

**VIRTUAL kit: RESPONDING TO COVID-19 WITH POLICIES  
AND PROCEDURES (FOR DIRECTORS)**

**kit QT**

The 2019 COVID-19 pandemic has changed the landscape for policies and procedures within early childhood facilities. As responses continue to evolve, it is important to not only stay abreast of best practice guidelines, but to also align those guidelines with operations within each facility. Having a strong “plan of action” to address this concern, as well as action steps to respond to ongoing changes can be helpful.

Families will want to know what is being done to address the coronavirus. What steps are you taking to clean and disinfect? How will you practice social distancing? What happens if a provider or a child tests positive?

Staying aware of current guidelines, developing a thorough plan of action, and having clear and open communication with families can help everyone come together to navigate these unprecedented times. Similar to any other issues that may pop up in daily practices, it is vital to plan, prepare, and respond through developing written policies and procedures.

“No matter the level of transmission in a community, every child care program should have a plan in place to protect staff, children, and their families from the spread of COVID-19” (cdc.gov).

**SHOW ME NOW – I NEED IT TOMORROW**

[Interim Guidance for Child Care Facilities Licensed by KDHE](#)

[Interim Guidance for Administrators of US K-12 Schools and Child Care Programs \(CDC\)](#)

[Guidance Related to Childcare During COVID-19 \(AAP\)](#)

[Cleaning and Disinfection for Community Facilities \(CDC\)](#)

[COVID-19 and Caring for Our Children \(CFOC\) Crosswalk](#)

[Operating Schools During COVID-19: CDC’S Considerations](#)

**WHAT DOES THIS LOOK LIKE IN PRACTICE? (I HAVE A LITTLE MORE TIME  
TO READ ABOUT THIS)**

[Adapting, Evolving, and Thriving: Tools to Evolve Your COVID-19 Child Care Strategy \(CDC Webinar\)](#)

[Childcare Reopening Communications Plan \(with an \*excellent\* handbook template\)](#)

[National Association for the Education of Young Children \(NAEYC\) Coping with COVID-19](#)

[Responding to COVID-19 Latest Updates \(ECLKC\)](#)

## **WHAT DOES THE ECRC HAVE ON THIS TOPIC**

Bloom, P. (2000). Circle of influence: Implementing shared decision making and participative management. Lake Forest, IL: New Horizons.

American Academy of Pediatrics; American Public Health Association; National Resource Center for Health and Safety in Child Care (U.S.) (2011). Caring for our children: National health and safety performance standards, guidelines for early care, and education programs. Elk Grove Village, IL: American Academy of Pediatrics.

U.S. Department of Health and Human Services (1996). Preventing & managing communicable diseases: Training guides for the Head Start learning community. U.S. G.P.O., Supt. Of Docs.

## **HOW CAN I FIND TRAINING/TRAINING MATERIALS ON THIS TOPIC?**

- [\*\*KCCTO Courses\*\*](#)
  - Foundations for Safe and Healthy Early Care Facilities
  - From the Start: Creating Healthy Spaces for Infants and Toddlers
  - Germs: When Caring Means Not Sharing
  
- [\*\*KCCTO-KITS ITSN Community Based Training\*\*](#)
  - Tips and Tools for Contracts and Policies
  
- Visit these links for collaborative training calendars:
  - [KCCTO Training Calendar](#)
  - [KITS Training Calendar](#)

To inquire about a specific class, contact the KCCTO office 785-532-7197 or visit [KCCTO.org](http://KCCTO.org)

## **IF YOU THOUGHT THIS WAS HELPFUL YOU MIGHT ALSO LIKE:**

[Virtual Kit: Building Resiliency in Children and Families](#)

[Virtual Kit: Understanding and Embracing Yourself Through Self-Care](#)

[Virtual Kit: Developmentally Appropriate Practice](#)

### **WHAT IF I STILL NEED HELP?**

You may request technical assistance from the KCCTO-KITS Infant Toddler Network Specialists by calling the KCCTO office at 800-227-3578

### **EVALUATION**

Please take a minute to complete a brief survey to let us know what you think about this virtual kit, and what other topics you would like to see addressed in the future.

<https://www.surveymonkey.com/r/7Z2CSFM>

### **REFERENCES**

American Academy of Pediatrics (AAP). (2020, June 29). Guidance Related to Childcare During COVID-19. Retrieved from: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/guidance-related-to-childcare-during-covid-19/>

Centers for Disease Control and Prevention (CDC). (2020, May 27). Cleaning and Disinfection for Community Facilities. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Centers for Disease Control and Prevention (CDC). (2020, April 10). Interim Guidance for Administrators of US K-12 Schools and Child Care Programs. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

Centers for Disease Control and Prevention (CDC). (2020, June 2). *Adapting, Evolving, and Thriving: Tools to Evolve your COVID-19 Child Care Strategy*. Retrieved from: [https://www.youtube.com/watch?time\\_continue=3&v=p52jtx8jq-Y&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=3&v=p52jtx8jq-Y&feature=emb_logo)

Centers for Disease Control and Prevention (CDC). Workplaces During the COVID-19 Pandemic Decision Tree (PDF). Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/workplace-decision-tree.pdf>

Kansas Department of Health and Environment (KDHE). (2020, May 18). Interim Guidance for Child Care Facilities Licensed by the Kansas Department of Health and Environment. Retrieved from: <https://www.coronavirus.kdheks.gov/DocumentCenter/View/144/Guidance-for-Child-Care-Facilities-Licensed-by-KDHE-PDF---5-18-20?bidId=>

Knechel, M. (2020, June 29). Childcare Reopening Communications Plan (With Templates). Retrieved from: <https://blog.himama.com/childcare-reopening-communications-plan-covid19/?fbclid=IwAR08E3xcv0vk98GICN0r8fiWSUqvJnsEUqxJC12DTXfBRkC6bNns6i3t2Ds>

National Association for the Education of Young Children. (2020). Coping with COVID-19. Retrieved from: <https://www.naeyc.org/resources/topics/covid-19>

National Center on Early Childhood Health and Wellness. (2020, June 4). National Resource Center for Health and Safety in Child Care and Early Education COVID-19 Questions-CFOC Crosswalk. Retrieved from: [https://nrckids.org/files/COVID-19%20Questions-CFOC%20Crosswalk\\_6.4.20%20w%20public%20instructions.pdf](https://nrckids.org/files/COVID-19%20Questions-CFOC%20Crosswalk_6.4.20%20w%20public%20instructions.pdf)

U.S. Department of Health and Human Services. (2020). Responding to COVID-19. Retrieved from: <https://eclkc.ohs.acf.hhs.gov/about-us/coronavirus/responding-covid-19>