

**ST. FRANCIS DAY CARE CENTER**  
**710 College Avenue**  
**Alton, IL 62002**  
**COVID-19 ACTION PLAN**  
**MARCH 17, 2020**

**Proactive**

Upon entering St. Francis Day Care Center a bottle of Germ X is in the Lobby and the parents and children use it to sanitize their hands before entering a room. Outside every room is a hand sanitizer dispenser which the parents are to use before entering the room. This assures us that they are not touching any surfaces with contaminated hands.

Parents or guardians are asked to keep children home if they are exposed to any family members, extended family or friends who have signs of illness. If a child has symptoms of illness, we follow our policies of calling the parent or guardian to pick them up immediately.

We will use face book, email and our website to keep the families informed of any changes or concerns that need to be addressed in regards to the health of the children attending St. Francis Day Care Center.

Any staff member who demonstrates symptoms of illness either at home or in the center will be asked not to come to work or will be sent home immediately if they appear to have any symptoms of illness.

When a staff member is absent because of illness, we have a strategy among the workers to cover each room with the correct ratios of qualified teachers and children. The censuses are tracked through a computer sign in program and the director chooses the correct lead teachers for the age groups that need to be covered.

**Avoid Exposure**

There is no close interaction between delivery personal and staff. The products are brought to the loading dock and delivered to the back storage room requiring only a signature from one staff member after they have checked off the items.

On the arrival of the children the parents or guardians must sign the child in and remain until a staff member has completed a daily screening to determine if the child has obvious symptoms of illness. This is the procedure spelled out in the Parent Handbook.

Identify at the entrance all those who try to enter the building whether they are in good health by screening them through our security cameras. If there is any visible symptoms, we will take their temperature with the vital sign liquid Crystal temperature indicator that is disposable and placed on their forehead. The person will be asked not to go any further in the building and to notify their doctor. Another family member on their list to pick up the child will be contacted about this situation.

## **Sanitize**

Dispensers for hand sanitizing are outside of every room throughout the facility. Hand washing procedures are in place according to our Parent and Staff handbook. Sanitizing wipes, Oxivir Tb Wipes that are known to kill coronavirus, bacteria and other viruses were purchased through the hospital and are frequently used on high touched surfaces, toys, counters and bathrooms.

Deep cleaning practices are in place that includes shampooing carpet with anti-bacterial virus solutions. Scrubbing floors with disinfectants, cleaning floor mats and chairs are frequently carried out throughout the week and on the weekends. We have two cleaning staff members on the premises during the day and when the children are not present in the evening.

## **Monitor and Plan for Absenteeism**

Parents or guardians are to call the office about their child's absence and inform us what the symptoms and conditions are causing the child's sickness. As soon as we are informed about the illness, we place a sign stating the sickness or communicable disease that the room was exposed to without revealing the child's name. The child will return to the day care center with a doctor's release.

If the a staff member demonstrates any three symptoms of coronavirus; coughing, fever and shortness of breath, they are to be tested and the results are to be revealed to the center as soon as possible. All procedures will go in place according to the CDC recommendations.

The Health Department would be informed immediately about the illness. The staff will be informed of the exposure and monitored according to CDC regulations. In the case of break out, the assessment to stay open would be evaluated among the state licensing representative and the health care workers in the area.

## **Communications**

We will use social media to educate our families about the precautions that will be taken to prevent an outbreak of any sickness in the center. Staff will be given a copy of our action plan submitted to DCFS.COVID Plans and they are free to ask questions or clarify any of the points in the action plan.

A link on our face book and website will offer numerous printed CDC resources and videos that can be shared among the staff and families.

We are in contact with our local health officials informing us day by day whether we should remain open and the reasons we would close the facility temporarily.