regularly (posters near every sink).
- Wear gloves during meal times, diapering procedures, when cleaning/sanitizing, and when necessary, following policies and procedures.
- Maintain mouthed toys in a designated container away from children.
- Clean and disinfect frequently all touched surfaces and classroom material/toys.
- Teachers will use the ZONO machine daily to disinfect toys and cots.
- A daily cleaning log will be completed by the teachers in each classroom.

### **Child Health and Safety:**

- Wash hands regularly following the picture cue steps.
- Teaching staff must supervise hand washing procedures.
- Children who appear sick will be isolated in a separate area to avoid contact with other children. \*\*Health Alert
- Children and staff will wash their hands after leaving the playground and before returning to the center and classroom. In the event no sink is available at the playground, hand sanitizer may be used.

### **Cleaning and Disinfecting the Classroom Environment:**

- Cleaning and disinfecting will occur throughout the school day
- Upon arrival at the centers, teaching staff will clean and disinfect tables and classroom surfaces i.e. changing table, sink area, and putting away toys/materials that were disinfected the previous afternoon.
- Teaching staff will complete an initial daily cleaning log to document cleaning of surfaces, doorknobs, sink area, toys, cots etc. done throughout the day.
- Cook-aids will assist in preparing bleach, soap bottles for disinfecting and cleaning, and assist in cleaning and disinfecting classrooms before children's arrival.
- Teaching staff/ Education Floaters will disinfect toys, cots, chairs as needed using the ZONO disinfecting machine throughout the day.
- A restroom cleaning log and outdoor cleaning log will be posted in each classroom with designated times and staff responsible for cleaning.
- Teaching staff will prepare cubbies or baskets of rotating toys/materials to be used throughout the day. As toys are used, they will be placed in designated containers to be cleaned, sanitized, and replaced with clean toys.



- A cubby/basket of materials will be prepared specifically for afternoon activities. Teaching staff that have the afternoon shift will sanitize those toys in the ZONO machine in the afternoon once children leave.
- Before leaving for the day, afternoon teaching staff will clean and disinfect tables and classroom surfaces, i.e. changing table, sink area.
- The maintenance staff must clean and disinfect carpets and floor mats each day.

### **Education Component**

#### **Classroom Environment and Routine:**

- Lesson plans will include ongoing creative, age appropriate activities such as: hand washing, wearing masks, steps when coughing or sneezing, “my space,” clean-up, social/emotional activities, and taking care of surroundings.
- Social/emotional activities, toys, books, and manipulatives have been added to the EHS/HS classroom.