



# PUBLIC HEALTH MADISON & DANE COUNTY

## Guidance for child care centers in Dane County providing care during COVID-19

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Our [Current Order page](#) always has the latest information and requirements for child care centers. You are required to follow the Orders regardless of licensing status. In addition, you are required to have copies of written and implement policies regarding hygiene, cleaning, protective measures, and staff training. **Templates of these policies are located in the last four pages of this packet.**

## GENERAL GUIDANCE FOR OPENING CHILDCARE

*This general guidance includes policies that you may find useful to implement. You are not legally required to follow any of these directions and we understand that, considering your unique care environment and circumstances, you may not be able to follow some guidance.*

### I. Consider Limiting Access to Your Program

Individuals should consider not providing child care, or not visiting child care programs if they:

- Are 65 years and older
- Live in a nursing home or long-term care facilities
- Are any age with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
  - People with severe obesity (body mass index of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

A [sample employee agreement](#) and [family agreement](#) are available for your use.

### II. Consider Implementing a Health Screening at Entry

Child care programs are **not expected or required** to screen children and/or staff to identify cases of COVID-19. If a program chooses to implement health screenings upon entry, the following steps could be taken:

- Take the temperature and check symptoms for staff and children upon entry each day
  - Alternatively, programs can ask each caregiver to take their child's temperature at home, and affirm that the child does not have a fever
- Ask if medications were used to lower any individual's temperature
- Ask if there are any household members with COVID-19
- Recommend that children and staff with a fever at or above 100.4°F return home until the individual is

fever and symptom-free for at least 24 hours

- If the child or staff has symptoms in addition to a fever, reference the [Guidance for When a Child/Youth or Staff Member Can Return to School or Child Care](#) (exclusion chart).

### III. Integrate Group Spacing Strategies

#### *Activities and groups*

- Cancel field trips, assemblies, and other large gatherings
- If possible, increase the space between chairs and nap mats/cots/cribs to at least six feet
- Remind staff, children, and their families to maintain a safe distance (six feet) from each other during drop-off and pick-up times
- Reduce group sizes to no larger than 15 children. Children/youth ages 5 and above, maintain at least 6 feet physical distancing to the greatest extent possible.
- Keep groups together throughout the day and do not combine groups (e.g., at opening and closing, at lunch, at outdoor play time)
- Maintain the same groups from day to day
- Limit use of water or sensory tables and wash hands immediately after any use of these tools
- Limit item sharing, and if items are being shared, remind preschool and older children not to touch their faces and wash their hands after using these items
- Minimize time standing in lines
- Wash hands immediately after outdoor play time
- Avoid sharing spaces, even if the use of the space is staggered and used by only one group at a time
  - Large rooms or areas, like gymnasiums or playgroups, can be divided into discrete sections using physical barriers
  - If you have to share spaces, make sure you clean and disinfect each space between use of groups of different children

#### *Pick-up/Drop-off, Entry into Program*

- Stagger arrival and/or dismissal times
- Limit nonessential visitors (including volunteers or staff for special programming like music)
- Require pick up and drop off of children outside of the program building
- Ask anyone entering the program to wash hands or use hand sanitizer and require them to wear a mask
- If there is a child care staff that is a 'runner' assisting to take the child to their classroom, the staff member should ideally not touch the child directly. If someone tested positive and had direct contact with someone else, they would be considered a close contact.
  - Instead of touching, consider doing 'airplane' arms as you walk.

#### *Meals/Snacks*

- Meals and snacks should be provided in the classroom, if possible
- Provide each child with individual meals and snacks – do not serve family style meals
- Do not share utensils or serving tools
- It is recommended that toddlers, preschoolers, and school-age children bring a labeled water bottle each day, or be provided with labeled drinking cups or disposable drinking cups

### IV. Face Coverings

- **In Dane County, face coverings are required in all indoor and enclosed spaces for people 5 and older**

**when there is more than one household present.** Please see our [masking page](#) and [FAQ](#) for details about this requirement.

- Teach and reinforce use of [cloth face coverings](#) among all staff and children
  - Staff and children should be frequently reminded not to touch the face covering and to practice frequent hand washing
  - Information should be provided to all staff on [proper use, removal, and washing of cloth face coverings](#)
  - In order to promote connection between staff and children, child care programs may consider using clear face coverings. A face shield that covers the entire person's face and is secured at the top and the bottom of the face with fabric or other enclosures that ensures there are no gaps or openings on the top or bottom is allowed as a face covering.

## V. Increase Sanitization and Hygiene Practices

- Practice frequent handwashing among all staff and children
  - Wash hands often with soap and water for at least 20 seconds
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of hands and rub together until they feel dry
- Practice handwashing upon arrival to the program, before meals and snacks, after outdoor play, after using the bathroom, prior to going home, and after blowing your/assisting a child with blowing their nose, coughing, or sneezing
- Advise children, families, and staff to avoid touching their eyes, nose and mouth with their hands
- Cover coughs or sneezes with a tissue, throw the tissue in the trash, and clean hands with soap and water or hand sanitizer (if soap and water are not readily available)
- Clean AND disinfect frequently touched surfaces as often as possible, and at least once daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks
- Additional cleaning recommendations can be found on the [CDC website](#)

## VI. Transportation

Consider implementing the health and safety protocols outlined in these documents to limit the spread of COVID-19 during transportation to and from your program:

- [Transport using school or charter buses](#)
- [Transport using mini-buses and passenger vans](#)

# COVID-19 EXPOSURE, SYMPTOMS, AND POSITIVE TESTS

## Contact Tracing Process

If a child or staff person enrolled in your child care center receives a positive COVID-19 test, the individual's local health department will be alerted. Public health departments receives notification and contact information for all positive cases within the county. Once a positive case is reported, a case investigator is assigned to the case. They provide information about COVID-19 and isolation and ask the case about who they had contact with while infectious. If the individual identifies that they were at a child care site while infectious, the case investigator would link the positive case to the site and then reach out directly to your site.

A person is considered infectious 2 days prior to symptom onset. If they are asymptomatic, they are considered infectious 2 days prior to a positive test.

To speed up the process, when sites are aware of a positive COVID-19 case that was in their care while likely infectious, the site should report the case to PHMDC. There are two options for reporting a case for child care sites in Dane County: 1. Report the case through this short [survey online](#) with information about your center and the person who tested positive or 2. Report the case calling the Communicable Disease Nurse on-call line at (608) 266-4821. During business hours, ask for the Communicable Disease Nurse on-call. After business hours, leave a message. Any message left after business hours or during the weekend will be returned on the next business day. After reporting the case, your site will be assigned a site investigator. This investigator will follow up with your site to determine what further precautions you may need to take. It may take a few days to hear from the site investigator.

## What to do if someone has COVID-19 Symptoms or Tests Positive in Dane County

For information on COVID-19 symptoms, exclusion criteria and flow chart, reference the [Guidance for When a Child/Youth or Staff Member Can Return to School or Child Care](#).

### Steps your child care site in Dane County should take if someone tests positive and was at your child care site while they were likely infectious:

1. If the child or staff member has a positive COVID-19 test, report the case to PHMDC through this [survey online](#) or by calling (608) 266-4821 (see Contact Tracing Process in the section above).
  - Only child care sites located in Dane County should report the positive case to PHMDC.
2. Do not allow children or staff that test positive or are close contact to come to the child care site
  - The positive case must remain out of the facility for at least 10 days from the onset of symptoms AND at least 1 day (24 hours) have passed since the person has not had a fever without the use of fever-reducing medications and improvement in other symptoms. People who test positive do not need a negative test before returning.
  - The child care site should identify close contacts (see definition in next section below) at the child care site and inform the close contacts that they were exposed and [should quarantine](#). You should exclude these individuals from the center and when the Public Health case/site investigator contacts your child care site, Public Health will provide a letter to give to families and staff members. The child care site will need to provide the names and other information for close contacts to public health.
    - The full classroom(s) of the person who tested positive would need to quarantine if the person was in the classroom while infectious
      - If the person who tested positive has symptoms, they are considered infectious two days prior to symptom onset. If the person who tested positive is asymptomatic, they are considered infectious two days prior to test date.
    - Siblings or household members of close contacts can still attend the child care site
      - Close contacts of close contacts do *not* need to quarantine since they were not exposed to someone with COVID-19.
3. The child care site should remove everyone from the areas that the person who tested positive was in and clean those areas according to [CDC guidelines](#). It is recommended that each child care site has a room or space separate from others where children or employees (if the employee cannot leave right away) who may have COVID-19 wait to be evaluated or for pick-up. Only essential employees and children assigned to the room should enter, everyone should sign in and out so that there is a record of the persons who entered the room, and the room should be disinfected several times throughout the day. Everyone should maintain physical distancing and employees should wear appropriate PPE. Children who are ill should be walked out of the building to their parent or guardian.

For additional information, reference the [Q&A about Child Care Centers that have someone with COVID-19 \(in Spanish\)](#).

## Definition of a Close Contact

If the case investigator determines that a child was at your site while infectious, they will work with you to determine if the child had close contact with others in your site. An individual is considered a close contact if any of the following is true:

- Were within 6 feet of a positive person for more than 15 minutes total in a day
- Had physical contact with the person
- Had direct contact with the respiratory secretions of the people (i.e., from coughing, sneezing, contact with dirty tissue, shared drinking glass, food, or other personal items)
- Lives with or stayed overnight for at least one night in a household with the person

This definition applies even if any or all parties were wearing face coverings or if physical barriers were used. These measures reduce the risk of spread but do not eliminate it. If the investigation identifies others in your site to be a close contact, they should quarantine for 14 days since being exposed to the positive case. While Public Health Madison & Dane County recommends a 14 day quarantine, you can refer to the [CDC Quarantine Guidelines](#) for alternative [quarantine timeline options](#).

## II. Facility Protocols

If there is a case of COVID-19 among children or staff, programs should consider whether a short-term (less than one week) or long-term (two weeks or more) closure will allow for sufficient cleaning and disinfection. Public Health Madison & Dane County can also use this time to trace close contacts of the case and determine if others could be at risk. Advantages of long-term closures must be weighed against the economic burden placed on staff and children's families, loss of key members of the workforce, and impacts on learning. If local closures are pursued because of community transmission, the geographic extent of closures should be informed by local epidemiologic data.

1. **Assess the impacts of any decisions you make on the families you serve.** There are equity implications for any decision you may make, and the families you work with will be able to provide you the best feedback on and guidance on how to move forward in a child- and family-centered way
2. If extended facility closures are recommended by public health, programs should implement continuity of operations plans
  - Ensure continuity of meal programs and returning of any medications stored at the center
  - Continue providing necessary services for children with special healthcare needs
3. Parents of children at increased risk of severe illness should consider implementing plans to remove children from the program
4. Maintain regular communications with parents and your local public health department



# FORWARD DANE POLICY REQUIREMENTS

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## Public Health Requirements for All Phases & Employers

[Forward Dane](#) outlines Dane County's planned approach for reopening. These requirements are for all types of businesses and workplaces and will be in place for every phase of reopening. We have created templates you can use for many of these documents. They are in an editable format so you can modify to best suit your business as long as the minimum following requirements found in [our current order](#) are included:

- **Written and implemented hygiene policy and procedure that includes:**
  - Ensuring employees who have a fever or other symptoms of COVID-19 will not be allowed to work
  - Handwashing expectations and supplies available for staff
  - A description of proper cough and sneeze etiquette
  
- **Written and implemented cleaning policy and procedure that includes:**
  - Cleaning and disinfecting frequently touched surfaces multiple times a day
  - Frequently wiping down any shared equipment, such as workspaces, credit card machines, lunchroom items, carts, baskets, etc.
  - Cleaning common areas and equipment between use or shift changes
  - Protocols to clean and disinfect in the event of a positive COVID-19 case
  
- **Written and implemented protective measure policy and procedure that includes:**
  - Ensuring groups of children do not exceed the allowable number in the current Forward Dane Phase, and that no comingling of groups occurs
  - Ensuring people, whenever possible, are at least six feet from others
  - Ensuring employees, whenever possible, are provided with and wear face coverings
  
- **Documented staff receipt, acknowledgment, or training on the policies**

# SAMPLE HYGIENE POLICY

## Handwashing, Cough, & Sneeze Etiquette

[BUSINESS NAME] is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, all [BUSINESS NAME] employees, regardless of position or authority, must comply with the following personal hygiene policy:

5. All employees will be required to frequently wash hands with soap and warm water.
6. All employees shall follow proper cough and sneeze etiquette.

### Handwashing Policy

[BUSINESS NAME] is responsible for explaining to all employees how to hand wash: Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer.

[BUSINESS NAME] is responsible for explaining to all employees when to hand wash. Employees must wash hands, at a minimum:

- At the beginning of each shift,
- Before interacting with other employees,
- After touching mask,
- When switching tasks,
- After using the restroom,
- Before and after breaks,
- After sneezing, coughing, or blowing nose,
- When hands are visibly soiled, and
- Prior to leaving work

Employees are responsible for replenishing or letting the person-in-charge know when handwashing supplies or hand sanitizer are low.

### Cough & Sneeze Etiquette

[BUSINESS NAME] is responsible for providing tissues at work stations, if feasible.

[BUSINESS NAME] is responsible for explaining cough and sneeze etiquette to all employees. To help stop the spread of germ employees should:

7. Cover mouth and nose with a tissue when coughing or sneezing
8. Throw used tissues in the trash
9. If don't have a tissue, cough or sneeze into elbow, not hand

Signature \_\_\_\_\_

Date \_\_\_\_\_

# SAMPLE FACILITY CLEANING AND HYGIENE POLICY

[BUSINESS NAME] is fully committed to safeguarding the health and safety of all employees, clients, customers, and visitors. For this reason, effective immediately, all [BUSINESS] employees, regardless of position or authority, must comply with the following facility cleaning and hygiene policy:

[BUSINESS NAME] is responsible for explaining to all employees the cleaning protocols and frequency of all common areas.

[BUSINESS NAME] is responsible for explaining to all employees the proper use of cleaning supplies and safety concerns of products used.

[BUSINESS NAME] is responsible for explaining to all employees how to clean and disinfect after persons suspected/confirmed to have COVID-19 have been in the facility.

[BUSINESS NAME] is responsible for providing a cleaning schedule to all employees.

In addition, [BUSINESS NAME] has attached cleaning a schedule, procedures, and chemical safety concerns specific for this facility to this policy for employee review.

## Person-in-charge must ensure:

- All employees understand facility cleaning and hygiene procedures
- The cleaning frequency of the facility is increased, including the restrooms ([CDC Cleaning Guidelines](#))
- High-touch surfaces (keypads, pens, counters, etc.) are disinfected multiple times a day, ideally between users
- Only [EPA approved disinfectants](#) effective against COVID-19 are used;
- Ensure handwash sinks in break rooms and restrooms are always stocked with soap and single-use towels
- Where possible, provide hand sanitizer for customer and employee use throughout the facility and at employee workstations
- Employees do not share equipment or tools. If not possible, disinfect between users
- Where possible, provide sanitizer wipes to employees for wiping baskets, door handles, and other frequently touched areas

## Employees are responsible for:

- Replenishing or letting the person-in-charge know when cleaning supplies are low;
- Performing cleaning as scheduled;
- Using proper disinfecting supplies.

Signature \_\_\_\_\_

Date \_\_\_\_\_



# SAMPLE PROTECTIVE MEASURE POLICY

[BUSINESS NAME] is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, [BUSINESS NAME] enacts the following policy applicable to all employees, regardless of position or authority:

## Employees shall:

10. Maintain six feet physical distancing from others whenever possible outside of work
11. Wear a face covering provided by employer

## Employer shall:

12. Limit number of employees present on the premises at any given time to [current order limits](#)
13. Limit number of children in a room at any given time to [current order limits](#)
14. Disallow comingling of groups of children
15. Encourage all employees who cannot physically distance to wear face covering if they are able
16. Limit in-person meetings and use other means of communications such as Zoom, Skype and email, that are not in person
17. Stagger break and lunch times, shift start and end times
18. Remove extra chairs and tables in dining area, waiting areas, breakrooms to allow people to remain six feet apart when possible
19. Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g. elevators, reception area)
20. Use tape or other markings on the floor or footprint graphics to show clients and visitors where to stand
21. Post [physical distancing signage](#) throughout the premises reminding everyone to practice physical distancing
22. Provide special accommodations for vulnerable workers or those unable to wear face covering

Signature \_\_\_\_\_

Date \_\_\_\_\_

