



### WHAT IS COVID-19?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. Patients with COVID-19 have experienced mild to severe respiratory illness, including fever, cough and shortness of breath. The virus that causes COVID-19 is a novel (new) coronavirus. It is not the same as other types of coronaviruses that commonly circulate among people and cause mild illness, like the common cold.

### HOW DOES COVID-19 SPREAD?

The virus that causes COVID-19 is thought to spread mainly from person-to-person, between people who are in close contact with one another (within about 6 feet) through respiratory droplets when an infected person coughs or sneezes. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

### WHY CLOSE A CHILDCARE PROGRAM?

The decision to temporarily dismiss childcare programs is considered on a case-by-case basis, and in consultation and coordination with program administrators and state and local health officials. If your childcare program is closed, please stay home. It's out of an abundance of caution that we decided to close programs to prevent other children from getting sick in a short amount of time.

While children typically experience only mild illness from COVID-19, staying home helps prevent spread to those who are more vulnerable, which includes anyone older than 60, those with underlying health conditions, and those who are immunocompromised. Every year we see some childcare programs close during flu season because of high rates of illness. This allows children to remain apart from the school environment and lets facilities do deeper cleaning and disinfecting so the environment is healthier when children return. It's **CRITICAL** that people **stay** home. This is not a vacation for children. If a daycare is closed in connection with exposure to a confirmed COVID-19 case, children should not go out in public places, visiting the movies or taking trips. They should stay home.

### WHAT CAN PARENTS DO TO PREVENT THE SPREAD OF COVID-19?

Parents should take everyday preventive measures to help protect their family from the spread of COVID-19:

- **Avoid close contact with people who are sick.**
- **Encourage respiratory etiquette** (e.g., covering coughs and sneezes with a tissue or sleeve).
- **Encourage frequent, proper handwashing** with soap and water for at least 20 seconds or with hand sanitizer that contains at least 60% alcohol.
- **Keep your child at home if sick with any illness.** If your child is sick, keep them at home. If their symptoms worsen, contact your healthcare provider.
- **Be prepared if your child's school or childcare facility is temporarily dismissed.** Talk with your employer about sick leave and telework options in case you need to stay home with your child. Consider planning for alternate childcare arrangements.
- **Perform routine environmental cleaning.** Routinely clean and disinfect all frequently-touched surfaces (e.g., doorknobs, countertops, work stations) with usual cleaning and disinfection products. Follow all instructions on the product label.

### WHAT CAN PROGRAM FACILITATORS DO TO PREVENT THE SPREAD OF COVID-19?

- **Encourage respiratory etiquette** (e.g., covering coughs and sneezes with a tissue or sleeve).
- **Encourage frequent, proper handwashing** with soap and water for at least 20 seconds or with hand sanitizer that contains at least 60% alcohol.
- **Send ill students home** according to your program's usual policies. Keep ill students away from well children and staff until they are able to leave. Recommend that ill children seek care from a healthcare provider.
- **Perform routine environmental cleaning.** Routinely clean and disinfect all frequently-touched surfaces (e.g., doorknobs, countertops, work stations) with usual cleaning and disinfection products. Follow all instructions on the product label. Here is a list of EPA-approved registered disinfectant products <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- **Monitor absenteeism in your program** and report suspected outbreaks or large increases in absenteeism to the local health department.
- Guidance issued March 12, 2020, by Governor Eric J. Holcomb encourages childcare facilities to institute social distancing and minimize large gatherings. Temporary suspension of operations should be done in consultation with the Indiana Family and Social Services Administration and ISDH in the instance of documented community spread.

### WHAT SHOULD A PARENT DO IF THEIR CHILD'S CHILDCARE PROGRAM IS CLOSED?

- **Keep track of program closure updates.**
- **Talk to your childcare program about options for digital and distance learning.**
- **Keep children at home if your childcare program is dismissed to help slow the spread of COVID-19.**
- **Seek guidance from your program administrator to determine when children and staff should return to the facility.** Childcare program closures will be made on a case-by-case basis based on the most up-to-date information about COVID-19 and the specific situation in your community. Be prepared for closure durations that could last several days.

### IF YOUR CHILD CARE PROGRAM REMAINS OPEN

Child care programs that remain open during the COVID-19 pandemic should address these additional considerations:

- Implement [social distancing strategies](#)
- Intensify [cleaning and disinfection efforts](#)
- Modify [drop-off and pick-up procedures](#)
- Maintain an adequate ratio of staff to children to ensure safety.
  - Plan ahead and recruit those with child care experience to ensure you have a roster of substitute caregivers who can fill in if your staff members are sick or stay home to care for sick family members.
  - *Note:* Some schools, child care programs, and service organizations are supporting their communities by providing temporary or emergency child care services for the children of essential service providers such as first responders, healthcare workers, transit or food retail workers, and/or persons who do not have paid leave, cannot work from home, or do not have a family caregiver at home.
  - If you re-purpose your school or service facility as an emergency or temporary child care center, please follow [CDC guidance for administrators of child care programs and K-12 schools](#). Be sure to follow state

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and local childcare [licensing policies and regulations](#). Specifically, all facilities should continue to adhere to their state and local licensing policies unless otherwise notified by their local health department. Guidance may also be provided by the department of education and/or department of health in your state, city, or locality.

- Work with your local health officials to determine a set of strategies appropriate for your community's situation. Continue using preparedness strategies and consider the following social distancing strategies:
- If possible, child care classes should include the same group each day, and the same child care providers should remain with the same group each day. If your child care program remains open, consider creating a separate classroom or group for the children of healthcare workers and other first responders. If your program is unable to create a separate classroom, consider serving only the children of health care workers and first responders.
- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
  - Keep each group of children in a separate room.
  - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music and exercising.
  - If possible, at nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.
- Consider staggering arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. Your plan for curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendation.
- If possible, arrange for administrative staff to telework from their homes.

### CLEAN AND DISINFECT

[Caring for Our Children \(CFOC\)](#) sets national policy for cleaning, sanitizing and disinfection of educational facilities for children. Toys that can be put in the mouth should be cleaned and sanitized (see below). Other hard surfaces, including diaper changing stations, door knobs, and floors can be disinfected.

- Intensify cleaning and disinfection efforts:
  - Facilities should develop a schedule for cleaning and disinfecting. An example can be found [here](#).
  - [Routinely clean, sanitize, and disinfect](#) surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures. Use the cleaners typically used at your facility. Guidance is available for the selection of appropriate [sanitizers or disinfectants](#) for childcare settings.
  - Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#). If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
  - If possible, provide EPA-registered disposable wipes to child care providers and other staff members so that

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commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use. If wipes are not available, please refer to CDC's guidance on [disinfection for community settings](#).

- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

### CLEAN AND SANITIZE TOYS

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretion or excretion should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, and air-dry or clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be [laundered](#) before being used by another child.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures.

### CLEAN AND DISINFECT BEDDING

Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

### PARENT DROP-OFF AND PICK-UP

- Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. If possible, place sign-in stations outside. Keep hand sanitizer out of children's reach and supervise use. Consider staggering arrival and drop off times and/or plan to limit direct contact with parents as much as possible.
  - Have child care providers greet children outside as they arrive.
  - Designate a parent to be the drop off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children back to their cars.
  - Infants could be transported in their car seats. Store car seat out of children's reach.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents should not pick up their children, because they are more at risk for [serious illness](#).
- Persons who have a fever or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible:
  - Conduct temperature screening, using the protocol provided below.

- Make a visual inspection of the child for signs of infection, which could include flushed cheeks, fatigue, extreme fussiness, etc.
- Record any symptoms in children’s logs or daily health logs
- **The following is a protocol to safely check an individual’s temperature:**
- Perform hand hygiene
- Put on a face mask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), gown/coveralls, and a single pair of disposable gloves
- Check individual’s temperature
- **If performing a temperature check on multiple individuals, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check.** If disposable or non-contact thermometers are used and the screener did not have physical contact with an individual, gloves do not need to be changed before the next check. If non-contact thermometers are used, they should be [cleaned routinely as recommended by CDC for infection control](#).
- Remove and discard PPE

### CARING FOR INFANTS AND TODDLERS

- When [diapering](#) a child, [wash your hands](#) and wash the child’s hands before you begin, and wear gloves, if possible. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:
  - Prepare (includes putting on gloves)
  - Clean child and remove gloves
  - Remove trash (including gloves)
  - Replace diaper
  - Wash child’s hands
  - Clean up diapering station
  - Wash hands
    - After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA registered. If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.
    - If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.
    - Posters with diaper changing procedures are available [here](#).
- It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. When washing, feeding, or holding very young children:
  - Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
  - Child care providers should wash their hands, neck, and anywhere touched by a child’s secretions.
  - Child care providers should change the child’s clothes if secretions are on the child’s clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
  - Contaminated clothes should be placed in a plastic bag or washed in a washing machine. Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.
- Caregivers should use [Standard and Transmission-Based Precautions](#) when caring for patients with confirmed or possible COVID-19. See: [What Healthcare Personnel Should Know about Caring for Patients with Confirmed or Possible COVID-19 Infection](#).

### HEALTHY HAND HYGIENE AND BEHAVIOR

- All children, staff, and volunteers should engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - After diapering
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After handling animals or cleaning up animal waste
  - After playing outdoors or in sand
  - After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Supervise children when they use hand sanitizer to prevent ingestion.
- Assist children with handwashing, including infants who cannot wash hands alone.
  - After assisting children with handwashing, staff should also wash their hands.
- Place posters describing handwashing steps near sinks. Developmentally appropriate [posters](#) in multiple languages are available from CDC.

### FOOD PREPARATION AND MEAL SERVICES

- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. If meals are typically served family-style, plate each child's meal to serve it so that multiple children are not using the same serving utensils.
- Food preparation should not be done by the same staff who diaper children.
- Sinks used for food preparation should not be used for any other purposes.
- Caregivers should ensure children wash hands prior to eating.
- Caregivers should wash their hands before preparing food and after helping children to eat.
- Facilities should follow all other local regulations and [guidance](#) related to safe preparation of food.

### VULNERABLE/HIGH-RISK GROUPS

Children and adults with serious underlying medical conditions, as well as older adults, are believed to be at higher risk for more serious complications from COVID-19. To protect those at [higher risk](#), it's important that everyone practices [healthy hygiene behaviors](#).

- If you have staff members or teachers age 65 or older, or with underlying medical conditions, encourage them to talk to their medical provider to assess their risk and to determine if they should stay home.
- Information about [COVID-19 in children](#) is somewhat limited, but the information that is available suggests that children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If you have children with underlying health conditions, talk to their parents about their risk.
- If you have children with disabilities, talk to their parents about how their children can continue to receive the support they need.

### WHAT SHOULD I DO IF MY CHILD IS ILL?

- If your child is ill, please keep him or her at home, watch for symptoms and contact your healthcare provider if symptoms become worse. Please call the provider in advance so the proper precautions can be taken.



### ADDITIONAL INFORMATION

Additional information and resources for COVID-19 are available below.

- CDC COVID-19 guidance for childcare programs: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- ISDH COVID-19 webpage: <https://coronavirus.in.gov>