



PHASE 2 OPERATING REQUIREMENTS

Sector: Childcare**Business Type:** Child Care Facilities**Description:** Licensed Child Care Facilities for community with minimal to moderate community transmission

GENERAL INFORMATION

At this time, there are no required mandates regarding child care closure; it is still your business decision to remain open, close, or re-open. To help you make this decision, please find a flowchart from Child Care Aware of America ([click here to view](#)), which indicates important decision points for you to consider as this situation continues to unfold. In addition, the CDC also has information to help guide your decision ([click here to view](#)).

This document is a tool that should be used to guide you through the requirements of *State Health Mandate 16, Attachment V* ([click here to view](#)).

Key to reading this document:

Required items in ***bold and italics***.

Recommended implementation guidance in regular text.

SOCIAL DISTANCING

- ***Keep groups static to avoid mixing of children and staff.*** Consider breaking staff differently, increasing staff hours, and/or grouping based on ages and arrival and departure times for each child.
- ***Group size should be limited to no more than 20 children. A group includes the number of children in a distinct area or classroom. It does not include staff.***
- ***Activities which require projection of voice or physical exertion must only take place outdoors, with a minimum of ten feet between each person, with an understanding on limitations in social distancing in young children.***
- ***Explain health guidelines to all children and staff, in an age-appropriate manner.***
 - Reach out to *thread* for resources ([click here to view](#)).
 - Have conversations with children about personal space.
 - Make this a learning activity and consider developmentally appropriate ways to have children learn this new skill.
 - Be open with families so they too know how to discuss these at home.
- In addition to requirements for social distancing in Attachment V, consider:
 - Using other rooms in your facility that would otherwise be closed.
 - Opening more windows as is possible.
 - Adjusting HVAC systems to allow for more fresh air to enter the program space.
 - Using physical reminders (like tape/cones and/or adding/removing furniture in appropriate locations) to:

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- control the flow of traffic.
- indicate where to wait.
- indicate where to sit (and where not to sit).
- Minimizing times standing in lines.
- Washing hands between all transitions, including diapering.
- Eliminating sensory tubs and water tables.
- Ensuring that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Placing children head-to-toe instead of face-to-face in order to further reduce the potential for viral spread.

STAFFING/OPERATIONS

- **Teach and reinforce use of cloth face coverings among staff and age-appropriate children when possible.**
 - **Remind staff and children not to touch their face.**
 - **Provide information to all staff on the proper use, removal, and washing of cloth coverings.** The CDC has information regarding cloth face coverings which may be useful ([Click here to view](#)).
- **Facility staff must screen every child daily upon arrival and conduct a temperature check. If a touchless thermometer is not available, please follow CDC guidance for taking temperatures ([Click here to view](#)).**
- ***HIGHLY RECOMMENDED*** Assign a staff member responsibility for continually checking CDC, state, and municipal websites for most up-to-date guidance and mandates.

COVID-19 MITIGATION PLAN

All facilities must write, share with parents, train staff on, and maintain hard copies at site of COVID-19 Mitigation Plans. If you have multiple licensed sites, hard copies are required at each location.

Plans **must** include the following areas written in **bold and italics**. Recommended topic areas are in regular text.

GENERAL

- Admittance criteria, if any:
 - Medical conditions that children or family members may have that disqualifies their attendance at the facility until after the emergency orders have been lifted.
 - Older adults and those with serious underlying medical conditions such as heart disease, diabetes, or lung disease are at greater risk of getting very sick from this virus ([click here to view](#)).
 - Employment status and/or parent's employer.
 - Child's at-risk status.
- **Communication measures:**
 - **Signage at the door.**
 - **Expectations of:**

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- **Staff and families reporting known exposures to COVID-19 positive individuals to facility.**
- **Facility reporting to families known exposures to COVID-19 positive individuals, while respecting privacy of individual.**
- **Limits to visitors, deliveries, and/or others not registered in program.**
- **Meal prep, service, and clean-up procedures.**

OPERATIONS

- **Sign-In and Sign-Out procedures.**
- **Screening protocol for staff and children:**
 - **Implement updated CDC symptoms and screening guidance.**
 - **Timeline/indicators to return if screened out ([click to view here](#)).**
- **Handwashing / Hand Sanitizing processes, with oversight procedures for staff, families, and children throughout the day.**
- Daily Schedule & Social Distancing procedures in each time block of the day, at a minimum including:
 - Activities (inside/outside & high energy/low energy).
 - Free and rest times.
 - Meal times.
 - Safety on walking field trips.
- **Extra mitigation strategies if it is necessary to share staff between groups.**
- **Cleaning/Sanitizing/Disinfecting procedures, including ventilation safety:**
 - **Hourly, daily, weekly processes.**
 - **Extra mitigation strategies for shared spaces, including program areas, eating spaces, restrooms, hand-washing stations.**
- Face covering expectations (who and in what conditions must wear cloth masks).

OCCURRENCE OF COVID-19 IN THE WORKPLACE

- Communication to staff and family, including timelines from notice to announcement.
- **Plan for staff and children to return to program after testing positive, or how to discontinue home isolation ([click to view here](#)).**
- Closure plans and on what timeframe (as anticipated, though may end up on a case-by-case basis).
- Plan, if different than CDC protocols, for *Cleaning and Disinfection* ([click to view here](#)).

OTHER RECOMMENDED SAFETY MEASURES

- Educate staff, families, and children about signs and symptoms of COVID-19 ([click to view here](#)) as well as behaviors that encourage (1) risk reduction behaviors and (2) reducing the stigma surrounding this disease ([click to view here](#)).
 - Your parents and your staff should know that they should report any positive cases and/or exposure to other positive cases to you immediately.
 - You should then have a plan to share that information with other parents and the Health Department, namely your Licensing Specialist.

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- Facilities should encourage families to consider alternative child care opportunities, if possible.
 - If the parents have the ability to stay home with their children, they should.
 - Discuss other options for care in their friend and family support network.
- Increase handwashing procedures throughout the day, bookending most activities (i.e. washing hands before and after all activities). Only use hand sanitizer if soap and water is not available, and if using hand sanitizer, increase supervision while this product is in use.
 - Hand hygiene stations should be set up at the entrance of the facility and within each room so that children can regularly clean their hands in general in addition to before they enter and exit the room/facility.

RESOURCES / MISCELLANEOUS

- Food insecurity may be an issue for families who never experienced it prior to this pandemic. There are several avenues for families who are experiencing financial burdens, including ways to obtain food ([click here to view](#)).
- US Foods (previously Food Services of America) may be an option for ordering milk and other foods ([click here to view](#)).
- Encourage families to come up with their own plan of care which includes finding alternate care in the event your facility closes as well as in case someone in their home becomes sick and or needs to quarantine/isolate ([click to view here](#)).
- There are a multitude of resources available at your fingertips. We encourage you to access the websites listed below:
 - Municipality of Anchorage (MOA) ([click here to view](#)).
 - MOA Emergency Operations Center (EOC).
 - For COVID-19 questions beyond Child Care Licensing, please feel free to directly ask the EOC: 343-4019 or covid-19@anchorageak.gov.
 - State of Alaska (SOA) ([click here to view](#)).
 - SOA Health Mandates ([click here to view](#)).
 - SOA CCPO FAQ's ([click here to view](#)).
 - **thread** ([click here to view](#)).
 - Child Care Aware of America ([click here to view](#)).
 - Center for Disease Control (CDC) ([click here to view](#)).
 - Interim Guidance for Schools and Child Care Settings ([click here to view](#)).
 - AK Small Business Development Center ([click here to view](#)).
 - U.S. Small Business Administration (SBA) ([click here to view](#)).
 - Economic Injury Disaster Loan Emergency Advance ([click here to view](#)).
 - Information regarding the federal Coronavirus Aid, Relief, and Economic Security (CARES) act, including how it relates to Child Care ([click here to view](#)).
 - Small Business Administration (SBA) loans through what is being called the Paycheck Protection Program (PPP) ([click here to view](#)).
 - Information to aid in understanding new unemployment benefits Included in the CARES Act ([click here to view](#)).
 - To subscribe to Nixle for COVID-19 updates, text:
 - ANCHEALTH to 888-777 (from Health Department).
 - ANCHORAGEOEM to 888-777 (for COVID-19 emergencies beyond the Health Department).
 - Resources for Children and Families from Alaska DHSS ([click here to view](#)).

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- Food Bank of Alaska ([click here to view](#)).
- Food pantries in Anchorage ([click here to view](#)).
- Sign up for SOA health alerts and press releases ([click here to view](#)).