



Public Health
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Muskegon County

CHILD CARE ADMINISTRATORS COVID-19 TOOLKIT



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DISCLAIMER: This information was developed based on the latest guidance at the time.
Visit muskegonhealth.net or cdc.gov/coronavirus or Michigan.gov/coronavirus
for the most up to date information.

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Definitions

Coronavirus: Coronavirus Disease (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.

Contact Tracing: A strategy for slowing the spread of disease in which public health workers communicate with infectious people to identify their contacts. They then follow up with those contacts to provide guidance on how to quarantine themselves and what to do if they develop symptoms of disease.

Quarantine: The practice of keeping someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine must stay home (usually 14 days), separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation: The practice of separating people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation (usually for 10 days) must stay home until it's safe for them to be around others. In the home, anyone sick or infected must separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Close Contact: A person who was within 6 feet of a person infected with COVID-19 for more than 15 minutes with or without a mask.

Examples of close contacts include individuals who were close to a person who is infected with COVID-19 by providing care to them at home, sharing a living space, having direct physical contact with them (touched, hugged or kissed them), and sharing eating or drinking utensils. People may also be close contacts if they were somehow exposed to droplets from an infected person (sneezed or coughed on).

Types of Masks:

Cloth Face Coverings: Cloth face coverings are masks made from material that are meant to cover your nose and mouth and to be secured under the chin and are not considered personal protective equipment (PPE). These are effective in reducing the spread of the virus. <https://www.cdc.gov/coronavirus/2019ncov/prevent-getting-sick/cloth-face-cover-guidance.html> Review acceptable face masks as the most effective are tightly woven fabric such as cotton and cotton blends, breathable, and two to three layers. Please note that face shields are not interchangeable with face coverings.

Surgical Masks: Surgical masks were originally intended to be worn by health professionals and are considered personal protective equipment. These are effective in reducing the spread of the virus.

N95 or N95 respirator: A N95 mask, also known as a respirator, filters particles that meet a certain standard for air filtration, meaning that it filters at least 95% of airborne particles. These are recommended only for use by healthcare personnel who need protection from both airborne and fluid hazards (e.g., splashes, sprays).

Cloth Face Coverings Help Prevent the Spread of COVID-19

Chance of Transmission	Asymptomatic COVID-19 Carrier	Uninfected Person
HIGHEST		
HIGH		
MEDIUM		
LOW		
LOWEST		

← 6 ft →

Contact Tracing in the Child Care Setting

Contact tracing is a public health tool that is used to help stop the spread of certain communicable diseases. It involves identifying others that may have had recent close contact with a person confirmed to have the virus and giving those close contacts guidance on how to stay safe and protect others. This includes close contacts quarantining to prevent further spread of the virus. Quarantine is important with COVID-19 as a person can spread the virus up to two days before they know they are sick or if they are infected with the virus without feeling symptoms.

<p>Symptomatic Case Staff/Child tests positive after having symptoms.</p> <p>Symptoms include:</p> <ul style="list-style-type: none"> • Cough causing difficulty breathing • Shortness of breath • Fever (Temp >100.4°F) or chills • Muscle pain • Severe headache • Sore throat • New loss of taste or smell • Diarrhea, vomiting, or unusual abdominal pain
<p>Date symptoms started: ___ / ___ / ____ 48 hours prior to this: ___ / ___ / ____</p>
<p>Dates Staff/Child attended child care starting from 48 hours prior to onset of symptoms:</p> <p>___ / ___ / ____ ___ / ___ / ____ ___ / ___ / ____ ___ / ___ / ____ ___ / ___ / ____ ___ / ___ / ____</p> <p><i>*If the staff/child did not attend child care during/after the 2-day window, the need to contact trace is up to child care discretion.</i></p>
<p>Close contacts on those dates:</p> <p><i>*Close contacts are those who were in proximity to the infected person for >15 minutes and within 6 ft. with or without a mask.</i></p>

<p>Asymptomatic Case Staff/Child tests positive and has NOT had symptoms.</p> <p>Symptoms include:</p> <ul style="list-style-type: none"> • Cough causing difficulty breathing • Shortness of breath • Fever (Temp >100.4°F) or chills • Muscle pain • Severe headache • Sore throat • New loss of taste or smell • Diarrhea, vomiting, or unusual abdominal pain
<p>Test Date: ___ / ___ / ____ 48 hours prior to test date: ___ / ___ / ____</p>
<p>Dates Staff/Child attended child care starting from 48 hours prior to onset of symptoms:</p> <p>___ / ___ / ____ ___ / ___ / ____ ___ / ___ / ____ ___ / ___ / ____ ___ / ___ / ____ ___ / ___ / ____</p> <p><i>*If the staff/child did not attend child care during/after the 2-day window, the need to contact trace is up to child care discretion.</i></p>
<p>Close contacts on those dates:</p> <p><i>*Close contacts are those who were in proximity to the infected person for >15 minutes and within 6 ft. with or without a mask.</i></p>

It will be up to the discretion of the contact tracer to decide who is considered close contacts in a classroom setting. Contact tracers will consider age of children, social distancing, and other circumstances during time of exposure. Those who are identified as close contacts must quarantine, (not leave the house unless necessary) for 14 days from last time of known exposure.

CDC Contact Tracing in the Child Care Setting

Helpful questions to consider when identifying close contacts in the child care setting:

- Who is the staff/child near (less than 6ft) throughout the day?
- Has there been adequate physical distancing in classrooms, breakrooms, and lunchrooms?
- Are there any others at the child care that live with the staff/child, or carpool with them?

Other considerations for child cares when there is more than one positive case identified (to look for patterns/areas of concern):

- Did the child care already know staff/child had been identified as a close/household contact of someone who was positive for COVID-19?
- Is there one location/classroom in the child care that seems to be more affected?
- Is there something else in common with positive cases?
- Mask adherence in the child care? (Not just while in the hallway, but during classroom time?)

**** Due to personal privacy do not disclose the staff, student, or child's name when sending out COVID-19 related alerts.**

Contact Tracing Resources:

- **Contact Tracing:** <https://www.cdc.gov/coronavirus/2019-ncov/php/openamerica/contact-tracing-resources.html>
- **Contact Tracer's Guide to COVID-19:** <https://www.cdc.gov/coronavirus/2019ncov/php/notification-of-exposure.html>
- **Key Information to Collect During a Case Interview:** <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/keyinfo.html>
- **Quarantine Log:** <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/14-DayTemperature-and-Symptom-Log-for-Contact-Tracing.pdf>

Recommended Scripts for Child Care Community

General COVID-19 Exposure in a Child Care Setting

*"We recently became aware of a **[staff member/student/child]** in our **[school/childcare]** setting that tested positive for COVID-19. We found out on **[Insert Date Here]** that the test came back positive. We are responsible for informing all **[staff member/students/child(ren)]** who are considered "close contacts" by the CDC guidelines. If you are required to quarantine because of an exposure, you will be contacted. If your **[student/child]** does not qualify as a close contact, you will not hear from us or Public Health – Muskegon County. We want to protect the confidentiality of this person unless there is a reason to inform you of this person's identity. At this time, it is our role to tell all the families of **[Insert School/Program Name Here]** that we are moving forward under the guidance of the Public Health – Muskegon County and that all measures have been taken to protect the wellbeing of your child(ren). Please monitor for onset of symptoms related to COVID-19, including fever, cough, difficulty breathing, severe headache, diarrhea, vomiting, abdominal pain, or new loss of taste or smell. If you note any change in the health of your child, please call your regular medical provider."*

COVID-19 Exposure in a Specific Group in Child Care Setting:

*"A **[staff member/student]** involved with **[Insert Group Name]** was exposed to COVID-19. When the **[staff member/student]** became aware of this exposure, they were tested. The **[staff member/student]** was with the **[Insert Group Name]** on **[Insert Date Here]** for approximately **[Insert Amount of Time]**. If you are required to quarantine because of an exposure, we will contact you. If your **[student/child]** does not qualify as a close contact, you will not hear from us. We want to protect the confidentiality of this person unless there is a reason to inform you of this person's identity. At this time, it is our role to tell all the families of **[Insert School/Program Name Here]** that we are moving forward under the guidance of the Public Health – Muskegon County and that all measures have been taken to protect the wellbeing of your child(ren). Please monitor for onset of symptoms related to COVID-19, including fever, cough, difficulty breathing, severe headache, diarrhea, vomiting, abdominal pain, or new loss of taste or smell. If you note any change in the health of your child, please call your regular medical provider."*

Child Care Scenarios with Action Steps

Child/Staff member is confirmed or symptomatic pending results or a close contact.		
Scenario 1:	Scenario 2:	Scenario 3:
A child/staff member within the child care is confirmed to have COVID-19.	A child/staff member within the child care is symptomatic and pending lab result for COVID-19.	A child/staff member within the child care is a close contact to a confirmed COVID-19 case.
<p>The child/staff member AND all household members of the child/staff member are immediately excluded from child care.</p> <p>The confirmed positive child/staff member must isolate at home. The child/staff member must be excluded from child care until</p> <ul style="list-style-type: none"> • 10 days since symptoms first appeared and • 24 hours with no fever (without the use of fever-reducing medication) and • Other symptoms have improved. <p>Household members, classmates, and other staff who are close contacts are excluded for an additional 14 days after their last date of close contact.</p>	<p>The child/staff member is excluded from child care until results of the test are negative.</p> <p>If positive, see scenario 1. If negative, the child/staff member must be symptom free as well as fever free for 24 hours without the use of fever-reducing medications; prior to returning to child care.</p> <p>Household members, classmates, and staff of the pending case should be monitored for symptoms while waiting for test results. If symptoms develop, they should call their medical provider to be tested for COVID-19.</p>	<p>The child/staff member must quarantine for 14 days since last date of close contact.</p> <p>Household members, classmates, and staff of the quarantined child/staff member may continue to attend child care and should monitor for symptoms. If symptoms develop, they should call their medical provider to be tested for COVID-19.</p>

**Close contact with a confirmed COVID-19 case is defined as being within 6 feet of a person who has tested positive for at least 15 minutes with or without a mask. It will be up to the discretion of the contact tracer to decide who is considered close contacts in a classroom setting. Contact tracers will consider age of children, social distancing, and other circumstances during time of exposure. Those who are identified as close contacts must quarantine (not leave the house unless necessary) for 14 days from last time of known exposure.*

Household member of a child within the child care is confirmed or symptomatic pending results or a close contact.		
Scenario 1:	Scenario 2:	Scenario 3:
1. Household member of a child/staff member within the child care has been confirmed to have COVID-19.	2. Household member of a child within the child care is symptomatic, pending results, and has had close contact with a known case.	3. Household member of a child within the child care has had close contact to a known case of COVID-19.
Children who live in the same house as the COVID-19 positive person are excluded from child care while the household member is in isolation (10 days). The child must quarantine for 14 additional days after the last date of close contact.	Children who live in the same household of the family member are excluded from child care until the COVID-19 test results are in. If the household member is positive, see scenario 1. If the household member is negative, child can return to child care.	Children can remain in child care but should be monitored. If COVID -19 symptoms develop in the household member, children should be excluded from child care, and should be treated as in Scenario 1 pending results.

**Close contact with a confirmed COVID-19 case is defined as being within 6 feet of a person who has tested positive for at least 15 minutes with or without a mask. It will be up to the discretion of the contact tracer to decide who is considered close contacts in a classroom setting. Contact tracers will consider age of children, social distancing, and other circumstances during time of exposure. Those who are identified as close contacts must quarantine (not leave the house unless necessary) for 14 days from last time of known exposure.*

**If a COVID-19 positive case follows CDC Guidance for isolation, household members may not be considered close contacts. This will be up to the discretion of the contact tracer to determine if a COVID-19 positive case can meet isolation requirements. If a COVID-19 positive case can meet isolation requirements, close contacts within the household must quarantine for 14 days starting from the last day of close contact.*

Isolation and Quarantine Timeline

A household member becomes sick with COVID-19

STAY HOME



The sick household member who tested positive must isolate at home.

ISOLATION PERIOD

The sick household member must remain in isolation for **10 days** since symptoms first appeared **and 24 hours** with no fever (without the use of fever-reducing medications) **and** other symptoms have improved.



Household member that tested positive can return to work, school, or daycare.

RETURN TO WORK, SCHOOL, DAYCARE

If the household members of the person who tested positive for COVID-19 do not develop symptoms, they can return to work, school, or daycare upon completing quarantine.



People who live in the same household as the person who was tested positive must quarantine at home.



QUARANTINE PERIOD

Stay home **24/7** and monitor for symptoms for **14 days** since last possible exposure. (The last possible exposure is when the sick family member's isolation period ended.)

Household members cannot attend work, daycare, or school **during the other household member's isolation** (10 days) or for the 14 days after the isolation period (quarantine). If the quarantined household member **DOES** develop symptoms, they cannot return until 10 days since first symptoms appeared **AND** 24 hours being fever-free **AND** other symptoms have improved. Isolation and quarantine periods start over any time a new household member becomes sick with COVID-19.

Everyone should assume exposure to COVID-19 and monitor for symptoms. Call your doctor if symptoms develop.
**If a COVID-19 positive case meets CDC isolation criteria, household members may not be considered close contacts. This will be up to the discretion of the contact tracer to determine if a COVID-19 positive case can meet isolation requirements. If a COVID-19 positive case can meet isolation requirements, close contacts within the household must quarantine for 14 days starting the day the individual started their in-home isolation. If isolation criteria cannot be met, then close contacts must quarantine starting after isolation criteria has been met (at least 10 days.)*

Frequently Asked Questions

1. What is the difference between isolation and quarantine?

- a. **Isolation** is for people who are COVID-19 positive. It separates people who are infected with the virus from people who are not infected. It usually lasts 10 days.
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>
- b. **Quarantine** is for people who are well and not displaying any signs or symptoms of COVID-19; but are exposed to someone who is COVID-19 positive. This keeps someone who might be infected with the virus, away from others. Quarantine lasts 14 days since the last possible exposure.
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

2. How long must a child or staff member be out of child care if they test positive for COVID-19?

- a. A child or staff member that tests positive for COVID-19 should isolate at home. The child or staff member may return to child care after their symptoms have improved **and** they are fever free for 24 hours without any fever reducing medications **and** 10 days have passed since symptoms first appeared.
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

3. How long must a child/staff member be out of child care if they have a family member in the same house as them that tests positive for COVID-19?

- a. A child/staff member that lives in the same house as someone who tests positive for COVID-19 must remain out of child care for 14 additional days from the last contact with positive family member.
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
 - ii. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

4. If a person tests positive but does not have symptoms, can they work from home?

- a. Yes, if the child care has a system in place for working from home this is encouraged. An employee with mild symptoms should be able to work from home as well.

5. If a child or staff member has a household member that tests positive but does not have symptoms, can the child or staff member come to work anyway and monitor for symptoms?

- a. No, asymptomatic people who test positive can still spread the virus. A child or staff member that has a household member that tests positive and is considered a close contact must quarantine for 14 days from last contact with positive family member.

- i. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- ii. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

6. Must we close a classroom if a person with COVID-19 attended class in that classroom? If so, for how long?

- a. Yes, the classroom should be closed, cleaned, and disinfected. It is recommended to close off the area for at least 24 hours. If that is not feasible, wait as long as possible and then clean and disinfect the classroom following CDC guidance.
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

7. If a child or staff member was in a classroom full of children, and that staff member later finds out that they have COVID-19 while they were in the classroom, must all the class be quarantined, or only those children who were within 6 feet of the staff member for 15 minutes or more?

- a. The entire class must be quarantined and monitor for COVID-19-related symptoms.

8. How is a close contact determined in a classroom setting?

- a. Close contact with a confirmed COVID-19 case is defined as being within 6 feet of a person who has tested positive for at least 15 minutes with or without a mask. It will be up to the discretion of the contact tracer to decide who is considered close contacts in a classroom setting. PHMC contact tracers will consider age of children, social distancing, and other circumstances during time of exposure. Those who are identified as close contacts must quarantine (not leave the house unless necessary) for 14 days from last time of known exposure.

9. If a staff member was wearing a cloth mask in the classroom, and that staff later finds out that they have COVID-19 while they were in the classroom, do the children still have to be quarantined?

- a. Yes, the children who were in the classroom are still considered close contacts and must quarantine for 14 days and monitor for symptoms.

10. Does a sibling of a child in quarantine have to be quarantined?

- a. No, if the sibling was not a direct contact of a person who tested positive for COVID-19, then they should monitor for symptoms and can continue attending child care.

11. If a child has an illness that is not COVID-19, like a cold, does that child still have to be out of child care until they are 24 hours fever free?

- a. Many symptoms of COVID-19 are similar to those of other illnesses (addendum A). If the child is experiencing any COVID-19-related symptoms, they might have COVID-19 and they should not attend child care. They should contact their regular medical provider and get tested for COVID-19.
- b. If the child does not have COVID-19 but is experiencing cold or flu-like symptoms, then they can return to child care after being symptom-free for 24 hours.
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

12. Does the child care have to inform families when a child is excluded from child care because of COVID-19, or does the Health Department do that?

- a. The child care is responsible for communication to families. However, the Health Department can provide guidance as needed.

13. How many children have to be sick with COVID-19 before a child care closes?

- a. The Health Department will work closely with the child care recognizing there are many factors to be considered when closing.

14. Does a staff member or child have to retest for COVID-19 after testing positive before they are allowed back to child care?

- a. No, the staff/child who tested positive can return to child care after 24 hours with no fever **and** symptoms have improved (e.g. cough, shortness of breath) **and** 10 days have passed since symptoms first appeared.
- b. CDC guidance does not recommend a retest. Sometimes a person will continue to test positive even though they are no longer infectious.

15. How can we know when a person is no longer infectious?

- a. The general timeline is 10 days since symptoms first appeared.

16. If a child changes classes and is with many different children during the day rather than just one classroom, and that child tests positive, do all those children have to quarantine?

- a. Yes, this is one reason it is wise to keep children in small cohorts.

17. Should all children get tested for COVID-19 prior to starting child care?

- a. No, the COVID-19 test only indicates the presence of the virus the moment the test is taken.

18. If a child/staff are told they are a close contact of a positive case and they get a COVID-19 test that is negative are they released from quarantine?

- a. No, a person can become COVID-19 positive any time during quarantine (the 14 days after the exposure). Symptoms may appear 2-14 days after exposure.

19. Should staff/children get an antibody tests to confirm that they have already had COVID-19 and thus do not need to quarantine if they are exposed again?

- a. No, children do not need to get an antibody test. Children who have a confirmed COVID-19 positive test in the last 3 months do not have to quarantine again after a new exposure.
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>

20. If a child or staff member already had a proven case of COVID-19 and then has an exposure in child care, do they have to quarantine anyway?

- a. No, children or staff with proven cases of COVID-19 will not need to quarantine if the positive test was within the last 3 months of the new exposure.
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>

21. Does the child care have to tell families which child tested positive for COVID-19? Isn't that a violation of HIPAA?

- a. The identity of the child or staff should be protected as much as possible. Close contacts will be contacted and only given information related to their exposure location. The name of the COVID-19 positive child or staff member will be shared on a need to know basis only.

22. Will children who are at the highest risk for complications, such as children with severe respiratory problems, be required to stay out of the child care until this pandemic is over?

- a. The decision to send a child to child care or not will be made jointly by the parent and child care with guidance from the child's medical provider.

23. What if a staff member/child goes out of state?

- a. There are no current restrictions for staff members or children who travel out of state. However, everyone should assume COVID-19 exposure and monitor for symptoms.

Addendum A



Is it cold, flu or COVID-19?

Cold, flu and COVID-19 symptoms are similar, which may make it difficult to tell the difference between them based on symptoms alone. Testing may be needed to help confirm a diagnosis. Prevent the flu with an annual flu vaccine. It's safe, easy to get and can reduce your risk of getting the flu.

Learn more: spectrumhealth.org/flu

Symptom	Cold	Flu	COVID-19**
Incubation Period	1-3 days	1-4 days	1-14 days
Symptom Onset	Gradual	Sudden	Gradual or Sudden
Fever or Chills	Rare	Common	Common
Cough	Sometimes	Common	Common
Sore Throat	Common	Common	Sometimes
Shortness of Breath or Difficulty Breathing	Sometimes	Sometimes	Common
Fatigue (Tiredness)	Sometimes	Common	Common
Nausea or Vomiting	Rare	Sometimes	Sometimes
Diarrhea	Rare	Sometimes	Sometimes
Congestion or Runny Nose	Common	Common	Common
Body/Muscle Aches	Sometimes	Common	Common
Headache	Sometimes	Common	Common
Loss of Appetite	Sometimes	Common	Sometimes
New Loss of Taste or Smell	Rare	Rare	Sometimes*

Sources:
Centers for Disease Control and Prevention
World Health Organization

*Can be a high predictor of COVID-19
**Information about COVID-19 is evolving.