

UCHRA Van Buren Co. Head Start Emergency Preparedness Plan

The following document is the first formal Emergency Preparedness Plan for the UCHRA Van Buren County Head Start. In no way is the Plan complete, but is a work in progress, with additions made as it is compiled.

The following individuals contributed to the development of the Emergency Preparedness Plan for the UCHRA Van Buren County Head Start:

Community/ Head Start Representatives

Greg Thacker- Vehicle Maintenance Supervisor Van Buren Co. Schools

Lori Shelton- PA Cumberland Family Care

Monica Howard- Van Buren Co. School system

Dale Henry- Mountain View newspaper

R.C. Christian- Tennessee Highway Patrol

Michael Martin- Superintendent of Van Buren Co. School system

Stacey Hampton- Parent

Debra Rowlands- UCHRA Van Buren Co. Head Start

Herbert Davis- Van Buren Co. Mayor

Laura Carlile- UCHRA Van Buren Co. Head Start

Eddie Carter: City of Spencer Police Chief

Al Henry- Mountain View newspaper

Wendy Warner- UT TNCEP Coordinator

Rita Mayfield- UCHRA Van Buren Co. Head Start

Karla Hillis- Director UCHRA Van Buren Co. Head Start

This Plan is to be used in conjunction with and assisted by the Van Buren County School system.

Revised December 2013, participants were

Lindsey Beach, UCHRA Van Buren Co. Head Start

Carrie Baker, UCHRA Van Buren Co. Head Start

Charlotte London, Advisory Member, Parent

Alicia Yearwood, Parent Committee

Table of Contents

| | |
|--|----------------|
| Overview | 3 – 4 |
| Roles and Responsibilities | 5 – 9 |
| I. Emergency Team | 6 |
| II. Head Start Staff | 7 – 9 |
| Response Procedures | 10 - 16 |
| I. Evacuation of building (on premises) | 11 |
| II. Evacuation of building (off premises) | 12 |
| III. Lock Down | 13-15 |
| IV. Hijacking of bus | 16 |
| Communication/Media Procedures | 17 -18 |
| I. Communicating with the Media | 17 |
| II. Information Control | 18 |

The UCHRA Van Buren Co. Head Start can be vulnerable to disaster because large numbers of people are collected in relatively small spaces. As a result, natural disasters, accidents and intentional intrusions that involve Head Start can have devastating effects on students, staff, parents, and the community as a whole. If an emergency, disaster, or crisis occurs, it is important to have contingency plans available to enact quick, effective responses to minimize the disastrous effects that calamities can bring. The Head Start programs role in a school emergency/disaster/crisis is one of intervention, management, support and to ensure continuity of services. Head Start staff will assume the management of the crisis and turn their attention to the specific needs of the students, staff and others who are directly involved. The responsibilities of all personnel are outlined in the text of this plan.

To prepare guidelines, the following definition of an emergency/disaster/crisis was used: *A sudden event or series of events that profoundly and negatively affect many, if not all, of the Head Start population by putting students and/or staff at risk of physical or psychological harm by actually causing serious injury or death.*

The UCHRA Van Buren Co. Head Start emergency preparedness plan uses best practices approach addressing multi-hazards ranging from intrusions/shootings to natural disasters to terrorist incidents. The crisis management employs our phases of process that address Mitigation/Prevention, Preparedness, Response, and Recovery. Emergency preparedness is an ongoing process that can always be updated. The continued professional development of staff, first responders, students, parents, and the community as a whole by which to make Head Start safer and more secure from the impacts of natural and manmade disasters is the goal for our program.

In the event of an emergency, the State TA Specialist **must** be contacted via whatever means possible by the Head Start Director. The State TA Specialist will contact the Regional office in the same time frame. Contact information:

| POS Kerri Timmerman (404) 562-0365 | FOS Sam Dupervil (404) 562-2819 | TAS Laquinta Broyles (615) 626-6918 |
|---|--|--|
| Mark Farley, UCHRA Executive Director | None provided | Cell: (931) 510-4467 |
| Elsie Blaylock, Head Start Interim Director | Home: (423) 881-5053 | Cell: (931) 349-4957 |
| Rita Mayfield, Education Supervisor | Home: (423) 881-5338 | Cell: (931) 267-4863 |

Monthly HDSS Review Initial Below.

| Jan. | Feb. | March | April | May | June | July | Aug. | Sept | Oct. | Nov. | Dec. |
|------|------|-------|-------|-----|------|------|------|------|------|------|------|
| | | | | | | | | | | | |

Our alarm system is monitored by Pioneer Communications in Cookeville, Tennessee.

The repair number is 931-528-1426 and the monitoring number is 931-318-9486. The local fire department is located within close proximity of our building. The Van Buren County Emergency Management contact is Joey Grissom, Director - 931-946-2314. For increased campus security the facility is under extensive camera surveillance which is recorded and stored on the Night Owl system; data can be retrieved via the UCHRA MIS department. The entry ways are connected to the monitoring system and inaccessible without entry being granted. To prevent children from exiting the building, all playground and classroom exits are equipped with a chime system. Buses used for transporting children are equipped with surveillance cameras which record footage upon any use/event; data can be retrieved via the Seon system.

In the event of an evacuation, if time permits, parents will be allowed to pick their children up before the evacuation. If time does not permit, the contact and release information will be secured and transported with the children. Contact will be made with parents after reaching the relocation destination, since our facility is located in a remote area on the edge of the Cumberland Plateau and communication via cell phone, bus radio or wireless internet is difficult. Roll calls will be conducted each and every time the children are moved from one location to another.

All staff will be trained regularly on evacuation procedures. Parents will be trained on these procedures during Phase In at the beginning of each school year and the information is also included in their Handbook (documentation of receipt of said training is maintained in the Head Start file).

In the event of damage to the building or contents, the Head Start Director will notify the Executive Director upon incident for a preliminary assessment of all damages. They in turn will contact the insurance provider to schedule an additional assessment. Since the building belongs to the Van Buren Co. School System, the Head Start Director will also contact the Superintendent of Schools so their insurance provider can assess the damages as well.

In the event that the building could no longer be utilized, the Head Start Director or designee will contact our State TA Specialist via whatever means possible within 2 hours of the occurrence. The State TA Specialist will notify the Regional Office within the same time frame. Temporary operations will be set up at the county government Administration Building. If buses are available, transportation will continue to be provided for children and families to this alternate facility.

In the event of an intruder alert, office staff will alert classroom teachers via hand held radios.

ROLES AND RESPONSIBILITIES

EMERGENCY PREPAREDNESS TEAM

The Health Council (HSAC) will be required to assemble, react, respond and give leadership in the event of an emergency/disaster/crisis. The team shall be called into service by the Director or his/her designee. Each team member, if possible, shall suggest an alternate member to participate in any activities required of the team in the event that the primary member is unavailable.

The Director/designated staff (Education Supervisor and /or Health and Disability Specialist) shall assume the lead. The responsibilities include:

1. Convening the team as necessary.
2. Establishing a command post.
3. Directing the team in its efforts.
4. Assuming the responsibility for any action that requires decisions that may have budgetary implications.
5. Keeping abreast of all federal, state and local requirements as to drills, exercises, etc.
6. Ensuring that every available means of communication is being used, including land and mobile phone lines, radio transmissions, computers, local cable television, hand delivered messages and personal participation.
7. Coordinating with all outside agencies and communicating with teachers/staff/students.
8. Conduct a mock "emergency" to test the emergency preparedness plan.

The Director, in coordination with the public school superintendent (as stated in the memorandum of understanding) shall convene the entire team at any time or may convene selected members or representatives to respond to a specific event. After any event, the chairperson may convene any/all members to debrief, discuss, and review the actions or responses of the team in order to ensure that the plan that was followed is fast and effective. Areas of improvement and /or changes to the response plan should be implemented.

If the team must be convened, they shall be notified of the location for the team's meeting. If other response agencies, such as police, fire and/or civil defense, establish a command post, Head Start shall establish a command post in conjunction with that post or shall have a Head Start representative assigned to that post to coordinate information, messages, and responses.

ROLES OF UCHRA VAN BUREN CO. HEAD START STAFF

DIRECTOR OR DESIGNEE RESPONSIBILITIES

The Director is responsible for the safety and security of all persons (students, faculty, staff) under her/his jurisdiction. All reasonable efforts within the discretionary powers of the office shall be made to ensure the safety issues are addressed and that steps are taken to protect the assets of the program. In the event that the Director is absent from the Program, the Director's designee will assume the responsibility for safety and security (Education Supervisor or HDSS). The Director/designee is responsible for assuring that each person within her/his administration unit can be accounted for and that aid is being given to those requiring medical attention. If necessary, the designee shall take steps to organize the orderly release of students to authorized persons (police, fire, ambulance, parents, family, etc.). If practical, every effort will be made to contact the parent, guardian, or family member of each person, student or staff member who is injured or requiring aid. Until outside assistance arrives, the Director /designee shall take reasonable steps to preserve and protect the life and safety of those under her/his administration.

Also:

1. Develop emergency/crisis/disaster procedures as a part of the overall program safety committee's crisis management plan; evacuation plans should also be included.
2. Appoint a designee who will be thoroughly familiar with all aspects of the site's plans and strategies as it relates to emergency/disaster/crisis procedures.
3. Ensure all evacuations and disaster drills are performed as required by state law, local ordinances or board policy. Records of such activity should be maintained.
4. Identify resources to assist the site in the event of an emergency/disaster/crisis.

DIRECTOR

- Direct all operations of the program in the management of the crisis.
- Assess the crisis situation and assign tasks based on the overall needs for managing the crisis.

- Stay in contact with the leaders of the emergency service agencies and the law enforcement agencies working with the crisis.
- Authorize the release of information to the public and identify the spokesperson for the program.
- Arrange for the payment of monies needed to respond to crisis situations; authorize purchases and payments for resources.
- Make recommendations regarding the restarting of the program.
- Report to area hospitals to which students or adults have been admitted for treatment. If more than one hospital is admitting students or adults, assign and direct other staff to assist in those hospitals.
- Coordinate communication among the hospitals and district central office.
- Meet and talk with the parents of students and spouses and/or family members of adults who have been sent to the hospitals.

HEALTH/DISABILITY SERVICES SPECIALIST

- Will direct all activities of the Head Start staff.
- Gather communications equipment. (Hand held radios)
Prepare and maintain “Grab Bag”- ready made supplies, including:
1st aid kit; Admin- (pens, pencils, markers, paper); Children- (crayons, markers, assorted paper).
- Establish and maintain a clearinghouse for the community, parents, media, etc., and refer these for the appropriate person or place.
- Communicate with the Van Buren Co. school system/EMA during the crisis period.
- Serve as a liaison between the crisis location site and the emergency support teams that may be needed.
- Coordinate and direct communication between the crisis location site and county and state agencies.
- Coordination and direct the acquisition of water and food supplies when there is a disruption of water if remaining at the Head Start program.
- Supervise the collection of information about those involved in the crisis.
- Check student and staff records for all injured to determine special medical needs that may be on file. (Individual health plans for evacuation needs and etc are available online via the ATI-Galileo system and on paper in the individual health files...accommodation will be made as soon as possible and all medications will be obtained & took upon need to exit the building in an emergency)
- Assist in the notification of parents of students and spouses of staff involved in the crisis.
- Train staff to ensure that special needs children’s individual obstacles are considered and addressed; completed at inservice. Any concerns shall be noted in monthly staffing and plans made accordingly to ensure that children exit building in a timely manner with rest of class (noted on

individual health plan-which can be accessed online via ATI Galileo and on paper in the individual health files).

EDUCATION SUPERVISOR

- In conjunction with the Health/Disability Services Specialist and direct persons with predefined assignments.
- Establish and implement plans for crisis care.
- Develop letters/information sheets in conjunction with the Family/Community Partnership Specialist parents, teachers and others; information will include topics such as the availability of crisis-care, how to talk to students, signs of depression related to crisis stress, etc.
- Assist with planning post-crisis activities.
- Coordinate briefings with staff.
- Develop a schedule for activities for the first day of school following the crisis.
- Assist the Director with monthly staff meetings following a crisis. Ensure all evacuations and disaster drills are performed as required by state law, local ordinances or board policy. Records of such activity should be maintained

FAMILY/COMMUNITY SERVICE SPECIALIST

- Report to the Director
- Complete tasks as assigned by Director/Education Supervisor
- Develop plans and scenarios in which district technological resources can be dispersed effectively to emergency sites.
- Report to the Supervisor of Safe Schools at the district central office.
- Supervise the use of the school computer system for communication with the guardians/ community and the electronic all call system system.
- Provide technical support to the school.

Response **Procedures**

Evacuation of building (on premises)

Revised 7/20

This procedure shall be engaged in the event that an emergency occurs that requires that the building be evacuated but remaining on premises is deemed safe. Examples of emergencies for this procedure are as follows but not limited to:

Building Fire
Damage to Building
Chemical Hazard

Procedure:

1. Individuals on premises shall become aware of emergency via alarm or hand held radios.
2. Once aware teachers should utilize safety rope for children to safely exit the building, ensuring all children are accounted for.
3. Appointed staff shall grab the ready-made supply bag, prescribed medication and then ensure the building has been evacuated by performing a sweep and closing doors to indicate the room is vacant.
4. Children, staff, and all individuals shall convene at the designated area (gravel area to left of lending house).
5. Once convened, roll call shall be performed utilizing classroom Sign-In logs ensuring all children are accounted for. Roll call shall also be performed for staff and all individuals signed in to the building utilizing center sign in/out sheet. Using handheld radio staff shall confirm all person(s) are accounted for.
6. Once an emergency has been accessed, appropriate action shall then be taken. If the building is deemed safe, staff shall be informed via handheld radio that the building is clear and entry is safe. If the building is deemed unsafe, action shall be taken to inform parents and children shall be evacuated from the premises via bus or parent pick-up. Staff shall offer quiet entertainment in the evacuation area if the situation lasts longer than a few minutes (see grab bag for supplies).

Evacuation of building(off premises)

This procedure shall be engaged in the event that an emergency occurs that requires that the building and premises be evacuated. Examples of emergencies for this procedure are as follows but not limited to:

Floods
Wildfires
Chemical Hazards

Procedure:

1. Individuals on premises shall become aware of emergency via alarm or hand held radios.
2. Once aware teachers should utilize safety rope for children to safely exit the building, ensuring all children are accounted for.
3. Appointed staff shall grab the ready-made supply bag, prescribed medication and then ensure the building has been evacuated by performing a sweep and closing doors to indicate the room is vacant.
4. Contact parents by phone when possible to pick up their child.
5. If time does not allow parents to be contacted and we must leave the grounds the following steps will be followed:
 - a. Locate and transport emergency contact sheets. Perform roll call against classroom sign-in logs.
 - b. Proceed to the Van Buren County elementary school. In the event the roads not accessible proceed to Group Lodge 1 of the Fall Creek Falls State Park (agreement on file with Park Manager Ranger).
 - c. Staff shall offer quiet entertainment in the evacuation area if the situation lasts longer than a few minutes (see grab bag for supplies).
6. All staff must remain on duty until all Head Start children are released from program custody or until otherwise instructed by their supervisor.

Lock Down

This procedure shall be engaged in the event an emergency occurs that requires

all person(s) inside the facility to maintain inside the building until instructed otherwise. Examples of an emergency requiring lockdown will include but not limited to: Gun Intruder, Tornado, Blizzards, Earthquake, Terrorism Wild/Unfamiliar animal

Procedure:

Individuals on premises shall become aware of emergency via alarm or hand held radios.

* Gun Intruder shall be indicated by staff indicating code red. In the event of a gun intruder, individuals and children will move to the designated area of the room that they are currently located and that room shall be locked down until a code green has been indicated via hand held radio.

* Tornado/Earthquake shall be indicated by a series of 4 consecutive rings. In the event of a tornado, individuals and children will convene in the central hallway and assume the appropriate position(down on knees chest on floor with hands over head), remaining until all clear has been sounded.

* In the event of an earthquake, individuals and children are to take cover under a sturdy table until an all clear has been issued.

* In the event of a blizzard, adhere to normal routine as much as possible.

Communication among staff will remain via handheld radio

1. Take attendance sheets to the central hallway. Double check children present to the attendance sheets.
 2. When all clear is sounded, staff will assess injuries,
 3. If any children or other personnel are injured, administer first aid.
 4. If needed, follow emergency evacuation procedure.
 5. If no injuries or problems, return to a normal daily schedule unless extenuating circumstances exist.
- The Van Buren Head Start is within close proximity to a prison. It is required that in the event of a prisoner's escape local law enforcement must be notified. There is an agreement between the local Sheriff's department and the Head Start that the Head Start will be notified of any such situation. All Head Start Staff will be made aware and instructed to stay inside with all doors locked.
 - In the event of a wild/unfamiliar animal of reasonable concern being seen/suspected on the premises, the Education Supervisor will be made aware and thus staff will be instructed to stay inside. Head Start will contact Tennessee Wildlife Resources Agency about the concern/ removal of the undesired animal.

NO OTHER PERSON OTHER THAN POLICE AND EMERGENCY STAFF MAY ENTER THE BUILDING REGARDLESS OF HOW IMPASSIONED THE PLEA.

CoExisting With Black Bears

Coexisting with black bears often means keeping them from getting food and garbage from around the premises. Therefore we monitor our garbage storage area. The trash cans are locked/secured to the fence in the designated garbage containment area. To minimize attracting food odors, all trash is bagged and tied with a weekly pickup schedule. To help prevent further safety concerns We Do not feed birds or other wildlife on the premises. Scare device tactics are encouraged prior to exiting the building. (Best Practice for all staff is to slightly open all existing doors and pull back shut to allow buzzer to sound off and then resume actual exiting of the building being alert and on the lookout for any visiting animals.)

In the event a black bear were to advance onto the premises despite the above measures We will enter into **lockdown mode** as it is described above. Following these simple guidelines will minimize many unnecessary and potentially dangerous encounters.

- Never feed or approach bears!
- If you see a black bear from a distance, alter your route of travel, return the way you came, or wait until it leaves the area.
- Make your presence known by yelling and shouting at the bear in an attempt to scare it away.
- If approached by a bear, stand your ground, raise your arms to appear larger, yell and throw rocks or sticks until it leaves the area.
- Never run from a black bear! This will often trigger its natural instinct to chase.
- If a black bear attacks, fight back aggressively and do not play dead! Use pepper spray, sticks, rocks, or anything you can find to defend yourself. If cornered or threatened, bears may slap the ground, “pop” their jaws, or “huff” as a warning. If you see these behaviors, you are too close! Slowly back away while facing the bear at all times.

The TWRA will be notified of all sightings within the area by completing the form available at <https://www.tn.gov/twra/article/black-bears>

Hijacking of Bus

This procedure shall be implemented in the event that a hijacking occurs. Staff on

the bus shall remain calm and try to keep children, if present calm/ unaware of the situation.

Scenario A:

1. Bus Driver will state to Hijacker that she must radio Head Start Base or they will suspect issues, explaining, we radio frequently/ have a regular schedule/ etc...
2. To alert Head Start Base of situation without making this aware to the Hijacker the driver will radio Head Start Base and state: "Bus # __**SILVER** Delayed but on route to homes."
3. Head Start Base will radio back, "Head Start Base, Copy, what is your current location? Over."
4. Bus shall radio back "Bus # __**SILVER**; location."
5. Head Start Base shall reply, "Head Start base copy, over, out."
6. Head Start Base will then call the police to notify of the situation, with details of approximate location.

Scenario B:

1. Bus Driver will state to Hijacker that she must radio Head Start Base or they will suspect issues, explaining, we radio frequently/ have a regular schedule/ etc... If Hijacker does not allow radio- drivers will keep persisting for contact. Head Start Base will radio the bus if the route is not completed by 2:55 pm Central Standard Time.
2. To alert Head Start Base of situation without making this aware to the Hijacker the driver will radio Head Start Base and state: "Bus # __**SILVER** Delayed but on route to homes."
3. Head Start Base will radio back, "Head Start Base, Copy, what is your current location? Over."
4. Bus shall radio back "Bus # __**SILVER**; provide location."
5. Head Start Base shall reply, "Head Start base copy, over, out."
6. Head Start Base will then call the police to notify of the situation, with details of approximate location.

COMMUNICATING WITH THE MEDIA

In any crisis situation, the media will likely contact the school first rather than the Central Agency.

A. Procedures

1. When the Director or designee is notified, they will arrive at the scene immediately to assist the Center with the media.
2. The Director will designate an official spokesperson.
3. Set up a location for the media center, outside of the Center building.
4. Because the Center needs the help of the news media to keep the community and parents informed of events as they happen, do not alienate them by being abrupt in saying “No comment”. Rather than “no comment”, you might say “I cannot share that information with you at this time”. Another possibility to keep the media content is to tell them that you will let them know as soon as possible or specify a time for a news conference.

B. IF YOU MUST ANSWER QUESTIONS, REMEMBER:

1. Be prepared. Prepare basic facts truthfully, clearly and concisely in writing for your own use when presenting information to the media. Give factual information, not opinion.
2. Anticipate questions.
3. Before the interview. Stop, check your appearance, reread your notes, take a deep breath.
4. Be in control of the interview. Use short direct answers.
5. Do not identify students and/or staff by name or give out names of victims until family members have been notified. Facts should include who, what, when, why and how.

Example:

Two of our students were assaulted by three unknown assailants on the south parking lot about 9:30am. Their condition is unknown at this time. Students were transported to the hospital by ambulance. Parents have been notified. The incident is under investigation by local law enforcement officials. The next information will originate from the law enforcement officials.

6. Stay calm no matter what happens. Remain cool and courteous. You know more about the situation than the media does and you have the “home court’ advantage.
7. Listen carefully. Listen to the question that the reporter is asking and Specifically answer that question **only**.
8. If irrelevant questions are asked. You may feel comfortable in responding that the questions are not pertinent to the issue and move on to the next question.
9. Do not “parrot” a reporter’s question.
EXAMPLE: “How are you handling this terrible shock?”
DON’T RESPOND: “We are handling this terrible shock by...”
Respond in your own words, “The students are on their regular schedules.
10. Always be honest. If you do not know the answer to a question, say so.

However, offer to let the person know as soon as possible. Then do so.

INFORMATION CONTROL

- A. Staff will restrict all parents and others until police permit movement in or out of the building.
- B. Emergency staff only may enter the building. No parent(s), regardless of how impassioned the plea, may enter the building.
- C. The Director/designee will work with the police or other emergency/other applicable personnel to coordinate reports to parents and to the media.

Pandemic Response

COVID-19 Response Program policies

STAFF Precautions

*All social distancing practices ie: staying 6ft apart, limited close contact, wearing a mask as provided **MUST** be followed.

ALL Staff must have their temperature checked daily. (Anyone registering over 100- is not permitted to stay and will be required to proceed to the health department for verification if COVID test is required.) While on school premises, ALL staff must wear cloth masks covering mouth and nose at all times with exemption of eating/drinking, while on school premises. All staff in contact with children must wear eye protection via either goggles or face shield (Staff at desk, staff on breaks, & etc do not have to wear eye gear. Ed. Supervisor will be responsible for radioing the office so that eye gear can be secured prior to transporting a child to the office for first aid/etc.)*Masks, goggles, shields are provided by Head Start- staff will be responsible to clean daily at home concluding services. *It is best practice and highly advised that all staff Sanitize/Disinfect their vehicles upon return home from work such as with lysol and also to change/wash the days work clothes immediately upon arrival home.

Any staff member having a positive COVID test result in their home is required to notify the Head Start Director and HDSS via email so that determinations of best actions/placements can be discussed/made(Confirmation of positive results will be verified with the local Health Department). *See [Action plan for suspected/confirmed cases of Covid 19 for more details.](#)

Center:

The Hand Washing Station will be stocked and ready at entry to the building. Staff are responsible to wash their hands and check their temps prior to moving through-out the building. (Indicate having done so by initialing next to the name on the sign into the center sheet. Lysol spray down the sign-in/out area including pens after each use. Use Hand-Sanitizer to conclude the process.)

Busses:

Assigned staff will be responsible for checking temperatures on busses. A non-contact infrared thermometer will be used according to the package directions. The designated staff will use Hand-Sanitizer prior to and between each temperature check.

Precautions in Center

No persons other than staff, Department of Human Services, Department of Children Services, UCHRA, and police may be permitted into the facility. *All persons must wear a cloth mask covering their nose and mouth at a minimum. *All persons must have their temperature checked-it must be under 100 to stay. * All persons must wash their hands and sign in. (Cloth face masks will be provided by Head Start as/if needed.)

The classrooms/ facility will be cleaned and then sanitized and disinfected with AZ-F24 upon conclusion of scheduled day by Janitor/Maintenance staff.

Precautions on Busses

Children from different homes shall not be seated within the same seat. Seats shall be skipped/staggered as possible to create as much space as possible between children while confined to seats.

The busses will be sanitized and disinfected with AZ-F24 upon arriving at the center and at the conclusion of each day's routes by assigned staff.

Child Arrival Procedures

Center:

Assigned staff will be at the front door awning to conduct temperature checks on parents and child/children in their vehicles. Guardians previously instructed to stay in their vehicles. A non-contact infrared thermometer will be used according to the package directions. The designated staff will use Hand-Sanitizer prior to and between each temperature check.(Anyone registering over 100- is not permitted to stay. Parent nor child. They will need to seek COVID-19 testing for the family with the local Health Department and we will check in with the facility for results. If negative and temperature free they will be permitted to return- otherwise they will follow direction of Health department guidance such as quarantine(at which time the child would be enrolled in virtual education services until further notice). Failure to get tested- will be dropped from the program. The assigned staff will provide each family masks at the start of each

week and direct them to wear it during drop off/pick up times to lessen possible transmission. The assigned staff will confirm the check via radio to additional assigned staff so that they(the staff person) can then have the parent sign the child into the program and will take the child from the parent to the classroom after having them use hand- sanitizer. The additional staff person will Lysol clipboard/pens after each use - outside so parents can see action and fumes aren't an issue.

Children will not be accepted after 8:00 at the school due to staffing requirements necessary for maintaining ratios/ensuring precautions. Unless arrangements are made prior to the day such as for attending a doctors appointment.

Busses:

Guardians previously instructed to stay in their vehicles. One child/family at a time will be checked and signed in at a time. (Assigned staff will be responsible to conduct temperature checks on parents and child/children in their vehicles. (A non-contact infrared thermometer will be used according to the package directions. The designated staff will use Hand-Sanitizer prior to and between each temperature check.)(Anyone registering over 100- is not permitted to stay. Parent nor child. They will need to seek COVID-19 testing for the family with the local Health Department and we will check in with the facility for results. If negative and temperature free they will be permitted to return- otherwise they will follow direction of Health department guidance such as quarantine(at which time the child would be enrolled in virtual education services until further notice). Failure to get tested- will be dropped from the program. The assigned staff will provide each family masks at the start of each week and direct them to wear it during drop off/pick up times to lessen possible transmission. The Assigned staff will have the parent sign the child into the program and will take the child from the parent to the bus where the driver and aide will assist the child with seating/ buckling. The Assigned staff will Lysol clipboard/pens after each use -outside so parents can see action and fumes aren't an issue(keep wind direction in mind).. Once all children are seated/buckled the aide will have each child use hand- sanitizer while roll-call is being performed.

Child Release Procedures

Center:

No children who are center pick- up will be released until all the buses have left the premises.

Parents cannot pick their child up before 12:15pm(unless emergency). Guardians previously instructed to stay in their vehicles. Each will need to call into the center (423-881-5182) and their child will be brought out for pickup by a Head Start Staff who will ensure that the child is signed back out by the guardian.*Children will be taken out in call-in order. The Staff member will Lysol clipboard/pens after each use -outside so parents can see action and fumes aren't an issue.

Busses:

Guardians previously instructed to stay in their vehicles. Children will be released in order of the furthest vehicle from the bus order. The child will be brought out for pickup by a Head Start Staff who will ensure that the child is signed back out by the guardian. The Staff member will Lysol clipboard/pens after each use -outside so parents can see action and fumes aren't an issue.

All applicable program policies and procedures are still in effect. These two have been included within this document for quick referencing.

[Universal Precautions/ Proper Hygiene Procedure](#)

[Prevention and Control of Infectious Diseases and Contagious Conditions by Illness Exclusion procedure](#)

Action Plan for Suspected/Confirmed Cases of Covid 19

Subject: Covid -1 Suspected or Confirmed Case Procedures

Rationale: We anticipate that we will have confirmed cases of Covid-19 in our center. The following instructions are to be used as a guide in the event that we have a suspected or confirmed positive Covid 19 case among our children or staff. As the situation is ever evolving, staff members should maintain frequent communication with our Head Start Office (phone and follow up email). Our leadership will rely on guidance from the regional health department, to include their director of infectious diseases, who currently assists child care programs and businesses in making reopen decisions and guidance for the CDC written policies.

Our DHS program evaluator will offer suggestions and it is also required to be advised of any decision to close a center.

Important steps to consider----

Isolate - if child is at the center and becomes ill for any ailment including the many that could be Covid indicators, follow our sick child procedure using PPE for the staff member (best case the staff who has been in close contact with the child) in an isolated area.

Report - Designated HS leaders will contact DHS and the local health department as is determined appropriate, to include when reports of highly likely cases or cases confirmed by testing that was done due to illness or community testing of those exposed or simply patient preference.

Cooperate/Coordinate with the health department investigator if the state decides to assist in contact tracing.

Inform parents and staff with a letter of a confirmed case within the center,

making certain that care is taken to not reveal the personal identity (names, age or address for example) of the persons involved.

Agency leadership will determine the Closure period with help of the health department if possible and review of the most recent CDC and other guidance.

Follow the direction of the health department investigator (if available) concerning the need for children/ staff to isolate or quarantine when a case is opened. Staff who are quarantined due to a center or community based exposure will have options to work from home/use leave status including the new federal FML benefit/ and to be paid without the need for leave if the center is actually shut and federal authorization permits (currently allowed through September 30). Additional details will be provided from the HR manager.

Cleaning - Close center for 24 to 72 hours with no one permitted inside. A non vulnerable staff member in PPE (Janitor/Maintenance) will enter the center to thoroughly sanitize and disinfect the entire facility with AZ-F24.

Note*The classrooms/ facility will be cleaned and then sanitized and disinfected with AZ-F24 upon conclusion of scheduled day by Janitor/Maintenance staff routinely.

Definitions

Confirmed Case of Covid 19 - A child or staff member has received a positive test result from the health department or another health care provider and/or a medical professional has documented that the person has Covid-19.

Suspect Case of Covid 19 - A child or staff member has displayed symptoms of Covid-19. Symptoms *may* appear 2-14 days after exposure to the virus. People with these symptoms *may* have COVID-19: Fever of 100.4 or above; chills; Cough; Shortness of breath or difficulty breathing; Fatigue; Muscle or body aches; Headache; New loss of taste or smell; Sore throat; Congestion or runny nose; Nausea or vomiting;Diarrhea.

Emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately: Trouble breathing; Persistent pain or pressure in the chest; New confusion; Inability to wake or stay awake; Bluish lips or face.

Close Contact - A close contact is defined as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

Incubation period -The incubation period for COVID-19 is thought to extend to 14 days, with a median time of 4-5 days from exposure to symptoms onset.One

study reported that 97.5% of persons with COVID-19 who develop symptoms will do so within 11.5 days of infection.

Contact Tracing - Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) and working with them to interrupt disease spread. This includes asking people with COVID-19 to isolate and their contacts to quarantine at home voluntarily.

Cluster - A cluster is defined by the health department as two or more cases. Clusters must be reported to Nashville by the health department.

Mandatory Reporting - We are required to immediately notify local health officials and the Tennessee Department of Child Care Licensing of a suspected or confirmed case of Covid-19. These officials will help our management team to determine a course of action for our program.

Closure due to Covid- 19 - We will likely close our programs for between 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation at our center and for staff members to clean and disinfect the center. We will work with the local health officials to determine the appropriate next steps, including whether an extended closure is needed to stop or slow further spread of COVID-19.

Quarantine - As defined by the CDC, Quarantine refers to the practice of confining individuals who have had close contact with a COVID-19 case to determine whether they develop symptoms of the disease. Quarantine for COVID-19 should last for a period of 14 days. Staff who are being compensated for special Quarantine leave benefits or sick leave or special leave must report in via phone or email each work day to their supervisor. Staff who are directed to self quarantine with appropriate work related tasks.

Self- Isolation - Separates sick people with a contagious disease from people who are not sick.

Asymptomatic - An individual infected with COVID-19 who does not exhibit symptoms during the course of infection.

Presymptomatic - An individual infected with Covid-19 who has not exhibited symptoms at the time of testing, but who later exhibits symptoms during the course of the infection.