

### **Department of Health**

# Outbreak Response Guidance for Day Care Centres and Providers

Any Centre wishing to reopen will need to create an <u>Outbreak Response Plan</u>, which includes short-term closure procedures. Please refer to this guidance which will assist you with formulating an appropriate plan.

What to do	Details of plan to should include	Who is responsible	Action by
PIC and designated Staff to develop Outbreak Response Plan	Response Team:  • Who will lead Owner Operator or Person- In- Charge? Select staff members to serve on this team. Identify and document a clear chain of command for reporting incidents or school outbreaks. This could include all daily/weekly COVID-19 matters arising E.g. supplies needed, staffing issues etc. will be reported by staff to this team. This team would also ensure staff is prepared with a Re-entry Kit. This will be used at entry and departure times where staff will be interfacing with the parents. Include items they will need at the hand washing station E.g. Soap, paper towels, trash can, wipes, hand sanitizer, and also at the door E.g. Non-contact Thermometer, masks, gloves, hand sanitizer, wipes etc. Pick up and Drop Off staff may place an apron over their clothing for receiving children and it should be removed after drop off/pick up	Owner     Operator will     meet with staff     to ID a COVID-     19 Response     Team	When Prior to reopening
	procedures are complete. Please note that although Centres can ask parents to monitor temperatures at home (as stated in the Guidance), Centres may also prefer to monitor temperatures at the entry themselves.  COVID-19 Incident Reports:  Recordkeeping of incidents associated with the virus should be maintained. This could include staff or child reporting/demonstrating any of the related symptoms while at school that results in them being sent home. Existing Incident/Accident report formats may be updated to reflect children or staff going home sick. There should be a space to include symptoms and outcomes E.g. fever, cold, difficulty breathing, muscle aches. Please be prepared to attach a copy of the Covid-19 Incident Report form to your Outbreak Response Plan.	<ul> <li>Centre         Response Team</li> <li>Individual staff         members may         complete the         form and         submit to         Response Team         for action to be         taken.</li> </ul>	Prior to reopening

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Establish clear response policies:		
<ul> <li>Where a member of staff or child in the child care facility tests positive, immediately notify the Epidemiology and Surveillance Unit (ESU) for next steps, and inform CCRP.</li> </ul>		
If a household member of a staffer or child tests positive for COVID-19, parents and/or staff should inform the child care facility, and the child or staff member should not report to the child care facility. Both ESU, and CCRP should be notified immediately. Epidemiology and Surveillance Unit: Phone: (+1 441) 278-6503 Fax: (+1 441) 296-3283 E-mail: <a href="mailto:epidemiology@gov.bm">epidemiology@gov.bm</a> Child Care Regulation Programme: Phone: 441-278-4900 Email: <a href="mailto:childcare@gov.bm">childcare@gov.bm</a>		
Where there is evidence of exposure to any communicable disease at your facility, use the Outbreak Report Form found here <a href="http://www.gov.bm/sites/default/files/outbreak report form for schools and other childcare facilities 0.pdf">http://www.gov.bm/sites/default/files/outbreak report form for schools and other childcare facilities 0.pdf</a>	<ul> <li>Centre         Response Team         or designated         member of the         Response Team</li> </ul>	
Communication:		
<ul> <li>Share completed Response Plan with staff and parents through emails, posted notices etc.</li> <li>Include recommendations to parents to plan alternative child care options in the event of an outbreak and temporary closure.</li> </ul>	<ul> <li>Response Team to ensure scheduled cleanings.</li> </ul>	
Clean and Disinfect:		



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•	In the event of closure due to exposure, close off areas used by the affected individuals and wait up to 24 hours before cleaning and disinfecting. This will assist in minimizing the potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area.	Professional     Cleaning     Company     should be used	Deiante
	Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces with EPA approved cleaning products.  If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.	<ul><li>in response to an outbreak.</li><li>Upon notification/ clearance to</li></ul>	Prior to reopenin
•	For disinfection most common EPA-approved household disinfectants should be effective.	return from DOH/ESU  In response to a child care facility wide closure, Response team to assess facility and notify Staff and	Within 24 hours of closure
• C	en from Isolation/Quarantine and/or Child Care facility closure: entre Response Teams should follow guidance from ESU officials to determine when it is safe for tudents and staff to return to the child care facility.	Parents of start date.	
fo	an addition, children and staff who share a home with someone with a case of COVID-19 should bllow instructions from local health officials to determine when it is safe to return to the child care acility.		



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