



***Health and Safety Planning  
(HSP)  
Multilayered Approach to Reduce  
Potential Exposure and  
Prevent the Spread of COVID-19***

**School Age Child Care<sup>i</sup>  
Required Health and Safety Protocols and Procedures**

*August 2021<sup>ii</sup>*

*(key updates are identified by italics)*

**Promoting Health Awareness for Staff and Families**

All staff and families must be aware, and vigilant, of the procedures and precautions that are needed to protect their personal health, and the health of all children and youth. All staff will follow *Office of Child Care Health and Safety* licensing regulations, and implement Virginia Department of Health (VDH), and Centers for Disease Control and Prevention (CDC) guidelines. Program administration will work with Fairfax County Health Department (HD) for guidance on current level of mitigation needed, based on COVID-19 community transmission.

- COVID-19 VACCINE:*** *“Vaccination is the leading public health prevention strategy to end the COVID-19 pandemic” (CDC, VDH). All employees are encouraged to get vaccinated as soon as possible. The COVID-19 vaccine is available at locations throughout the Fairfax Health District. Go to [vaccines.gov](https://vaccines.gov) for locations, or visit the [Fairfax County Health Department’s website](#).*
- All staff must complete the Infectious Disease Preparedness and Response Plan Training for County Employees (IDPRP) and Employee Acknowledgment of the Final Permanent Standard for Infectious Disease Prevention of the SARS-CoV-2 through Employee U.
- All staff receive information and training on COVID-19 symptoms and health and safety protocols and preventive measures prior to working with children. Information will be kept current, and updated information will be shared as it becomes available.
- Informational signs on COVID-19 symptoms and prevention should be posted at the entrance and throughout the child care program, available to families and staff and posted in multiple formats and languages. [Print Resources | CDC](#)

- Proper fitting face masks, that cover the nose and mouth, are part of the comprehensive strategies to suppress transmission of COVID-19 and must be worn by all staff and children throughout the day – *indoors and outside*. (See page 6 for additional information on face masks.)
- Measures should be in place to protect and support children, families and staff who may be at higher risk for severe illness. Anyone who may be at high risk should consult with their health care provider to assess their level of need.
- Staff will become aware of common COVID-19 symptoms. This list is not all inclusive. People with COVID-19 have had a wide range of symptoms, ranging from mild to severe. Symptoms have been consolidated for use in the daily health screening as follows:
  - Fever, chills
  - Respiratory and Flu-like Symptoms (includes – cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion, or runny nose)
  - Gastrointestinal Symptoms (includes – nausea, vomiting, diarrhea, abdominal pain, *new onset of poor appetite*)

## Daily Health Checks

Designated SACC staff will be available to greet center staff members, families and children, (maintaining 6 feet physical distance), to conduct health screening for *COVID symptoms, exposure, and testing*; and maintain the SACC COVID-19 Health Screening Log.

- Children, family members, and program staff may not enter the Center if –
  - Experiencing any **symptoms** of COVID-19, not due to another health condition;
  - **Tested** for COVID-19 and are **awaiting results**;
  - **Tested positive** for COVID-19 in the past 10 days, or if
  - Within the past 14 days there has been **close contact** with anyone confirmed or diagnosed by a healthcare provider as being positive for COVID-19.
 

(**Close contact** is defined as an individual who was within 6 feet of someone with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period during the time when that person could have spread the infection. Fairfax County Health Department will provide guidance on the need to isolate or quarantine as part of contact tracing.) (Please see updated information on page 13)
  - Center Supervisors should provide information to their Regional Supervisor when any participating family/child or SACC staff is experiencing symptoms, being tested, tested positive, identified as close contact, or will be traveling.
- Parents, children, and staff must wear a mask/cloth face covering throughout the check-in and health screening process.

- Each location should have a process in place to avoid crowding and to maintain physical distancing throughout the arrival and daily health check process.
- Confidentiality protocols shall be in place and maintained in accordance with applicable privacy laws and regulations.

### **Staff Health Check**

- At arrival each day, Daily Health Check will be conducted for all staff.
- Staff with any symptoms on the screening form, not attributed to another condition are not permitted to enter the center. Additionally, staff must attest that they -
  - Are not waiting for results of a COVID-19 test;
  - Have not tested positive for COVID-19 in the last 10 days;
  - Have not had close contact with anyone that is confirmed or diagnosed by a healthcare provider as being positive for COVID-19 during the past 14 days.
- SACC team member will maintain the SACC COVID-19 Health Screening Log. Hand sanitizer will be provided for staff following the health screening.
- At the beginning of each workday, all staff are required to submit the Fairfax County Employee Daily Health Check via Microsoft Teams, or the Printable Employee Daily Health Check paper form.

### **Children Health Check**

#### **SACC Before School Program**

- Children attending the Before School program must be accompanied to SACC by parent/guardian or authorized adult.*
- Parent/guardian or authorized adult, with knowledge of the child and their health status, will participate in the daily health screening. *Depending on entry location, and time of arrival, a car line may be available, and families may remain in their vehicle, using caution upon approaching the area. If parents are walking their child to the center, they must maintain 6 feet distance between other adults, children and staff.*
- Children with any symptoms on the screening form, not attributed to another condition, are not permitted to enter the center. Additionally, their parent or authorized adult must attest that the child –
  - Is not waiting for results of a COVID-19 test;
  - Has not tested positive for COVID-19 in the last 10 days;
  - Has not had close contact with anyone that is confirmed or diagnosed by a healthcare provider as being positive for COVID-19 during the past 14 days.

- SACC team member will maintain the SACC COVID-19 Health Screening Log and will provide hand sanitizer for each child.

### **SACC After School Program**

- Families must conduct the FCPS COVID-19 Health Screening Questionnaire prior to their child's attendance in the FCPS academic day as stated below:*
  - "Parents/guardians are required to complete the daily health screening questionnaire prior to sending the student to school each morning. The required screening must be completed for all school-aged children in the household. In order to reduce the spread of communicable disease to student and staff, it is critical that parents/guardians accurately complete this screening daily and keep their student home from school when exhibiting any symptoms."
- After School, a SACC team member will provide hand sanitizer for each child as they arrive at the SACC Center.*

### **Daily Health Observations**

*SACC staff will observe all children upon arrival and throughout the day to watch for any indications or symptoms of illness.*

### **Center Visitors**

- Non-essential visitors should be restricted from entering the program.
- Parents/guardians: Note** - Licensing regulations stipulate that parents/guardian cannot be restricted from entering the facility when their child is in attendance. However, parents/guardians may be asked to remain in a specified location and must wear face masks and adhere to physical distancing requirements at all times.

### **When a Staff Member or Child Shows Signs of Illness During the Health Check-In or While They are at the Center:**

- Children or program staff experiencing any illness or symptoms of illness may not enter the center. The Center Supervisor should inform the Regional Supervisor of any child or staff who is not able to enter the center following the health screening or who becomes ill during the day.
- Procedures are established and confirmed with families and staff that anyone who may become sick while at the program, must go home as soon as possible.
- A **wellness/comfort room** will be identified in a separate location of the program so if a child becomes sick, they would be able to rest away from children who are not sick, until they were able to go home. Staff supervision should continue at all times (maintaining 6 feet distance). Gloves, face shield, and disposable face coverings, *and gowns* will be available in the room.

Both staff and child must wear a face covering, and staff should also wear face shield, disposable gloves, *and gown*.

- Staff experiencing any of the symptoms of COVID-19 or other exclusion illness should also be separated from well children and staff and should leave the center as soon as possible.
- Documentation from a health care provider is required for children or staff to return to SACC following absence due to experiencing symptoms of COVID-19, COVID-19 testing, or having been a close contact of someone who has confirmed or diagnosed positive for COVID-19. Staff and children must remain out until results of tests are received and a health care provider has indicated that their symptoms have been assessed and have provided diagnostic or other test results. Additionally, the health care provider should specify the date that child or staff are authorized to return to the program.
- Follow CDC guidance on [Cleaning and Disinfecting Your Facility | CDC](#)

## Ensuring Healthy Hygiene Practices

Adequate supplies for good hygiene are always available, including clean and functional handwashing stations, soap, paper towels, and alcohol-based hand sanitizer (60% alcohol or more). All rooms have tissues and lined trash cans (trash bags).

### Teach and Reinforce Hand Washing Often and Thoroughly

- Children and staff will [wash hands](#) often. Post proper hand washing [posters](#).
- Everyone who enters the child care program will wash hands upon arriving, when entering the classroom, and frequently throughout the day –
  - before handling food, and before and after meals or snacks,
  - after sneezing or coughing *and before and after touching eyes, nose, or mouth*,
  - after being in the gym or outside,
  - after going to the bathroom and helping children in the bathroom,
  - *after touching surfaces frequently touched by others*,
  - and before leaving for home.
- Staff support and monitor children to ensure they are washing hands effectively and thoroughly with soap and water for at least 20 seconds, to dry hands fully with a paper towel, and to use the paper towel to turn off the faucet.
- If soap and water is not readily available (i.e. outside) an alcohol-based hand sanitizer with at least 60% alcohol may be used. Use of hand sanitizer must be supervised by adults.

## Teach and Reinforce Covering Coughs and Sneezes

- Everyone is encouraged to cough/sneeze into the crook of their elbow, then followed by handwashing. When coughs and sneezes are covered with a tissue, the tissue is immediately placed in the trash, and hands washed with soap and water or alcohol based hand sanitizer is used (if soap and water are not readily available).
- Children, families, and staff are reminded to avoid touching their eyes, nose, and mouth.

## Use of Face Coverings

Proper fitting face masks, that cover the nose and mouth, are part of the comprehensive strategies to suppress transmission of COVID-19 and must be worn by all staff and children throughout the day – *indoors and outside*.

- Face coverings should never be put on any children under the age of two as there is a risk of suffocation.
- A supply of disposable face coverings should be readily available for children and staff if a replacement is needed during the day.
- Face coverings may be challenging for children to wear in all-day settings. Staff will model, teach, and reinforce the appropriate use of cloth face coverings to cover the nose and mouth, and work in partnership with the child and their family, Regional Supervisors and other SACC colleagues to develop successful strategies for supporting children wearing face masks.
- Staff must wear face coverings together with face shields during times when physical distancing is difficult for brief periods. For example: assisting children with technology, providing support during meals, medication administration, supporting children with toileting, and supporting children who are having difficulty consistently wearing face covering over their nose and mouth. (Note: Face coverings, and face coverings worn together with face shields, do not replace physical distance requirements).
- Staff support children's healthy hygiene by encouraging their use of face covering, reminding them not to touch the face covering, and to wash their hands frequently.
- Information should be provided to staff, children, and children's families on proper use, removal, and washing of cloth face coverings.
- Resources:
  - [Safely Wear and Take Off Cloth Face Covering CDC \(poster\)](#)
  - [Your Guide to Masks | CDC](#)
  - [Guide to Face Coverings Fairfax County HD](#)

## Intensify Cleaning and Disinfecting

Adequate supplies are available and a schedule for routine and intensified cleaning and disinfecting throughout the program is established.

- A daily plan will be developed by each Center to verify that all required supplies are readily available. In conjunction with program administration, a system for replacement and restocking will occur in a timely manner to ensure that supplies are available for all rooms and program areas to maintain health and safety protocols at all times.
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children and staff from inhaling fumes that may be harmful.
- Scheduled cleaning and disinfecting of high touch surfaces is conducted before children arrive for each program session and when all children have departed at the end of each session, and before and after meals and snacks. Routine cleaning is conducted throughout the day as needed. Staff should wear disposable gloves during cleaning and disinfecting. [Cleaning and Disinfecting Your Facility | CDC](#)*
- Examples of high touch surfaces may include: tables, doorknobs and handles, light switches, countertops, desks, phones, *arm rests of vinyl couches*, keyboards, toilets, faucets, sinks, sink handles, etc.
- Ensure safe and correct application of disinfecting cleaners, and follow manufacturer's instructions, and all child care licensing requirements for all applicable disinfecting solutions and safety procedures.
  - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
  - Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. Please refer to CDC's guidance on [disinfection for community settings](#).
- Ensure adequate supplies, toys, games, and materials are available, *however individual use materials are not required. Children should wash hands after using materials and equipment, or if soap and water are not immediately available (i.e. outdoors, gym) staff should provide hand sanitizer.*

- ❑ Some items may not be easily cleaned or sanitized. For example, if using playdough consider individual containers labeled with names, or discontinue use. Remove or discontinue use of water or sensory tables and remove toys and furnishing that cannot be easily cleaned.
- ❑ Children should not bring toys from home. *Any personal items brought from home should be kept separate from other children/staff and hand washing should be performed after handling these items.*

### **Ventilation and Increase Time Outdoors**

- ❑ *FCPS has indicated that recommended standards for outside air ventilation in classrooms and offices are met and the system is designed to ventilate fresh outside air and mitigate the buildup of odors and pollutants.*
- ❑ *Centers may increase fresh air by opening windows and doors as weather permits. Caution should be used to ensure that open doors and windows do not pose safety or health risks.*
- ❑ Time outdoors should be included in the daily schedule. All classrooms/groups should schedule activities outdoors throughout the day, (without combining bubbles), and while maintaining 6 ft. physical distancing. Time outdoors should be encouraged as much as possible and scheduled as appropriate based on outdoor temperatures, heat index, air quality and other weather conditions.

### **Physical Distancing – While Staying Socially and Emotionally Close**

Implementing safe distancing measures while providing age appropriate, high quality care for all children is an essential health protocol.

- ❑ *In classroom settings, children will maintain 3 ft. distancing from each other. All classroom activities should be low physical intensity such as art, table or floor games, curriculum projects, reading, conversations, building, homework, etc.*
- ❑ *When playing active games in the gym and outdoors, spacing between children should be at least 6 ft.*
- ❑ *Adults must maintain at least 6 ft distancing at all times between other adults and between children.*
- ❑ *SACC Classroom Bubbles (also known as cohorts or pods) limit the number of children and adults that come in contact with each other. Maximum group size (Bubble capacity) will be determined based on room size, physical distancing requirements, and staff child ratios.*
- ❑ Bubbles should not combine (except to conduct group activities virtually).



- During transitions, and in the hallways, spacing of 6 feet distancing should continue to be maintained. Directional arrows and spacing markers should be used.
- Close any communal or large group use areas or provide clear separations/barriers. **ALERT:** The operation (opening or closing) of any motorized room dividers in the presence of any SACC children or staff is prohibited.

### **Dispersing Activities Throughout the Room**

Spread out furnishings, incorporate physical structures to limit the number of children in each program area space.

- Note room capacity for each room to allow for maximum number of children and adults with 3 ft. physical distancing between children, and 6 ft. distancing between adults and children.
- *Seating at tables should support distancing to the greatest extent possible. Remove extra chairs to allow for the number of seats appropriate for the space. Add additional tables if space permits. When eating meals/snacks, children should maintain distancing and replace face masks as soon as snack is completed.*
- Develop strategies and create ways for children and staff to spread out as they are playing and engaging with other children and adults.
- *Support children’s understanding of distancing requirements and seating arrangements that support their safety, engagement, and comfort.*
- *As space permits, couches may be used with seating identified at 3 ft. distancing.*

### **Gym, Outside, and Transitions**

At least 6 ft physical distance should be maintained during any rigorous activities such as, dancing, aerobics, group led exercises, during singing, and activities in the gym and outside.

- Minimize time that children are standing together in a line and continue to support physical distancing.
- Stagger outdoor and gym usage for one group at a time and maintain staffing requirements. (Note – if space permits, groups of children may be outside at the same time, however they must stay separated and not use the same area. Children and staff should continue to maintain physical distancing outside.)
- Playground equipment *is open for use*. All safety protocols for playground supervision and use of specific equipment must be followed. *Children should be provided hand sanitizer before and after using playground equipment.*

- Develop strategies and create ways for children and staff to spread out as they are playing and engaging with other children and adults.

### **Serving Meals and Snacks**

As face coverings are removed during meal and snack times, special attention is needed to ensure that children have adequate space to be seated and maintain physical distance, and all health and safety procedures are followed.

- Children should eat meals and snacks with their Bubble, instead of combining groups in a communal dining area (cafeteria).
- Space out seating and mark the spot at the tables where chairs should be, to reduce the number of children per table, add more tables and use additional locations, including outdoors, when possible.*
- Staff should clean and disinfect tables before and after use.
- All staff and children must thoroughly wash hands before and after meals. Staff must wash hands before preparing, serving or feeding children.
- Children and adults should not share food or utensils.
- Children and staff should *not drink from water fountains*. A visual reminder should be placed on the water fountains to deter touching or using. For facilities that have been closed for an extended period, take steps to ensure that all water systems are safe to use.

### **Staff Office and Work Rooms**

- Note room capacity and remove extra chairs to allow for the number of seats appropriate for the space so that 6 ft distancing can be provided. Space out seating and mark the spot at the tables where chairs should stay.
- Hand sanitizer and cleaning supplies must be readily available and used.

### **Transportation**

- Program field trips and events are suspended at this time.

## **Additional Resources**

- SACC Workgroups:** (Contact your Regional Supervisor for additional information)
  - Success Stories – Meeting and professional development series for SACC staff to share strategies to support children’s successful engagement, learning, and development.
  - Health and Safety – Meets weekly to keep up to date on health and safety guidance related to COVID-19.

- Be Well Live Well – Making Wellness a central part of all we do!
- OFC COVID-19 UPDATES | Office for Children (fairfaxcounty.gov)
- Fairfax County Department of Health coronavirus/resources
- *Updated COVID-19 Guidelines for Child Care Programs* COVID-19 Guidelines and Info for Child Care (July update) (govdelivery.com)
- CDC posters: Coronavirus Disease 2019 (COVID-19) Factsheet (cdc.gov)  
How to Protect Yourself and Others  
Print Resources | CDC

### Coordination with Health Department When a Positive Case is Reported

If a participating family identifies that their child has tested positive for COVID-19, or a SACC staff member self-identifies as tested positive, the following actions are taken.

- SACC Regional Supervisor and Center Supervisor inform all SACC Center staff and participating families that a staff member or child has tested positive for COVID-19. Confidentiality is maintained and the staff or child are not identified when providing notification. The FCPS principal is notified.
- The Assistant Director of Child Care Services collects and forwards all relevant information to the NCS COVID Coordinator for notification to the Fairfax County Health Department (HD) via the required online reporting portal.
- Office for Children Director, and other County Leadership are informed.
- The Health Department initiates a case investigation and contact tracing to determine if any children or staff members were a close contact.
- Families and staff are informed that the HD will reach out and contact any close contacts identified and provide information on next steps that may be needed on testing, quarantine information or other follow-up actions and resources. *Please answer or return the Health Department’s call. The caller ID may say “VDH COVID TEAM.”*
- If the individual who had a positive test is a child, or a staff member that works with children in a SACC Bubble, that Bubble may have a minimum of one-day pause in operation to allow time for the HD to conduct a contact investigation. Families and staff in the Bubble are informed that there will not be SACC service available during the pause. SACC Registration is notified. Additional information is provided to families if the investigation is taking longer, and/or if the Center is informed of other actions that need to be taken.

- Notification is sent to FCPS leadership staff and the case is included in the FCPS COVID-19 dashboard. FCPS transportation is notified if any children impacted are bus riders.
- SACC Administration reports positive cases to VA State Child Care Licensing.
- At the conclusion of the investigation, the Health Department provides SACC the results of the investigation and any recommendations for additional measures or modifications to current activities that are needed, including dates for any close contacts to quarantine.
- Anyone who has a positive lab test or has been directed by their health care provider to isolate at home, should continue isolation until all of the following conditions have been met:
  - At least 10 days have passed since symptoms first appeared, or since the date of the positive COVID-19 test, and
  - Individual has been fever-free for at least 24 hours without the use of medication to reduce fever, and
  - Symptoms have improved and no new symptoms have developed.

### ***Steps to Take to Stop the Spread: Exposure, Close Contacts, Secondary Contacts***

#### **What should you do if you think you might have been exposed to COVID-19, or if you are sick and have symptoms?**

If you are sick with symptoms of COVID-19 or if you were exposed to someone with COVID-19, go home and avoid contact with others, contact a healthcare provider, and follow the health care provider's guidance and recommendations for testing. Anyone being tested for COVID-19 must notify their supervisor immediately and remain home from work. If the test is negative, you can go back to your usual activities once you are symptom free and have been cleared to return to work. If the test is positive, you must continue to **isolate** and notify your supervisor immediately. All positive cases are reported to the Health Department. The Health Department will contact you and provide further information as well as work with you to identify close contacts. This will help ensure that the virus does not spread.

#### **\*Who is a Contact (CLOSE CONTACT)? (see \* on next page)**

A close contact is defined as an individual who was within 6 feet of someone with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period during the time when that person could have spread the infection. When the Health Department identifies someone as a close contact, they will direct them to **quarantine** and remain at home and away from others for 14 days. *(The Health Department will provide guidance on the need to quarantine for staff who are fully vaccinated.)* The reason for self-quarantine is so that if you did become infected, you would not transmit the disease to others, and would then help stop the spread of the virus. Contact investigations are routine public health practice used for communicable diseases like measles and tuberculosis, and now, COVID-19. For additional information: [When to Isolate and When to Quarantine | Health \(fairfaxcounty.gov\)](#)

## **What about a Contact of a Contact (SECONDARY CONTACT)? Are they at higher risk?**

Secondary contacts or “contacts of contacts” are individuals who have not been exposed directly to someone who was ill (the case). Instead, they were exposed to a contact of the case, who is not known to be infected. As a secondary contact, the risk of COVID-19 infection would not be significantly elevated, and there would not be the need to quarantine or be tested. As a secondary contact the exposure is to someone who is well, and was likely not infected, which makes the chance of a secondary contact getting COVID -19 considered to be similar to others in the community. A secondary contact does not need to take any special precautions other than continuing to maintain protective actions.

### **\*UPDATED information on close contact:**

*“It is important to note that the definition of close contact includes an exception for K-12 settings for the purposes of case investigation and contact tracing. In general, VDH uses proximity of within 6 feet for a total of 15 minutes or more within 24 hours to determine the need for quarantining persons who have had close contact exposure to someone with suspected or confirmed COVID-19.*

*But in indoor K-12 settings, a student who is within 3 to 6 feet of an infected student is not considered a close contact as long as both students are wearing masks. This exception does not apply to teachers, staff, or other adults in indoor K-12 settings. Having direct exposure to respiratory secretions of someone with COVID-19 (e.g., being coughed or sneezed on) is also considered close contact in any setting.”* [https://www.doe.virginia.gov/support/health\\_medical/office/covid-19-faq-reopening.shtml](https://www.doe.virginia.gov/support/health_medical/office/covid-19-faq-reopening.shtml)

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<sup>i</sup> **School Age Child Care (SACC)** is a Fairfax County Government program operated by the Child Care Services division of the Office for Children, Neighborhood and Community Services. HSP Health and Safety protocols and procedures must be implemented by all staff at all SACC locations. Throughout this document, child care center, program, and center are used interchangeably for SACC.

<sup>ii</sup> HSP 6/26/20 Review by Fairfax County Health Department  
6/29/20 Distribution to Camp Fairfax Staff  
7/24/20 Update: Distribution to Camp Fairfax Staff  
8/23/20 Update: Distribution to Supporting Return to School Staff  
01/04/21 Draft Update: Distribution to Supporting Return to School Staff  
April 2021 Update: Distribution to Supporting Return to School Staff  
June 9, 2021 Preliminary Updates: Distributed to Camp Fairfax Staff. Effective June 14, 2021  
August 16, 2021 Update: Distribution to School Age Child Care Staff

