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**ESSENTIAL SERVICES  
CHILD CARE GUIDELINES FOR STAFF**

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Parks & Recreation will offer free child care services for children of designated essential services personnel for the city until further notice. The programs will be offered on a first come, first served basis during the hours of 7:00 am – 6:00 pm, Monday thru Friday beginning April 6, 2020. The ratio of staff to children will be 1:8 for school age children and 1:5 or 2:8 for preschool/Pre-K children, depending on the site. Each grouping of children and corresponding staff members will be in a separate room in the facility with a maximum of 10 people total in each room in accordance with Governor Northam’s directive as of March 18, 2020. The current list of facilities and ages of children to be served is below:

<b>Site</b>	<b>Ages/Grades</b>	<b>Program Staff (Two Shifts)</b>	<b>Maximum ]Participants</b>
<b>Bayside Recreation Center</b>	Grades K-5	12	24
<b>Bow Creek Recreation Center</b>	Ages 2.5-5	6	15
<b>Bow Creek Recreation Center</b>	Grades K-5	12	24
<b>Great Neck Recreation Center</b>	Grades K-5	12	24
<b>Kempsville Recreation Center</b>	Ages 2.5-5	6	15
<b>Kempsville Recreation Center</b>	Grades K-5	12	24
<b>Princess Anne Recreation Center</b>	Ages 3-5	8	16
<b>Princess Anne Recreation Center</b>	Grades K-5	12	24
<b>Seatack Recreation Center</b>	Grades K-5	8	16
<b>Williams Farm Recreation Center</b>	Ages 2.5-5	12	24
<b>Total Ages 2.5-5</b>		<b>32</b>	<b>70</b>
<b>Total Grades K-5</b>		<b>68</b>	<b>136</b>
<b>Grand Total</b>		<b>100</b>	<b>206</b>

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**ESSENTIAL SERVICES  
CHILD CARE GUIDELINES CONT.**

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**Registration Information**

Definition of Essential Personnel

Essential personnel are City of Virginia Beach first-responders, health care workers, and others who help maintain the health, safety, and welfare of the Commonwealth's residents. Here are examples of essential personnel:

1. Providers of healthcare including, but not limited to, workers at clinics, intermediate care facilities, Human Services healthcare providers, and emergency medical services;
2. Essential government employees including public health employees and employees who oversee or support all the other functions included in this list;
3. Criminal justice personnel including those in law enforcement, courts, and correctional services;
4. Police, firefighters, and military;
5. Employees who operate shelters or other essential services for adults, children and families;
6. Employees who ensure continuity of basic services such as electricity/gas, water, internet, plumbing, sanitation and garbage removal;
7. Employees who ensure essential transportation including public transportation;
8. Employees who ensure essential food, pharmaceutical and supplies access (e.g., grocery, food bank, feeding programs, drug store, hardware store); and
9. Staff and providers of childcare and education services (including custodial and kitchen staff and other support staff) for children of other essential personnel.

### **Registration Instructions**

1. City Manager and Department Directors determine eligibility and provide the list to Parks & Recreation
2. Parks & Recreation e-mails the individuals identified with registration information
3. Recipients forward e-mail to Registration Management, attaching completed forms between 9am, April 2<sup>nd</sup> & 12pm, April 3<sup>rd</sup>
4. Registration Management will
  - a. Verify person is on the list
  - b. Review forms to ensure all fields are completed and signed
    - i. forwards any medication forms to Aminah for processing
  - c. Check availability of program indicated
  - d. Register participant if the above is complete including forms and respond with confirmation date and location e-mail template
  - e. Not register participant if the above is incomplete and responds with incomplete e-mail template indicating what information is required to complete
5. OST Site Supervisors will receive the registration form for each participant registered to use for their authorized pick-up list from Registration Management
  - a. Aminah will e-mail approved medication consent forms, medication log as well
  - b. If the Accommodation Form is completed on the back of the Registration Form, the OST Site Supervisor will place a copy of it in the Inclusion Services Mailbox
6. OST Site Supervisors will receive a sign in/out sheet (with participant names) for the dates of the program

### **Additional Early Childhood Registration Instructions**

1. Registration form, EC Checklist will be sent to parents
  - a. Birth Certificate and Virginia School Entrance form can be scanned to Registration Management. Per licensing, we may accept scanned birth certificates
2. Early Childhood Site Supervisors will follow up with parents on incomplete forms
3. Once forms are complete, child will be assigned to their classroom

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**ESSENTIAL SERVICES  
CHILD CARE GUIDELINES CONT.**

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**OST Staff Check-in at Recreation Centers Operating Essential Services Child Care Programs**

Each day all OST staff members working in the program will be required to respond to the following questions upon their arrival at the center:

1. Have you been in contact with anyone within the past fourteen days who has any of the following:
  - a. fever
  - b. cough, and/or
  - c. difficulty with breathing?
2. Have you been in close contact<sup>(1)</sup> with anyone who has been confirmed to have a positive COVID-19 test?
3. Have you been in contact with anyone who has traveled in the past 14 days to a location indicated by the CDC or US State Department as being an area of concern for COVID-19?
4. Do you had a fever, acute or new onset cough, difficulty breathing/shortness of breath, or loss of taste?
5. Have you taken medication to lower your temperature in the last 24 hours?

***If staff member answers yes to any question, contact Occupational Safety and Health Services (OSHS) for guidance and direct staff member to an isolated area until guidance is received from OSHS.***

Here is the contact information for OSHS:

Staff can call 385-SAFE (7233) – 24/7. That is the OSHS duty phone and rings straight through to a cell phone for someone to address issues before or after hours. 385-4851 also routes people to that when needed, and also reaches our Occupational Health Clinic.

OST Staff members will also have their temperatures checked upon their arrival at the recreation center. During temperature readings, please consider stress/anxiety from activities or situations immediately preceding the temperature check. If needed, have someone who expresses anxiety or feels uneasy rest quietly aside from others for a short period before taking their temperature. We do not want to unnecessarily put them in a situation where we report a high temperature when it was skewed due to outside factors that are not pertinent.

**OST Staff Temperature Check Protocol**

1. Temperatures will be taken for OST staff members working in the program upon arriving at the recreation center.

2. Depending on their work schedule, staff may also be required to undergo a second temperature check approximately 4 hours into their work shift.
3. This protocol applies exclusively to OST staff members.
4. Temperatures should be taken in the lobby area as staff members enter the building.
5. The staff member taking the temperature must wear a face mask and gloves and use a non-contact thermometer.
6. Staff members may not take their own temperature. Temperatures must be taken by another staff member in the facility.
7. In the event a staff member registers a temperature of 100.0 degrees or higher, the staff member taking the temperature will contact OSHS for guidance and direct the staff member with a high temperature to an isolated area until further guidance is received from OSHS. If the staff member is directed to go home, it is recommended that they follow up with their personal doctor. Supervisors will then be advised that the employee was sent home. Employees must be temperature free for 24 hours prior to return to work.

Each OST Zone Supervisor may execute this protocol with some flexibility based on staff schedules and facility layout, but should continue to stress initial entry screenings at the beginning of each shift and perform the midday check to best capture overall daily health/wellness

Notes:

- (1) Close Contact is defined by the City of Virginia Beach Occupational Safety and Health Services (OSHS) as;
  - a. being within approximately 6 feet or less of a positive COVID-19 case and in the same compartment (room or vehicle) for a prolonged period of time. (close contact can occur while also caring for, living with, visiting, or sharing a healthcare waiting area or a room with a positive COVID-19 case)
  - b. having direct contact with infectious secretions of a positive COVID-19 case (e.g., being coughed on)

**Receiving Participants Procedures:**

An OST site supervisor will set up inside the lobby in an area where they can monitor cars coming toward the building. Parents will be notified prior to the start of the program that they are to remain inside the vehicle until a staff member comes to the car to serve them. Signage will be placed outside the building to inform parents of same.

The OST site supervisor will monitor the designated drop-off area between 7:00 – 8:00 am. A phone number will be posted on the locked recreation center door for parents arriving after that time and a staff member will come out to receive them. When receiving participants after 8:00 am, supervisors should still be receiving the participants. In extreme circumstances site staff may need to receive a child. All staff must follow the procedure below:

1. The OST site supervisor, with gloves on, will approach the parent's vehicle.

2. The OST site supervisor will verbally administer the questionnaire regarding exposure to COVID-19 and/or symptoms by the child or anyone in contact with the child.
  - a. If to any of the answers to the questions on the questionnaire are, "Yes," the OST site supervisor will call the Administration Supervisor on Duty for next steps.
  - b. If all the answers to the questionnaire are, "No," proceed to step 3.
3. The participant will step out of the vehicle, and the OST site supervisor will take the child's temperature with the handheld no touch thermometer.
  - a. If the child's temperature 100.0 or above the child will not be able to attend the program.
  - b. If child's temperature is under 100.0, proceed to step 4
  - c. Weekly temperature logs must be filled out during this time.
    - i. If the temperature is 99.9 degrees or lower place a check in the second column of the Weekly Temperature Log by the participants name.
    - ii. If the temperature is 100.0 or higher place an X in the second column of the Weekly Temperature Log and add the note "sent home immediately with parent/caregiver"
    - iii. Notify Mark Jones or Joni Waters immediately for any temperature of 100.0 degrees or greater and provide the following information:
      1. Site Location
      2. Child Name
      3. Parent/Caregiver Name
      4. Contact Number for Parent/Caregiver
      5. Simple Disposition Note – i.e. "sent home immediately with parent/caregiver"
4. The OST Supervisor will sign the participant in by initialing and writing the time on the sign-in/out sheet.
5. The OST Supervisor or designated site staff will escort the child into the building to their designated program area.

The OST Supervisor will then move to the next vehicle and repeat the process.

The OST site supervisor should explain the screening process steps to parent:

Ask the following questions at drop off every day:

1. Does anyone in your household have or have you had within the past fourteen days any of the following:
  - fever
  - cough, and/or
  - difficulty with breathing?
2. Has anyone in your household been exposed to confirmed COVID-19 person/persons?
3. Has anyone in your household traveled in the past 14 days? If so, did you travel to New York or California?
4. Has your child been given medication to lower the child's temperature?

A 14-day waiting period will be required, along with a physician's note clearing the child, for any child that exhibits symptoms, has been exposed to, or has tested positive for the coronavirus before they are able to return. If anyone in the household has travelled to New York or California, then the child may not attend until after the 14-day waiting period. Parent responses to questions may vary, if the answer is not a definite, "No," OST Site Supervisors will need to call the Administration Supervisor on Duty line for further assistance on whether we can accept that participant.

#### **Procedures for participant pick-up:**

For school age participants, the OST site supervisor will greet parents at their vehicles in designated pick-up area between the hours of 4:00-6:00 pm. A phone number will be posted for parents arriving prior to that time and a staff member will come out to receive them. All staff must follow the procedure below:

1. Check parent ID, observe, but don't take. Then compare to the PIL to ensure they are an Approved Pick-Up
2. OST Supervisor will write the time and initial on the sign-in/out sheet
3. Radio to site staff member from that group to escort the child to the parent's vehicle
4. Supervisor moves on to the next vehicle
5. Room staff returns to room until next pick-up is called
  - Supervisor moves to next vehicle as room staff passes child to parent
  - Room staff returns to room until next pick up is called

Early childhood participants will be picked up at the designated early childhood pick-up location. When multiple parents are at the pick-up location they will be asked to form a line and stay 6 feet apart until they can speak with an OST site supervisor.

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**ESSENTIAL SERVICES  
CHILD CARE GUIDELINES CONT.**

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**Program Guidelines:**

**A. SOCIAL DISTANCING IN CHILD CARE SETTINGS**

- It is important to maintain ratio requirements for the safety of children, and to provide adequate supervision to maintain social distancing. With the limit of 10 persons (adult and children) in a space, group size limits are already met. The ratio of staff to children will be 1:8 for school age children and 1:5 or 2:8 for preschool/Pre-K children, depending on the site.
- Implement small group activities and encourage individual play/activities. For example, if the class has 8 children, break into two small groups, and designate space in the classroom for individual play.
- Physically rearrange the room to promote individual play.
- Feed children in their individual classes.
- Use designated rooms within the facility one group at a time.
- Keep the same small group of children together throughout the day, do not combine groups (e.g., at opening and closing). To the degree possible, maintain the same groups from day to day. This will help reduce potential exposures and may prevent an entire program from shutting down if exposure does occur. This includes keeping the same staff members supervising the same groups of children each day.
- Alter programming to increase distance between children, such as allowing only one classroom of children outside at a time. Spread children out within the classroom, etc.
- Refrain from activities that promote touching or closeness (circle time, hand-holding, center play, etc.).
- Set up individual play activity stations, i.e. art, puzzles, and reading. Each child will be supplied with an individual activity bag.
- Eliminate large group activities. Avoid gathering in larger groups for any reason.
- Increase the distance between children during table work.
- Minimize time standing in lines and spread children out when they are in lines.
- Social distancing should be practiced to the maximum extent while still allowing for the care of children. We understand that staff need to be in close proximity to children when providing care, but programs should keep children apart from each other and limit physical proximity as best as they are able.
- Encourage all adults to stay 6 feet away from each other, including staff and parents.



## **B. INFECTION CONTROL AND SANITATION PRACTICES**

Washing hands and sanitizing surfaces are the most important things we can do now. Think about frequently touched surfaces, such as playground equipment, and have hand sanitizer nearby or wash hands after play time.

- Equipment should not be shared.
- Practice frequent hand washing with soap and water for at least 20 seconds and require handwashing upon arriving at the program, when entering the classroom, before meals or snacks, after outside time, after going to the bathroom, and prior to leaving for home. Help young children to ensure they are doing it effectively. If soap and water are not readily available, using an alcohol-based hand sanitizer with at least 60% alcohol.
- Advise children, families, and staff to avoid touching their eyes, nose, and mouth with unwashed hands. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available).
- Provide adequate supplies for good hygiene, including clean and functional handwashing stations, soap, paper towels, and alcohol-based hand sanitizer.

## **C. PROCEDURES FOR SICK PARTICIPANTS:**

### **a. Child Exhibits Symptoms**

- i. If a child starts to exhibit symptoms (fever of 100.0 or over, cough or shortness of breath) while at the facility, room staff will immediately notify OST site supervisor and separate the child from the group until the child can be picked up from the facility. (CDC guidelines) Other participants will be moved to a transition space under supervision while room is disinfected.
- ii. OST site supervisor will contact the participant's parent. Upon pick up, supervisor will recommend the parent speak to their health care provider.
- iii. Advise child's parent or caregiver to inform the facility immediately if the child is diagnosed with COVID-19. (CDC guidelines)
- iv. The parent will need to gain approval from an OST Supervisor before the child can resume attending the program.

### **b. Second Temperature Check**

- i. A second temperature will be taken for each participant starting at 11:30am each day. Temperatures should be taken at 11:30am unless there is an approved reason this cannot take place (i.e. lunch, high level activities, etc., so as not to affect the reading). Please make all efforts to program around the 11:30am timeframe.

- ii. The Weekly Temperature Log must be filled in during the temperature reading.
  - iii. If the temperature is 99.9 degrees or lower place a check in the second column of the Weekly Temperature Log by the participants name.
  - iv. If the temperature is 100.0 or higher place an X in the second column of the Weekly Temperature Log and add the note “placed in separate room under supervision till pick-up” in the comment section.
  - v. Notify Mark Jones or Joni Waters immediately for any temperature of 100.0 degrees or greater and provide the following information:
    1. Site Location
    2. Child Name
    3. Parent/Caregiver Name
    4. Contact Number for Parent/Caregiver
    5. Simple Disposition Note – i.e. “sent home immediately with parent/caregiver”, “placed in room under supervision until parent/caregiver came to pick them up.”
    6. Every Friday email logs to Mark Jones at [mjones@vbgov.com](mailto:mjones@vbgov.com) and copy Joni Waters at [jwaters@vbgov.com](mailto:jwaters@vbgov.com).
- c. Cleaning Program Area
- i. Staff member will follow the OST protocol for cleaning and sanitizing the program area and equipment. Please disinfect walkie talkies every day.

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**ESSENTIAL SERVICES  
CHILD CARE GUIDELINES CONT.**

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**Safe Transition Guidelines**

In the best interest of maintaining minimal contact with groups moving from one program area to the next, we are implementing the guidelines below.

The **ABC's** of transitions.

**A: accountability**, know how many children you are transitioning. Headcount before you leave the program area, headcount when you arrive to the destination, headcount before you leave the destination and a headcount once you return to the program space

**B: Be aware** of your position while transitioning. With one team member, position yourself behind the last participant, with two team members, one in front of participants and the second behind the last participant, and three or more, one in front of participants, second behind the last participant and third in the middle

**C: Communicate** with your team! Communicate and verify your count with the team member assisting you and with staff remaining in the program area

### **Prior to Transitioning from one Program Area to another Program Area**

- Ten minutes before transitioning to your next program area will disinfect all tables, chairs, doorknobs and tabletops.
- Any equipment used, must be disinfected by site staff members.
- This must be done prior to leaving the program area that each group is utilizing. Move participants to opposite side of the room to begin disinfection. Once one side is disinfected, move students into “transition area” to complete disinfection of entire room. (“Transition area” is a hallway or area that will **not** be traveled by the incoming group)
- Once in the transition area, staff member must do a face to name call.
- Staff should then count the number of names on the sign in/out roster and the number of participants in their group line and ensure they match.
- Staff need to communicate with one another to get the total number of participants in the group, as all staff are responsible for all participants.
- Once all participants are accounted for and in the transition area. Site supervisors will oversee the movement of groups from program space to program space by Walkie Talkie.
- Please adhere to your supervisor’s direction to ensure safe transitions. Supervisors will indicate which groups are moving first and which groups are staying in “transition area” until directed to enter the new program area. By keeping one group in the designated transition area, while the new group enters the new program area, we hope to minimize participants and staff passing each other in the building. This should decrease the possibly of any co-mingling of groups.

### **During Transition**

- As you transition to the next program area, staff placement should be as follows one staff leading the group, the second staff in the rear of the group.
- Participants should continue practicing proper spacing.
- Staff at the rear of the group must keep a visual on all participants.

### **Wrapping-up Transition**

- Upon arriving at the next program area, participants should be directed to sit in their respective groups, with a minimum 6 feet distance between participants
- Staff member will do another face to name call, matching the participants to the names on the sign in/out roster.

5/6/2020

- Once all participants are accounted for, begin next activity.

**Items that need to be disinfected in each program space are as follows**

**Classrooms**

Tables  
Chairs  
Any equipment used  
Doorknobs  
Counter tops  
Sink

**Gameroom (Do not use play structure)**

Tables  
Chairs  
Any equipment used (pool sticks etc.)  
Doorknobs  
Sink

**Gym**

Doorknobs  
Any equipment used

**Outside (Do not use outdoor playground equipment)**

Doorknobs  
Any equipment used

\*ABM Custodial Services will be assisting with disinfecting areas throughout the day. They will do a thorough cleaning prior to the program beginning, after lunch (in all three areas) and after the program ends.

They will also assist with cleaning the bathrooms throughout the day. If you have specific needs please let them know.

In a case where a child needs to be quarantined ABM will disinfect the room the child was last in.