

**REOPENING EARLY
CHILDHOOD INSTITUTIONS
FOR CHILDREN AGES 0-5
SPECIFIC PROTOCOLS**

JULY 10, 2020

PROJECT PROCESS AND UPDATE

Team met, reviewed and agreed on protocols from 1st Draft on June 5th

- **Participants included representative from PSOJ; Department of Child & Adolescent Health (UWI); Institutional Health; National Parenting Support Commission; Bloom ECCE JA; Early Childhood Commission; Ministry of Local Government & Community Development, and Ministry of Health; Jamaica Association of Local Government Officers; Civil Society – Local Services Committee of the COVID-19 Economic Recovery Task Force;**

Team recognizes that the protocols for ECI balance 3 critical variables:

- 1. COVID Protections**
- 2. Developmental and Psychological Needs of Children**
- 3. Economic Viability of Centers**

Second draft protocols document sent out for review by team and MOH on June 16th

Comments on second draft expected from team by email within 48 hours of draft being sent (end of day June 18th)

Updated Draft sent out for comments on June 26th for review and feedback by end of day Monday, June 29.

Final Draft sent out on July 3rd for review and discussion in meeting.

Meeting to review and get final sign off on protocols and discuss next steps on July 8th

Submit to Ministry of Health & Wellness on July 10th

Smaller sub-team designs Communication & Public Education material and plan to get out message effectively

Begin to Execute Communication & Public Education plan in mid-July

Smaller team designs plan for ongoing assessment of effectiveness and ongoing reinforcement of messages by mid-July

Create ongoing communication loop around where the message has been effective and where it has not been. Keep adjusting messaging and outreach until market is mostly compliant.

METHODOLOGY FOR REOPENING AN INDUSTRY: Early Childhood Institutions

ISSUES TO CONSIDER	CRITICAL INFORMATION & PROTOCOLS
EARLY CHILDHOOD STATS & CHARACTERISTICS	<ul style="list-style-type: none"> • Number of Early Childhood Institutions (Children 5 years old and younger) - Homes and Centres • People Employed • \$\$\$ Contribution • High Touch; Important to Economy
EARLY CHILDHOOD WORKERS: HOME, TRAVELLING TO WORK & AT WORK	<p>MANDATORY</p> <ul style="list-style-type: none"> • Staff members should stay at home if ill or exposed to someone who is ill • Standardized symptom & COVID exposure interview completed before returning to work • Exposure interview should assess risk at home • Text & Email new work protocols to all employees prior to their return to work • Host face-to-face sensitization/orientation of new protocols before ECI services resume; discuss protocols and implementation at regular staff meetings at least once per month (more in the beginning) <ul style="list-style-type: none"> • Ensure all staff aware of the signs and symptoms of COVID 19 in children. • Ensure all staff trained in Universal Precautions (managing body fluids) as required by ECC Standards • Ensure all staff familiar with ECI sanitization plan required by the ECC; sanitation plan must be updated to include COVID19 sanitation requirements. • ECI Sanitation plan should include a regular cleaning schedule for indoor and outdoor furnishings, equipment, and learning resources, and adequate replenishment procedures for soap, hand sanitiser, cleaning agents. • ECI Health Plan should be updated to include exclusion from school for staff/students for COVID19 related symptoms. • Masks required for entry to school property; masks must cover nose and mouth fully <ul style="list-style-type: none"> • Masks to be worn throughout the day when physical distancing is not possible; Masks can be removed when teachers are physically distanced from children, such as at the front of a classroom or on the playground - facial expression is important for young children’s development. • Hands to be washed or sanitised on entry to school and frequently throughout the day; sanitizer must be made with at least 60% ethyl alcohol or 75% isopropyl alcohol or be a recommended product by the MoHW; • Temperature checks upon entry; Use a touchless thermometer if one is available <ul style="list-style-type: none"> • Temperatures above 100.4F are considered a fever • Wash hands more frequently; Follow complete handwashing procedures, for at least 20 seconds, including in the following situations: <ul style="list-style-type: none"> • Upon arrival for the day, after breaks and upon returning from outside; After toileting or assisting a child with toileting; After each diaper change or pull-up change; After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids; After cleaning or sanitizing or using any chemical products; After handling pets, pet cages or other pet objects that have come in contact with the pet; Before eating, serving or preparing food or bottles or feeding a child; Before and after completing a medical procedure or administering medication • The ECC’s ratios should be followed: <ul style="list-style-type: none"> • Children 0 –12 months: 1 adult to 5 children; • Children 13 –35 months: 1 adult to 8 children; • Children 3 –5 years: 1 adult to 10 children. • Staff should be assigned to the same group of children each day to reduce exposure and cross-contamination <p>RECOMMENDED GUIDELINES</p> <ul style="list-style-type: none"> • Each group of children should have a substitute (other worker/parent) on standby in case of illness • Toys, mats, and other shared supplies should be designated to each group and not shared across other groups • Utilise outdoor teaching and learning as much as possible • Monitor self and co-workers for signs of illness throughout the day <ul style="list-style-type: none"> • Report flu-like symptoms to the Ministry of Health and Wellness hotline (888-ONE-LOVE) or via email using covid19@moh.gov.jm or via the report yourself website - jamcovid19.moh.gov.jm; Or to the local health department • Encourage anonymous tips to avoid conflict. • Public Transportation: Sanitize hands upon arrival to work; Avoid rush hour; Avoid use of crowded Public Transportation; Sanitize seats; Sit on Towel; Social Distance if possible; Change clothes and shoes upon arrival to work; • Utilise the small group early childhood teaching corners primarily (with 4-5 children in each group, rather than whole group teaching. Keep children in the same groups (cohorting)

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ISSUES TO CONSIDER	CRITICAL INFORMATION & PROTOCOLS
CHILDREN & PARENTS	<p>MANDATORY</p> <ul style="list-style-type: none"> • If Parents/Family Members in Household are sick or have been in close-contact with someone who has been exposed to COVID, the centre should be notified and the children should remain at home • All children should have medical certificate of good health prior to school entry, as required by ECC Standards; this should be documented in the Child Health Passport or by a letter from a doctor. <ul style="list-style-type: none"> • All children with chronic illnesses, such as asthma, sinusitis, allergies and other flu-like illnesses, should have these documented in their Child Health Passport or by a letter from a doctor and confirm the symptoms are not Covid-related • All children with other chronic illnesses such as kidney disease, heart conditions, other chronic conditions and those who have had cancer treatment completed should have this documented in their Child Health Passport or by a letter from a doctor, and there should be indication that they are able to attend school. • Temperature checks upon entry. Use a touchless thermometer if one is available; temperatures above 100.4F are considered a fever. <ul style="list-style-type: none"> • If touchless thermometer not available, parents should check their children’s temperature at home and report it to the school on arrival. • Child temperature to be recorded in a daily log. • Conduct Health Screening of Children for symptoms (coughing, fever, shortness of breath, etc.) by enquiry of parents, and observation of each child for signs of infection such as flushed cheeks, fatigue, or extreme fussiness. Screening should enquire of illness of adults at home. <ul style="list-style-type: none"> • Child symptoms should be recorded in daily log and kept • Masks should NOT be worn by children 2 years and under • Mandatory wearing of masks for parents/guardians on school property • Sanitize or wash-hands frequently, including but not limited to: <ul style="list-style-type: none"> • Upon arrival for the day; After toileting/diaper change; After contact with bodily fluids; After returning inside after outdoor play; After handling pets, pet cages or other pet objects that have come in contact with the pet before moving on to another activity; Before eating and after eating; When visibly soiled (must use soap and water); Prior to departure. • All bags and lunch-kits to be stored in designated lockers/shelves • Teach children fun and engaging daily hygiene lessons <ul style="list-style-type: none"> • How to properly wash hands • Coughing or sneezing - into the elbow or a tissue discarded into a closed bin ; sanitizing immediately after; • Avoid touching mouth, eyes and nose • Avoid touching other children and their belongings <p>RECOMMENDED GUIDELINES</p> <ul style="list-style-type: none"> • Children who are 3-5 years of age should also not wear masks (not practical) • Childcare programs may recommend to the parents of children over five (5) that their child wear a cloth mask and provide information on when masks can be removed • Parents to equip children with personal wipes and sanitizers & educate how to use • Avoid bringing non-essential items from home to reduce cross-contamination • Bring a change of shoes for indoors; shoes worn upon arrival to be bagged and stored for outdoor use only. • Same parent/guardian should do drop offs and pick-ups daily, if possible • Stagger arrival and drop off times so that contact between parents is limited • Parents should not enter the school building • Teachers should receive children outside of the school building • Parents should be physically distant in a line in a space designated by the school, outside of the building, to collect their children. • Parents to pack extra clothing in case of soiling • After-care children ie. Children from other schools who attend day-care after basic/pre-school should be separated from main groups. • Equipment that is required for children’s day-to-day use (e.g. mobility or feeding devices, weighted blankets, headphones) should be cleaned and disinfected at drop off and pick up, and should not be used by anyone other than the designated child.

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<p>PHYSICAL LAYOUT & INFRASTRUCTURE: INSIDE & OUTSIDE</p>	<p>MANDATORY</p> <ul style="list-style-type: none"> • Utilize MoHW Self Assessment Checklist; • Guidelines signs for child entry in written and poster form accessible on outside of premises • Guidelines signs for mandatory masks for parents on school property, physical distancing and sanitation protocols accessible on outside of premises • Spots on ground outside door of the facility demarcated at six (6) foot intervals where parents/guardians may wait safely to pick-up children. • Fully equipped hand-sanitization stations that are within height reach for children to access or be dispensed by ECI worker. Sanitizer must be made with at least 60% ethyl alcohol or 75% isopropyl alcohol or be a product recommended by the MoHW; Must be available at all times • Hand washing posters suitable for young children should be available, as required by ECC Standards. • Large signs/posters suitable for young children placed in visible areas promoting other sanitizing protocols • Each child assigned to his/her own crib as required by ECC Standards; ensure that clean bed linen is available and changed daily/weekly • Seating in the classroom should be spaced to follow ECC Standards of 20 sq. foot per child, and physical distancing standards of 6 feet. • There must be an Isolation room/corner for children showing symptoms to stay until collected by parent/guardian, as required by ECC Standards • Open doors and windows to create circulation when indoors; • Temperature in the classroom must not exceed 30C/ 86F , as required by Public Health Act • Rearrange seating to allow students to face the same direction • Discontinue use of water fountains; <p>RECOMMENDED GUIDELINES</p> <ul style="list-style-type: none"> • Use temporary walls/dividers to divide a room into smaller spaces to serve multiple groups, under limited circumstances, approx. 3-4ft high • Demarcate 6ft spacing between desks, mats, cribs, etc. or as much spacing as is possible <ul style="list-style-type: none"> • On mats, consider placing children head to toe in order to further reduce the potential for viral spread

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<p>ACTIVITIES</p>	<p>MANDATORY</p> <ul style="list-style-type: none"> • Gate/Entrance pick up and drop-off of children <ul style="list-style-type: none"> • 1-2 employees should operate child pick-up and drop-off, escorting all children to and from their classroom • Limit parent and visitor entry into the facility • Observe children for signs or symptoms of illness, such as cough, sore throat, flushed cheeks, fatigue or extreme fussiness. • Take the temperature of ill children and isolate immediately until parents can collect the child. <ul style="list-style-type: none"> • Keep records and logs of the child’s temperature and symptoms each day • Supervise children sanitising and/or washing hands frequently throughout the day • Have fun and engaging daily hygiene lessons to teach children <ul style="list-style-type: none"> • Teach children how to wash hands properly for 20 seconds, and how to use sanitiser; cough or sneeze into the elbow or into a tissue which is discarded into a closed bin; wash hands and/or sanitise immediately after coughing or sneezing; avoid touching mouth, eyes and nose; avoid touching other children and their belongings • Eliminate center-wide family events and field trips • Children must not be allowed to share toys they can put in their mouth, as required by ECC standards • Personal toys that are mouthed should be taken home daily for cleaning • Toys that are accidentally mouthed must be washed and disinfected, as required by ECC standards • Remove toys that cannot be sanitized ; stuffed animals, fabric toys, cardboard puzzles etc. • Discard sensory play items, such as cornmeal and water, after single use. • Temporarily eliminate use of play-dough and sand-pits • Eliminate high-contact sports or activities such as hand-games • Toys, mats, and other supplies should be designated to each group and not shared across other groups • Each group should have designated equipment (e.g., balls, loose equipment) or equipment should be cleaned and sanitised between group use. • Thoroughly clean & sanitize shelves, storage boxes, chairs, desks, toys, door knobs, stationery, potty, and any high-touch/easily accessible items/areas etc. at least twice a day. • All bathrooms should be cleaned and disinfected regularly throughout the day, multiple times throughout the day • Mats should be cleaned and sanitised after each use • High-touch areas on swing sets, monkey bars, see-saws, play houses, etc. should be cleaned daily • Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes • Cleaning products should be safely stored away from children’s access, as required by ECC Standards • Change the child’s clothes if soiled and wash hands immediately after. Soiled clothes should be placed in a plastic bag and washed as soon as possible • Workers to supervise and hold bottles for infants not yet able to hold their own bottle to reduce the risk of choking. • When holding infants and toddlers use blankets or cloths over clothing and change the blankets or cloths between children. • Children must not share food, feeding utensils, soothers, bottles, sippy cups, etc. Label these items with the child’s name to discourage accidental sharing. <p>RECOMMENDED GUIDELINES</p> <ul style="list-style-type: none"> • Stagger arrival and drop off times and/or plan to limit direct contact with parents as much as possible • Stagger playground and lunch times • Encourage parents to provide reusable eating utensils for child; • Have same types of toys in different colours and allocate a specific colour to a specific group • Recognizing that physical distancing is difficult with small children and infants, suggestions to support physical distancing include: planning activities that do not involve shared objects or toys; and, when possible, moving activities outside to allow for more space.

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ISSUES TO CONSIDER	CRITICAL INFORMATION & PROTOCOLS
ACTIVITIES (continued)	<p>Diapering</p> <ul style="list-style-type: none">• When diapering a child, wash your hands and wash the child’s hands before you begin, and wear gloves.• Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:<ul style="list-style-type: none">• Prepare (includes putting on gloves)• Clean the child• Dispose diapers and wipes in a closed bin (soiled diaper and wipes)• Replace diaper• Wash child’s hands• Clean up and disinfect diapering station• Wash hands• After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area• If the surface is dirty, it should be cleaned with detergent or soap and water prior to disinfection.• If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians. <p>Washing, feeding, or holding a child</p> <ul style="list-style-type: none">• Wear smock/large shirt/coat over clothing and keep hair tied up or use hair net• Remove ALL hand & wrist jewellery• Wash hands, neck, and anywhere touched by a child’s secretions.• Change the child’s clothes if secretions are on the child’s clothes. They should change their clothing, if there are secretions on it, and wash their hands again.• Contaminated clothes should be placed in a plastic bag or washed with an appropriate detergent<ul style="list-style-type: none">• Parents should provide a storage bag for soiled clothes• Parents should provide extra change of clothes• All children should have multiple changes of clothes on hand in the child care center or home-based child care• Wash hands before and after handling infant bottles prepared at home or prepared in the facility.• Bottles, bottle caps, nipples, and other equipment (e.g. bottle warmers) used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

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ISSUES TO CONSIDER	CRITICAL INFORMATION & PROTOCOLS
STAKEHOLDER BUY IN: IDENTIFY ROLE IN PROCESS	<ul style="list-style-type: none"> • Department of Child & Adolescent Health (UWI); • Institutional Health; • National Parenting Support Commission; • Bloom ECCE JA; • Early Childhood Commission;
COMMUNICATION & PUBLIC EDUCATION ACROSS THE NETWORK	<ul style="list-style-type: none"> • Pamphlets/Posters to hang in common areas; restrooms; entrances; etc. in simple language • Animated/Cartoon Messaging in Simple Language for Children with Guidelines and Protocols • Online Graphic/ Video for Day Care Workers and Parents; about what to expect at Day Care Centre (New Protocols and Guidelines) • Animated videos showing the risks of getting infected and risking other lives; • Email and Whatsapp Broadcasts with Protocols to Workers and Parents • Radio Announcement/Catchy Informative Advertisements; • Stakeholder will send out messages via their email lists, social media pages, or physical letters;
SELF- REGULATION: MONITORING, SUPPORTING & RE-ENFORCING MESSAGES	<ul style="list-style-type: none"> • Public-Private Partnership Efforts with Stakeholders and JCF, Municipal Police, SDC, & MOH to inspect; • Email Address and/or Phone Number for workers and patrons to report violations confidentially; • PTA Assessment;

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SCENARIO PLANNING	<p>MoH Guidelines if Child/Worker is Symptomatic:</p> <ul style="list-style-type: none"> • All sick/COVID exposed workers are to report or inform their manager/supervisor of their illness, stay home, self-quarantine for 14 days and report to the Ministry of Health and Wellness hotline/email/ COVID website; Local Health Department; • Management must report COVID-19 or Flu-like symptoms to the Ministry of Health and Wellness hotline/email/ COVID website/Local Health Department <p>MoHW Guidelines if Employee tests positive for COVID-19</p> <ul style="list-style-type: none"> • Manager to inform MoHW or Local Health Department • Allow the MOHW to make formal announcements in the event a team member has tested positive of COVID-19. • Manager, with permission from MoHW to inform fellow employees and parents of their possible exposure to COVID-19 in the workplace while maintaining confidentiality; • Deep cleaning and sanitization must be conducted within the facility and special attention made for those areas where the infected person(s) was stationed; • In the event that a large number of persons at the centre become infected, this should result in a site lock down for 24-48 hours and deep cleaning; <p>If a child develops symptoms while at the facility, the child should be isolated in a separate room and the parent or guardian should be notified to come and pick up the child immediately.</p> <ul style="list-style-type: none"> • If the child is young and requires close contact and care, staff can continue to care for the child until the parent is able to pick up the child. • Staff should wear a mask during all interactions with the child and should avoid contact with the child’s respiratory secretions. • Staff should wash their hands before donning a mask and before and after removing the and before and after touching any items used by the child. • All items, bedding, toys etc. used by the child before and while isolated should be cleaned and disinfected as soon as symptoms are detected. Items that cannot be cleaned and disinfected (e.g. paper, books, etc.) should be removed from the centre and stored in a sealed container for a minimum of 10 days
SECTOR SUPPORT REQUIRED	<ul style="list-style-type: none"> • Collateral Material/Flyers/Posters on living and doing business with COVID focused on very visual delivery and in simple Jamaican language for all age groups to understand and grasp • Online video & graphics for Workers & Parents about what to expect • Anonymous reporting of violation through hotline numbers & email address • Providing support through Branded PPE ??? • Branded sanitization stations and materials???

Issues to Consider

MoHW

- More testing available for Early Childhood workers and children who show symptoms
- Need a website divided by industry so all stakeholders, including health inspectors, police forces, patrons and businesses would be aware of the requirements and have one source of information

Stakeholders

- Need to reach out to a large ECI in Portmore/Spanish Town to understand what is feasible in terms of group size and staff ratios
- Specific recommendations for the types of masks to be worn by staff
- Standardized posters, signage, floor markers, etc. for the entire industry so that the visual is similar
- Strict physical distancing should not be emphasized to children in the school setting as it is not practical and could cause significant psychological harm. Close interaction, such as playing and socializing is central to child development and should not be discouraged. The following are some recommendations and considerations for children in the school setting:
 - When children are in the classroom, to the extent possible, efforts should be made to arrange the classroom furniture to leave as much space as possible between students.
 - Smaller class sizes, if feasible, will aid in physical distancing. However, the daily school schedule routine should not be disrupted to accommodate smaller classes for physical distancing.
 - If weather permits, consideration could be given to having classes outside
 - Focus on more effective risk mitigation strategies for this population. These include hand hygiene, infection prevention education for staff and families, adult physical distancing from one another, adults wearing face coverings, cohorting, and spending time outdoors.

References

Global Best Practices:

- <https://coronavirus.ohio.gov/static/responsible/Sector-fact-sheet-8-Child-Care.pdf>
- <https://files.nc.gov/ncdhhs/documents/files/covid-19/NC-Interim-Guidance-for-Child-Care-Settings.pdf>
- <https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-daycare-out-of-school-care.pdf>
- https://govsite-assets.s3.amazonaws.com/TpljFJjQh6ck66acXRfA_2020-5-21%20-%20Healthy%20at%20Work%20Reqs%20-%20Child%20Care%20Facilities%20-%20Final%20Version%201.0.pdf
- <https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Child-Care-Centers.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
- ECC Guidelines:
https://drive.google.com/file/d/15mrtIC_sxFgJjt47xULnxrm2HKyhnH4T/view
- MoHW Self Assessment Checklist:
https://www.moh.gov.jm/wp-content/uploads/2020/05/Self-Assessment-Checklist-for-Public-Facilities-and-Workplaces_COVID_19_edit.pdf