

## What to do if there is a confirmed COVID-19 case among children or staff.

1. The Team Leader or Family Service Worker should contact management staff by emailing to [Covid-absences@svheadstart.org](mailto:Covid-absences@svheadstart.org)
  - **In the email, please include the name of the child or staff member that has Covid or is a close contact to someone with Covid.**
  - **For a positive Covid case, please include the date of the positive test and if possible, the date when symptoms first began. Please include as much information as possible.**
  - **Management staff will work with the staff member(s) or family to determine the isolation or quarantine period. Staff may access the Tennessee Quarantine & Isolation Calculator on our website under Road to Reopening.**
2. Centers must have a designated room or area where children may isolate if Covid symptoms begin while a child is at the center. A staff member providing supervision for a child until the parent arrives must wear the full PPE costume. A child should never be left unsupervised. If a staff member begins to show symptoms while at work, the staff member should clock out and go home immediately.
3. Staff and children that test positive must be isolated for the prescribed time period. **Non-vaccinated** staff and children identified as a close contact must quarantine for the prescribed time. The CDC recommends testing for all close contacts. **Vaccinated** staff identified as a close contact do not need to quarantine at this time. The CDC recommends that those who are vaccinated and are a close contact be tested within 3-5 days of exposure. *Rapid testing kits are available at centers while supplies last.*
4. Management staff will decide if a center or classroom needs to be closed due to Covid and will contact child care licensing to inform them of the closure due to Covid.
5. If a child or classroom is found to be a close contact to a Covid case, the Team leader will send home the Covid parent letter informing parents of the positive case. The letter can be found on our website under Road to Reopening.
6. Centers should begin contact tracing immediately. Each classroom should have a posted staff sign in sheet to help with contact tracing.
7. Cleaning and Sanitation
  - a. Close off areas used by the person who is sick and open outside doors and windows to increase air circulation in the area if possible.
  - b. Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
  - c. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
  - d. If more than 24 hours have passed since the person who was sick has been in the building additional cleaning and disinfection are not necessary. Disinfection is recommended in indoor community settings where there has been a suspected or confirmed case of COVID-19 within the last 24 hours.

