

Little Bears COVID-19 Procedures and Mitigation Plan

Expectations for Little Bears Community Members (family, youth and staff)

Due to the heightened environment in which our program will be operating, there are adjusted expectations for our families and youth. COVID-19 is an airborne, respiratory illness that is highly transmissible. We acknowledge that by sharing space at Little Bears, we are all undertaking a risk together.

These mitigation measures are just that and they cannot prevent an outbreak if one of our community members contracts the virus. As a result, we have a shared responsibility to everyone to stay safe and healthy. During this time, we ask that all families comply with these practices.

1. **Wear a mask and practice social distancing** when in public and interacting with people who are not in your immediate family or accepted “bubble”.
2. **Avoid social gatherings of 10 or more people.**
3. If you, someone in your household, or child, become **sick** (this includes cough, runny nose, congestion, fever, vomiting, diarrhea, sore throat, general malaise), **you must stay home and alert the Director** of any symptoms you are having immediately. It may be recommended that you receive a negative COVID-19 test before returning to Little Bears.
4. If you, someone in your household, or child, **have been in contact with someone who has tested positive for COVID-19** within the past 14 days, you must **stay home, immediately notify the Director, and follow CDC guidelines for quarantine.**
5. Community members have been given warning that our drop off and pick up times may take longer due to health screenings. **Parents must wear masks for drop off and pick up.**
6. Anyone who has traveled outside of the state of Alaska will **quarantine for 14 days or follow the state of Alaska testing requirements.** Travel will be disclosed to the Director and negative COVID-19 test results or completion of the 14-day quarantine will be required before returning to Little Bears.
7. Anyone who has **been in contact with out of state visitors will follow the same protocol in item #6 above.**
8. Following all CDC recommendations, Little Bears Playhouse will not accept any youth or staff into program who are in a high-risk group, including asthma. For further information refer to CDC recommendations for high risk populations.
9. CDC, Municipality of Anchorage, and State of Alaska COVID-19 requirements and recommendations will be followed.

Program Procedures During COVID-19 Pandemic

Sign-In and Sign-Out Procedures

The health screening station will be set up in the lobby or in-front of the building, away from programming. There will be a table with sanitizing equipment, health screening supplies, and hand sanitizer.

- The health screener will be outside from 8 am to 9 am, if your child arrives after 9 am please call to notify us of your arrival and we will meet you outside.
- According to CDC recommendations, the health screener is to wear a face mask and gloves. If a no-contact thermometer is used, the screener does not need to change gloves. If an ear or mouth thermometer is used, the staff must change gloves and apply hand sanitizer between screenings. The screener will follow all Personal Protective Equipment Procedures.
- The child's temperature will be checked and asked questions about exhibiting any symptoms or discomforts.
- The parents will be asked if they have traveled or been in contact with anyone who has recently traveled out of state. Families who have traveled or have been in contact with out of state visitors will be asked to provide a negative COVID-19 test from the visitor or isolate for 14 days.
- We will also ask the parent if they have had any contact with anyone who has tested positive of COVID-19.
- If Leadership or staff has concerns about a youth or staff entering program, the Director will guide the staff in making decisions around sending a youth or staff home and parent communications.
- All youth and staff will be screened daily by site leadership as they arrive to program. Staff will receive an additional screening before leaving program.
- A health screening station will be set up in the lobby of the building, away from programming. There will be a table with sanitizing equipment, health screening supplies, and hand sanitizer. In addition, there will CDC flyers posted around the facility to inform staff and participants about COVID-19. There will be a trash can designated for disposable thermometers and soiled gloves.

Handwashing/Hand Sanitizing Processes

- Help children complete good handwashing practices throughout the day; including washing their hands as they enter the program for the day, before and after eating, and hourly
- All staff wash their hands with warm water frequently and thoroughly throughout the day. Use hand sanitizer if soap and water are not available, making sure they contain at least 60% alcohol
- Perform daily health screening at drop off and beginning of shift. A health check can include temperature reading and visual symptom check
- Avoid touching your face with your hands
- Do not cough into the hand or air in public, cough into the shirt forearm or elbow if tissues are unavailable
- Use tissues and dispose of them properly
- Eliminate handshaking
- Avoid touching the eyes and mouth
- Continually clean and sanitize the classroom throughout the day; and disinfect at the end of the day. Common areas need to be cleaned and disinfected throughout the day

- Enhance ventilation of classrooms by opening a window if possible
- Create an illness protocol to monitor coworkers and children for signs of illness

Mask Wearing

- Children are not required to wear masks while at Little Bears. Families who choose to have their child masked are welcome to do so.
- Staff will wear masks as required by the Director. During times of high community spread of COVID, staff will be required to wear masks at all times.

Enrollment

- Little Bears will maintain a group size of no more than 20 kids in attendance per day.
- At times of high community spread, enrollment may be limited.

Other

- Support all employees in getting an annual flu vaccination to mitigate the impact of possible pandemic strains of flu
- Engage staff in pandemic planning
- Create a method for some employees to work from home and list of projects to complete if center is closed
- Keep 60% alcohol hand sanitizer, disinfectant spray for hard surfaces, and tissues on hand
- Plan to cancel vacation (and other types of) leave
- Track children and staff absenteeism related to symptoms
- Reduce risk of infection by:
 1. Isolating those who are already sick
 2. Quarantine those in homes with sick people
 3. Encourage alternatives to face-to-face meetings
 4. Reduce staff density in working groups areas
 5. Modify or postpone public gatherings
 6. Cancel work related travel

COVID-19 Exposure Response Plan

Below are the steps that will be followed by Little Bears Playhouse in response to actual or possible COVID-19 exposure within the program based on CDC recommendations. Per OSHA and related sources, Little Bears Playhouse is identified as Medium Risk workplace.

Actual Exposure: A youth or staff reports testing positive for the COVID-19 virus within the last 14 days of being present in program.

Possible Exposure: A youth, staff, or parent/immediate family member whom have been present in program within the last 14 days reports being in contact with someone who has tested positive for the COVID-19 virus.

In the event of a confirmed COVID-19 case (someone who has been in program) take the following steps:

1. Immediately notify local health officials and Child Care Licensing. Health officials will help Little Bears Playhouse determine a course of action for our program.
 - Anchorage Department of Health: 907-343-671
 - Anchorage Municipality of Childcare Licensing: 907-343-4758
2. Close program for a minimum of 2-5 days. This initial short-term closure allows time for local health officials to gain a better understanding of the COVID-19 situation impacting Little Bears Playhouse. Local health officials will help determine appropriate next steps, including whether an extended closure duration is needed.
3. Little Bears Playhouse Team will assess program operations after any COVID-19 exposure event.
 - Discourage staff, youth, and families from gathering or socializing anywhere. This includes group childcare arrangements.
4. Communicate with staff and parents. Little Bears Playhouse will coordinate with local health officials to communicate closure decisions and the possible COVID-19 exposure.
 - Communication will include messages to counter potential stigma and discrimination.
 - No youth or staff names will be shared. It is critical to maintain confidentiality of youth or staff as required by the Americans with Disability Act.
5. Clean and disinfect the facility thoroughly. At minimum Little Bears Playhouse will do the following:
 1. Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and sanitizing to minimize potential for exposure to respiratory droplets.
 2. Open outside doors and windows to increase air circulation in the area.
 - a. No staff will enter facility for a minimum of 24 hrs.
 - b. After 24 hours, thorough cleaning and sanitation will occur based on the Little Bears Playhouse Cleaning and Sanitation Procedures.
6. Program Leadership Team will assess all health and safety procedures, site operations, and the need for increased monitoring and/or training.
7. Little Bears Playhouse Team will assess program operations after any COVID-19 exposure event.

Communication Plans

If a parent/guardian notifies Little Bears Playhouse that their child(ren) has tested positive for COVID-19:

1. The youth (and all household members) will not be allowed to return to program until a healthcare provider confirms that home isolation precautions have been lifted. The decision to discontinue isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.
2. Little Bears Playhouse Leadership will contact all parents of youth who attended program at that specific site during the previous 14 days to notify them that a youth tested positive for COVID-19. The last date that child's attendance will be provided.
 - Youth name and information will not be shared.
 - All youth of families that had contact with the child will be asked to not return to program for 14 days from the last date of contact, unless local officials have communicated a different timeframe.
 - Inform families that they should monitor their children for symptoms and communicate to Little Bears Playhouse if any symptoms appear.
3. Program Leadership will notify all staff who worked at the program site during the previous 14 days to notify them that a youth tested positive for COVID-19.
 - The last date that child's attendance will be provided.
 - Youth name and information will not be shared.
 - All staff that had contact with the child will be asked to not return to program for 14 days from the last date of contact, unless local officials have communicated a different timeframe.
 - Inform staff that they should monitor themselves for symptoms and communicate to Little Bears Playhouse if any symptoms appear.
4. The Director will report confirmed cases to Childcare Licensing at the Department of Health & Safety.
 - a. Director will communicate and coordinate with program Leadership Team.
 - b. Director will notify the Little Bears Playhouse Executive Committee and Board of Directors.

If a parent/guardian notifies Little Bears Playhouse that they themselves, or someone in their household, has tested positive for COVID-19 or been exposed to someone with COVID-19:

- The youth of the reporting household will not be allowed to return to program until a healthcare provider confirms that home isolation precautions have been lifted (14-day quarantine). The decision to discontinue isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

Staff members who test positive for COVID-19 should immediately notify Little Bears Playhouse:

1. The staff will not be allowed to return to program until a healthcare provider provides a release to work.
2. Staff will complete a Worker's Comp Claim.
3. Little Bears Playhouse Leadership will contact all parents of youth who attended program at that specific site during the previous 14 days to notify them that a staff tested positive for COVID-19.
 - The last date that staff's attendance will be provided.

- Staff name and information will not be shared.
 - All youth that had contact with the staff will be asked to not return to program for 14 days from the last
 - Inform staff that they should monitor themselves for symptoms and communicate to Little Bears Playhouse if any symptoms appear.
4. Director will report confirmed cases to Childcare Licensing at the Department of Health & Safety.
 - a. Director will communicate and coordinate with program Leadership Team.
 - b. Director will communicate with Executive Committee and Board of Directors and Directors Team.

If a staff member notifies Little Bears Playhouse that they have been exposed to someone who has COVID-19 in their household:

Staff will not be allowed to return to program until a healthcare provider confirms that home isolation precautions have been lifted. The decision to discontinue isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

1. Staff members who test positive for COVID-19 should immediately notify Little Bears Playhouse.
2. The staff will not be allowed to return to program until a healthcare provider provides a release to work.
3. Staff will complete a Worker's Comp Claim.
4. Little Bears Playhouse Leadership will contact all parents of youth who attended program at that specific site during the previous 14 days to notify them that a staff tested positive for COVID-19.
 - a. The last date that staff's attendance will be provided.
 - b. Staff name and information will not be shared.
 - c. All youth that had contact with the staff will be asked to not return to program for 14 days from the last date of contact, unless local officials have communicated a different timeframe.
 - d. Inform families that they should monitor their children for symptoms and communicate to Little Bears Playhouse if any symptoms appear.
5. Director will notify all staff who worked at the program site during the previous 14 days to notify them that a staff tested positive for COVID-19.
 - a. The last date that staff's attendance will be provided.
 - b. Staff name and information will not be shared.
 - c. All staff that had contact with the staff will be asked to not return to program for 14 days from the last date of contact, unless local officials have communicated a different timeframe.
 - d. Inform staff that they should monitor themselves for symptoms and communicate to Little Bears if any symptoms appear.

Director will report confirmed cases to Childcare Licensing at the Department of Health & Safety.

Director will communicate and coordinate with program Leadership Team, Executive Committee and Board of Directors.

Director will communicate all possible and real exposure events, process and outcomes to the full Little Bears community of parents without disclosing personal identifying information.

COVID-19 Resources

If there is a need for a healthcare provider to conduct the medical evaluation required to get tested for COVID19

- Call Girdwood Health Clinic 907-783-1355
- Call Providence Alaska Medical Center 24 hr. Nurse Line: 907-212-6183
- Call 211
- Use an urgent care clinic, such as, Providence ExpressCare

If there is a need for transportation to a medical evaluation and/or testing site, healthcare providers can coordinate with the municipality non-critical transportation services. Healthcare providers must call these numbers on behalf of the patient

- 7am-7pm call EOC Case Manager 907-343-1448
- 7pm-7am call non-emergency dispatch 907-267-4950

Procedures and Plan Changes

Our Covid-19 response is necessarily dynamic as we try to create best practices based on state and municipal mandates as well as current community transmission rates. This means our health care protocols are subject to change as the situation and mandates evolve. Little Bears will do our very best to make these protocols and any updates available in a timely manner. If you have questions, please reach out to our Director.