CentroNía Pandemic Safety Protocols (CPSP)
A guide for COVID-19 pandemic preparedness and response

CentroNía Pandemic Safety Protocols (CPSP) include recommendations based on guidelines from the World Health Organization (WHO), US Centers for Disease Control and Prevention (CDC), US Environmental Protection Agency (EPA), US Occupational Safety and Health Administration (OSHA), various HR professional agencies, and our regulatory agencies (OSSE and MSDE).

As a childcare provider, CentroNía is classified as an organization at **High Risk** for exposure under OSHA guidance because of the frequency and intensity of person-to-person contact. However, the risk can be reduced by physical distancing and other mitigating actions. This guide is drafted with that objective in mind.

This manual covers a wide range of topics, including:

- Step-by-step guides for establishing a pandemic response team
- Cleaning and disinfecting procedures
- Mitigation strategies
- On-site health screening
- Isolation protocols for workplace illness

It will be necessary to impose constraints and conditions on everyone entering our facilities. This includes staff, parents, and visitors. We will all be on a heightened level of awareness. Only with everyone’s cooperation and support will we be able to maximize the effectiveness of our mitigation efforts.

This document is not our only document focused on COVID-19 policies and procedures. Our Early Childhood Education team is developing separate protocols for drop-offs, pick-ups, and in-classroom interactions. As well, our Food & Wellness team is responding to the production, handling and distribution of meals.

*This is a “living” document. Given the uncertainty of the situation, this document may be updated at any time, as circumstances warrant, by CentroNía Human Resources (HR) department or the Virus Prevention & Protocol Captain (VPC). Directors/Managers should periodically review this document for updates or changes.*
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CentroNía Operating Protocols

Site Pandemic Response Team (PRT)

The PRT is a cross functional response team lead by a staff member responsible for one of the following categories:

- Virus Prevention & Protocol Captain (organizational) - The VPC is responsible for developing and maintaining the organization Pandemic Safety Protocols, in coordination and cooperation from the President/CEO and Senior Executive Team.
- Access Control Lead (ACL) - Is responsible for managing daily social distancing logistics for staff, children and family’s arrivals and departures.
- Sanitization and Disinfection Lead (SDL) - Is responsible for the daily and, as necessary disinfection of common areas, including all cleaning routines in accordance with this guidance.
- Communication and Training Lead (CTL) - Is responsible for all pandemic related communications, in accordance with the CDC, WHO, other local/state agencies as appropriate, and this guidance. The CTL manages all staff trainings related to the Pandemic Safety Protocols at each site.
- PPE (Personal Protective Equipment) and Supplies Lead (PPESL) - Is responsible for ensuring that all health and safety supplies are always available at all our sites for the sustainability of this plan, and for everyone health and safety.
- Isolation Coordinator - Is responsible for activating the isolation protocol if a case is suspected on site. This role collaborates with HR to implement contact tracing and advise other employees who may have been exposed. This person also ensures that the isolation room and employee’s workplace have been thoroughly cleaned and disinfected.

Notes:
- The PRT must meet daily once the guidelines are adopted. The PRT works with the Facilities Team to identify and maintain a sterile isolation room. (see Isolation protocol)
<table>
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<tr>
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<th>Site</th>
<th>Responsible</th>
<th>Position</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virus Prevention &amp; Protocol Captain</td>
<td>Whole Organization</td>
<td>Elio Peraza</td>
<td>Health Services Manager</td>
<td>(301) 385-2661</td>
</tr>
<tr>
<td>Access Control Lead</td>
<td>Columbia Rd</td>
<td>Juan Muñoz</td>
<td>OST Program Manager</td>
<td>(732) 277-5356</td>
</tr>
<tr>
<td>Sanitization and Disinfection Lead</td>
<td>Columbia Rd</td>
<td>Marlenis Cruz</td>
<td>Facilities Manager</td>
<td>(202) 262-8528</td>
</tr>
<tr>
<td>Communication and Training Lead</td>
<td>Columbia Rd</td>
<td>André Lackenbacher</td>
<td>HR Manager</td>
<td>(786) 613-1053</td>
</tr>
<tr>
<td>PPE and Supplies Lead</td>
<td>Columbia Rd</td>
<td>Bernadette Mbarga</td>
<td>Executive Assistant</td>
<td>(202) 288-1405</td>
</tr>
<tr>
<td>Isolation Coordinator</td>
<td>Columbia Rd</td>
<td>Cynthia Mercado / André Lackenbacher</td>
<td>Senior Dir. Of Admin and Op.</td>
<td>(202) 735-6370</td>
</tr>
<tr>
<td>Access Control Lead</td>
<td>Maryland</td>
<td>Anna Feliciano</td>
<td>Bilingual Admin. Assistant</td>
<td>(202) 459-7061</td>
</tr>
<tr>
<td>Sanitization and Disinfection Lead</td>
<td>Maryland</td>
<td>Jacky Dennis</td>
<td>MD Facilities</td>
<td>(301) 254-8781</td>
</tr>
<tr>
<td>Communication and Training Lead</td>
<td>Maryland</td>
<td>Rosalba Bonilla-Acosta</td>
<td>MD Site Director</td>
<td>(301) 674-7005</td>
</tr>
<tr>
<td>PPE and Supplies Lead</td>
<td>Maryland</td>
<td>Michelle Castaneda</td>
<td>Pre-K Lead Teacher</td>
<td>(787) 930-0901</td>
</tr>
<tr>
<td>Isolation Coordinator</td>
<td>Maryland</td>
<td>Jennifer Salgado / Rosalba Bonilla-Acosta</td>
<td>Bilingual Admissions Spec.</td>
<td>(787) 485-7415</td>
</tr>
<tr>
<td>Access Control Lead</td>
<td>Upshur</td>
<td>Sarita Torres</td>
<td>Bilingual Receptionist</td>
<td>(301) 613-5961</td>
</tr>
<tr>
<td>Sanitization and Disinfection Lead</td>
<td>Upshur</td>
<td>Amare Mengesha</td>
<td>Upshur Facilities</td>
<td>(202) 465-0238</td>
</tr>
<tr>
<td>Communication and Training Lead</td>
<td>Upshur</td>
<td>Heriberto Velasquez</td>
<td>Upshur Director</td>
<td>(202) 246-2945</td>
</tr>
<tr>
<td>PPE and Supplies Lead</td>
<td>Upshur</td>
<td>Florangel Cuesta-Smith</td>
<td>ERSEA Specialist</td>
<td>(202) 607-5038</td>
</tr>
<tr>
<td>Isolation Coordinator</td>
<td>Upshur</td>
<td>Sarita Torres / Heriberto Velasquez</td>
<td>Bilingual Receptionist</td>
<td>(301) 613-5961</td>
</tr>
</tbody>
</table>
Site Lead | Cardozo | Dolores Badillo | Program Coordinator | (301) 679-8152
---|---|---|---|---

*Tasks:*
- Set up the Pandemic Response Teams and identify roles
- Have a plan in place to adopt this Safe Work Guidance
- Share list with Managers and Directors
Identification of Essential Positions for Business Continuity in Case of Pandemic

CentroNía classifies certain positions that are vital to our continuity of operations throughout emergencies as “essential”. These essential positions are comprised of full-time staff who are expected to be available for work on site, as needed, during a pandemic outbreak. We acknowledge, however, that essential staff may become ill or not be able to reach the worksite because of conditions beyond their control. CentroNía has back-up arrangements to fulfill the duties of unavailable essential staff. In addition, essential staff must be equipped with all necessary resources, including computers, cell phones, and anything else needed to work remotely during emergencies.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myrna Peralta</td>
<td>President/CEO</td>
<td>(202) 494 - 9717</td>
</tr>
<tr>
<td>Cynthia Mercado</td>
<td>Senior Director of Operations &amp; Administration</td>
<td>(202) 735 - 6370</td>
</tr>
<tr>
<td>Ignacio Bravo</td>
<td>Chief Financial Officer</td>
<td>(571) 224 - 6046</td>
</tr>
<tr>
<td>Rosalina Burgos</td>
<td>Senior Director of ECE Programs</td>
<td>(202) 322 - 5599</td>
</tr>
<tr>
<td>Rosalba Bonilla</td>
<td>MD Site Director</td>
<td>(301) 674 - 7005</td>
</tr>
<tr>
<td>Lisa Rivera</td>
<td>Director of Admissions</td>
<td>(202) 465 - 0259</td>
</tr>
<tr>
<td>Juan Manuel Santos</td>
<td>IT Manager</td>
<td>(202) 285 - 6222</td>
</tr>
<tr>
<td>Francis Keller</td>
<td>Communications Manager</td>
<td>(202) 300 - 6756</td>
</tr>
<tr>
<td>André Lackenbacher</td>
<td>Human Resources Manager</td>
<td>(786) 613 - 1053</td>
</tr>
<tr>
<td>Michael Yacob</td>
<td>Family Center Manager</td>
<td>(202) 262 - 4461</td>
</tr>
<tr>
<td>Elio Peraza</td>
<td>Health Services Manager</td>
<td>(301) 385 - 2661</td>
</tr>
</tbody>
</table>

Tasks:

- [ ] Share list with Managers and Directors
Operations Status and General Communication

CentroNia’s PRT follows regulatory local, state, and federal emergency-responses and health agencies to ensure legal compliance with emergency response protocols, and to coordinate efforts to protect our community inside and outside the workplace.

Each program operates under different funding and regulations; thus, we will be flexible regarding any closure or opening decisions.

Action escalation: CentroNia’s PRT has developed a system in which essential staff can be directed to take specific actions at specific times based on a series of alerts. Examples: (“Warning”, “Full Shutdown”) to know the seriousness of conditions at hand.

Communication with staff: Any relevant information or change in the operational status will be shared with the staff through internal e-mail and/or robocalls/text messages.

Contact Information: Staff is required to notify their direct supervisor and Human Resources of any changes in personal or emergency-contact information within 48 hours of the change, and complete the Employee Data Form (EDF)

Special needs and accommodations: CentroNia urges any staff to confidentially self-identify themselves as a “high-risk” employee to Human Resources. They meet only the following criteria: 60 years or older, has chronic medical conditions (i.e. asthma, lung disease, heart disease, diabetes, or immunocompromised systems) or is caring for a family member that meets the above 2 criteria. This ensures HR is aware of the condition and can prepare for any special medical attention that may be required if the employee becomes severely ill on the job. Human Resources will request certifications from your health care provider.

Human Resources maintains the confidentiality of health information the employee provides, making it available solely on a need-to-know basis and only when needed by emergency-responders.
If a Site is Closed due to COVID-19

Staff is expected to continue to perform work that can be performed either by Telework or in person, as agreed upon with their supervisor.

- If teleworking, staff must be available to their supervisors and co-workers during core work hours, from 9:00 a.m. to 5:00 p.m. via phone or email. If supervisors are unable to reach employees during the core hours, the option will be to charge the employee with a vacation day.
- Staff must be available to attend scheduled on-line meetings and participate in other required office activities from their home office as needed.
- Staff will have work to do at home. Supervisors must encourage employees to be in direct contact with them to know and understand their duties and responsibilities while the site is closed. While this measure is in place, employee’s performance will be directly linked to deliverables.
Employee Access to a Temporarily Closed Site due to Pandemic

In the event that a site closes due to a public health emergency as deemed necessary by CentroNía or local health authorities, only essential staff should be permitted to access their respective sites to ensure continuity of operations. If essential staff must access the site, they should do so on an “as needed” basis and limit their time on-site and interaction with others as much as possible. If for extraordinary circumstances non-essential staff (i.e. teachers) need to enter the site, the site director must be made aware ahead of time to coordinate granting access to the site and ensure proper protocols are followed. The following should be adhered to as best possible:

- Minimize visits to the center to once biweekly or less, unless an essential employee is required to be on-site with greater frequency during closure
- Sign-in/sign-out upon entry and exit
- Wash hands with soap and water for 20 seconds upon entry, before leaving, and often in between (or use 60% alcohol-based hand sanitizer if handwashing unavailable)
- Wear surgical/cloth face masks at all times and other appropriate PPE as needed (i.e. gloves when handling foreign materials)
- Maintain social distance of 6 feet (2 meters)
- Do not hold meetings on site
- Disinfect workstation before and after using
- Cough into elbow or tissue and dispose of immediately
- Avoid touching face

Acceptable essential functions by site:
The Virus Prevention & Protocol Captain, Human Resources Manager and CentroNía Executive team will determine which essential functions will continue running while the site is temporary closed.
Preventive Supplies Inventory

Disinfection Supplies:
- Confirm that facilities have an adequate supply of soap, disinfecting spray, cleaning wipes, hand gel, paper towels and alcohol.
- Adequate supply means a minimum of 60-day supply of disinfection supplies.
- All disinfection supplies must be EPA-approved (www.epa.gov)
- Each site must have cleaning staff present during core program hours.

Personal Protection Equipment (PPE):
- Confirm adequate supply of face masks, latex-free gloves, and face shields on-site and on-order with proper lead time.
- Adequate supply means a minimum quantity of 60-day supply of PPE.
- Entrance Screeners and cleaning staff are required to wear gloves, face masks, and face shields at all the times.

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Specification</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Disposable face Mask</td>
<td>Disposable surgical mask</td>
<td>Min. 60-day supply</td>
</tr>
<tr>
<td>2</td>
<td>Reusable face mask</td>
<td>Cotton fabric / able to be laundered and machine dried</td>
<td>2 per employee</td>
</tr>
<tr>
<td>3</td>
<td>Face Mask (N95)</td>
<td>N95 respirators are required for Isolation team members, otherwise, use surgical mask and face shield</td>
<td>Min. 60-day supply</td>
</tr>
<tr>
<td>4</td>
<td>Nitrile gloves</td>
<td>Surgical Nitrile Gloves</td>
<td>Min. 60-day supply</td>
</tr>
<tr>
<td>5</td>
<td>Infrared thermometer</td>
<td>Medical infrared thermometer / Measures range 89.6 F to 108.3 F (32 C to 42.4 C)</td>
<td>1 per 100 individuals</td>
</tr>
<tr>
<td>6</td>
<td>Disinfectant spray</td>
<td>10% bleach solution made daily</td>
<td>Min. 60-day supply</td>
</tr>
<tr>
<td>7</td>
<td>Disinfecting Wipes</td>
<td>EPA-approved</td>
<td>Min. 60-day supply</td>
</tr>
<tr>
<td>8</td>
<td>Spray bottles</td>
<td>1-liter plastic spray containers</td>
<td>Min. 5 bottles per site / floor</td>
</tr>
<tr>
<td>9</td>
<td>Portable disinfecting stations</td>
<td>Complete station with all required cleaning solutions / products</td>
<td>1 station per site/floor</td>
</tr>
<tr>
<td>10</td>
<td>Hand sanitizer (refills)</td>
<td>At least 60% alcohol based</td>
<td>Min. 60-day supply</td>
</tr>
<tr>
<td>11</td>
<td>Hand soap</td>
<td>Liquid hand soap</td>
<td>Min. 60-day supply</td>
</tr>
<tr>
<td>12</td>
<td>Paper towels</td>
<td>Individual paper towel</td>
<td>Min. 60-day supply</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>13</td>
<td>Face shields, disposable gowns/aprons</td>
<td>Safety protection - for isolation team and entry checkpoint staff</td>
<td>5 at each site at all times</td>
</tr>
<tr>
<td>14</td>
<td>Bio-hazard container</td>
<td>Bags that can be sealed and tagged as contaminated material</td>
<td>1 station per site / isolation room</td>
</tr>
<tr>
<td>15</td>
<td>Clorox</td>
<td>3.5 L disinfectant container</td>
<td>Min. 60-day supply</td>
</tr>
</tbody>
</table>

*CentroNía will tolerate no employee theft, or stealing of any kind, including theft of products, inventory, or any item that belongs to CentroNía or to an employee. Employees caught breaking any state or federal law, including employee theft of private or company property will be terminated without warning.*

**Tasks:**

- [ ] Confirm that each site has an adequate supply of preventive materials
- [ ] Confirm stock of PPE’s on-site and on-order with proper lead time
- [ ] Have touchless thermometers on-site for screening
Personal Protection Equipment (PPE)

Protection of the organization’s children and staff is enhanced via the protective triad of:
- Personal hygiene
- Social distancing
- Frequent disinfection of common surfaces

Each site will be assigned a PPE and Supplies Lead responsible for ensuring there are optimal supply inventory levels as required by this guidance.

Face Masks:
- Face masks are required PPE for all CentroNía staff. All employees must wear masks inside and outside all our facilities.

Face Shields/Goggles:
- Face shields/goggles are required as an additional precautionary measure when employees are working within 1 meter of other staff members, outside visitors and employees who have symptoms at work.

Gown/Aprons:
- Disposable gown or aprons are required as an additional precautionary measure for the Isolation Coordinators.

Gloves:
- Based on CDC findings, CentroNía does not require that employees wear gloves except for:
  - Team members that have been isolated
  - Diaper change
  - Staff members performing disinfection of common surfaces.
  - Handling of external objects and materials including, but not limited to, daily mail, shipment deliveries, etc.
  - Performing daily on-site entry screening of adults and children

Note: Gloves are not recommended for general protective use for the following reasons:
- The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, possesses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them.
- When wearing gloves, people are less likely to wash their hands.
- Improper removal of gloves due to lack of training.

Tasks:
- Review and understand protocol for PPE
Proper Face Mask Usage

Face masks are utilized for preventing the spread of disease by reducing the number of droplets released into the air when someone talks, coughs, or sneezes.

A face mask should be used at all time while at any CentroNía site, until further notice.

*Disposable face masks should be used once and then thrown in the trash.*

How to put on a face mask:
1. Clean hands with soap and water or hand sanitizer before touching the mask.
2. Remove a mask from the box/package and make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from the face.
5. Follow the instructions below for the type of mask you are using.
   - Face Mask with Ear loops: Hold the mask by the ear loops. Place a loop around each ear.
   - Face Mask with Ties: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
   - Face Mask with Bands: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
6. Mold or pinch the stiff edge to the shape of the nose.
7. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
8. Pull the bottom of the mask over the mouth and chin.

How to remove a face mask?
1. Clean hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
   - Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.
   - Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
   - Face Mask with Bands: Lift the bottom strap over your headfirst then pull the top strap over your head.
2. If the mask is disposable, throw the mask in the trash, if not, set it aside and wash it daily – preferably in a pillowcase or laundry bag.
3. Clean hands with soap and water or hand sanitizer.

How to wash a reusable face mask?
- For cloth masks, wash it in the washing machine with hot water and completely dry on medium to high heat.
- If there is not wash machine, masks can hand-wash with hot water.

**Note:** Recommend employees to have 3 to 4 spare face masks.

**Updated Mask Policy**

To reduce the spread of new COVID-19 strains in the community, starting March 1, all teachers, classroom staff, and cleaning staff are required to use double masks because they are exposed to the highest risk environments. Double masks accepted includes 2 disposable, 1 disposable and 1 cloth, 1 disposable and 1 KN95. Face shields are provided to staff, but they can purchase their own. This policy applies whether staff have been vaccinated or not.

Fully vaccinated staff do not need to wear their mask outdoors while in the play area, walking with children, or around small groups of people.
**Sequence for Donning and Doffing PPE**

**Donning (Application):**
1. Wash hands with soap and water for 20 seconds before applying all PPE
2. Gown
   a. Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
   b. Fasten in back of neck and waist
3. Mask
   a. Secure ties or elastic bands at middle of head and neck
   b. Fit flexible band to bridge of nose
   c. Fit snug onto face and below chin
4. Goggles/Face Shield
   a. Place over face and eyes and adjust to fit
5. Gloves
   a. Extend to cover wrist of isolation gown

**Doffing (Removal):**
1. Gloves
   a. Grasp outside of glove with opposite gloved hand and peel off
   b. Hold removed glove in a fist in gloved hand
   c. Slide fingers of ungloved hand under remaining glove at wrist
   d. Peel glove off slowly
   e. Discard gloves in waste container
2. Gown
   a. Unfasten ties
   b. Pull away from neck and shoulders, touching inside of gown only
   c. Turn gown inside out
   d. Fold or roll into a bundle and discard
3. Goggles/Face Shield
   a. Handle by headband or earpieces
   b. Place in designated receptacle
4. Mask
   a. Do not touch front of mask
   b. Grasp bottom ties, then top ties or elastics and remove
   c. Discard
5. Wash hands with soap and water for 20 seconds immediately after removing all PPE
**Disinfection Measures**

The goal is to establish a sanitary baseline before the opening of each site. Sites should be 100% disinfected prior to resuming operations.

Please refer to your site Sanitization and Disinfection Lead for specific guidance. Take into account site specific circumstances when sanitizing and disinfecting.

Janitors or general staff should sanitize and disinfect all areas of each site with special attention to:
- Toys
- Workstations and equipment
- Computers, keyboards, and telephones
- Restrooms
- Staff kitchen (cafeteria)
- Door handles/knobs
- Common usage areas
- Children’s bags and supplies at drop-off

General Disinfection Measures:
- This guidance should be implemented in the different sites to reduce the risk of spread of infection.
- The cleaning steps outlined below should be done routinely, based on frequency mentioned, to disinfect workplace surfaces, chairs, tables, etc. and protect employees.
- In addition to workplace disinfection activities, proper personal hygiene practices including washing hands after bathroom use are also necessary.

**Tasks:**
- [ ] Disinfect sites prior to opening
- [ ] Replace HVAC air filters
- [ ] Implement this General Disinfection Measures; the cleaning steps specified in this guide should be done routinely if used, based on frequency mentioned, to disinfect all the workplace surfaces and protect employees.
<table>
<thead>
<tr>
<th>#</th>
<th>Area</th>
<th>Disinfection Area</th>
<th>Disinfectant</th>
<th>Disinfection Measures</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computers, keyboards and telephones</td>
<td>Including control buttons, tools, and other common surfaces</td>
<td>Spray with handheld sprayer or wipe</td>
<td>Minimum at the end of each workday</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Offices and conference rooms</td>
<td>Keyboards, monitors, desks, phones and chair surface</td>
<td>Spray with handheld sprayer or wipe</td>
<td>At the end of each meeting and end of workday</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Classrooms and toys</td>
<td>Wipe all areas, toys of common usage, toilet training potties, cubbies, changing tables, and portable sinks</td>
<td>Spray with handheld sprayer or wipe</td>
<td>Minimum at the end of each workday or at the end of each usage if possible</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>General objects often used or touched</td>
<td>Doors, doorknobs, light switches, countertops, playground structures, drinking fountains, windows, shared electronic devices, closet/locker handles, faucets, sinks and bathrooms</td>
<td>Hospital grade disinfectant or fresh 10% chlorine bleach solution</td>
<td>At least three times per day</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Bathrooms</td>
<td>Tables, chairs, surfaces, appliances, sinks, and dispenser</td>
<td>Spray with handheld sprayer</td>
<td>At least three times per day (include after all breaks)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Kitchen and Food Prep Area</td>
<td>Shared electronic devices, door handles, light switches, food carts, shared food equipment, insulated delivery bags</td>
<td>Spray with handheld sprayer or wipe</td>
<td>Before and after daily food operation process</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Multiuser safety PPE (Ex. Face masks)</td>
<td>All surfaces</td>
<td>Spray with handheld sprayer</td>
<td>After each use</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Rolling tables</td>
<td>Wipe areas of common human interaction</td>
<td>Spray with handheld sprayer</td>
<td>After each use</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Transport vehicles</td>
<td>Wipe areas of common human interaction: steering wheel, door handles, gear lever, etc.</td>
<td>Spray with handheld sprayer</td>
<td>Before and after each use</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All floors and walls</td>
<td>All general floors and walls at site</td>
<td>Mop</td>
<td>Periodic, where frequently touched; mop hard surfaces daily</td>
<td></td>
</tr>
<tr>
<td>----</td>
<td>----------------------</td>
<td>-------------------------------------</td>
<td>-----</td>
<td>-----------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Time control clocks</td>
<td>Wipe stations</td>
<td>Wipe</td>
<td>At least three times per day</td>
<td></td>
</tr>
</tbody>
</table>
Deep-Cleaning and Disinfection Protocol / Facilities Responsibilities

Coronavirus COVID-19 - Deep Cleaning and Disinfection

COVID-19 “deep-cleaning” is triggered when an active employee or child is identified as being COVID-19 positive by testing. Sites may opt to have a deep cleaning performed for presumed cases, at the discretion of the PRT.

If there is a positive COVID-19 test result, open outside doors and windows and use ventilating fans to increase air circulation in the area for 24 hours if possible. Then, proceed to deep cleaning as soon as possible.

The scope of deep cleaning is presumed to cover the entire site. PRT may reduce the scale of cleaning on a case by case basis determined by the Senior Executive Team/President & CEO.

Notwithstanding the above, if an active employee has a confirmed case of COVID-19, sites may perform deep cleaning and close their operations for a period of at least 72 hours to allow for natural deactivation of the virus, followed by janitorial and site staff performing a comprehensive disinfection of all common surfaces.

1. A licensed, approved external company must carry out the deep cleaning activity; this company must have the minimum requirements of:
   - Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste.
   - Proper equipment and PPE to perform the task.
   - Liability Insurance
   - All necessary procedures and local authorizations or permit to perform disinfection services and manage any waste generated.
   - Use of approved COVID-19 disinfectant chemicals to perform this activity.

2. The site PRT must coordinate and supervise the cleaning and disinfection process. They must ensure that:
   - There is a specific plan and strategy to clean all site, equipment, common areas, offices and any typical areas where employees interact.
   - Only authorized staff can access the site during the cleaning operation.
   - All 3rd party team members are using any required PPE and that it is properly disposed of at the end of the process.
   - Assure that employees are made aware that the work areas have been disinfected.

Note: For organizational purposes, deep cleaning is defined as a more comprehensive cleaning using advanced technologies and more aggressive cleaning solutions that are performed by an external 3rd party.

3. Personal Protective equipment (PPE) requirements for the Deep Cleaning team:
   - The use of PPE is determined by the cleaning contractor based on the chemicals used to conduct the disinfecting process including proper wearing, storage, cleaning, decontamination and disposal of PPE as biohazard waste.
4. Disposal:
   o At the end of the process, the cleaning company must follow the local regulations to dispose all the PPE and cleaning material used in the proper manner.
   o Coordinate with waste-removal contractors to maintain sites in top condition.

Reference: [http://www.epa.gov/ues](http://www.epa.gov/ues)

**Note:** The Facilities Manager regularly inspects each site to identify issues or equipment in need of replacement or repair. Additionally, review, understand, and prepare for the triggering of the Deep-Cleaning and Disinfection Protocol.
**Inbound Mail/Packages**

The WHO advises it is safe to receive packaged from areas where COVID-19 has been reported, advising that “the likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from package that has been moved, traveled, and exposed to different conditions and temperature is low”.

The virus does not survive on surfaces for long and the length of shipment time and other environmental factors should inactivate the virus.

If you receive an expedited package from an area where COVID-19 is present and are concerned about possible surface contamination, consider these steps:

- Use disposable gloves.
- Wash your hands frequently with soap and water.
- Use hand sanitizer when soap and water are not available.
- Avoid touching your face, eyes, nose or mouth.

If packaged materials have been in transit and/or storage at the site for more than 48 hours from last human contact, no further action needs to be taken. While not necessary, where employee anxiety remains high, sites may suggest the following additional precautions:

- Personal protective equipment usage, such as disposable nitrile gloves and/or the use of disposable surgical masks.
- Disinfection of surfaces with a 10% bleach solution made fresh daily.

**Tasks:**

- Manage incoming packages/mail in accordance with this guideline.
Drivers or Employees using CentroNia’s vehicles

Drivers must disinfect the vans and/or buses multiple times following CentroNia’s requirements and as a minimum disinfect:
  - Immediately before starting the route
  - Immediately after ending the route
  - All surfaces, seats, dashboards, door handles, seatbelts, etc., must be washed down with a disinfectant solution in advance.
  - Each vehicle should have supply of antibacterial gel/hand sanitizer, disposable gloves and disposable face masks for employees to use.
  - Drivers/employees must wear a mask all the time while providing the service.
  - Temperature check of drivers must be done before the start of the route and must be documented.
  - Drivers/employees must not use CentroNía vehicles if they suspect they are sick or if they have symptoms such as fever, or difficulty breathing or have been in contact with other people confirmed sick of any respiratory disease in the past 7 days

Note: For this process drivers are considered contractor/visitor and must follow the company’s Visitors and Contractors Self-Screening Protocol.
Employee/Child Isolation Protocol (Updated 07/2020)

Isolation Protocol for employees or children who become ill at the center
Advise employees that if a person (staff member and/or child) feels ill, or if someone observes that another person is exhibiting symptoms of COVID-19 at any site, they must contact the Program and/or Site Isolation Coordinator as determined by the following plan. Do not use the infirmary as the Isolation Room.

The program isolation coordinator is an extension of the site isolation coordinator and is intended to support with the transportation and care of children throughout the isolation process. As children respond better to known faces in times of stress, the program isolation coordinator is identified as a teacher/support staff from the ECE programs with whom the students are familiar. This person is only responsible for taking the child to the isolation room, providing them with the necessary PPE, and staying with them until the emergency contact has arrived.

Telephone communication is preferable, so the Isolation Coordinator can wear the appropriate PPE prior to aiding an ill employee.

The Isolation Coordinator should be selected from the following employees, within each site:
   - Health professional
   - Human Resources
   - Supervisors/Managers or Directors

Note: If the Isolation Coordinator is directly contacted by an employee with a suspected infection, they must ask the employee to go directly to the designated Isolation Room by the most direct route.

Procedure for Sick Child:
1. Program isolation coordinator will be notified by teacher of sick child via phone internal extension.
2. Program isolation coordinator reports incident to site isolation coordinator and HR.
3. Program isolation coordinator applies PPE which will be in their office or in the storage container outside isolation room and picks up sick child from area.
4. Program isolation coordinator will provide child with mask and gloves once they arrive at isolation room and notify the child’s emergency contact immediately.
   a. Admissions staff or nearby administrative staff can help locate emergency contact information
5. Site isolation coordinator will complete Suspected Covid-19 case form
6. Program isolation coordinator will remain with child until they hand the child off to the parent when leaving the building
7. Follow same steps 5-8 as procedure for sick adult

Procedure for Sick Adult:
1. Site isolation Coordinator, and any others attending the suspected infected person, should don (apply) PPE: mask, protective face shield, a disposable gown/apron, and nitrile (surgical) gloves while working with the suspected infected person.
2. Once the suspected infected employee arrives in the Isolation Room, immediately provide them with a mask and nitrile gloves. Explain to them that it is to help protect other employees and prevent the spread of a potential virus.

3. The Isolation Coordinator must complete a Suspected COVID-19 Case Form and call the local health authority to seek advice regarding transportation and location.

4. The Isolation Coordinator should direct the ill employee to leave work and go home or to the nearest health center as advised by the local health authority. Public transportation should not be used.
   o If the infected person can drive their own vehicle, ask them to use it.
   o If the PRT decides to transport the person in another vehicle or call the emergency contact, ensure that the infected person always keeps the mask on their face and wears a pair of nitrile gloves.
     o If no Emergency contact has been reached/identified contact 911.
   o The driver must wear a mask and gloves while making the journey and keep them on until they return from the trip for proper disposal.
   o Once the vehicle has returned to the site, ensure that it is cleaned, and all surfaces, seats, dashboards, door handles seatbelts, etc., have been washed down with a disinfectant solution. All persons cleaning the vehicle must wear a mask and gloves whilst doing so.

5. The Isolation Coordinator, in coordination with Human Resources (HR) must:
   o Implement internal contact tracing to identify other persons who may have been in contact with the suspected infected employee. Unless required by the local health authority, the name of the infected employee should not be provided.
   o Advise employees that they may have been in contact with a suspected infected employee/child, to carry out a self-screening check every morning, and based on the results, contact the HR department (Notice of Workplace Exposure to a Communicable Disease)
   o Advise employees/child’s parent to contact a physician to obtain medical clearance to return to the center.

6. Ensure that both the Isolation Room and suspected employee’s workplace or office (or child’s cubby and belongings) are thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected person. All persons carrying out this cleaning must wear disposable nitrile (surgical type) gloves, and all support persons’ PPE should be appropriately discarded prior to resuming normal work functions.

7. Identify if the illness was work related, record needed information and report to OSHA and Workers Compensation (Isolation Coordinator and HR).

8. Report suspected infected individual to local health authority and licensing agency (if OSSE, complete UIR)

**Note:** In the case we have more than one suspected infected individual at the same time at site, the Isolation Coordinator must promptly evaluate the situation and ask the infected employees, that are able to securely return to their home, to leave the building. Tracking procedure for these employees **MUST** be done by telephone immediately after they leave the building. Employee with stronger symptoms must be redirected to the Isolation Room to follow the previous process.

Isolation Room location: Where possible, the isolation room should be near a site exit, separated from the rest of the staff and use solely for this purpose.
### Site Isolation Information

<table>
<thead>
<tr>
<th>Site</th>
<th>Site Isolation Coordinator</th>
<th>Program Isolation Coordinator</th>
<th>Site Isolation Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbia Rd.</td>
<td>Cynthia Mercado</td>
<td>Martha Bonilla/Reyna Rodriguez</td>
<td>134W</td>
</tr>
<tr>
<td>Upshur</td>
<td>Sarita Torres</td>
<td>Maria del Pilar Castro/Veronica Eslava</td>
<td>102</td>
</tr>
<tr>
<td>Maryland</td>
<td>Jennifer Salgado</td>
<td>Diana Taipe/Susana Hernandez</td>
<td>Library</td>
</tr>
<tr>
<td>Cardozo</td>
<td>Dolores Badillo</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Tasks:**
- [ ] Identify and train the Isolation Coordinator
- [ ] Select Isolation Room and supply it with the necessary PPE
- [ ] Print out forms to have them available as needed.
**Suspected COVID-19 Case Form (Updated 07/2020)**

For Employees/Children/Visitors/Contractor presenting symptoms at a CentroNia site

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title (if applicable):</th>
<th>Site/Classroom:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signs/Symptoms observed/reported:**

<table>
<thead>
<tr>
<th>Temperature $&gt;100.4^\circ F (&gt;38^\circ C)$ or higher</th>
<th>Chills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short of breath, difficulty breathing</td>
<td>Nausea or vomiting</td>
</tr>
<tr>
<td>Cough</td>
<td>Diarrhea</td>
</tr>
<tr>
<td>Congestion or runny nose</td>
<td>Loss of taste/smell</td>
</tr>
<tr>
<td>Sneezing</td>
<td>Sore throat</td>
</tr>
<tr>
<td>Muscle Aches</td>
<td>Headache</td>
</tr>
<tr>
<td>Fatigue</td>
<td>Other (please specify):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time of temperature check:</th>
<th>Time placed in isolation:</th>
<th>Time removed from isolation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Detailed description of the facts (where has the employee been since shift started):

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referred to where:</th>
<th>Reporter Name:</th>
<th>Reporter Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Child must contact health care provider and provide medical clearance note. Positive COVID-19, follow health care provider guidance. Negative COVID-19, child may return after 72 hours w/o symptoms and medicine.

*Symptoms may appear 2-14 days after exposure. The list above does not include all possible symptoms. Call health care provider for any symptoms that are severe or concerning.

SEE REVERSE SIDE FOR INTERNAL USE ONLY
For Internal Use Only

Please record this information as it pertains to the last 72 hours

<table>
<thead>
<tr>
<th>Names of Children in Room:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Names of Adults in Room:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff/Students that the child has interacted with directly:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you visited another classroom/location outside your classroom?</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Yes/Where:</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>Area(s) Where Child Played:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

*Follow up with child’s parents*
Notice of Workplace Exposure to a Communicable Disease

We have been notified that a (NON-STAFF/STAFF) member that was at SITE has a presume-positive case of the novel coronavirus, also known as COVID-19.

We are alerting you to this development because, based on CentroNía’s investigation, we believe it is imperative to inform anyone who has come to SITE on or about the week of TIME that they may have come into contact with the presumed-positive case.

According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets. If you experience flu like symptoms including body temperature of over 100.4 F, muscle aches, coughing/sneezing, chills, sore throat, shortness of breath or loss of taste or smell, please inform André Lackenbacher, Human Resources Manager at 202-332-4200 ext. 1143 and contact your Health Care provider.

CentroNía is committed to providing a safe environment for all of our staff members, children, families and contractors. It is in the interest of those goals that we provide this information out of an abundance of caution. We will also be disinfecting: ACTION TO BE TAKEN.

CentroNía will treat information regarding the identity of staff members with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per CentroNía policy, we will not tolerate harassment, discrimination or retaliation against employees.

Please contact André Lackenbacher at 202-332-4200 ext. 1143 or alackenbacher@centronia.org if you have any questions or concerns. For more information on COVID-19, including symptoms and treatment, visit the CDC website at www.cdc.gov.
Notice to Parents of Child’s Possible Exposure to Communicable Disease

We have been notified that a (NON-STAFF/STAFF/CHILD) that was recently at SITE has a (PRESUMED POSITIVE/CONFIRMED POSITIVE) case of the novel coronavirus, also known as COVID-19.

We are alerting you to this development because, based on CentroNía’s investigation, it is imperative to inform you that if your child was at the SITE on or about the week of TIME, they may have come into contact with the (PRESUMED POSITIVE/CONFIRMED POSITIVE) case.

According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets. If you or your child experience flu like symptoms including body temperature of over 100.4 F, muscle aches, coughing/sneezing, chills, sore throat, shortness of breath or loss of taste or smell, please contact your Health Care provider immediately and inform your child’s teacher.

To limit the spread of this illness, remember to wash your hands with soap and water frequently for at least 20 seconds; don’t touch your face; cover your cough with your elbow or a disposable tissue; keep your distance from others; and stay home if you are sick.

CentroNía is committed to providing a safe environment for all our children, families, and staff. It is in the interest of those goals that we provide this information out of an abundance of caution. We will also be disinfecting: ACTION TO BE TAKEN.

CentroNía will treat information regarding the identity of children or staff members with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per CentroNía policy, we will not tolerate harassment, discrimination or retaliation against other children, families or employees.

Please contact Elio Peraza at 301-543-8400 ext. 4028 or eperaza@centronia.org (OR PERSON IN CHARGE AT SITE) if you have any questions or concerns. For more information on COVID-19, including symptoms and treatment, visit the CDC website at www.cdc.gov.
General Notice to all Families about Possible Case

Dear Families,

This notice is to inform you that there has been a suspected or confirmed case of the novel coronavirus, COVID-19, at the SITE. In an effort to continue our commitment to the health and safety of our community and maintain transparency, this letter has been distributed to all families in the site—it does not mean that you or your child(ren) may have been exposed to the virus. After CentroNia concludes its contact tracing, a separate “Notice of Exposure” will be sent to certain families that we suspect may have come in direct contact with the infected individual.

Please continue to monitor you and your family daily and contact your health care provider if any of the following symptoms appear:

- Fever with temperature over 100.4 degrees F (38 degrees C)
- Difficulty breathing
- Coughing
- Muscle aches
- Chills
- Sore throat
- Loss of taste or smell

We urge you to keep practicing the prevention measures. To limit the spread of this illness, remember to wash your hands with soap and water frequently for at least 20 seconds; don’t touch your face; cover your cough/sneeze with your elbow or a disposable tissue; keep your distance from others; and stay home if you are sick.

As a result of this, we will be disinfecting the site on DATE. Additionally, you will be notified of any temporary changes in operating status. CentroNía counts on your collaboration and support as we navigate the challenging times ahead and will keep you abreast of any developments.

If you have any questions or concerns, please contact Elio Peraza at 301-543-8040 or eperaza@centronia.org (OR PERSON IN CHARGE AT SITE). For more information on COVID-19, including symptoms and treatment, visit the CDC website at www.cdc.gov.
Employee Symptoms and Isolation Flowchart

**Employee Symptoms and Isolation Flowchart**

- **Employee is Symptomatic**
  - Supervisor reports to PRT responsible and HR
  - Report symptoms to direct supervisor
  - Employee goes to the site Isolation Room for further evaluation

**Covid-19 Symptoms detected at site entry**
- Take temperature after 5 minutes to confirm
  - Symptoms not detected
    - Send to work
  - Symptoms detected
    - Send home

**Isolation Room Protocol**

- **Transportation Guidelines:**
  - If employee is well enough, they make take their own transportation (ex. car)
  - If employee is transported in another car, all passengers must wear masks and nitrile gloves, decontaminate the vehicles

- Once the suspected infected employee arrived to the isolation room immediately give them a mask and nitrile gloves
- The Isolation Coordinator completes the Suspected Covid-19 Case form
- Covid-19 Symptoms detected
  - Isolation Coordinator directs the employee to leave work and go home and contact their Health Care provider
  - *All paths should be followed

- Isolation Coordinator and HR must identify persons that may have been in contact with the suspected infected employee and sent the Notice of Workplace Exposure to a Communicable Disease

- Disinfect the Isolation Room and any suspected employee's workplace or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee (follow the Disinfection Protocol)
- Disinfect the vehicles

**Employee must contact a Health Care provider and provide a note to HR to confirm Covid-19 status**

- **Positive Covid-19**
  - Employee Leave and FFCRA policies apply

- **Negative Covid-19**
  - Employee may return to work with Health Care provider approval

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V11 12/21/2020
Child Symptoms and Isolation Flowchart (Updated 07/2020)

**Children Symptoms and Isolation Flowchart**

- **Covid-19 Symptoms detected at Site**
  - Program Isolation coordinator reports to the site isolation coordinator and HR
  - *Telephone communication is preferred*

- **Child is Symptomatic**
  - Program Isolation Coordinator reports to the program isolation Coordinator
  - Program Isolation Coordinator goes to the class to pick up the Symptomatic child
  - Program Isolation Coordinator must be wearing the appropriate PPE
  - Program Isolation Coordinator takes the child to the site Isolation Room for further evaluation

- **Isolation Room Protocol**
  - Transportation Guidelines:
    - Child emergency contact should be contacted immediately
    - Child should seek further medical evaluation
  - Once the suspected infected Child arrives to the isolation room immediately give him/her a disposable face mask
  - The site Isolation Coordinator completes the Suspected Covid-19 Case form
  - Program Isolation Coordinator stays with the child until he/she leaves the building

- **All paths should be followed**

- **Isolation Coordinator and HR must identify persons that may have been in contact with the suspected infected child and send the Notice of Workplace Exposure to a Communicable Disease**

- **Send URI to OSSE/MSDE and follow up information**

- **Cleaning crew will disinfect the Isolation Room and suspected case classroom, in addition to all other common surfaces recently touched by the infected child (follow the Disinfection Protocol)**

- **Child must contact a Health Care provider and provide a note to the program to confirm Covid-19 status**
  - **Positive Covid-19**
    - Follow Health care provider guidance
  - **Negative Covid-19**
    - Child may return to the center after 72 hours without symptoms without taking medication and with a Dr note

- **Identified Contacts**
  - Provide them a copy of the Self-Screening Protocol
  - Advise contacts to carry out a daily self-screening check and contact CentroNia immediately if symptomatic
  - Follow the Self-Quarantine Protocol

V11 12/21/2020  CentroNia  33
Social Distancing Protocol

Social distancing is a simple mechanism that relies on distance from other people to avoid potential infection.

In practice this means:
- Staying 6 feet (2 meters) away from others as a normal practice.
- Eliminating physical contact with others, such as handshakes, kisses or hugs with co-workers, visitors or friends.
- Avoid touching surfaces touched by others to the extent possible.
- Avoid gatherings when entering and exiting CentroNía buildings.
- Avoid and report anyone who appears to be sick or with flu-like symptoms.
- Do not touch the time clock or entry door handle with an exposed finger(s) or hand, please use gloves.
- Do not touch your face before you have had a chance to wash your hands.

CentroNía will not allow any in-person meetings until further notice, even if the meeting area is large enough to accommodate appropriate social distance. We highly encourage our employees to use virtual meeting software to conduct their meetings online. Conference/meeting rooms will be closed until further notice.

Meetings (not approved until further notice):
- Safe meeting spaces could be painted or taped on the floor to encourage the social distancing of 6 feet (2 meters).
- Meeting rooms should be organized to hold no more than 10 chairs with the appropriate spacing and 10 employees at a time. Sitting or standing positions should not exceed the minimum distance required.
- Large areas could be used for meetings, ex. La Plaza, Dance Studio, Gym, Family Rooms, etc.

Social distancing should not be limited to your work activities, you should practice social distancing in and out of the organization.
Social Distancing in Classrooms

Note: See Appendix A for complete ECE protocol

Social distancing in classes is intended to provide a safe environment reducing the risk of any potential person-to-person infection.

Guideline:
- Maintain a social distance of at least 6 feet (2 meters) with your co-teachers and co-workers.
- Where a minimum distance cannot be maintained due to workplace design, one or more mitigation strategies need to be implemented including PPE or engineering.

Recommendations:
- Employees are strongly encouraged to disinfect their own space multiple times during their shift, giving special attention to common surfaces.
- Employees should have disposable shoe covers to enter classrooms and must be thrown away after each use
- Teachers should keep a set of clothing and shoes at the center to minimize bringing pathogens from outside into the classrooms
- Staff with long hair must keep hair back/tied-up
- Employees must be reminded to avoid touching their faces and must wash their hands thoroughly with soap and water, for at least 20 seconds, several times during the workday to reduce risk and prevent person-to-person potential infections.
- Employees with symptoms of illness and/or if other employees make a complaint, refer to the Isolation Protocol

Staff and Children drop-in and pick-up:
(In addition to staggering, we should implement a door side/curbside drop off and pick up of children as much as possible to minimize the number of people coming into the site. Screening done at the entrance, and then staff takes children to the room)
- Class start times must be staggered to add a gap of time in between each designated class starts.
- Children and their families should enter and exit at the designated entrances and exits – these locations will be easily identified and posted
- Drop-in and pick-up times should be scheduled to release the children in the order they arrived
- Avoid gathering when drop-off and pick-up of children.
- Encourage parents to remain in their car until your scheduled window of drop-in.
- Ensure at least 6 feet (2 meters) of space between each person while you wait in line to enter the site
- When you talk to someone in line, make sure you do not point your head directly at them
- Encourage parents to not touch their face and their children face before they have a chance to wash their hands

Things to consider:
(consider feasibility of requiring children to wear masks (cloth or medical) to the center and at the center. Parents also)
- Security person at every entrance door at drop-in and pick-up times.
- Tends outside each site for Inclement Weather.
- How and when to hand out PPE.
- Consider if it is practical and effective to do away with punching in and out for a few weeks and pay employees an automatic 40 hours.
Social Distancing During Breaks and in Common Areas

Manage breaks of the staff to provide social spacing and proper hygiene. Start and end times should be staggered to limit the number of employees at any given area.

Staff Rooms Seating and Capacity:
- Count the optimal number of seats in the staff room considering the acceptable distance of 6 feet (2 meters).
- Limit space with the appropriate number of chairs.
- Place multilingual signage on table to ensure proper social distancing in each seat and to ensure everyone understands.
- Post capacity of the break room.

Cleaning and Sanitation:
- Separate times by 10 minutes to have enough time to wipe tables, seats, surfaces and microwave ovens after each use.
- Provide enough supplies for employees to clean up after themselves.

Employees buying lunch from CentroNía kitchen:
- Do not allow any self-service in the kitchen.
- Non-Kitchen Staff is not allowed to enter the kitchen area.
- Food will be placed in a designated area outside of kitchen in to-go container.
- Place a permanent mark on the floors to ensure proper distance outside the kitchen space.

Lunchtime
- It is strongly recommended that staff do not leave the site to buy food during lunch break as this would increase the possibility of exposure and increases the risk of introducing the virus into our facilities. Please plan your meals accordingly. Consider alternative options like food delivery services (i.e. UberEats, Door Dash, Grub Hub, Postmates, etc.) that can provide contactless delivery to the site. If awaiting delivery, please avoid gathering at front door while waiting for your meal. After eating, disinfect surfaces where delivery containers were placed.

Common areas:
- Increase cleaning intervals to ensure clean environment at all times.
- Ensure social distancing is maintained.
- Avoid non-essential gatherings.
- Remove unnecessary furniture from common areas to free up space and discourage sitting and gatherings.

Elevators:
- Avoid using the elevator and instead take the stairs.
- If usage of the elevator cannot be avoided, follow these rules:
  - One person or family in the elevator at a time.
  - Do not touch the buttons with your hands.
  - Cover your mouth when cough or sneeze.
  - Wash your hands afterwards.
- Calculate the optimal number of people that fits in the elevator considering the acceptable distance of 6 feet.
- Stand 6 feet apart and face away from each other.
Social Distancing in Offices and Telework

Establish policies and practices for social distancing for administrative staff. Evaluate essential and non-essential staff and which positions are more likely to be as productive working remotely rather than onsite.

It is highly recommended that employees and supervisors collaborate to achieve flexibility and meet mutual needs.

Telework:
- If an employee is feeling ill, but can work, he/she can request to work from home. CentroNía may allow certain positions to work from home temporarily to ensure business continuity.
- If an employee has recently returned from areas OUTSIDE THE US, CentroNía will ask the employee to work from home for 14 calendar days and return to the office only if the employee is fully asymptomatic. We will also ask the employee not to come into physical contact with any colleagues during this time.
- If an employee is a parent and has to stay at home with their children, request FFCRA time. Follow up with the employee direct supervisor to make arrangements and set expectations.
- If an employee needs to provide care to a family member infected by COVID-19, request FFCRA time. The employee will only be permitted to return to the office 14 calendar days after the family member has fully recovered, and if you are asymptomatic or you have a doctor's note confirming you don’t have the virus.
- Self-cleaning of the workspace is encouraged multiple times during the day with special attention of the most used surfaces such keyboards, monitors, chair arm rest, desks, among others.
- Please refer to “CentroNía Telework Policy and Agreement” or contact the HR department.

Follow IT guidelines and/or procedures for additional information about working from home and data security requirements and procedures.

Social Distancing in Offices:
- Office work should be organized to ensure social distancing to keep separation of employees to at least 6 feet (2 meters).
- There cannot be more than one person working in office of less than 120 square feet.
- Avoid face-to-face desk layouts.
- Establish alternate days for administrative staff to reduce the number of employees at the same time in the same space.
- Self-cleaning of the workspace is encouraged multiple times during the day with special attention of the most used surfaces such keyboards, monitors, chair arm rest, desks, among others.

Cross-Training:
Consider that work hours and fatigue reduce performance of ill staff members.
- Identify organization critical services and cross-train manager on roles they haven’t performed before.
- Directors should identify critical job functions within their departments and plan alternative coverage by cross training their staff.
Social Distancing during Emergency (Drills)

While inside: In the event of an emergency (drill) such as a fire, all exit protocols posted in classrooms, offices, common areas, etc. should be followed while wearing appropriate PPE (i.e. face masks) to the extent possible. If PPE is not readily available and/or hinders individuals’ ability to exit the building safely and in a timely manner, proceed to exit without PPE.

While exiting: Exit in a safe and orderly manner and make all attempts possible to maintain social distance (6ft or more) as long as it does not put the immediate safety of staff/children at risk. Continue wearing PPE if applicable.

When outside: After arriving at designated holding area, maintain social distance (6ft or more) to the extent possible as long as it does not put the immediate safety of staff/children at risk. Continue wearing PPE if applicable.

When reentering: Enter in a safe and orderly manner and make all attempts possible to maintain social distance (6ft or more), while wearing PPE, if applicable.

Note: Follow these directions as long as it does not put the immediate safety of staff/children at risk.
Daily At-Home Self-Screening Questionnaire

The following self-screening protocol must be distributed to all staff members for mandatory, home self-screening. Staff that do not complete the self-screening protocol at home will not be allowed entry. Special circumstances will be reviewed on a case by case basis.

CentroNía is concerned for your safety and the safety of our community. We are monitoring the development of COVID-19. In the interest of ensuring a safe and healthy work environment, we request that you monitor your health status by carefully completing this self-assessment each day before coming to work.

Do one or more of the following common COVID-19 symptoms below currently apply to you?

- Fever of 100.4°F / 37.8°C or greater
- Trouble breathing, shortness of breath or sever wheezing
- Coughs
- New muscle aches
- New chills
- Sore throat, runny or stuffy nose
- Loss of taste or smell

If your answer is YES, you may have symptoms of COVID-19. We ask you to please contact your Health Care provider and the HR department. Please remain offsite until 3 days have passed with no fever, 10 days have passed since onset of symptoms, and symptoms have fully improved. You must receive clearance from HR and your Health Care provider before returning to work.

If your answer is NO, please follow CentroNía Pandemic Safety Protocols regarding workplace prevention and precautions to be taken.

Thank you for making CentroNía a SAFE and HEALTHY workplace!
On-Site Health and Temperature Screening Protocol (Updated 08/2020)

Note: This protocol should periodically be revised and updated to reflect updated recommendations from CDC and WHO.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our community, temperature and health screenings will be implemented at all sites.

On-site screening will cease to become mandatory when health agencies identify that the community has entered the post-peak/recovery period and when 15 days have passed without a COVID-19 positive case in each site. The PRT, aligned with the Senior Executive Team and President/CEO evaluation, will advise each site when this has occurred, and they may cease mandatory on-site screening.

Note: Intentionally providing misinformation or failure to answer the screening questions truthfully may result in suspension or termination of employment.

On-Site screening should be completed daily at the designated site entrance for all incoming people before accessing our sites, along with the “Adult and Child Temporary Screening Protocol for Entry”

- If temperature is 100.4°F (38°C) or higher, or the individual exhibits visible symptoms of illness consistent with COVID-19, the individual will not be able to access the site until 3 days have passed with no fever, 10 days have passed since onset of symptoms, and symptoms have fully improved. Employees are encouraged to contact their Primary Health Care Provider for further guidance.

- Employees returning to work from an approved medical leave should be directed to contact HR and submit a medical certificate releasing them to return to work.
  - If an employee does not accept the screening, the individual responsible for the entrance screening will request the employee not to enter the site, obtain medical clearance and provide an official certificate prior to returning to the workplace.
  - If an employee is confirmed to have COVID-19, the PRT will inform employees in the immediate workspace. Unless required by the local health authority, the name of the infected employee should not be provided. Quarantine of any healthy employees will be determined upon consultation with local health officials. Employee personal data and confidentiality must be protected.
  - Communication of current protocol to all employees needs to be delivered with a preventive approach to avoid alarm.
Temporary Screening Protocol for Entry

Option 1.

Temporary Screening Protocol for Entry
For all who enter the site daily*

Child’s Name: ___________________________ DOB: _____________

Parent/Guardian Name: ______________________ Relationship: _____________

OR Staff Name: ____________________________ Staff Signature: ______________

Before entering the classroom or work area, please answer the following questions for child/parent/staff:

1. Does the child/parent/staff have symptoms of illness (i.e. fever, cough, difficulty breathing, or any other symptoms)?

2. Does anyone in the household have symptoms of illness (i.e. fever, cough, difficulty breathing, or any other symptoms)?

3. Has the child/parent/staff or anyone in the household traveled by plane or to a high-risk state within the last 14 days?

4. Has the child/parent/staff or anyone in the household come in close contact with someone who has tested positive for COVID-19 (coronavirus)?

*If the answer to question #1 is YES, the person will not be permitted entry the site for until 3 days have passed with no fever, 10 days have passed since onset of symptoms, and symptoms have fully improved and are encouraged to contact PCP for further guidance and to determine if COVID-19 testing is indicated.

*If the answer to any questions #2-4 are YES, the person must remain off-site for 14 days (possible exposure).

TEMPERATURE CHECK before entering classroom or work area:

______ °F / _____ °C

*If temperature is 100.4°F / 37.8°C or greater, person will not be permitted entry until 3 days have passed with no fever, 10 days have passed since onset of symptoms, and symptoms have fully improved. Individual is encouraged to contact PCP for further guidance and to determine if COVID-19 testing is indicated.

*If temperature check is refused, child/parent/staff will not be permitted entry
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*If temperature is 100.4°F / 37.8°C or greater, child/parent/staff will not be permitted entry for 72 hours |

*If temperature check is refused, child/parent/staff will not be permitted entry

Before entering the classroom or work area, please answer the following questions for child/parent/staff:

1. Does the child/parent/staff or anyone in the household have symptoms of illness (i.e. fever, cough, difficulty breathing, or any other symptoms)?

2. Has the child/parent/staff or anyone in the household traveled within the last 14 days?

3. Has the child/parent/staff or anyone in the household come in contact with someone who has tested positive for COVID-19 (coronavirus)?

If the answer is yes to any of the questions above, child/parent/staff will not be permitted entry for 14 days.
On-Site Health Screening Denial Notice

Notice for persons that reject CentroNia’s On-Site Health Screening Procedure

On-Site Health Screening Denial Notice

Dear [Name],

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our community, temperature and health screenings are implemented at all locations to everyone that desires to enter our sites.

Because you have denied the health screening, you will not be able to enter to this site. To access this site moving forward, you will need to obtain medical clearance and provide us with an official certificate prior your return.

Should you have any question please contact the Site Director or the Human Resources office.

Sincerely,

CentroNia
# OSSE Daily Screening Tracker for staff

**Daily Screening Tracker: Staff**

*An Optional Tool to Support the Implementation of OSSE’s Guidance for Child Care Providers and Families Related to Coronavirus (COVID-19)*

<table>
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<th>Date:</th>
<th>1. CONFIRM: Did the staff member provide photo evidence, or verbally confirm, that their temperature was less than 100.4°F on physical check two hours or less before arrival?</th>
<th>2. ASK: Has the staff member or any member of the household had a fever of 100.4°F or higher, cough or shortness of breath?</th>
<th>3. LOOK: Does the staff member have visible signs of illness such as flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity)?</th>
<th>4. Does the staff member meet any criteria for exclusion?*</th>
<th>5. If yes to question 4, was the staff member excluded and an Unusual Incident Report filed?</th>
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*Exclusion Criteria:* Any child or staff member reporting a fever of 100.4 degrees or higher on physical check *OR* with signs of illness on visual inspection *OR* acknowledging that they or any member of their household has had fever, cough or shortness of breath shall not be admitted. Such families or staff shall be instructed to call their health care provider to determine next steps.

---

1050 First St. NE, Washington, DC 20002 • Phone: (202) 727-6436 TTY: 711 • osse.dc.gov
Self-Quarantine and Return to Work Protocol

If a child/employee has COVID-19 symptoms (see the COVID-19 Self-Screening Information), the child or employee will be denied entry to any CentroNía site until receiving medical clearance to return. If the medical provider determines a COVID-19 test is indicated OR if the employee wishes to get tested, patient 0 cannot return until negative results are received. While awaiting medical advice and/or test results, employees should avoid leaving the home if possible. If leaving the home is essential, employees should practice exceedingly good hygiene and social distancing.

Work while at home (Telework) is expected to continue where possible (see the Social Distancing in Offices and Telework information)

Additional Guidance:
- Stay away from other people in your home as much as possible, staying in a separate room and using a separate bathroom if available.
- No visitors unless the person needs to be in your home.
- If you need medical attention, first call your health care provider, he/she will provide further guidance.
- Wear a face mask if you must be around other people.
- When you cough/sneeze: cover your mouth and nose with your elbow or tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds; if that’s not available, clean with hand sanitizer that has at least 60% alcohol.
- Avoid sharing household items, including drinking cups, plates, eating utensils, towels or even bedding. Wash these items thoroughly with warmest water setting after using.
- Clean high touch surfaces daily using a household cleaner or disinfecting wipe.
- Shared spaces in the home should have good airflow—use an air conditioner or open windows.
- Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty breathing, call your health care provider.
- Arrange to have groceries and toiletries delivered to your place.
- Wipe down all groceries with cleaner or disinfecting wipes before storing.

Employee Assistance Program (EAP)
Employees may be feeling stressed or anxious because of lifestyle changes imposed by COVID-19. If an employee feels the need for additional support to handle this situation, please contact CentroNía’s Employee Assistance Program (EAP) – provided by ENI at 1-800-960-5371 or visit www.eniweb.com. This is a free and confidential service where a group of bilingual professionals will support and guide you through this process.

Additionally, CentroNía has hired a Part-time bilingual counselor to support employees mentally and emotionally, for six months after operations resumption.
Class/Workspace Closure Procedure and Suspected Case Investigation (Updated 10/2020)

In the case of an individual who develops symptoms before coming to the center and is absent from the site, the classroom/workspace will remain operational and the staff will monitor for symptoms.

In the case of a suspected or presumed COVID-19 case on site the following procedure should be followed to determine further actions.

**Classification:**
- **Patient 0:** suspected or presumed case with COVID-19 symptoms.
- **Connection 1:** group of children, staff, relatives, or others that have been in prolonged direct contact with patient 0 for more than 15 minutes in the same space and/or within or less than 6 feet of distance.
- **Connection 2:** group of children, staff, relatives, or others that have been in direct contact with connection 1 for more than 15 minutes in the same space and/or within or less than 6 feet of distance.

**Note:** Relatives of connection 1 that have not been in direct contact with patient 0 should also be considered as **Connection 1**.
Procedure:
If an employee or child has COVID-19 like symptoms while at the center and after the Isolation protocol has been activated, only the sick individual will be excluded. The remainder of the people in the class will temporarily leave the room and move to an area while the space is disinfected and aired out. Once the room has been cleaned and dried, the individuals may re-enter the class. For the matter of this investigation the ill employee/child becomes Patient 0, since he/she is the suspected or presumed case with COVID-19 symptoms and the potential internal source of infection.

Patient 0 will not be able to return to the site until:
- Medical clearance has been received which states reason for individual’s symptoms OR
- Negative COVID-19 test results have been received (if medically indicated or if it was the individual’s choice to be tested) AND
- Other symptoms have completely resolved (for example, coughing or shortness of breath are back to normal)

Connection 1 (see graphic on page 49)

The group of children, staff, relatives, or others that have been in direct contact with patient 0 for more than 15 minutes, in the same space and/or within or less than 6 feet of distance are considered Connection 1. This group must continuously monitor themselves for development of any symptoms that may arise after exposure to the sick individual.

Class/Workspace of this group will remain open as normal, but will be disinfected and aired out. During this cleaning, the rest of the class will move to a spare area until the room has been cleaned, at which point they will return.

This group must carefully track their health and inform CentroNía in the case any symptoms appear.

While awaiting test results for Patient 0, COVID-19 test and medical guidance is left to the discretion of each of its members. If Patient 0 tests positive, quarantine and a negative COVID-19 test will be required for each member on the connection 1 group (please refer to the Return to Site After Isolation Protocol).

Connection 2 (see graphic on page 49)

The group of children, staff, relatives, or others that have been in direct contact with connection 1 for more than 15 minutes, in the same space and/or within or less than 6 feet of distance but not have direct contact with Patient 0 are considered connection 2.

Connection 2 members will be informed about the situation and requested to track their symptoms and notify CentroNía in case any symptoms appear.

Connection 2 members are able to continue coming to the site without restrictions.
Note: If patient 0 COVID-19 test result comes positive CentroNía must inform OSSE, DC Health and/or MSDE, MoCo health department for further guidance.

Persons who have been identified as a close contact of a person with confirmed COVID-19 are NOT required to quarantine if they are fully vaccinated against COVID-19 AND they are within 90 days following receipt of the last dose in the COVID-19 vaccine series AND do not have any symptoms suggestive of COVID-19 infection.
Returning to Site After Isolation (Updated 12/2020)

People with suspected or presumed COVID-19 symptoms but not tested, or that have been directly exposed to others who have been under home isolation/quarantine due to COVID-19 can return to work under the following conditions, consistent with CDC guidelines:

- Health care provider releases the employee from quarantine OR
- No fever for at least 24 hours (that is one full day of no fever without the use of fever-reducing medicine) AND
- Other symptoms have completely resolved (for example, when your cough or shortness of breath are back to normal) AND
- At least 10 days have passed since your symptoms first appeared

People with a confirmed positive COVID-19 test can return to site under the following conditions, consistent with CDC guidelines:

- No fever for at least 24 hours (that is one full day of no fever without the use of fever-reducing medicine) AND
- Other symptoms have completely resolved (for example, when your cough or shortness of breath are back to normal) AND
- At least 10 days have passed since your symptoms first appeared AND
- At least one confirmed negative COVID-19 test (if possible, 2 negative tests done 24 hours apart) OR health care provider releases the employee from quarantine using symptom-based strategy

People that have initially tested negative for COVID-19 due to symptoms can return to site under the following conditions, consistent with CDC guidelines:

- No fever for at least 24 hours (that is one full day of no fever without the use of fever-reducing medicine) AND
- Other symptoms have completely resolved (for example, when your cough or shortness of breath are back to normal)

Please contact the HR department prior to returning to work to review the criteria for the employee return, and to discuss documentation that may be required prior to return to the site.

Note: In the event COVID-19 test results are not received within a reasonable timeframe, decisions on reopening of classrooms will be determined by the site PRT on a case by case basis.
**Visitors/Contractors Self-Screening**

CentroNía no longer allows normal visitors to our sites until further notice. Meetings should take place virtually going forward to ensure the protection of both employees and visitors.

Where business-critical, in-person visits need to occur, such as to allow equipment or facilities to remain operational, they should be in accordance with these guidelines.

The “Visitor Self-Screening Form” prohibits visits from persons who have had known exposure to persons with COVID-19 within the past 14 days, or who are showing flu-like symptoms consistent with COVID-19.

Host directions for Visitors and Contractors:

- Visitors or contractor work is forbidden if there has been any YES response to the COVID-19 Self-Screening form. If yes is checked for any response, please advise the visitor to leave the premises, notifying appropriate site personnel to disinfect any common surfaces touched by the visitor and advising the PRT team and HR of the incident.

- Visitors or contractor work should limit exposure to employees to the extent feasible, by:
  - Ensuring visitors/contractors take a direct route to their work areas and do not unnecessarily interact with employees.
  - Practicing social distancing themselves at all times.
  - Practicing hygiene precautions regarding washing hands and covering coughs/sneezes.

**Tasks:**

- Generate KPI indicator chart to share with staff
Visitor Self-Screening Form

COVID-19.- Visitor Self-Screening Form

The safety of our community is CentroNia’s primary concern. As the coronavirus (COVID-19) outbreak continues to evolve and spread globally, CentroNía is monitoring the situation closely and will periodically update organizational guidance on current recommendations from the Centers for Disease Control and Prevention the World Health Organization.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our community we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in the building.

Thank you for your time and co-operation.

Contact Information:

Name ___________________________ Mobile Number ___________________________

E-mail Address ___________________ State of Residence _________________________

Company _________________________

If the answer is “yes” to one or more of the following questions, access to the site will be denied.

1. Are you showing one or more of the following signs/symptoms?
   Temperature >100.4 F (38 C) or higher, cough, difficulty breathing, tiredness, loss of taste or smell?
   □ Yes
   □ No

2. Have you had close contact with or cared for anyone diagnosed with COVID-19 within the last 14 days?
   □ Yes
   □ No

Visitor Signature_____________________ Date_________________________
Travel

CentroNia has updated its travel restrictions and quarantine/COVID testing guidelines after travel. Anyone returning from any of the low-risk states as designated by DC/MD governments is not required to quarantine or get tested upon arrival. However, we strongly recommend that you delay or cancel your travel plans within the US or outside the country for the upcoming weeks, until the CDC determines it is safe to resume non-essential travel.

Outside activities:
Employees might be encouraged to the extent possible to:
- Avoid public transportation whenever possible (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
- Avoid recreational or other leisure classes, meetings, activities, etc.

As a result of updated quarantine guidance released by the CDC for FULLY VACCINATED INDIVIDUALS ONLY, CentroNia has modified its travel and return-to-center policy to reflect these new guidelines. “Fully vaccinated” means at least 14 days have passed since you received the second dose of the Pfizer/Moderna vaccine or the single dose of the Johnson & Johnson vaccine.

Effective April 12, fully vaccinated staff can resume domestic travel in the U.S. and do not need to get tested before/after travel (unless required by local authorities) or self-quarantine after travel (see image attached). For international travel, you are still required to have a negative test before your flight back to the U.S—but not required to quarantine. If you are not fully vaccinated, you must continue to get tested 3-5 days after you arrive from traveling or self-quarantine for 10 days.

In the case of an unvaccinated person who previously tested positive for COVID-19 in the last 90 days (3 months) and traveled afterwards, seek guidance from local health agency regarding covid testing/quarantine requirements. If no clear guidance provided, doctor’s note must be submitted exempting person from quarantine/testing.
**Employee Leave and Pay Protocols (Updated 07/2020)**

Not changes have been made to CentroNía’s Paid Time off policy, effective January 1st, 2020. CentroNía Human Resources department will support the needs of employees on a case-by-case basis.

Supervisors and managers must monitor absenteeism to identify any trends in employee or child absences due to illness. Identified trends must by informed to the HR department, in the case of staff members and to the site director, in the case of children.

Family First Coronavirus Response Act (FFCRA) benefits are an additional benefit to CentroNía’s Paid Time off benefits and FMLA guidelines. Please refer to the FFCRA policies and procedures.

**Employee Leave:**
- For COVID-19 related sick requests please refer the CentroNía FFCRA policy and procedure.
- Employee can go negative in their accrued balances. The maximum number of hours advanced cannot exceed the number of hours the employee is eligible for in a single year.
- In an employee does not have enough sick time in its accrued sick time bank, he/she is able to request Donation of sick time. Please contact the HR department.
- Supervisors are encouraged to have honest conversations with it staff to support their needs.
- For COVID-19 relates situations, employees are able to use all their accrued pay time off including accrued sick time, accrued vacation time and personal time. Supervisor authorization is required.

**Family and medical leave (FMLA):**
- For COVID-19 related FMLA requests please follow CentroNía’s FFCRA procedure.
- Any other FMLA requests will be treated like any other leave under CentroNía’s policy, consistent with FMLA and state laws and sick leave laws

CentroNía reserves the right to continue paying employees during unexpected or extraordinary circumstances affecting normal center operations.

As of March 13, 2020, CentroNía continues to pay employees regardless of source of funds, whether work is performed remotely, or whether work cannot be performed due to pandemic conditions. The continuation of salary and benefits due to an unexpected or extraordinary circumstance is dependent on funding and employee participation in remote working. For further details, please refer to CentroNía **Continuation of Pay During Unexpected or Extraordinary Circumstances Policy.**

Employee refuse to report to work due to fear of contracting COVID-19:
Under the Occupational Safety and Health Act (OSHA), employees are only entitled to refuse work if they believe they are in imminent danger. DOL recommends the employee to bring the conditions to your employer's attention, if possible:
- Supervisors need to talk frequently about COVID-19 with employees in an honest and transparent manner.
- Avoid stigmatization.
- When talking with employees, emphasize on effectiveness of these guidelines. Let employees know that there are protocols and procedures in place to take care of our community.
  - Sample Script: *We are operating a safe workplace in accordance with state and local safety, health guidelines and our safety protocols. There currently is no recognized health or safety hazard in our organization*
- Handle employee concerns seriously and document everything.

Tasks:
- Review FFCRA policies and procedures
- Review CentroNía Paid Time Off policy, effective January 1st, 2020
Protocol effectiveness evaluation (Process and outcome evaluation) (Updated 07/2020)

Evaluation is an objective process to assess how protocols were implemented, what effects it had, for whom and why.

Good evaluations will allow us to understand what protocols are working and what areas need to be strengthened. Evaluation provides supporting evidence for an intervention’s efficacy and builds confidence in processes that have been implemented.

In this case, the three Key Performance Indicators (KPI’s) that will gauge these guidelines are:
- Number of days that a site is closed due to a COVID-19 exposure
- Total number of staff that have been infected by an individual in the organization (internal community transmission)
- Rate of infection of new cases (number of internal infected cases vs time – days)

Strictly adhering to the guidelines will result in less probability of spreading the virus within the organization or tentatively closing sites.

Results will be shared with staff on a bi-weekly basis using the below format.

Tasks:
- Draft communication e-mail to staff
CentroNía COVID-19 Scoreboard / Cuadro de Mando
Together we are stronger / Juntos somos más fuertes

Staff Members with COVID-19
Miembros del personal enfermos con COVID-19

Staff Members recovered from COVID-19
Miembros del personal recuperados de COVID-19

Organizational infection rate
Tasa de infección organizacional

Number of days without recordable COVID-19 exposure
Número de días sin registro de exposición a COVID-19

Columbia RD
Upshur
Maryland
Cardozo

Don’t forget / No se olvide:
Practice Social Distancing / Practique el Distingamiento Social
Wear Face Mask / Use Mascara Facial
Wash your hands / Lávese las manos

Notes / Notas

Thank You for Working Safely / Gracias por Seguir los Lineamientos de Seguridad

* CPSP Version : L8
# CentroNía Site Opening Checklist (COVID-19)

<p>| | | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Pandemic Response Team established and trained</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>CentroNía protocols were reviewed and adjusted to particulars of the site (with VPC approval)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>Adequate supply of cleaning supplies</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>60-day supply of face masks on site or in order with sufficient lead time</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5</td>
<td>Adequate quantity of non-touch thermometers on site for employee screening</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6</td>
<td>Review and understand the PPE protocols and guidance from the CPSP</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>7</td>
<td>Site disinfected prior to returning to work</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>8</td>
<td>HVAC filters cleaned/changed</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>9</td>
<td>Review, understand and prepare for triggering Deep-cleaning and Disinfection protocols</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>10</td>
<td>Incoming packages/mail is managed according the CPSP guidance</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
</tr>
<tr>
<td>11</td>
<td>Review and understand Isolation protocol</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Isolation room is identified and prepared</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Comments:</td>
<td></td>
<td></td>
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<tr>
<td>13</td>
<td>Site Isolation Coordinator identified and trained</td>
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<td></td>
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<tr>
<td></td>
<td>Comments:</td>
<td></td>
<td></td>
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<tr>
<td>14</td>
<td>All CPSP forms and guidelines are readily available</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Comments:</td>
<td></td>
<td></td>
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<tr>
<td>15</td>
<td>Social Distancing Protocol reviewed and applied</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Comments:</td>
<td></td>
<td></td>
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<tr>
<td>16</td>
<td>Protocol established for pre-shift screening prior site entry</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Comments:</td>
<td></td>
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<tr>
<td>17</td>
<td>Barriers are in place to prevent anyone from missing the screening</td>
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<tr>
<td></td>
<td>Comments:</td>
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<tr>
<td>18</td>
<td>Protocol established for pre-shift screening prior site entry</td>
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<td></td>
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<tr>
<td></td>
<td>Comments:</td>
<td></td>
<td></td>
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<tr>
<td>19</td>
<td>Daily Self-Screening protocol is distributed to all employees for voluntary, home self-screening</td>
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<tr>
<td></td>
<td>Comments:</td>
<td></td>
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<tr>
<td>20</td>
<td>Plan in place to screening visitors and contractor</td>
<td></td>
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<tr>
<td></td>
<td>Comments:</td>
<td></td>
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<tr>
<td>21</td>
<td>Day one training organized and delivered</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Comments:</td>
<td></td>
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<tr>
<td>22</td>
<td>Physical signage posted</td>
<td></td>
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<tr>
<td></td>
<td>Comments:</td>
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<tr>
<td>23</td>
<td>CentroNía vehicles have enough PPE</td>
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<td></td>
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<tr>
<td></td>
<td>Comments:</td>
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</table>

**Overall Comments**
Employee Training

Return to Work Training Plan

It is very important that ALL employees understand the safety requirements, protocols, and expectations to ensure everyone stays safe and to prevent the spread of the COVID-19 virus.

We have structured this training plan to effectively share this information with the various teams and audiences.

Pre-return to Work Trainings
To be presented remotely in order to ensure management and staff understanding and preparedness in accordance with these guidelines.

First-Day Trainings
Reinforce protocols and procedures to employees aligned with these guidelines but consistent with each site.

Notes:
- All trainings topics can be reinforced with signage in each site.
- These guidelines can be shared with employees as needed.
- Complete the training record log.

Tasks:
- Host trainings for:
  - Senior leadership and site managers while working remotely
  - PRT team
  - Isolation Coordinators
  - Disinfection team (Facilities/Janitors)
- Coordinate trainings for all the employees. Trainings should be delivered by PRT team and site directors/program directors
<table>
<thead>
<tr>
<th>Topic</th>
<th>Responsible</th>
<th>Audience</th>
<th>Content</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Leadership approval</td>
<td>Senior Leadership</td>
<td>Overview of CPSP</td>
<td><strong>Overview of CPSP</strong></td>
<td></td>
</tr>
<tr>
<td>Overview of CPSP</td>
<td>Human Resources Manager and Virus Prevention &amp; Protocol Captain</td>
<td>PRT team and site/program directors</td>
<td>• Review the whole manual</td>
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<td></td>
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<td></td>
<td>• Q&amp;A</td>
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<tr>
<td>Overview of CPSP</td>
<td>PRT team and site directors/program directors</td>
<td>Employees</td>
<td>• CentroNia’s COVID-19 response</td>
<td>1 – 2 weeks before opening</td>
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<tr>
<td></td>
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<td></td>
<td>• Signs and Symptoms of COVID-19</td>
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<td>• Daily self-screening for symptoms</td>
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<td></td>
<td>• Adult/Child entry screening</td>
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<td></td>
<td>• Isolation protocol and locations</td>
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<td>• Social distancing measures</td>
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<td>• Personal Hygiene</td>
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<td></td>
<td></td>
<td>• Disinfection measures</td>
<td></td>
</tr>
<tr>
<td>Disinfection Team/Janitors</td>
<td>Human Resources Manager and Virus Prevention &amp; Protocol Captain</td>
<td>Internal cleaning team and Facilities</td>
<td>• In-depth review of the process, responsibilities, safety equipment for their job</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• General disinfection measures</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Deep cleaning protocol</td>
<td></td>
</tr>
<tr>
<td>Isolation Coordinator</td>
<td>Human Resources Manager and Virus Prevention &amp; Protocol Captain</td>
<td>Volunteer</td>
<td>• In-depth review of the role, responsibilities, protocols and safety requirements</td>
<td></td>
</tr>
<tr>
<td>HR policies</td>
<td>Human Resources Manager</td>
<td>HR Team</td>
<td>• Isolation protocol</td>
<td></td>
</tr>
</tbody>
</table>
- Self-Quarantine and Return to work protocol
- FFCRA
- Self-screening protocol
Pre-Return to work Training Diagram

Tasks:

☐ Conduct trainings on Safe Workplace Guidelines to all the employees.
☐ Make sure to create sign-in sheets or virtual attendance logs
**First Day Training**

Training Logistics:
- Host virtual training
- Invite all staff
- Non-exempt staff must get paid for training
- If the training is in person, make sure that meeting area adheres to social distancing protocols

<table>
<thead>
<tr>
<th>Material</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full training – Return to Work from COVID-19 PPT.</td>
<td>• CentroNía’s COVID-19 response • Signs and Symptoms of COVID-19 • Daily self-screening for symptoms • Adult/child entry screening • Isolation protocol and locations • Social distancing measures • Personal Hygiene • Disinfection measures</td>
</tr>
</tbody>
</table>

Tasks:
- [ ] Create training materials from this guideline and PPT presentation
- [ ] Schedule and deliver training to all employees
Site Signage & Internal Communication

Internal Communication

Communicating effectively with all staff members is our top priority, especially during times of crisis.

Communication distribution:
Communication may be distributed through mail, email, text or designated digital communication tools.

Communication to staff members should be in accordance with all legal requirements.

Staff Communications:

CPSP Letter to staff

Dear [NAME],

We want to personally welcome you back. We understand this is an unprecedented time and the COVID-19 pandemic has undoubtedly presented you and your family with unique challenges.

We want to assure you that while COVID-19 has changed the way we operate; your health and safety remains our highest priority. In this communication, you will find our current return-to-work plan and protocols to ensure that all staff members are coming back to a safe work environment.

CentroNía Pandemic Safety Protocols (CPSP)

In order to prepare to re-open our sites, we have developed the CentroNía Pandemic Safety Protocols. This guideline includes in-depth guidance for health and safety procedures, operating discipline and training, including:

- Installation of additional hand sanitizing dispensers and frequent cleaning of often/touched surface and common areas
- Managing staff members within our sites and promoting social distancing
- Placing signage throughout sites to remind everyone of proper preventive measures
- On-site health screening protocols
- Providing information and training regarding social distancing, personal hygiene and self-health assessments
- Adhering to the guidelines provided by the CDC and the WHO, as well as all orders and directives provided by our local governments.

As we navigate these uncertain times, the most important thing is that we do it together. We have a passionate, skilled team that will respond to these changes with renewed optimism for the future. We can’t do this by ourselves, we must do this as a team. And, as always, support one another, treat one another with respect, and know that at the end of each day, people are what matter most.
Should you have any questions or feedback, please feel free to reach out to our HR department.

We look forward to sharing additional materials on specific schedule and training in the following days.

Stay Safe!

[SIGNATURE]

Return to Work Protocol Letter

Dear [NAME],

Because the safety of our staff members is our first priority, we will continue to adhere to all necessary safety precautions described in our CentroNía Pandemic Safety Protocols (CPSP), including our increased standards for facility cleaning and disinfecting. You too must adhere to the protocols and guidance, including reviewing the daily self-screening protocol and self-reporting in you have tested positive for COVID-19 or believe you have exposed to someone with COVID-19.

Important: Before returning to work carefully review the safe return guidelines below

- Before reporting back to work, you will be asked to complete a self-screening questionnaire.
  o If you answer YES to any question, do NOT report to work. Contact HR immediately.
- Prior the start of your workday, all staff members will have their temperature taken with a non-contact thermometer to protect you and those you work with.
  o If you have temperature over 100.4 F (38 C), isolation protocols will be followed, and you will be asked to go home to follow self-quarantine protocol provided by the site isolation Coordinator.
  o Please maintain social distancing (6 ft) while waiting to access the site.
- At the beginning of the first day, all staff member will be reminded of the protocols and we will have an opportunity to ask questions.
- If you are a non-exempt employee, do not clock-in or clock-out, please go directly to your classroom/office.
- Our sites have been completely cleaned and disinfected. Additionally, we will require all staff members to maintain these safety standards by continuously cleaning and disinfecting their work area.
- We will radically be limiting the number of visitors and on-site meetings, and we ask for your help in doing so.
- Please plan your meals, accordingly, leaving our sites during our shifts is not recommendable.

As we navigate these uncertain times, the most important thing is that we do it together. We have a passionate, skilled team, that will respond to these changes with renewed optimism for the future. We can’t do this by ourselves, we must do this as a team. And, as always, support one another, treat one another with respect, and know that at the end of each day, people are what matter most.
Should you have any questions or feedback, please feel free to reach out to our HR department. We look forward to seeing you back.

Stay Safe!

[SIGNATURE]

**New Schedule for teachers sample letter**

**Dear [NAME]:**

Thank you for your continued commitment and support as we navigate returning to work safely. In preparation for your return, we wanted to let you know of a few changes we are making.

Moving forward, we will be changing our work shifts to promote social distancing and thoroughly disinfect common areas. In this communication, you will find our new operating schedules to ensure that you, your team and our community are returning to a safe work environment.

**New Schedules:**
Shift one: Shift two: 

Do not clock-in or clock-out. Please go directly to your class or office.

**New Break Schedule:**
Shift one: Shift two: 

We will be adhering to all necessary safety precautions as described in our CPSP. We will practice social distancing across our entire facility.

Should you have any questions or feedback, please feel free to reach out to our HR department.

Stay Safe!

[SIGNATURE]

**Signage and Infographics**

- Signage should be seen as a visual and direct way to implement this new culture and communicate CentroNía’s expectation to employees.
- Infographics will cover key information relating to COVID-19, staff health and safety, along with reminders and information about the actions taken at CentroNía that employees should be aware of before returning to work.

* PRT can create as much signage as they consider appropriate. Please contact HR for more guidance.
Signage color meaning:
- Blue signage is used for wellness messaging, such as sanitized areas
- Red signage is used to emphasize guidelines
- Green signage is used for overall guidance

All locations should have the following signage displayed in their sites

* Please follow the same format
**This Bathroom is Disinfected Regularly**
Este Baño se Desinfecta Regularmente

Remember to wash your hands for at least 20 seconds. Recuerde lavarse las manos por al menos 20 segundos.

**For Your Safety, this Site is Disinfected Regularly**
Por Su Seguridad, este Local se Desinfecta Regularmente

Please follow the employee self-screening protocols before entering. Favor de seguir los protocolos de auto-chequeo para el personal antes de ingresar.

**Hand Washing Instructions**
Instrucciones para el Lavado de Manos

Remember we are all in this together. Recuerde que todos estamos juntos en esto.

---

**Social Distancing Tips**
Consejos de Distanciamiento Social

Remember we are all in this together. Recuerde que todos estamos juntos en esto.

**Personal Hygiene Tips**
Consejos de Higiene Personal

Help us stop cross-contamination. Ayúdenos a detener la contaminaación cruzada.

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**Temperature Check-Point**
Punto de Chequeo de Temperatura

Please stand 6 feet apart. Por favor mantenga 6 pies de distancia.

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**Isolation Room**
Cuarto de Aislamiento

Authorized personnel only. PPE required beyond this point. Solo personal autorizado. PPE requerido más allá de este punto.

**Use Gloves During Diaper Change**
Use Guantes Durante el Cambio de Pañales

Make safety a habit. Hága de la seguridad un hábito.

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**Please Practice Social Distancing**
Por Favor Practique el Distanciamiento Social

Remember to stand 6 feet apart. Recuerde mantener 6 pies de distancia.
Appendix A

CentroNía Early Childhood Education Programs

The following protocols and policies for the reopening of CentroNía ECE program, related to the coronavirus/COVID-19 public health emergency, are based on the guidance presented by the Centers for Disease Control (CDC) and the Office of the State Superintendent of Education (OSSE), updated on June 3rd and June 17th, 2020, respectively. This plan establishes conditions to ensure high-quality early education and care services that are in compliance with state and local agencies regarding childcare providers, including policies to protect the health and safety of children, families, and staff.

The plan is organized by phases to **minimize the risks and possible spread** of the coronavirus, ensuring that staff is adequately prepared to maintain up to date health and safety standards with regards to: social distancing; high-risk individuals; daily healthy check and symptom screening; criteria for exclusion and dismissal; hygiene, cleaning, disinfection, and sanitation; and proper reporting procedures for potential exposure and confirmed cases of COVID-19.

Program leadership is responsible of implementation of this plan, with the collaboration and support of staff related to health coordination, admission, facilities, human resources, food and wellness, and communications, among others. The Senior Director of ECE Programs will make recommendations based on feedback from the ECE Program Leadership and the Health Services Coordinator. CentroNía Executive Team will oversee the procedures and make adjustments as necessary.

The section identifies the updated procedures (a) before children’s arrival, (b) at drop-off, (c) during the regular day, (d) at pick-up, and (e) at closing, and resources/limitations associated with these updated procedures. The process is divided in two phases: Phase 1 – limited amount of classrooms opened with a controlled number of individuals (e.g. half the number of children), and reduced amount of hours of service. If procedures work appropriately after two weeks, then we start Phase 2 – filling classrooms to maximum number of children, increase the number of groups, and extend hours of services. In compliance with CDC/OSSE guidance the following **procedures** will be enforced:

- **Physically distant, Socially engaged:**
  - Phase 1: Groups with 4 children and 2 adults *[To do: Decide ages and locations – Directors]*
    - MD: PreK 1-4 half virtual, and half and half in school
  - Phase 2: Groups with 8 children and 2 adults; issue – how to divide bigger groups with more than 8 children *[To do: Decide ages and groups classrooms - Directors]*
    - MD-
      - Columbia Rd: Toddler 7 – 12 children; JrPreK 1 – 16 children; JrPreK 2 – 15 children; PreK 1 through 4 – 16 children each; and PreK 5 and 6 – 20 children each
- Upshur: JrPreK 1 – 12 children and JrPreK 2 – 16 children
- Limited number of administrators in the building and no external visitors/volunteers inside the building [**To do:** Establish # of administrators permitted in the building and establish tele-work schedule – HR and Executive Team]
- Staggered drop-off and pick-up times; reduced hours of service (from 6 to 8 hours) [**To do:** Decide hours of service; drop-off and pickup times by group – Executive Team & Directors]
- Staggered outside time, one classroom at a time

**High-risk individuals:**
- Children and staff that are classified as high risk and/or with chronic medical conditions (asthma, lung disease, heart disease, diabetes, or immunocompromised systems) are urged to seek professional clearance before returning to work, doctor’s note will be required [**To do:** Check health/medical docs in files – Admissions & Directors]

**Daily screening and symptoms check:**
- Staff will be screened at arrival and at least once in the afternoon, before leaving, including documentation of temperature check
- Children will be screened at drop-off and their temperature will be checked at least during lunch and after nap; temperatures will be documented [**To do:** Assign and train teaching staff (at least one from every group – Directors/Coordinators]

**Exclusion and Dismissal Criteria:**
- Exclusion (at arrival): Children and Staff – stay at home until 3 days have passed with no fever, 10 days have passed since onset of symptoms, and symptoms have fully improved; [**To do:** UIR – Directors/Coordinators, HR if needed]
  - Fever 100.4 degrees or higher
  - Cough
  - Shortness of breath
  - Signs of illness
  - Close contact with infected or sick person
  - Loss of taste or smell
  - Loss of speech or movement
- Dismissal (during the day): Children and staff must follow isolation protocol until pick-up or leave ASAP [**To do:** UIR and Immediate disinfection – Directors, HR, Facilities]
- In the event a child is exhibiting symptoms or if a child is in a classroom with someone exhibiting symptoms, and that child has siblings in another classroom in the center, that sibling should be dismissed or remain home, but the classroom of the sibling will remain open.

**Hygiene/Cleaning:**
• Only staff may enter building and have to wear face masks at all times
• Teachers must have disposable shoe covers provided to enter a classroom (must be discarded after each use)
• Teachers should keep clothing set and shoes as uniform at the center (not to be used outside); keep hair back/tied-up; no jewelry in hands; cloth face coverings (can be washed daily with soap)
• Parents should wear face covering when dropping and picking up children [**To do:** Have disposable masks available – Facilities & Directors/Coordinators]
• Children need to bring at least 2 extra changes of clothes; children’s bags and supplies will be disinfected after drop-off in tables by the classrooms [**To do:** Have large zip lock bags available – Facilities & Directors/Coordinators]
• Frequent handwashing with soap and water will be continue to be reinforced; hand-sanitizers may be used if there is no access to soap and water; avoid touching the face [**To do:** Have soap and hand-sanitizer available – Facilities & Directors/Coordinators]
• Frequent disinfection of surfaces and materials will be promoted [**To do:** Disinfecting wipes and supplies available in the classrooms – Facilities & Directors/Coordinators]
• Tissues have to be available to cover cough or sneezes [**To do:** Have tissues available – Facilities & Directors/Coordinators]
• Sheets and covers should be washed every 2 or 3 days [**To do:** Have clothes detergent available – Facilities & Directors/Coordinators]
• Other procedures established by Facilities

**Reporting:**

• Potential exposure to people who are ill or had been diagnosed should be reported to OSSE, parents, staff (keeping privacy controls)
• Diagnosis COVID-19: Report to local health department and follow their recommendations for communication within organization

**DAILY ECE ROUTINES AND PROCEDURES:**

1. **Staff arrival:** Face covering (cloth mask) is required; entrance – temperature screening and symptoms checklist (fever, cough, difficulty breathing, and close contact) [**To do:** Have checklist or Excel table to document temperatures available – Health Screening staff, Facilities & Directors/Coordinators]

   a. **If yes,** staff has to leave, not permitted for until 3 days have passed with no fever, 10 days have passed since onset of symptoms, and symptoms have fully improved, and should contact health care provider for further directions [**To do:** HR/Directors have to document this and UIR has to be submitted]

   b. **If no,** go to Basement (if at MD, socialization/conference room) to change clothing and shoes or use shoe coverings, and disinfect hands [**To do:** Create space for teachers to keep their outside clothes in plastic bags – Facilities & Directors/Coordinators]
i. Lead/Assistant Teachers go to classrooms
ii. Support staff go to drop-off zones

II. Children arrival: Parents will be received by health screening and support staff; face covering is required (staff may use PPE to cover and protect face); Temperature is checked and screening checklist completed (fever, cough, difficulty breathing, and close contact):

a. If yes, child cannot participate for until 3 days have passed with no fever, 10 days have passed since onset of symptoms, and symptoms have fully improved, parents should contact health care provider for guidance; UIR will be submitted

b. If no, the parents can sign-in the child and drop-off supplies; the child will be taken by support staff to the classroom and supplies will be disinfected before delivering them to the teachers [To do: Have sign-in sheets in clipboards available at the entrance table; have screening checklist available; place a table in front of the classroom to clean the children's bags and supplies – Facilities & Directors/Coordinators]

III. ECE Program – regular day

a. Temperature checks: during the day to be recorded; if a child gets sick has to be isolated until picked up; parents should contact health care provider for further instructions, and can return after 3 days have passed with no fever, 10 days have passed since onset of symptoms, and symptoms have fully improved

b. Bathrooms: Support staff needs to be assigned bathroom duty to support teachers during this transition to ensure and maintain adequate behaviors and social distancing in the bathroom [To do: Prepare schedule according to classroom needs – ECE Directors/Coordinators]

c. Personal Care Routines: Diaper change procedures will be followed emphasizing hand-washing of teacher and child before and after; and clothes change when necessary for both, child and staff (if applicable)

d. Food: Children will eat in the classrooms, but family-style will be discouraged during this time to avoid having children touch the food; teachers will serve (with gloves and hair nets) individual plates, and sit no more than 3 children per table to maintain distance

e. Naptime: Cribs/cots will be placed 6 feet apart, head to toe; teachers will manage cots using gloves and wipes before and after

f. Activities: This is complicated because how do we maintain physical distance between the children during their play time? Here are some guidelines to consider:
   
i. Limit circle time to no more than 4 people at once (teachers should stay close to their respective smaller group making sure they have enough toys to play to maintain them interested without unnecessary contact with each other)

ii. Physical touch between teacher and child is still encouraged but with frequent hand-washing or using hand-sanitizer
iii. Teachers must facilitate interactions through language and expression of emotions
iv. PreK teachers are developing a class-specific routine, that takes into consideration children’s temperament and behaviors, to promote active participation with limited physical contact
v. Outdoor play will be encouraged but we need to establish cleaning procedures between groups
vi. Social-emotional development will be emphasized as we support the children’s management of emotions and feelings

IV. Children pick-up: Children will be picked up at the assigned entrance and teachers will dismiss them with a daily note about the child’s behavior and general well-being; support staff will pick them up and verify signing-out

V. Closing: Teachers and support staff will disinfect toys and surfaces, leaving space ready for floor cleaning