**COVID-19 Policy for North Carolina Child Care**

**Sample Policy**

## Purpose/Belief Statement

We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(name of facility)**, understand there is an ongoing pandemic of coronavirus disease 2019 (COVID-19) and we have a responsibility to protect the staff, children, families, and other adults who participate in our child care program from the virus that causes COVID-19.

**Application**

This policy applies to all children, families, staff, visitors, and volunteers.

## Background

The [ChildCareStrongNC Public Health Toolkit](https://covid19.ncdhhs.gov/media/220/open) (Toolkit) was first published by the NC Department of Health and Human Services (NCDHHS) in March 2020 and is updated regularly. The Toolkit is based on North Carolina:

* [Public Health laws](https://www.ncleg.gov/Laws/GeneralStatuteSections/Chapter130A)
* [Communicable Disease laws and rules](https://epi.dph.ncdhhs.gov/cd/laws.html)
* [Child Care and Sanitation rules](https://ncchildcare.ncdhhs.gov/Services/Child-Care-Rules-Law-and-Public-Information)

The Toolkit also incorporates current information from the [Centers for Disease Control and Prevention](https://www.cdc.gov/coronavirus/2019-ncov/) and [American Academy of Pediatrics](https://www.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/guidance-related-to-childcare-during-covid-19/) to provide child care providers with guidance on layered prevention strategies. These include strategies that help protect all individuals in child care settings from the virus that causes COVID-19.

## Procedures/Practice

At our facility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (staff person’s name or title) will review the Toolkit each time there is a new version and update this policy as needed based on changes to the Toolkit.

Our facility will follow:

* All the REQUIRED strategies based on existing NC laws and rules in the most current version of the Toolkit.
* All the strategies the most current version of the Toolkit states SHOULD be implemented, with the following exceptions:   
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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  + *(Add additional lines here as needed.)*

We understand that these strategies, if not implemented, create conditions of high risk for COVID-19 exposure and spread. Our rationale for not following these recommended strategies is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* (The following best practice strategies that the current version of the Toolkit states child care programs COULD CONSIDER **-or-**
* All the best practice strategies that the current version of the Toolkit states child care programs COULD CONSIDER, with the following exceptions):
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Exclusion for quarantine:**

For adults and children who are not exempt from quarantine, but have been exposed to COVID-19, our facility (will continue to require a 14-day quarantine as recommended by CDC ­**-or-** will follow the recommendations of the local health department for reduced quarantine.)

## Communication

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (staff person’s name or title) will review this policy with parents/guardians, volunteers, and staff in writing and verbally at child care-sponsored or related events. Copies of the policy are in staff and parent handbooks. We may provide materials and information provided by the local health department.

Staff\*

* After the effective date of the policy, all current staff members and newly hired staff will review the **COVID Policy** before providing care for children.
* Staff will sign an acknowledgement form that includes the individual's name, the date the facility’s policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment.
* The child care facility shall keep the signed **COVID Policy staff acknowledgement form** in the staff member’s file.

Parents/Guardians

* A copy of the policy will be given and explained to the parents/guardians of newly enrolled children on or before the first day the child receives care at the facility.
* Parents/guardians will sign an acknowledgement form that includes the child’s name, date the child first attended the facility, date the operator’s policy was given and explained to the parent/guardian, parent/guardian’s printed name, parent/guardian’s signature, and the date the parent/guardian signed the acknowledgement.
* The child care facility shall keep the signed **COVID parent/guardian acknowledgement form** in the child’s file.

**\*** For purposes of this policy, "staff" includes the operator and other administration, staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.

## Definitions/ Resources / References:

See ChildCareStrongNC Public Health Toolkit: <https://ncchildcare.ncdhhs.gov/Whats-New/Coronavirus-Information-for-Child-Care>

## Effective and Review Dates

|  |
| --- |
|  |
| Effective Date |

|  |  |
| --- | --- |
| **This policy was reviewed and approved by:** | |
| Director/Owner | |
| Print name: | Date: |
| Signature: | |
| DCDEE Child Care Consultant (recommended) | |
| Print name: | Date: |
| Signature: | |
| Child Care Health Consultant (recommended) | |
| Print name: | Date: |
| Signature: | |

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| Annual Review Dates | | | | | | |

## Parent or Guardian Acknowledgement Form

I, the parent or guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(child or children’s name)** acknowledge that I have read and received a copy of the facility's COVID Policy for North Carolina Child Care.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | | |
| Date policy given/explained to parent/guardian |  | Date of child's enrollment | | |
|  | | |  |  |
| Print name of parent/guardian | | |  |  |
|  | | |  |  |
| Signature of parent/guardian | | |  | Date |

## Staff Acknowledgement Form:

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(name)** acknowledge that I have read and received a copy of the facility's COVID Policy for North Carolina Child Care.

|  |
| --- |
|  |
| Date policy given/explained to staff |
|  |  |  |
| Staff signature |  | Date |