



October 8 2020

Child Development Center: General COVID-19 Procedures

1. The CDC will continue to implement its Covid-19 safety policies

Proper and frequent hand washing. Staff and children follow the CDC handwashing policy and procedure.

Handwashing policy and procedures posted in Japanese and English at every sink. Hand sanitizer available at every entrance.

Mixing of different groups of children minimized. Children enter only their own classroom, outside play scheduled for one class at a time.

Teachers enter only their own assigned classrooms.

Parents do not currently enter the classrooms. The exception to this is parents of children in the Baby classrooms (entry limited to their child's classroom only).

Classrooms are laid out to increase social distance

Visitor restrictions currently apply. Entry by maintenance and safety staff is carefully monitored and as much as possible timed for when the CDC is closed. Visits by prospective CDC users are suspended.

Field trips are currently cancelled.

Parents are encouraged to stagger pick-up and drop off, parents asked to DESIGNATE ONE PERSON to pick up children from CDC.

At busy times (e.g., pick up) one-way traffic flow is implemented.

Contract and tracing logs are now maintained in every classroom and the CDC staff room. All visitors to the classrooms (ie: Team Leaders, CDC Director, parents of children in the baby classes) record entrances to classrooms, duration of time in the classroom, the time and nature of the visit. Team leaders only enter the classrooms of the teachers they supervise and support. The CDC Director enters classrooms when necessary. Team leaders and the CDC Director wear masks and maintain social distance.

Social distancing and mask wearing posters are displayed throughout the CDC for parents, staff and children.

Mask wearing

Teachers wear masks as long as this does not interfere with teaching. When masks are not being worn, teachers maintain social distance. Teachers do not generally wear masks outside, in line with Government guidelines. They do wear masks outside when having a conversation with other people within 2 meters.

Older children are encouraged to wear masks inside the classrooms. Masks should not be worn during nap time or when the children are outside (to avoid heatstroke).

Younger children under two years do not wear masks.

Health screen

Each child's temperature is taken three times a day using a hand-held non-contact thermometer

- On arrival by a small team of CDC staff (team leads and administrative staff).
- Mid-morning by the class teachers.
- 30 minutes after nap/rest time by the classroom teachers.

Monitor absenteeism/Record health status

Children's absences from the CDC are recorded

All child illness is recorded. As appropriate information on illness within the CDC is communicated to parents (symptoms and diagnosis as appropriate, *while maintaining the privacy and confidentiality of the affected family*)

Cleaning practices

Regular cleaning practices are maintained together with increased disinfection of classrooms and equipment.

Outdoor play equipment is cleaned between uses.

Floors are cleaned and disinfected before and after eating.

Disinfection of frequently touched surfaces has been increased.

Handwashing and sanitizing between each use of shared materials is encouraged.

Other Childcare Classroom Considerations

The following additional practices have been recommended and are being followed:

Assign seating for children, spread out as much as possible, reduce face to face seating for eating, no family style or buffet style lunches.

Keep windows and doors open as much as possible.

Minimize the amount of toys available at any time so cleaning and sanitation can be done.

Limit the sharing of materials.

Remove soft toys and carpets from classrooms.

Arrange "Circle time" with more space in-between children/divide children into 2 circle time groups to reduce size of group and create more space.

Spread children out during naptime 2 meters when possible. Children should be oriented head to foot.

Paper towels for hand drying should replace personal hand towels.

Teachers of individual classes to set reasonable limits for each classroom area and redirect children to spread out in classroom when they are in a cluster playing together in one area.

Reduce the amount of physical contact and practice good hand hygiene after physical contact.

Increase the disinfecting of frequently touched surfaces.

Handwash and sanitize in between each use of shared materials.

2. The following additional measures will be implemented

Teacher/staff office space will be expanded to allow for greater social distancing (over the autumn/winter months the office of the VP UCS in the Village will be made available for the use of the CDC classroom staff).

CDC staff will be tested weekly by OIST PCR.

Teachers from different classes will be asked to ensure social distancing during lunch times.

When CDC staff, CDC parents, CDC children or their family member test positive following administration of PCR testing, they must immediately notify the CDC and the OIST industrial doctor.

Follow Onna Village disinfection measures in case of positive COVID-19 case in the CDC.

Follow Ministry of Labour Health and Welfare reporting procedures for cases and close contacts.

3. The following exclusion policies will be implemented (subject to change)

In case of a CDC staff member testing positive for COVID-19

1. Any COVID-19 positive test result of classroom staff will lead to closure of at least one classroom.
2. CDC parents and carers will be notified that a staff member has tested positive.
3. All staff in the CDC will continue to be tested and parents and carers will be offered a test.
4. Under these circumstances closure and reopening will be regulated by the Okinawa health authorities and Onna Village Office.

In case of child attending CDC testing positive for COVID-19

1. If a child attending CDC receives a COVID-19 positive test result from their healthcare provider, parents and carers should notify the CDC and remove any siblings from the CDC.
2. Under these circumstances we will also close at least one CDC classroom. If multiple classrooms are affected we will close the CDC.
3. CDC parents and carers will be notified that a child has tested positive.
4. All staff in the CDC will continue to be tested and parents and carers will be offered a test.
5. Under these circumstances closure and reopening will be regulated by the Okinawa health authorities and Onna Village Office.
6. We regret that we cannot provide safe and accurate testing for children on the OIST campus.

In case of an immediate household member of a child attending the CDC testing positive for COVID-19

1. If a parent, carer or household member who has significant regular contact with a child attending the CDC receives a COVID-19 positive test result, all the children from this family should not attend CDC.

2. Children should also not attend CDC while household members or other regular contacts *are waiting* for a PCR result.
3. Depending on the circumstances we will close at least one CDC classroom.
4. Siblings of children whose classroom is closed are also required to stay home from the CDC.
5. If multiple classrooms are affected we will close the CDC.

CDC parents and carers will be notified that a family member has tested positive. If no further members of the household or CDC staff receive a COVID-19 positive test result the classroom(s) can be opened after 3 days closure.

In case of an immediate household member of a CDC teacher/staff member testing positive for COVID-19

If an immediate household member of CDC teacher/staff member receives a COVID-19 positive test result, the teacher/staff member should notify the CDC Director and follow OIST Health Centre advice for quarantine and PCR testing.

4. Leave policies with regard to CDC partial or full closure due to COVID-19

During CDC partial or complete closure due to COVID-19, OIST staff and temp staff should work from home if possible. OIST staff may take special childcare leave (one parent or carer per household) if they cannot work from home. Temp Agency Staff should follow their agency guidelines to apply for special childcare leave.