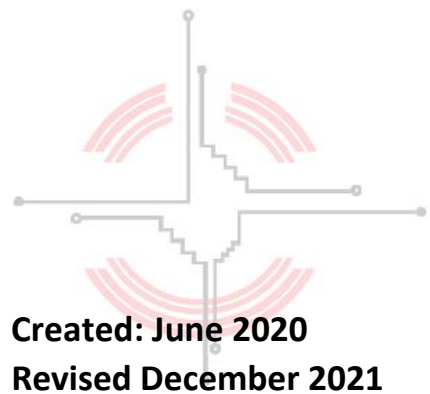




# Re-entry Plan Health and Safety Guidelines

**Re-Entry Plan Health and Safety Guidelines effective upon  
re-opening approval of NTU Child Care Services**

PO Box 849  
Crownpoint, NM 87313  
(505) 387-7466



## **Navajo Technical University** **Health and Safety Guidelines**

### **Purpose:**

The Navajo Technical University (NTU) Health and Safety Guideline's purpose is to provide procedures to promote healthy hygiene practices, screening, monitoring, and safety protocols for the NTU Child Care clientele (students and children) and staff. Recommendations from the Center for Disease Control and the New Mexico Department of Health were taken into consideration to develop these guidelines.

### **Enrollment:**

- Child Care Services is accepting application for Spring 2022.
- Enrollment selection will be prioritize in the following order:
  1. NTU Students
  2. NTU Staff and Faculty
  3. NTU Community

### **COVID-19 Vaccination Policy**

The NTU Child Care Services shall follow the NTU Mandatory Vaccination Policy. Students will provide a copy of their COVID-19 vaccination card with a booster shot to the NTU Child Care Services. A vaccine exemption form is available for those who are exempt from the vaccination but must be approved first before utilizing Child Care Services.

### **Arrival/Departure**

Arrival and departure: Visitors shall use the hand sanitizing station upon arrival.

- Service will be provided at the foyer and limited to one person.
  - A sign will be posted at the entrance door "Limit (1) parent and enrolled child(ren) at a time in the foyer for service".
- Parents will not be allowed beyond the foyer.

### **Parent Drop-Off and Pick-Up**

- One parent will be allowed in the foyer to sign-in their child(ren).
- The parent will sign their child(ren) in electronically with the ProCare system and Department of Child Care Development (DCCD) clients will sign in and out manually on the DCCD timesheet (Pens will be sanitized after each use).
  - ProCare check-in /check-out will be cleaned after each use with alcohol wipes.
- Pick-ups: Parents shall park in the designed parking space outside the Child Care Service and call-in for pick-up. An NTU Child Care Services staff will lead the child out to the parents.
- NTU Child Care Services will encourage parents to designate themselves for drop-offs and pick-ups actively. This strategy will prevent grandparents or those with severe underlying medical conditions from exposure during drop-offs and pick-ups.

## Health Check

- Parent and child(ren) will be screened during check-in/parent sign-in. The screened temperature must read 100.3 degrees or below to be accepted for child care services. If a child's temperature reaches 100.4 or above, parent(s) will be notified to pick-up their child(ren).
  - Non-contact thermometers will be used to screen individuals.
    - A stationed thermometer will be placed at the entrance.
    - A non-physical contact thermometer will also be used when necessary.
    - Thermometers must be wiped with an alcohol wipe and cleaned between each use. The wipe may be reused if the wipe remains wet.
  - Staff must always ensure his/her face stay behind the partition window during screening.
- The parent will complete the COVID-19 questionnaire form daily before the child is permitted into the classroom.
  - Questions to be included on the health check form:
    - Does your child have a fever today?
    - Is your child experiencing shortness of breath?
    - Is your child experiencing cough, chills, muscle pain, headache, sore throat, or new loss of taste or smell?
    - Have you and your family been in contact with someone with COVID-19 related symptoms?
    - Have you and your family been in contact with someone who tested positive with COVID-19?
  - Visual inspection - staff will look for the following signs:
    - Rapid breathing
    - Difficulty breathing
    - Flushed cheeks
    - A concern of socio-emotional and behavior of the well-being

1) *If a parent has answered yes to one question or the child is sick, the child will be excluded from childcare and child may return when he/she is feeling better and the family will be referred for testing. If the family tested negative, the child(ren) might return for child care services. However, if the family tested positive, we will follow the 'confirmed case' policy.*

*Or*

2) *If a child with household members who have symptoms or have been exposed to someone who tested positive will be excluded from childcare. Families of the enrolled child(ren) will be referred for testing. Tests must come back negative to return to child care. If the*

*family tested positive, we will follow the 'confirmed case' policy. Families who refuse to test for the enrolled child(ren) will be suspended from child care for 14 days.*

### **Sick Children and Staff**

- Children and staff will stay at home when they become sick.
- Staff will stay vigilant of symptoms and inform the manager when someone shows signs of sickness.
- Children will be isolated if he/she becomes sick at child care.
  - The child will be removed from the classroom and taken to the front office where he/she will be isolated.
  - Cleaning and sanitizing will immediately become active after the child leaves.
- Staff and children will be sent home immediately if they become sick.

### **Exposure on Confirmed COVID-19 Case**

- COVID-19 Response Team will be notified: Sharon Noel (505) 387-7402 or (505) 552-8099, Ron Begay (505) 422-1645, Wanda Cooke (505) 385-9302
- Contact Tracing will be conducted.
- Parents will be notified, and children will be sent home.
- Compromised physical spaces will be cleaned and disinfected.

### **Explanation of how the protocol is executed**

- 1) COVID-19 Response Team receives notice of a positive result
- 2) Contact Tracer immediately conducts interview with positive individual
- 3) Safety officer deploys COVID-19 cleaning
- 4) NM COVID-19 Education Specialist is notified

### **Daily Hygiene Practices**

- Wash hands, often with soap and water for at least 20 seconds.
  - Wash hands: upon arrival, entering the classroom, before and after meals and snacks, before and after diapering, after going to the bathroom, and before leaving for home.
- Use hand sanitizer if the water is not available.
  - NTU Child Care Services staff will use alcohol-based with a minimal of 60% alcohol.
  - Children will use alcohol-free hand sanitizer
  - Staff will supervise children when using hand sanitizer to prevent ingestion.
- Staff will encourage children to cover sneezes and cough.
  - Wash hands after blowing one's nose, coughing, or sneezing.
- Avoid touching the eyes, nose, and mouth.
- Tooth brushing will be eliminated.

### **Face Covering**

- Staff, parents, and children two years of age and older are required to wear face masks.
- Masks should fully cover the nose and mouth without gaps.
- Masks should stay in place without needing adjustments.
- Cloth masks should be washed daily.

Exceptions:

- Children two years and younger will not wear face mask due to the danger of suffocation.
- Mask will not be worn if anyone has trouble breathing.
- Mask will not be worn if the mask is challenging for the child. Challenges such as making constant adjustments or unable to remove the cover without assistance.

*Children will be supervised while wearing a mask. Staff will use their best judgment on when to remove a child's mask. Mask may be removed when causing discomfort or resulting in frequent face touching.*

**Social Distancing**

- Child care will limit non-essential visitors: Departmental Resources (Department of Youth, Special Diabetes Project, Clubs associated with NTU and similar entities)
- Volunteers and student volunteers will not be allowed.
- Children will remain in the same classroom with the same teacher daily unless the teacher is on leave.
  - Children will not be combined or moved into another classroom during low attendance. However, if we must combine classes, temperature checks will take place before transition.
- Social distance will be practiced as much as possible in the classroom.
  - Classroom furniture and sneeze guards will be used as dividers to keep physical separation to maintain distance.
- Playtime and special activities will be staggered.

**Meals**

- Children will remain in their classrooms for breakfast, lunch, and snacks.
- Staff will ensure the handwashing of all the children before meals and after meals.
- The family meal style will be eliminated.
- The child's plate will be plated and served by the cook and a teacher.
- Children will sit six feet apart from each other and spaced by sneeze guards
- Disposable eating utensils and paper ware will be used.
- Children will not wear mask during meals.
  - Staff will wash hands before and after mask removal.
  - After mask removal:
    - Disposable mask shall be disposed of into the trash bin.
    - Cloth mask shall be stored in a paper bag with a child's name.

### **Naptime**

- Children will not wear a mask during nap time.
  - Staff will wash hands before and after mask removal.
    - Disposable mask shall be disposed of into the trash bin.
    - Cloth mask shall be stored in a paper bag with a child's name.
- Cots for naps will be placed six-foot apart and put in-line head to toe order. The cots will be wiped down after each use.
- Sneeze guards will be placed between children.

### **Daily Classroom Cleaning, Sanitizing and Disinfecting**

- Surfaces and objects frequently touched will be disinfected.
  - Toys and games
  - Doorknobs, light switch
  - Water fountains
  - Classroom sink, handles, countertops
  - Nap cots, tables, chairs, cubbies
  - Sneeze guards
- Use cleaning products according to the directions.
- Disposable wipes will be provided to staff members to use on frequently touched areas.
- Cleaning materials must be out of the reached area of children.
- Cleaning products should not be used near children to prevent inhalation.
- Thorough facility Sanitation will be conducted every Friday

### **Daily Office Cleaning**

- Surfaces and objects frequently touched will be disinfected.
  - Computer/Laptops
  - Keyboards
  - Phones
  - Desk
  - Chair
  - Filing cabinets

### **Clean and Sanitize Toys**

- Toys that cannot be cleaned will not be used.
- Toys that children put in their mouths will be set aside for sanitizing.
- Cloth toys should be used by one child and will not be used by other children.
  - Machine wash the cloth toys before use.
- Sharing toys will be prohibited unless washed and sanitized before sharing.
- Books are not considered high risk for transmission but will be cleaned daily.
- Toys will be cleaned with water and soap, rinse, disinfectant, rinse again, and air-dry. A mechanical dishwasher may also be used to clean toys that are safe for the dishwasher.
- Water and sand tables will be eliminated from the classrooms.

### Clean and Disinfect Bedding

- Keep the child's bedding separated and in private cubbies assigned for each child and sent home for washing at the end of each week or when the child goes home for the week.
- Cots will be labeled for each child.
  - Cots will be sanitized after each use. Thorough cleaning and disinfecting of cot will be done at the end of each week.
- Cubbies will be cleaned and sanitized daily.

### Use of Products Safely

- Use proper Personal Protective Equipment (PPE).
- Pay attention to hazard warnings.
- Follow directions on product labels.
- Do not mix cleaners and disinfectants unless indicated.

### Handle of Waste Properly

- Use proper PPE.
- Throw disposable items used in the trash immediately after use.
- Avoid touching used tissues.
- Wash hands with soap and water after touching wastebaskets, used tissue, and similar waste.
- Trash will be disposed of daily.

### Limit Contact

The class ratio is based on the National Standard at a norm; however, under the COVID-19 circumstances, the ratio will be limited to 50%.

Ratio at a norm:

6-12 Months	3:1	Ratio under COVID Restriction: 50% capacity
1-2-year-old	4:1	<b>6-12 Months: Infants will not be accepted at this time</b>
3-year old	7:1	1-year old: 2:1
4-year old	8:1	2-year old: 2:1
5-year old	8:1	3-5 year old: 4:1 (5 year olds will only be accepted if child is not in school)
8-year old	10:1	<b>5-9 year old: 5-9 year old will not be accepted at this time</b>
9-year old	12-1	

### Caring for Toddlers

- Diapering
  - Staff and children will wash their hands before the diaper changes.
  - Staff will wear gloves and change child accordingly:
    - Clean the child's bottom
    - Remove soiled diaper and wipes

- Replace diaper
- Wash child's hands
- Clean up diapering station
- After diapering, staff will dispose of gloves, disinfect diapering changing areas with cleaning spray solution and wash hands.

### **Washing, Feeding, Holding Child**






- Staff will sometimes need to comfort crying and sad toddlers and often, children will need to be held.
- Staff will protect themselves by wearing a gown and pinning up or braiding long hair.
- Staff will wash their hands, neck, and other areas touched by secretions.
- Staff should change the child's clothes if secretions are on the child's clothes, and the team should improve their gown if secretions are on the gown.
- Contaminated clothes should be placed in a plastic bag for a wash.
- Staff will wash hands before and after handling sippy cups and accessories.

Guidelines are in place based on the Centers for Disease Control and Prevention, New Mexico Department of Health: New Mexico Early Childhood Education & Care Department, and Navajo Technical University COVID-19 Protocols.



**COVID-19 Questionnaire**

Parent Name: \_\_\_\_\_ Temperature: \_\_\_\_\_  
Child #1 Name: \_\_\_\_\_ Temperature: \_\_\_\_\_  
Child #2 Name: \_\_\_\_\_ Temperature: \_\_\_\_\_  
Child #3 Name: \_\_\_\_\_ Temperature: \_\_\_\_\_

1. Does your child have a fever today?  YES  NO 
2. Is your child experiencing shortness of breath?  YES  NO 
3. Is your child experiencing cough, chills, muscle pain, headache, sore throat, or new loss of taste or smell?  YES  NO 
4. Have you and your family been in contact with someone with COVID-19 related symptoms?  YES  NO 
5. Have you and your family been in contact with someone who tested positive with COVID-19?  YES  NO 

\*\*\*Visual inspection - staff will look for the following signs:

- Rapid breathing
- Difficulty breathing
- Flushed cheeks
- A concern of socio-emotional and behavior of the well-being

3) *If a parent has answered yes to one question or the child is sick, the child will be excluded from childcare and child may return when he/she is feeling better and the family will be referred for testing. If the family tested negative, the child(ren) might return for child care services. However, if the family tested positive, we will follow the 'confirmed case' policy.*

*Or*

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