**Up to 3 GUIDE: COVID-19 PROTOCOL & PROCEDURES**

*\*Updated: 8/18/2020 by ASSERT*

*All parents of Up to 3 enrolled children must sign the COVID-19 Informed Consent (provided by USU’s legal counsel) prior to their child attending the program face to face visits.*

* **Enhanced cleaning and distancing protocols**: The Up to 3 Program will follow enhanced cleaning and distancing protocols.

o ***Cleaning.*** The following will be sanitized after each use with Quat disinfectant (provided by USU Facilities), Lysol spray, or Clorox wipes:

* + - All working surfaces (tables, computers).
		- All toys, materials, and individual work spaces cleaned after each class.
		- All shared spaces and materials.
			* Limited shared materials and food across children.
		- Child restroom and changing area.

* ***Distancing.***

▪We will maximize distance between individual children work areas.

▪Employees will be encouraged to follow social distancing guidelines while in the UP TO 3 areas.

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* **Face Coverings:**
* No face coverings necessary for children under 3
* All adults in the Up to 3 class will be required to wear a face covering whenever possible.
* Face shields could be used when appropriate – depending on the children/situation.
* ***Social Distancing:*** Upon arriving, parents should park, put parking pass in the car dash, and come to the Up to 3 door. Staff will meet parents at the door and do symptoms check. Follow social distancing guidelines while waiting for symptom checks and for the Up to 3 staff.
* ***Limit Sharing Materials***: In order to limit sharing materials between children, children should only bring items that can be kept in their backpack (e.g., diapers and wipes)
* ***Symptom Checks at Drop-off:*** *Any individuals who are symptomatic or sick should stay home. Everyone must be screened for COVID-19 symptoms prior to entering the building.*
* ***Symptom survey:*** The sign-in form includes questions regarding child/household’s symptoms and if they’ve been given fever-reducing medicine recently.
* If fever-reducing medication has been administered, the child should not come and the appointment should be rescheduled.

**Child Screening Script**

1. Does *child’s name* or does anyone in your household have fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?

a. If yes, then the appointment should be rescheduled.

2. Have you or your child had any fever-reducing medicine in the last 6-8 hours such as Ibuprofen or Acetaminophen/Tylenol.

a. If the answer is yes, then the appointment should be rescheduled.

*If the child and parent and provider are symptom-free and have a normal temperature, the appointment can happen today.*

▪***Temperature check:*** An Up to 3 staff will use a contactless thermometer to take the child’s temperature.

* If above ***99.5 degrees***, they will use the ear canal thermometer for a follow-up scan.
* ***If above 100 degrees*** with the ear canal thermometer, the visit will be rescheduled.
* If the children won’t tolerate the ear canal thermometer, and 2 of their scans are above **100 degrees** with the infrared thermometer, the visit will be rescheduled.

▪***After symptom check:*** The child and parent can enter the building. The child, parent, and provider should apply hand sanitizer.

**If anyone attending this visit experience any COVID-19 symptoms while at UP TO 3 :** The appointment will be ended and parents will be encouraged to follow-up with their health care provider.

***If COVID-19 Symptoms, What To Do & When to Return To UP TO 3 visit***

**SYMPTOMS OF COVID-19**

The Centers for Disease Control and Prevention keeps an updated list of symptoms associated with COVID-19. Symptoms may be mild or severe and could include:

* Fever or chills\*
* Cough\*
* Shortness of breath or difficulty breathing\*
* Fatigue
* Muscle or body aches\*
* Headache
* New loss of taste or smell\*
* Sore throat\*
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

***If your child or anyone in your household exhibits any of these symptoms, please let the Up to 3 staff attending the visit know ASAP.***

*Please note: If anyone in your household has pre-existing conditions that cause any of the COVID-19 symptoms, please discuss this immediately with the Up to 3 staff.*

*\*According to the Utah Department of Health, anyone experiencing one of six symptoms should seek testing: fever, cough, shortness of breath, muscle aches and pains, decreased sense of smell, or a sore throat. If you are sick, you must isolate yourself at home to avoid spreading the illness to others.*

 **IF ANYONE IN YOUR HOUSEHOLD HAS ANY COVID-19 SYMPTOMS, PLEASE NOTE THE FOLLOWING:**

**IF POSITIVE TEST:** If your child or anyone in your household **tests positive for COVID-19**, you must self-isolate at home. The visit can be rescheduled when **ALL** of the following are true for you and everyone in your household:

* At least 10 days since first symptoms appeared ***and***
* At least 24 hours with no fever (without using fever-reducing medication) ***and***
* Symptoms have improved

 **IF AWAITING TEST RESULTS:** *If your child or anyone in your household are* ***awaiting test results for COVID-19,*** *the visit should be rescheduled.*

**IF NEGATIVE TEST:** If your child or anyone in your household **tests negative for COVID-19 *(and there’s no known exposure to COVID-19)***, the visit may be rescheduled for when the following is true for your child and everyone in your household:

· 3 days (72 hours) with no COVID-19 symptoms

**IF NO TEST:** If your child or anyone in your household **has COVID-19 symptoms and has not been tested,** the visit may be rescheduled when **ALL** of the following are true for your child and everyone in your household:

* **At least 14 days** since first symptoms appeared ***and***
* At least 24 hours with no fever (without using fever-reducing medication) ***and***
* Symptoms have improved

**\*\*\*IF KNOWN EXPOSURE TO COVID-19:** *If your child or anyone in your household has been exposed to COVID-19 (had close contact with a positive case), the visit may be rescheduled after 14 days (as long as no symptoms have been developed).*