COVID-19 Safety Planning Protocol
Updated June 14, 2020

What We Know About How COVID-19 Spreads

The virus is believed to be transmitted through person-to-person contact through respiratory droplets from an infected person (generated through coughing and sneezing).

Novel coronavirus can also remain viable for hours to days on surfaces. Regular cleaning of surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses. Symptoms may include Fever; Cough; Shortness of breath or difficulty breathing; Chills; Repeated shaking with chills; Muscle pain; Headache; Sore throat; New loss of taste or smell.

This document is subject to change based on updated guidance from the appropriate regulating bodies.

Facility Information

Address: UNM Children’s Campus
1210 University Blvd. NE
Albuquerque, New Mexico 87102

Phone: 505.277.8819
Email: weecare@unm.edu
Website: childcare@unm.edu

Hours of Operation: Monday – Thursday 7:00am – 4:30pm*
Friday 7:00am – 12:30pm*
(*Late Pick-up fees will apply)

Contact Names

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bernalillo County Department of Health</td>
<td>1.505.222.0361</td>
</tr>
<tr>
<td>NM Coronavirus Health Hotline</td>
<td>1.855.600.3453</td>
</tr>
<tr>
<td>NM Coronavirus Information Hotline</td>
<td>1.833.551.0518</td>
</tr>
<tr>
<td>Bernalillo County Emergency Manager</td>
<td>1.505.468.1301</td>
</tr>
<tr>
<td>Early Childhood Services Regulatory Staff</td>
<td>1.505.841.4825</td>
</tr>
<tr>
<td>Early Childhood Lead: Arra Carbajal</td>
<td>1.505.345.6289</td>
</tr>
<tr>
<td>Center for Disease Control (CDC)</td>
<td><a href="https://www.cdc.gov">https://www.cdc.gov</a></td>
</tr>
<tr>
<td>NM Department of Health (NMDOH)</td>
<td><a href="https://cv.nmhealth.org/">https://cv.nmhealth.org/</a></td>
</tr>
<tr>
<td>Early Childhood Services</td>
<td><a href="https://newmexicokids.org">https://newmexicokids.org</a></td>
</tr>
<tr>
<td>UNM COVID-19 Leave Options</td>
<td><a href="https://hr.unm.edu/cv19">https://hr.unm.edu/cv19</a></td>
</tr>
<tr>
<td>UNM COVID-19 Self-Reporting Requirements</td>
<td><a href="http://www.unm.edu/coronavirus/">http://www.unm.edu/coronavirus/</a></td>
</tr>
</tbody>
</table>

Entry Plan

Staggered Drop-Off for Children
• All children must be dropped-off utilizing the process outlined below. Entrance to the 30 minute parking lot and to the exterior courtyard for check-in will be limited. Families should plan to allow themselves extra time for drop-off in order to account for the additional safety measures.
• The 30 minute parking lot has been temporarily fenced off and will be limited to 11 regular parking spaces and 2 handicap spaces. The remaining spaces will be designated as a no parking zone and will be blocked off to allow for social distancing between vehicles.
• To enter the 30 minute parking lot, families will need to enter the “Q” parking lot from the north entrance closest to Indian School and proceed south, turning right into the 30 minute parking lot. If the 30 minute parking lot is at capacity, families will need to remain in their vehicle, forming a line along the east playground fence line. A member of the Children’s Campus staff will be monitoring the lot to help families enter and exit the lot safely as spaces become available.
• Upon entering the 30 minute parking lot for drop-off only, families should exit the vehicle with their child and line up along the sidewalk at the designated spaces indicated with black tape. Each family member over the age of 3 will be required to wear a face covering upon exiting their vehicle and maintain 6 feet of distance between themselves and other families at all times.
• A check-in area will be available in the exterior courtyard. A trained Children’s Campus staff member will be conducting a health and temperature screening for all children prior to the child being accepted for the day.
• Children over the age of 3 must have one face covering that is labeled with their full name that will remain at the Children’s Campus and one face covering that is utilized as they come and go from the program.
• Health and temperature screenings will be conducted upon arrival for all children and staff.
• Once a child is cleared to remain on-site, a Children’s Campus staff member will support the family in checking the child in for the day using the family’s designated SmartCare code. The child will then be escorted to their classroom by a designated Children’s Campus staff member that has been assigned to each core.
• Families will not be allowed to linger once they have dropped off their child to ensure that all families are able to quickly and safely drop-off their child.
• There will not be an early morning room available as groups will not be combined in the morning.
• Pens will not be shared. Parents should plan to use their own pen if necessary.

**Staggered Pick-Up for Children**

• All children must be picked-up utilizing the process outlined below. Entrance to the 30 minute parking lot will be limited. Families should plan to allow themselves extra time for pick-up in order to account for the additional safety measures.
• The 30 minute parking lot has been temporarily fenced off and will be limited to 11 regular parking spaces and 2 handicap spaces. The remaining spaces will be designated as a no parking zone and will be blocked off to allow for social distancing between vehicles.
• To enter the 30 minute parking lot, families will need to enter the “Q” parking lot from the north entrance closest to Indian School and proceed south, turning right into the 30 minute parking lot. If the 30 minute parking lot is at capacity, families will need to remain in their vehicle, forming a line along the east playground fence line. A member of the Children’s
Campus staff will be monitoring the lot to help families enter and exit the lot safely as spaces become available.

- Upon entering the 30 minute parking lot **during pick-up only**, families must remain in their vehicles.
- A placard (provided by the Children’s Campus) with the child’s full name and classroom must be placed in the vehicle’s dashboard for Children’s Campus staff to easily see. The child will be escorted to the vehicle by a designated member of the Children’s Campus staff that has been assigned to each core. Once the child is brought to the vehicle, the parent will need to exit the vehicle to complete the check-out process and help the child safely into the vehicle. If a parent arrives outside of the traditional pick-up times, they will need to remain in their vehicle and call 505.277.3365 for assistance.
- There will not be a late pick-up room available as groups will not be combined in the morning or afternoon. Parents must strictly adhere to the Children’s Campus 4:30pm closure Monday – Thursday and 12:30pm on Fridays or late pick-up fees will be assessed.
- Vehicles that join the pick-up line after 4:30pm will be subject to the standard late pick-up fees.

**Staff Arrival and Departure**

- All Children’s Campus Staff will be required to enter the facility using the blue door to the staff patio. This is to be utilized ONLY as an entrance to ensure one way flow of traffic. Staff may not use this door to exit the facility.
- Upon entering the staff patio, staff must be wearing a face covering and remain 6ft apart.
- A trained member of the Children’s Campus team will be conducting health screenings and temperature checks of all staff members prior to entering the facility. Staff will also be asked whether or not they have completed the required University Health Screening via email.
- Staff will be provided with a Children’s Campus face mask that they can utilize. Should a staff member arrive without a face covering they will be required to leave the facility to obtain one or pay a $2 replacement fee for one of the extra face coverings that are available at the Children’s Campus.
- Once a staff member has been cleared to work, they may enter the facility through the exterior staff lounge door.
- When leaving the facility for breaks, lunches or at the end of their shift, staff will be expected to exit through the front door to support one way flow of traffic out of the facility. If returning from breaks or lunches, staff should enter through the staff patio.

In Addition:

- The number of individuals authorized to enter the Children’s Campus will be restricted to staff and children only. All other individuals will be approved to enter on a case by case basis and based on business need. Visitors and volunteers will not be allowed to enter the Children’s Campus.
- The Children’s Campus will make every reasonable effort to practice safe social distancing measures.
- Persons who are older, pregnant, or who have underlying health conditions, including those with compromised immune systems or respiratory conditions like severe asthma, are at higher risk to develop complications from this virus are strongly encouraged to avoid coming to the Children’s Campus.
**Health Screening Prior to Entry to the Children’s Campus Daily**

COVID-19 testing will be required of all staff prior to returning to work or joining the Children’s Campus. Retests will be required as needed thereafter.

Staff and children’s temperatures will be taken and a check of symptoms will be required prior to entry to the Children’s Campus each day. Children’s Campus staff must have completed the required daily University Health Screening prior to arrival for the day. Individuals will also be asked if any medications were used to lower the employee or child’s temperature and if there are any household members with COVID-19.

**Daily Health Checks**

Daily Health Checks will be conducted every day by designated and trained Children’s Campus staff. This health check will be conducted before the child enters the Children’s Campus for the day and whenever a change in the child’s behavior or appearance is noted. The staff member will obtain all necessary information to complete the daily health check by direct observation of the child, by querying the parent/guardian, and, where applicable, by conversation with the child.

Daily health checks seek to identify potential concerns about a child’s overall physical and mental health including recent illness or injury in the child and the family. Health checks may serve to reduce the transmission of infectious diseases in child care settings by identifying children who should be excluded, and enable the teachers to plan for necessary care while the child is at the Children’s Campus.

**Exclusion Criteria**

Children, Staff and Parents/Guardians will be excluded from the Children’s Campus if ANY of The Following Are True:

- They have experienced symptoms of a respiratory illness in the last 14 days.
- They have been in contact with someone confirmed to have tested positive for COVID-19 in the last 14 days. Employees may not return to work until authorized by the Department of Health.
- Children with household members lab-confirmed to have tested positive for COVID-19.
- Children or staff who has someone in their household who has COVID 19 related symptoms.
- Children or staff with a fever that is 100.4°F or higher, displaying a cough, or shortness of breath or difficulty breathing; chills; repeated shaking with chills; muscle pain; headache; sore throat; and/or new loss of taste or smell will be excluded from the Children’s Campus.
- They have traveled to an area with widespread community transmission of COVID-19.
- They are at elevated risk due to underlying health conditions

**Vulnerable/High Risk Groups**

Children and adults with serious underlying medical conditions, as well as older adults, are believed to be at higher risk for more serious complications from COVID-19.
- Children and Staff members that are classified as vulnerable/high risk, including those with underlying medical conditions, are strongly encouraged to talk to their medical provider to assess their risk and determine if they should stay home.
- Children with underlying medical conditions, should remain at home.

**Preventative Plan**

**Hand Washing**

Frequent hand washing with soap and water for at least 20 seconds will be practiced throughout the day. Staff will help young children to ensure they are washing their hands effectively. Supervise children when they use hand sanitizer to prevent ingestion. If soap and water are not readily available, an alcohol-based hand sanitizer with at least 60% alcohol will be utilized.

- Hand washing/sanitizing will be required upon arriving/entering the Children’s Campus, upon entering any classroom at the Children’s Campus and before leaving for the day.
- Hand washing/sanitizing will be required before and after eating and preparing meals or snacks.
- Hand washing/sanitizing will be required following toileting.
- Hand washing/sanitizing will be required after any outside time.
- Hand washing/sanitizing will be required after blowing one’s nose, coughing, or sneezing
- Hand washing/sanitizing will be required before and after providing routine care for a child who needs assistance.
- Children, families, and staff will be reminded to avoid touching their eyes, nose and mouth with unwashed hands and will be required to wash hands if they have touched their face.
- Tooth brushing will not be utilized.
- Children's Campus staff will receive training regarding hygiene and respiratory etiquette (e.g. covering coughs). Individuals will be asked to cover coughs or sneezes with a tissue, and then to throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available).

**Face Coverings**

To help prevent the spread of COVID-19, the State of New Mexico has mandated cloth face coverings be worn by all individuals over the age of 3. A face mask will be mandatory for all individuals over the age of 3 entering the facility unless eating, drinking, exercising, or unless otherwise advised by a health care provider. Children will not be required to wear face covering during nap time. Masks should fully cover the nose and mouth without gaps and stay in place without needing adjustments.

Children between the ages of 3 and 5 must be supervised if they are wearing a mask. Staff will use their best judgement on when to remove a mask if it is creating discomfort or resulting in a child touching their face frequently. If a child cannot remove the mask on their own, without assistance, even if they are over the age of 3, they should not wear a mask. As always, providers should be aware of choking risks due to masks with ties.
Exceptions: Cloth face masks should **not** be placed on children under 3 years of age – nor on anyone who has trouble breathing or is unconscious, incapacitated or otherwise unable to remove the cover without assistance.

**Cleaning and Sanitizing the Children’s Campus**

- Children’s Campus staff will receive training specific to all issues in the CDC and NM Guidance on Health and Safety Practices.
- The frequency with which toys, equipment, and surfaces, especially doorknobs, check-in counters, and restrooms are cleaned will be increased.
- Surfaces and objects that are touched often, including bathrooms, water coolers, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones and toys will be disinfected regularly.
- Toys that are not easily cleanable will be temporarily removed in an effort to minimize the potential for the spread of germs in the program space and the toys that are in use at any one time will be rotated so that they can be adequately cleaned and sanitized.

**Cleaning and Disinfecting Surfaces**

- Two Clorox Total 360 Pro Systems will be utilized to sanitize and disinfect the facility on a daily basis.
- Outdoor Playground Equipment will be cleaned and sanitized between groups of children.
- If surfaces are dirty, they will first be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 60% alcohol, and most common EPA-registered household disinfectants should be effective. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3rd cup) bleach per gallon of water or
  - 4 teaspoons bleach per quart of water
- Products with the EPA-approved emerging viral pathogens icon are expected to be effective against COVID-19 based on data for harder-to-kill viruses. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method, contact time, etc.).
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.
  - After cleaning:
    - If the items can be laundered, launder items in accordance with the manufacturer’s instructions. Use the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products with the EPA-approved emerging viral pathogens icon that are suitable for porous surfaces

**Personal Protective Equipment (PPE)**

Staff responsible for Health Screenings of Children and Staff will follow the procedures outlined by the Centers for Disease Control and Prevention (CDC) regarding the appropriate use of Personal Protective Equipment.
**Procedure for Putting on PPE:**

1. **GOWN:** Fully cover torso from neck to knees; arms to end of wrists; wrap around the back and fasten at back of neck and waist
2. **MASK:** Secure ties or elastic bands at middle of head and neck; Fit flexible band to nose bridge; Fit snug to face and below chin
3. **GOGGLES OR FACE SHIELD:** Place over face and eyes and adjust to fit
4. **GLOVES:** Extend to cover wrist of isolation gown

**SAFE WORK PRACTICES WILL BE USED TO PROTECT SELF AND LIMIT THE SPREAD OF CONTAMINATION**

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

**Procedure for Removing PPE:**

1. **GLOVES:** Outside of gloves are contaminated!
   a. If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
   b. Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
   c. Hold removed glove in gloved hand
   d. Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
   e. Discard gloves in a waste container
2. **GOGGLES OR FACE SHIELD:** Outside of goggles or face shield are contaminated!
   a. If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
   b. Remove goggles or face shield from the back by lifting head band or ear pieces
   c. If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container
3. **GOWN:** Gown front and sleeves are contaminated!
   a. If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
   b. Unfasten gown ties, taking care that sleeves don’t contact your body when reaching for ties
   c. Pull gown away from neck and shoulders, touching inside of gown only
   d. Turn gown inside out
   e. Fold or roll into a bundle and discard in a waste container
4. **MASK:** Front of mask is contaminated — DO NOT TOUCH!
   a. If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
   b. Grasp bottom ties or elastics of the mask, then the ones at the top, and remove without touching the front
   c. Discard in a waste container
5. **WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE**
PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE

Staff will wear appropriate protective covers and equipment as needed. All staff will be required to wear a face mask while on site. When washing, feeding, or holding children, the following precautions are strongly encouraged:

- Wear an over-large button-down, long sleeved shirt.
- Wear long hair up off the collar in a ponytail or updo.
- Wash hands, neck, and anywhere touched by a child’s secretions.
- Keep multiple changes of clothes on hand should it become soiled with a child’s secretions.

Protocols and equipment will continue to be evaluated and updated as necessary based on practice and guidelines from relevant agencies.

**Guidelines for Talking to Children about Health and Safety**

Children’s Campus staff will continue to provide clear, reassuring, and age appropriate guidance to children on how germs are spread and how to minimize their risk. They will talk about routines and processes with children as they provide the care and essential protocols to support the health and safety of all children in our care. This includes modeling appropriate behaviors such as wearing masks, protective covers such as masks and gowns, washing hands, and sanitizing classroom environments and equipment.

Classroom staff will also implement age appropriate distancing systems that incorporate learning and encourage children to gauge appropriate distance. This includes setting up the classroom in a way that allows children space to utilize materials and participate in experiences that stimulate learning while allowing children to maintain appropriate distance from others, setting up the classroom with appropriate capacities for playing in certain areas to ensure appropriate distance, placing infants and immobile children appropriately to ensure appropriate distance between children, and including activities and games that incorporate learning about personal space, boundaries, and expectations with distancing.

*Things parents can do to support their children:*

- **Teach Children everyday actions to reduce the spread of germs:** Remind children to stay away from those who are coughing, sneezing or otherwise sick. Discuss new protocols that will be taken to help protect everyone at school. Teach them to wash their hands with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing, before and after going to the bathroom, and before eating or preparing food. Get children into a handwashing habit.

- **Remain calm and reassuring:** Remember that children will react to both what you say and how you say it. They will pick up cues from the conversations you have with them and with others.

- **Make yourself available to listen and talk:** Make time to talk. Be sure children know they can come to you when they have questions.
• **Avoid language that might blame others and lead to stigma:** Remember that viruses can make anyone sick, regardless of a person’s race, ethnicity or socioeconomic status.

• **Pay attention to what children see or hear on television, radio, or online:** Consider reducing the amount of screen time focused on COVID-19. Too much information on one topic can lead to anxiety.

• **Provide information that is honest and accurate:** Give children information that is truthful and appropriate for their age and development.

## Physical Distancing

### Social Distancing

There are a number of important efforts made by the Children’s Campus to reduce the risk and prevent spread while minimizing but not eliminating physical proximity:

- Groups will remain together throughout the day and will be maintained from day to day. No early room or late room will be available.
- Outside time will be alternated between classrooms in staggered shifts and taken in small groups to avoid a grouping of more than 10 children or combining of groups.
- Additional outside time will be incorporated throughout the day.
- Windows will be opened frequently.
- Efforts to incorporate social distancing within groups of at least six feet between children, will be made as appropriate. A variety of methods will be utilized in order to encourage and assist children in learning how to maintain a safe distance.
- The distance between children during table activities will be increased as appropriate.
- Efforts will be made to plan activities that do not require close physical contact between children.
- The use of group water or sand/sensory tables will be eliminated.
- Sharing of items will be limited.
- Nap mats will be placed head to toe and every effort will be made to space mats a minimum of 6 feet apart.
- Masks will be worn by all individuals over the age of 3 throughout the day.
- Staff and families will not be allowed to linger or congregate in shared spaces such as the staff lounge, staff patio, teacher workspace, front desk, or offices.
- Staff spaces will be limited including the staff workspace and staff locker area.
- The staff lounge will be closed except for food storage and use of appliances.
- The Children’s Campus will be restricted to only children and staff.
- Face to face meetings will be avoided and will primarily take place via Zoom, Microsoft Teams, and other video conferencing software.
- All non-essential travel will be minimized.

### Group Size and Ratios

Group Sizes will be no larger than 10 children in an effort to limit the number of individuals in each group. This is subject to change pending any updated guidance received from the Early Childhood Education and Care Department or New Mexico State Child Care Licensing.
Infant: 10 children and 2 staff  
Toddler 1: 10 children and 2 staff  
Toddler 2: 10 children and 2 staff  
Early PreK: 10 children and 2 staff  
PreK: 10 children and 2 staff

Meals Service

Meals and snacks will be individually packaged in the Children’s Campus on-site kitchen and delivered to each classroom. Family-style dining will be eliminated to reduce the spread of germs. Classroom staff will be responsible for serving any additional portions the children may require.

Suspected/Confirmed COVID-19 Cases

Notification

Steps That Will Be Taken if a Child, Staff Member Develops COVID-19 or Develops Symptoms:

- If a child or staff member develops symptoms of COVID-19 (fever of 100˚F or higher; cough; shortness of breath or difficulty breathing; chills; repeated shaking with chills; muscle pain; headache; sore throat; new loss of taste or smell) while at the facility, they will be immediately separated from other healthy individuals until they are able to leave the facility.
- The DOH Coronavirus Hotline at 1-855-600-3453 will be contacted immediately.
- If symptoms persist or worsen, the individual will be required to call their health care provider for further guidance. The employee or child’s parent or caregiver will be required to inform the Children’s Campus immediately if the person is diagnosed with COVID-19.
- If a child or employee tests positive for COVID-19, the DOH will be contacted in order to identify the close contacts of the individual who will need to be quarantined. It is likely that all members of the infected person’s group would be considered close contacts. **Below are the steps that will be taken by CYFD/ECECD, DOH and the UNM Children’s Campus when a Positive Case is Identified:**

<table>
<thead>
<tr>
<th>Action Step</th>
<th>Person(s)/Agency Responsible</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contact the Individual with the positive test to offer support and resources.</td>
<td>ECECD</td>
<td>Immediately upon notification.</td>
</tr>
<tr>
<td>2. Close the facility for airing out and deep cleaning and sanitation</td>
<td>Children’s Campus Director</td>
<td>Immediately upon notification</td>
</tr>
<tr>
<td>3. Children’s Campus Director will be sent the COVID-19 Response at your Business/Facility letter and the Checklist for Business/Facility Compliance in Response to COVID-19 Positive Case.</td>
<td>CYFD/ECECD ECS – Regional Supervisor</td>
<td>Immediately upon notification</td>
</tr>
<tr>
<td>4. Initiate case investigation, contact investigation and contact tracing</td>
<td>DOH – Epidemiology and</td>
<td>Within 24 hours</td>
</tr>
<tr>
<td>Action Step</td>
<td>Person(s)/Agency Responsible</td>
<td>Timeline</td>
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<tr>
<td>6. The COVID-19 <em>Positive Case Letter</em> will be provided to all enrolled families</td>
<td>Children’s Campus Director</td>
<td>Within 24 hours of notification</td>
</tr>
<tr>
<td>7. Testing will be scheduled for all staff and children (with parent permission)</td>
<td>ECECD/ECS call the DOH regional public health office to schedule testing in coordination with the Children’s Campus Director</td>
<td>Immediately</td>
</tr>
<tr>
<td>8. Testing will be provided for all staff and children (with parent permission). All employees and children will be re-tested in 7-10 days, if warranted by DOH</td>
<td>DOH Regional Public Health Lead will support testing</td>
<td>Within 24 hours or as soon as possible</td>
</tr>
<tr>
<td>9. Enhanced cleaning, sanitizing and disinfecting will be performed at the Children’s Campus.</td>
<td>Children’s Campus Director</td>
<td>After the 24-hour airing out period</td>
</tr>
<tr>
<td>11. The checklist for business/facility compliance in response to one or more COVID-19 positive employee(s) in the workplace will be completed and submitted.</td>
<td>Children’s Campus Director</td>
<td>Before reopening</td>
</tr>
<tr>
<td>12. Review and approve the completed COVID-19 Safety Plan for Child Care Facilities and the Checklist for Business/Facility Compliance</td>
<td>DOH Regional Public Health Lead and ECS Regional Staff</td>
<td>Before reopening</td>
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**Additional Requirements:**
- Every effort must be made to protect the identity of the individual(s) who tested positive.
- Child care employees who do not have insurance, and test positive, should be directed to [child.care@state.nm.us](mailto:child.care@state.nm.us) or (800) 691-9067 to learn about insurance coverage available through NMMIP.
• If staff refuse to be tested, they are not allowed to work in any setting for 14-days. The Children’s Campus Director will communicate this requirement.
• If a parent refuses to have their child tested, the Children’s Campus Director must exclude the child from the center for 14 days.
• If a staff member tests positive, they will not be permitted to work at the Children’s Campus or any other facility until they have received a negative test result.
• If a child tests positive, they will not be permitted to attend the Children’s Campus until the child tests negative.
• The individual or the child’s parent/guardian will be instructed to log into UNM’s self-reporting system. The report is electronically routed to EOHS for employees or SHAC for students. Notification of those in the immediate area of the individual with the positive test results will be made and they will be sent home and instructed to also log into UNM’s self-reporting system.
• If the Children’s Campus has a confirmed case of COVID-19, it will immediately be closed. The duration of the closure will depend on multiple factors, including the most up-to-date information about COVID-19 and the specific cases in the impacted community.
• EOHS will begin the contact tracing process, contacting the individual to determine areas and others that he/she has been in contact with.
• Symptom-free children and staff are strongly encouraged not attend or work at another child care facility as doing so could expose others.

Deep Cleaning & Disinfecting

The University’s Facilities Management Department will continue to clean public areas, including floors, restrooms, hallways, lobbies, waiting areas, and conference rooms. Individuals at the Children’s Campus will be responsible for cleaning personal spaces. Cleaning and disinfecting common and shared areas will be coordinated with all Children’s Campus staff assigned responsibilities. Children’s Campus staff will be trained on daily cleaning and disinfecting protocols.

Regular and routine disinfection of common contact sites will take place a minimum of 3x/day (opening, midday, closing and as needed) and will be. These areas include but are not limited to:

• Entrance doors – interior and exterior doorknobs
• Light switch plates
• Office doors – interior and exterior doorknobs
• Countertops
• Paper Towel Dispensers
• Bathrooms
• Small appliances
• Microwave keypad and door (cleaned after each use)
• Refrigerator door handles
• Copier Keypad
• Monitors, keyboards, and mouse
• Desktops and office chairs
• Tables and chairs
• Core Spaces
• Hand sanitizer dispensers
• Water Fountains

If an individual that has occupied a UNM space has tested positive for COVID-19, Facilities Management will be contacted for assistance in immediately closing off areas of potential exposure.
  • EOHS/SHAC will be responsible for contacting Facilities Management (FM) to formalize the clean-up process.
  • Facilities Management will be responsible for communicating back to the Children’s Campus and EOHS that the area has been cleaned.
  • Facilities Management will be responsible for determining when employees may report back to the Children’s Campus.

Changes in Business Operations

The Children’s Campus will modify business operations as necessary in order to adhere to all current UNM, CDC, ECECD, New Mexico Child Care Licensing, Required COVID-Safe Practices and OSHA guidelines and requirements.

As Director of the UNM Children’s Campus, I have ensured that all staff and families have had the opportunity to read and receive this plan, and it will be posted at the Children’s Campus for future reference.

Sincerely,

Daniela M. Baca
Director
UNM Children’s Campus