

UCHRA Van Buren Co. Head Start Emergency Preparedness Plan

The following document is the revised Emergency Preparedness Plan for the UCHRA Van Buren County Head Start. This 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

Chad Martin- Vehicle Maintenance Supervisor Van Buren Co. Schools

Ty Webb- PA Cumberland Family Care

Tonya Pettit- Van Buren Co. School system

R.C. Christian- Tennessee Highway Patrol

Jarrold Copeland- Superintendent of Van Buren Co. School system

Carman Evans- Parent

Alexis Murphy- UCHRA Van Buren Co. Head Start

David Sullivan- Van Buren Co. Mayor

Carrie Swafford- UCHRA Van Buren Co. Head Start

Scott Garrin: City of Spencer Police Chief

Paula May- UT TNCEP Coordinator

Rita Mayfield- UCHRA Van Buren Co. Head Start

Elsie Blaylock- Director UCHRA Van Buren Co. Head Start

Michael Brock-Sheriff Van Buren Co.

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

Revised December 2023, participants were

Carrie Swafford, UCHRA Van Buren Co. Head Start

Alexis Murphy, UCHRA Van Buren Co. Head Start

Ann Wakefield, Advisory Member, Parent

Rita Mayfield, Assistant Director

Carmen Evans, Parent Committee

Elsie Blaylock, Director

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, wild animals 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 Carolyn Tricoche Desk: (404) 562-7908	FOS Sam Dupervil (404) 562-2819	TA/S Laquinta Broyles (615) 626-6918
Mark Farley, UCHRA Executive Director	None provided	Cell: (931) 510-4467
Elsie Blaylock, Head Start Director	Home: (423) 881-5053	Cell: (931) 349-4957 Cell: (423) 618-1954
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 Unify Protect 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 Burritt Memorial 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 ChildPlus 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)

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
Bomb Threat

Procedure:

1. Individuals on premises shall become aware of emergency via alarm or hand held radios. Fire (Alarm-Code Red), Bomb Threat (Code Orange/White Clear), Chemical Director/Assistant Director will instruct staff about chemical hazards and if further steps are needed.
2. Once aware, teachers should utilize a 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 the right of the 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. Evacuation maps and designated relocations are posted on every bus and on the parent information board. 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 a 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 (Code Blue) 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/Lockdown 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 (teacher resource closet) that they are currently located and that room shall be locked down until a code green has been indicated via Van handheld radio. In the event of an intruder the Director/Assistant Director will contact the Police Department. Director, Assistant Director and Central Office Staff will secure facility entrances.

* 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 the 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 [Black Bear Sightings](#)

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 or 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 and 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 in 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

VAN BUREN COUNTY HEAD START POLICIES AND PROCEDURES

HEALTH SERVICES

Health 6a: Coronavirus Mitigation	Pages: 5
Relates to 1302.47 Safety practices (b)(7)(iv) Caring for Our Children 7.0 Infectious Diseases TN Child Care Rule 1240-04-01-.12 a-d	Revised: 11/2023

SUBJECT: Coronavirus Mitigation

The guidance is based on what is currently known about the transmission of the coronavirus disease as provided by the Centers for Disease Control and Prevention (CDC). Coronavirus is a respiratory illness that can spread from person to person, especially between people who are physically near each other (within about 6 feet). People who are infected but do not show symptoms can also spread the virus to others. The CDC will update their guidance as additional information becomes available.

[Coronavirus Guidance for Operating Early Care and Education/Child Care Programs](#)

Currently authorized vaccines in the United States are highly effective at protecting vaccinated people against symptomatic and severe coronavirus. Fully vaccinated people are less likely to become infected and, if infected, to develop symptoms of coronavirus. They are at substantially reduced risk of severe illness and death from coronavirus compared with unvaccinated people.

Coronavirus Prevention Strategies
Promoting Vaccination: VBCHS does not require coronavirus vaccination; however, all staff members are encouraged to be vaccinated to protect themselves, their own families, and the children they serve from becoming infected.

Promoting Mask Use:

VBCHS does not require routine masking of children or adults. Adults exposed to the coronavirus are encouraged to wear a mask for ten days past last exposure. Employees returning to work post-coronavirus diagnosis are encouraged to mask for five days (days 6-10). During periods of high community transmission, employees are encouraged, but not required, to mask.

- Based on CDC guidance, people who have a known exposure to someone with suspected or confirmed coronavirus are encouraged to be tested on day 6 post-exposure, and to wear a mask in public indoor settings for 10 days or until they receive a negative test result. As a reminder, VBCHS has free rapid testing kits available at our centers for staff and their families (while supplies last).
- Staff are encouraged to follow CDC guidance on masks for "Do's and Don'ts." Masks must cover the nose and mouth and fit snugly to prevent gaps. Gaiters and face shields may not be worn in place of masks. See [CDC Use and Care of Masks](#)

Handwashing and Respiratory Etiquette

All children, staff, and volunteers should engage in hand hygiene at the following times: ● Arrival to the facility and after breaks

- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children- Children should wash hand before and after mealtimes
- Before and after administering medication or medical ointment including sunscreen and salves.
- Before and after diapering

Location: Shared Drives>Agency>Education Procedures>Health and Safety Procedures

2

- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- Before and after assisting a child with first aid
- After playing outdoors
- Before and after sensory play when using a communal tub.
- After handling garbage
- After assisting children with handwashing, staff should also wash their hands.
- Anyone entering a classroom from another area of the building such as floaters traveling between rooms.
- See [CDC Wash your hands](#)

Daily Health Screening

Staff: Staff and visitors must complete a daily health check self-assessment before entering the building. We encourage staff to take their temperature before you come to work. Staff and visitors should read carefully through the VBCHS Staff coronavirus Screener as a part of the screening process (See attached).

Children: All children are required to have a health check each morning before entering the classroom. The health check may be completed outside an exterior door, or while the child is still seated in the family vehicle. Parents are encouraged to take their child's temperature before leaving home. If a parent does not have a thermometer.

Health Check Steps/Arrival

1. Greet the child and family.
2. The staff member should do a visual check of the child looking for any signs of illness and chat with the parent about the general health of the child.
3. Staff will check a child's temperature if the child appears unwell. If the temperature is over 100.4, the child may not attend class. If a child has not had direct contact with the thermometer, the thermometer does not have to be disinfected. If a child has direct contact with the thermometer, staff should use an alcohol wipe to clean the device.

Persons Who Have Tested Positive for Coronavirus

- Children and staff who have symptoms of infectious illness, such as influenza (flu) or coronavirus, should stay home. VBCHS will refer individuals with coronavirus symptoms to their healthcare provider for testing and care.
- Employees must stay home for five days when diagnosed with coronavirus. Day one is the day AFTER the positive diagnosis. After returning to work employees must wear a mask for 5 days.
- Children must stay home for ten days when diagnosed with coronavirus. Day one is the day AFTER the positive diagnosis.
- Team leaders should contact management staff by emailing the center's direct supervisor.
 - In the email, please include the name of the child or staff member that has coronavirus.
 - For a positive coronavirus case, please include the date of the positive test and if possible, the date when symptoms first began.
 - Staff and children that test positive must isolate for the prescribed time period.
- Management staff will decide if a center or classrooms needs to be closed due to coronavirus .
- If a child is found to be in close contact with a coronavirus case, the Team leader will send home the coronavirus parent letter informing parents of the positive case. The letter can be found at [6c Covid-19 Exposure Letter.docx](#)
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.

Location: Shared Drives>Agency>Education Procedures>Health and Safety Procedures

3

- If more than 24 hours have passed since the person who was sick has been in the building additional cleaning and disinfection is not necessary. Disinfection is recommended in indoor community settings where there has been a suspected or confirmed case of coronavirus -19 within the last 24 hours. (CDC- [When and how to clean](#))

How will we handle a suspected case of coronavirus?

- If a child is at the center and begins to display coronavirus -like symptoms, the child should be taken to the isolation room where a staff member wearing a mask will supervise the child until the parent picks up the child.
- Under no circumstances is a child to be left unsupervised.
- Each center should have an established coronavirus isolation area.
- Follow the CDC guidelines here- [Operation Guidance for Early Childcare](#)

Ventilation: Along with other preventive actions, ventilation can reduce the likelihood of spreading disease. ● When possible, windows should be open to provide fresh air to the classroom.

- When children have gone for the day, teachers are encouraged to open the outside door to air out classrooms.
- Heating, Ventilation, and Air Conditioning units (HVAC) should have the fan mode set at "on" at all times.
- The classrooms/ facility will be cleaned thoroughly upon the conclusion of the scheduled day by Janitor/Maintenance staff; sanitized and disinfected with Viruserv foggers with Effersan tablets solution set to run via timer during closing hours for 2 hours to cover complete square footage thoroughly. Air purifiers added for enhanced air quality. Increased access to handwashing stations and/or hand sanitizer stations to decrease spread of germs. .
- Ventilation is important on buses. Keep vehicle windows open when it does not create a safety or health hazard. Having more windows open is more helpful, but even just cracking a few windows open is better than keeping all windows closed.
- See [Ventilation in Schools and Childcare Programs](#) or more information.

Coronavirus Prevention Strategies for Periods of High Community Transmission

High community transmission will be determined by reviewing each county's positivity rate, the per-100,000 rate, and the number of hospitalizations and deaths.

Physical Distancing and Cohorting:

- Arrival and departure will take place outside the classroom at an exit door or in a pick-up/drop-off line.
- Children will not share art supplies or sensory tables. Teachers will plan for individual art supplies and sensory experiences.
- Children will be socially distanced to the extent possible while eating.
- Napping children will be placed as far apart as possible with 3 feet being the recommended distance. Masks should never be worn at naptime.

- Teachers are encouraged to spend a significant portion of the day outdoors.
- Buses with one route will be cleaned daily. Bus aides should space children as far apart as possible with siblings seated side by side.

Cleaning and Disinfecting

- Clean high-touch surfaces in shared space at least once a day or as often as determined necessary. Examples of high-touch surfaces include: pens, counters, doorknobs, light switches, handles, stair rails, door keypads, desks, keyboards, and phones. Special germ resistant film may be applied to door handles.
- Staff members will use the Cleaning and Sanitation Checklist to keep objects and surfaces as clean and free of pathogens as possible. A copy of the checklist will be found on the drive.
- Contamination of hands, toys and other objects in child care areas has played a role in the transmission of diseases in child care settings. All classrooms should have a "yuck bucket" to place mouthed toys or dirty toys until the toys can be cleaned.
- Cot/cribs sheets, soft classroom toys and dress up clothing will be laundered weekly.
- Classroom carpets may be sprayed lightly and be allowed to air dry. Shampoo monthly and as needed.
- Only approved EPA Cleaner and Disinfectants may be used. VBCHS uses a bleach water solution. Staff may not bring cleaning products from home and must use those provided. For more information on mixing bleach solution, see [How to clean and disinfect early care educational settings](#).

Guidance on Mops:

Definitions: The terms cleaning, sanitizing and disinfecting are sometimes used interchangeably which can lead to confusion and result in cleaning procedures that are not effective.

Task	Purpose
Clean	To remove dirt and debris by scrubbing and washing with a detergent solution and rinsing with water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
Sanitize	To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations.
Disinfect	To destroy or inactivate most germs on any inanimate object, but not bacterial spores.

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 2:00 pm(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](#)