

Procedures When Child Develops COVID-19 Symptoms While Onsite

(This is posted in each classroom with a copy of the Child COVID-19 Illness Policy)

Program Coordinators will be the primary contact for all **child-related** questions and tracking of COVID-19 concerns. Each Program Coordinator will manage the system for tracking symptoms and cases and will provide guidance and support as needed to families. Program Coordinators will be responsible to provide Lead Teachers/classroom updates on the child's return-to-program status. The Director will be responsible for child-related questions, tracking, and communications in the Program Coordinator's absence or as support when needed.

COVID-19 Symptoms:

At least **two** or the following symptoms:

- Fever (temperature at or above 100.4°F)
- Fatigue (being very tired; infants may appear lethargic)
- Nausea or vomiting
- Diarrhea (multiple episodes of loose or watery stools)
- Chills
- Muscle pain/body aches
- Congestion (stuffy nose) or runny nose
- Sore throat
- Poor eating/feeding
- Extreme fussiness
- Headache

OR any **one** of the following symptoms:

- Persistent cough
- Shortness of breath or difficulty breathing
- New loss of smell or taste

The Center Exclusion for Illness policy (prepandemic – Family Handbook, page 42) applies for illnesses that are not subject to COVID protocols.

Procedure in case of a child with COVID-19 symptom(s) onsite:

1. When a staff observes (e.g., vomiting) or confirms (e.g., fever) that a child has symptom/s consistent with COVID-19, they will separate the child from others.
2. Next, the staff will contact their Program Coordinator. If the Program Coordinator is unavailable, they will contact the Director. (Call the receptionist to help locate.)
3. A classroom staff should contact the child's parent/designated adult to arrange for the child to be picked up **within one hour**.
4. Classroom staff should complete a Center Accident/Illness Report.
5. The Program Coordinator will follow up with the parent(s) via email or phone to advise next steps and provide a date when the child is expected to be welcomed back to the program. Program Coordinators will communicate any updates concerning the child's absence or return to the program with Lead Teachers/classroom.