

# COVID-19 Safety Plan

COVID-19

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## Contents

Introduction.....	2
Guidelines for Talking to Children About Health and Safety .....	2
Physical Distancing Strategies.....	3
Group Size.....	3
Preventative Plan and Key Facility Safety Measures .....	4
Key Hygiene Practices .....	4
Face Coverings and Personal Protective Equipment .....	4
Arrival of Children .....	5
Arrival of Employees .....	5
Daily Health Checks.....	5
Departure of children .....	6
Monitor Absenteeism .....	6
Cleaning and Sanitizing .....	6
Diapering, Feeding, or Holding a Child.....	7
Hand Washing.....	7
Hand Sanitizers .....	8
Suspected/Confirmed COVID-19 Cases: .....	8
Positive Case of Covid-19 Within a Center .....	8
Rapid Response Protocol .....	9
Quarantine vs. Isolation.....	12
Isolation and Quarantine for COVID Positive individuals .....	13
Quarantine Period for Close Contacts - unvaccinated or not fully vaccinated individuals.....	13
Quarantine for Close Contacts - fully vaccinated for COVID-19.....	13
Cleaning Facility After Exposure.....	14
Transportation.....	14
Changes in Business Operations.....	15
Staff Training .....	15
Testing Requirements .....	15
Facility Information and Contact Numbers .....	16
OSHA Reporting Information:.....	16
Department of Health Contact Numbers:.....	16
Early Childhood Lead Contact Info: .....	16
County Emergency Managers Contact Info:.....	16
Center Contact Info: .....	17

## Introduction

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- ***Recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.***

Knowing these facts, TLC Development Centers have implemented many new safety measures for families, children, and teachers to follow so that we do our part in reducing the spread and keeping everyone as healthy as possible.

## Guidelines for Talking to Children About Health and Safety

*Teach children everyday actions to reduce the spread of germs.*

1. Remind children to stay away from people who are coughing, sneezing or otherwise sick.
2. Discuss any new actions that may be taken to help protect children and school staff (e.g., increased handwashing, cancellation of events or activities).
3. 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.
4. If soap and water are not available, teach them to use hand sanitizer. Supervise young children when they use hand sanitizer to prevent them from swallowing alcohol.

*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 to 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 or ethnicity. Avoid making assumptions about who might have COVID-19.

*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.*

1. Give children information that is truthful and appropriate for their age and development.
2. Talk to children about how some stories on COVID-19 on the Internet and social media may be based on rumors and inaccurate information

## Physical Distancing Strategies

Based on recommendations from the CDC, NM Department of Health, the World Health Organization and ECECD Licensing, TLC DEVELOPMENT CENTERS will follow physical distancing strategies to include:

- Classrooms will include the same group of children each day, and the same teacher(s) will remain with the same group each day. Groups will not combine or move between classrooms.
- Arrival and drop off times will be staggered to avoid groups of people gathering at the entrance.
- Parents will not be allowed into the centers during the health crisis.
- Essential visitors will be allowed but must be screened at entry and follow **all** COVID-safe practices. Essential visitors include: Breastfeeding mothers, therapists, FOCUS verifiers, regulatory staff, practicum students, and other persons essential to our operations (ie, vendors, delivery personnel, etc.).
- Family style dining is suspended during the health crisis.
  - Children’s plates will be made by teachers and children will be seated as far apart as possible while still allowing for appropriate meal service and conversation.
  - Only disposable service items (plates, cups, forks, spoons, etc) and utensils should be used.
  - Masks are to be stored in paper bags while children are eating.
- All sensory play is suspended until further notice.
- Cots / mats / cribs will be placed 6 feet apart when possible. If not possible, children will be placed to sleep head to toe.
- Children will not share art materials. Each child will be provided their own supply box/bag that contains markers, pencils, crayons, glue, scissors, etc.

## Group Size

Group size and child-to-teacher ratios are to be maintained at the center’s star level.

FOUR STAR FOCUS-TQRIS GROUP SIZE AND RATIO		
Age of Children	Group Size	Child/Teacher Ratio
6 weeks to 24 months	10	5:1
24-36 months	16	8:1
Age 3	20	10:1
Age 4	20	10:1
FIVE STAR FOCUS-TQRIS GROUP SIZE AND RATIO		
Age of Children	Group Size	Child/Teacher Ratio
6 weeks to 24 months	8	4:1
24-36 months	12	6:1
Age 3	18	9:1
Age 4	20	10:1

Large classrooms may be divided into sections as long as you can assure that groups will not co-mingle and that the sections can be cleaned and sanitized prior to transitioning groups between them. Each group

MUST be able to access ALL interest areas within their designated space in the classroom. In other words, if you are separating the classroom, be sure to create ALL interest areas in EACH section.

- At nap time, ensure that children's cots (or cribs) are spaced out as much as possible, ideally 6 feet apart. If the full 6 feet is not possible, ensure that children are placed head to toe at nap time. This will reduce the potential for viral spread.

## Preventative Plan and Key Facility Safety Measures

### Key Hygiene Practices

- Wash your hands often with soap and water for at least 20 seconds.
- Use hand sanitizer that contains at least 60 percent alcohol (or EPA Approved).
- Avoid touching your eyes, nose and mouth.
- Wear cloth face coverings.
- Cover your cough or sneeze with a tissue, throw the tissue in the trash, and wash hands thoroughly. If tissues are not available, cough or sneeze into your elbow.

### Face Coverings and Personal Protective Equipment

Face masks of appropriate size are **required** for everyone two years of age or older. This includes all staff as well as families dropping off and picking up children. Masks should fully cover the nose and mouth without gaps and stay in place without needing adjustments. **Surgical grade or KN95 masks are preferred as of 1/20/2022.**

*Cloth face coverings should:*

1. fit snugly but comfortably against the side of the face
2. be secured with ties or ear loops
3. include multiple layers of fabric
4. allow for breathing without restriction
5. be able to be laundered and machine dried without damage or change to shape

*Special Notes:*

- **Be careful not to touch your eyes, nose, or mouth while putting on, wearing, or taking off cloth masks.**
- **Wash your hands thoroughly before putting on the mask and after removing it.**
- Masks should be washed after each day of use and anytime they become soiled. It's a good idea to have more than one mask or face covering available to allow time for washing and drying after each use.
- Wearing cloth masks does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing physical distancing.
- Cloth face masks should be removed completely during snack and meal times. **Do not allow children to wear masks around their necks**, as that may contaminate their hands and face while they eat.
- Masks should be removed during nap time.
- When a mask is removed, it should be stored in a paper bag with the child's name on it.

### PPE for Designated Arrival/Departure Personnel:

Designated arrival/departure personnel (temperature checkers) must wear a removable gown or loose-fitting shirt (to be sanitized between uses), gloves, a surgical mask or cloth mask, **and** a face shield during each temperature check. ONLY no-touch thermometers are to be used for temperature checks.

### Arrival of Children

- Stagger arrival and drop off times.
- The same parent or designated person should drop off and pick up the child every day if at all possible.
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#)
- Parents should call the center upon arrival to be met at the door by the intake person.
- Parents and children will be temperature checked upon arrival. Children will not be allowed to stay if **either the parent or child** exhibits any of the following:
  - Fever over 100.4 (38C)
  - New cough of any kind
  - Shortness of breath
- Children should arrive with face coverings (2 is recommended) to be worn throughout the day. This applies to all children aged 2 and older.
- Children will be escorted to their classroom by the intake person after washing their hands or using hand sanitizer.
- Examples of screening methods [are available here](#).

### Arrival of Employees

- All employees are to be temperature checked before they may clock in for their shift.
- All employees must wear a face covering when inside the building, excluding mealtimes. The face covering must cover the nose and mouth to qualify as ‘wearing’.
- Cooks and maintenance personnel must wear a face covering at all times while in the facility.
- Employees are to clock in as normal – using hand sanitizer before handling the time clock
- Employees are to report directly to their assigned workspace and may not ‘wander the building’ during their shift.

### Daily Health Checks

Teachers are to perform health checks on each child each day. Daily health checks seek to identify potential concerns about a child’s health including emotional well-being and any recent illness or injury in the child and the family.

Teachers should observe children for:

- Physical symptoms of illness
- Socio-emotional well-being
- Noticeable changes in behavior

## Departure of children

- Upon arrival, parents are asked to call the center.
- Designated departure staff member will get the child and the child's belongings from the classroom.
  - Teachers are to have children wash their hands before leaving the classroom.
  - Teachers are to ensure that each child's belongings are sent home each day.
  - Face coverings that the child has worn must be handled with gloves and placed in the laundry or sent home with the child if there is no laundry on site.
- Children will be brought outside the door to greet parents.
- Be sure to communicate any special circumstances with parents as needed.

## Monitor Absenteeism

- Center administrators will monitor and respond to absenteeism.
  - If a child is scheduled for the day, but not present, parents must be contacted and the reason for the absence must be documented on the current schedule.
  - Identify any trends in employee or child absences due to illness.

## Cleaning and Sanitizing

- *“Sanitize” means to reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations. Mix one and one half teaspoons of bleach with one gallon of cool water or use an EPA registered sanitizer.*
- High touch surfaces are to be cleaned and sanitized no less than 5 times per day. This can be done more often if needed. High touch surfaces are doorknobs, light switches, countertops, faucet handles, etc.
- Toys that cannot be cleaned and sanitized are to be removed from all classrooms. These include things such as stuffed animals, pillows, cloth dolls, etc.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher.
- All children's face coverings, blankets and extra clothes are to stay at the center to reduce the transmission of Covid-19 from home to school. **These must be laundered daily.** If there is no laundry on site, children's soiled blankets, clothing and face coverings must be sent home daily in a sealed bag for the parents to launder and return.
- Set aside toys that need to be cleaned. Place in a separate container marked for “soiled toys.” These are to be cleaned and sanitized before being placed back in use. Rotate toys through cleanings.
- Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Using gloves all day everyday could instill a false sense of security. Therefore, gloved hands will be reserve for the following times
  - Universal Precautions
  - Diaper changing
  - Nose blowing

- Handling soiled items
- Garbage removal
- Food service gloves are to be used for food service as usual

## Diapering, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible when diapering, feeding, or holding very young children:

- Wear an over-sized button-down, long sleeved shirt and wear long hair up off the collar in a ponytail or other updo.
- Wash your hands, neck, and anywhere touched by a child's secretions.
- Change the child's clothes if secretions are on the child's clothes. Change your button-down shirt, if there are secretions on it, and wash your hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and staff should have multiple changes of clothes on hand in the center.
- Teachers should wash their hands before and after handling infant bottles prepared at home or prepared in the center. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

## Hand Washing

Handwashing posters should be posted at every hand washing sink within the center. All children and staff should engage in hand hygiene at the following times

- Arrival at the center
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before coming in contact with any child
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment like toys, computer keyboards, mouse, scissors, pens. etc
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds
  - Turn water on and wet hands, remove from water
  - Add soap to hands and create friction to make bubbles
  - Scrub for 20 seconds, sing Happy Birthday or ABC's
  - Rinse hands under running water
  - Dry hands with single use paper towels
  - Turn off faucet with paper towels



## Hand Sanitizers

Use of an alcohol based hand sanitizer should only be practiced when soap and water method is not available. Children must be supervised when they use hand sanitizer to prevent ingestion.

## Suspected/Confirmed COVID-19 Cases:

- Staff or children (including those who are fully vaccinated) **with two or more** of the following symptoms will be excluded from the center until diagnosis:
  - Fever (100.4F or higher)
  - Cough
  - Shortness of breath
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
- If a child or staff member develops symptoms while at the center, they are to be immediately separated from the well people until the ill person can leave the facility. First call emergency contacts, then call the DOH Coronavirus Hotline at 1-855-600-3453, and the local Child Care Licensing Office.
- **Children and staff who have been sent home due to symptoms must be tested for COVID-19. If a test is refused, they may not return to the facility for a minimum of 10 days**

## Positive Case of Covid-19 Within a Center

- Employees and parents are required to notify the center immediately if there is a positive COVID-19 test result within their household or workplace.
- If we are notified of a positive COVID-19 test result for ANY parent, child, employee, or anyone they live with, immediately contact the Rapid Response Centralized Intake Hotline at 1-833-866-3272 with pertinent information. **See 'Rapid Response Protocol' on pages 9-11 of this document.**
- If an employee tests positive, you MUST IMMEDIATELY report online at <https://nmgov.force.com/rapidresponse/s/>. If you are unable to use the Rapid Response form, you may report via email, phone, or fax at:
  - NMENV-OSHA@state.nm.us
  - Phone: 505-476-8700
  - Fax: 505-476-8734
- **Centers with a confirmed case of COVID-19:**
  - First determine if the confirmed case effects specific classroom(s) or the entire center.
    - To determine effected classrooms, be sure to take siblings into account – do children in that classroom have siblings in other classrooms in the center?
  - The center should immediately air out the classroom/facility for 24 hours and then follow the 'Cleaning Facility after Exposure' guidance.
  - **Symptom free children and staff may not attend another center until their quarantine period is completed (5 – 14 days depending on circumstances).**
  - The duration of the closure will be at the discretion of NM DOH and ECECD Licensing.
- All parents will be notified immediately and asked to come pick up their children if any are on site.
- All employees who have been in the facility within the last 14 days will be notified

immediately.

- The identity of the individual who tested positive WILL REMAIN CONFIDENTIAL TO ABSOLUTELY EVERYONE.
- The classroom/facility will close for 24 hours from the time the last person leaves the classroom/building.
  - Prior to the last person leaving, the windows should be opened, and HVAC systems turned to 'off' and fans turned to 'on'. Call upper management for further guidance in the moment. Many factors could change this procedure.
- After 24 hours, employees who are not experiencing symptoms will be asked to report for cleaning and sanitizing.

## Rapid Response Protocol

Step 1:

***Facility Director is to call the Rapid Response Centralized Intake Hotline at 1-833-866-3272***

They will inform you of next steps that could include any or all of the following:

<b>Department of Health Resources:</b>	Hotline: 1-855-600-3453
<b>Testing Sites:</b>	<a href="https://cvprovider.nmhealth.org/directory.html">https://cvprovider.nmhealth.org/directory.html</a>
<b>COVID-19 Test Results:</b>	<a href="https://cvresults.nmhealth.org/">https://cvresults.nmhealth.org/</a>

### **I. Five ways a COVID-19 positive case may be identified in the facility:**

- a) Onsite testing by DOH at the center
- b) Report by a parent/guardian that their child has tested positive
- c) Employee or child develops symptoms
- d) Employee is tested at a public testing site and reports to director
- e) Complaint received through the child care complaint hotline

## Reporting of a Positive COVID-19 Case is Required

### II. Steps Taken by CYFD/ECECD, DOH and Facility Director When a Positive Case is Identified:

Action Step	Person(s)/Agency Responsible	Timeline
1. Contact the individual with the positive test to offer support and resources.	ECECD	Immediately upon notification
2. Close the facility for airing-out and deep cleaning and sanitation	Facility Director/Owner	Immediately upon notification
3. Send facility director/owner the <i>COVID-19 Response at Your Business/Facility Letter</i> and the <i>Checklist for Business/Facility Compliance in Response to COVID-19 Positive Case</i> .	CYFD/ECECD ECS – Regional Supervisor	Immediately upon notification
4. Initiate case investigation, contact investigation and contact tracing	DOH – Epidemiology and Response Division (ERD)	Within 24 hours
5. Provide Facility Director/Owner a copy of <a href="https://www.newmexicokids.org/wp-content/uploads/2020.5.11-Early-Childhood-Health-and-Safety-Guidance.pdf">Health and Safety Guidance for New Mexico Child Care Facilities and Early Childhood Professionals</a> at <a href="https://www.newmexicokids.org/wp-content/uploads/2020.5.11-Early-Childhood-Health-and-Safety-Guidance.pdf">https://www.newmexicokids.org/wp-content/uploads/2020.5.11-Early-Childhood-Health-and-Safety-Guidance.pdf</a>	ECECD/ECS	Within 24 hours
6. Provide COVID-19 <i>Positive Case Letter</i> to all enrolled families with <i>Parent Permission/Authorization Form</i> (ECS template)	Director	Within 24 hours of notification
7. Schedule testing for all staff and children (with parent permission)	ECECD/ECS call the DOH regional public health office to schedule testing in coordination with Facility Director	Immediately
8. Testing provided for all staff and children (with parent permission). All employees and children may be re-tested in 7-10 days, if warranted by DOH	DOH Regional Public Health Lead will support testing	Within 24 hours or as soon as possible
9. Enhanced cleaning, sanitizing and disinfecting performed in facility	Facility Director	After the 24-hour airing-out period
10. Submit the <i>Completed COVID-19 Safety Plan for Child Care Facilities</i> to ECS and DOH. <a href="https://www.newmexicokids.org/coronavirus/health.php">https://www.newmexicokids.org/coronavirus/health.php</a>	Facility Director – DOH Regional Public Health Lead and ECECD/ECS Regional Supervisor	Before reopening
11. Complete and submit the <i>Checklist for Business/Facility Compliance in Response to One or More COVID-19-Positive Employee(s) in the Workplace</i>	Facility Director	Before reopening

Action Step	Person(s)/Agency Responsible	Timeline
12. Review and approve the completed <i>COVID-19 Safety Plan for Child Care Facilities</i> and the <i>Checklist for Business/Facility Compliance</i>	DOH Regional Public Health Lead and ECS Regional Staff	Before reopening

**If these procedures are not followed, ECS staff may pursue administrative actions (e.g. immediate suspension, revocation) and discontinue child care contracts.**

III. 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.
- Staff are required to be tested. The facility director is responsible for communicating this requirement to all staff.
- See [Quarantine vs. Isolation poster from the CDC](#) for who must be tested and who must quarantine or isolate.

**Note: “Close contact” is defined as being closer than six feet for a total of 15 minutes in a 24 hour period to a person who is COVID-19 positive.**

# COVID-19 QUARANTINE VS. ISOLATION



**QUARANTINE**  
keeps someone who was in close contact with someone who has COVID-19 away from others.

Quarantine If you have been in close contact with someone who has COVID-19, unless you have been fully vaccinated.

## If you are fully vaccinated

- You do NOT need to quarantine unless they have symptoms
- Get tested 3-5 days after your exposure, even if you don't have symptoms
- Wear a mask indoors in public for 14 days following exposure or until your test result is negative

## If you are not fully vaccinated

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from people you live with, especially people who are at higher risk for getting very sick from COVID-19
- Contact your local public health department for options in your area to possibly shorten your quarantine



**ISOLATION**  
keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

People who are in isolation should stay home and stay in a specific "sick room" or area and use a separate bathroom (if available).

## If you are sick and think or know you have COVID-19

### Stay home until after

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without the use of fever-reducing medications **and**
- Symptoms have improved

## If you tested positive for COVID-19 but do not have symptoms

- Stay home until after 10 days have passed since your positive viral test
- If you develop symptoms after testing positive, follow the steps above for those who are sick

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

- Children who have symptoms should stay home
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- If an employee is confirmed to have COVID-19 infection, fellow employees will be notified of their possible exposure to COVID-19 in the workplace. Confidentiality will be maintained as required by the Americans with Disabilities Act. Fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
- Employees should not return to work until the criteria to end home isolation is met as instructed in consultation with healthcare providers and state and local health departments.

#### Isolation and Quarantine for COVID Positive individuals

- Stay home and isolate for 5 days (minimum). Day 0 is the day of symptom onset, or the day the positive test was taken (if you have no symptoms).
- If you have no symptoms after 5 days, you can leave your house **but must wear a surgical grade or KN95 mask** for 5 more days.
- Anyone who cannot wear a mask **at all times** must continue to isolate at home for the full 10 days.
- If you have a fever, or other persistent symptoms, continue isolation (stay home and away from others) until your fever is gone for 24 hours and other symptoms are resolving.

#### Quarantine Period for Close Contacts - unvaccinated or not fully vaccinated individuals

- **Stay at home and quarantine for 5 days.** Day 0 is the day of exposure; day 1 is the day after the exposure.
- **Wear a surgical grade or N95 mask around others for 5 more days.**
- Test on Day 5 if possible.
- If you develop symptoms at any time, get tested if possible and stay home until you get your results.
- If you cannot wear a mask, you must continue to quarantine for 10 days.
- If you can't get a test, but still have symptoms, assume you are positive and follow the guidelines for a COVID-positive test.

#### Quarantine for Close Contacts - fully vaccinated for COVID-19

Fully vaccinated means that you are 2 weeks or more past the date of your last vaccine that you are eligible for – including boosters. If you are eligible for a booster, but haven't gotten it yet, you are NOT fully vaccinated.

- Wear a surgical grade or N95 mask around others for 10 days. Day 0 is the day of exposure; day 1 is the day after the exposure.
- Test on Day 5 if possible.
- If you develop symptoms at any time, get tested if possible and stay home until you get your results.

- If you can't get a test, but still have symptoms, assume you are positive and follow the guidelines for a COVID-positive test.

***Regardless of vaccination status, everyone is expected to ALWAYS follow ALL COVID-safe practices. Whether inside or outside our facilities. Remember that there is no vaccination for the children in our care. Their health and safety must always be our first priority!***

### Cleaning Facility After Exposure

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, or EPA-registered disinfectants are to be used.
- Diluted household bleach solutions should be used on 'bleach safe surfaces' only.
  - NEVER mix bleach with ANYTHING other than WATER
  - NEVER use bleach solution in COMBINATION with another cleaner or disinfectant – use one or the other!
  - Check the bleach container for an expiration date. Be sure it is not expired.
- Bleach solution must contain
  - 5 Tablespoons (1/3 cup) bleach per gallon of water
  - 4 teaspoons bleach per quart of water (classroom spray bottles are a quart)
- Employees are to wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to wash hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons.
- Call NM DOH COVID-19 hotline at 1-833-551-0518 for further guidance on disinfection and cleaning after exposure.

### Transportation

All vehicles used to transport children should be clean and in good repair at all times. Vehicle maintenance logs are to be submitted as required each month (minimum) or more often if needed.

- Drivers must meet the requirements for training, testing and PPE.
- Drivers must have cleaning and disinfectant spray or disposable wipes, hand sanitizer, gloves, and disposable trash bags in the vehicles.
- Hand sanitizer is to be available on the bus for children to use upon boarding and departing.
- ***Masks are to be worn at all times by everyone while boarding, on board, and departing the vehicles.***
- Children are to be seated with space in between when possible.
- Vehicle air or heat should be used on 'fresh air' setting only – not recirculate.
- Weather permitting, windows will be down halfway to allow for air flow throughout the vehicle.
- Drivers will escort children to their classroom upon arrival at the center
- Children will wash hands upon entering classroom.

- **Drivers will return to vehicle to sanitize every seat and high touch surfaces (steering wheel, gear shift, seat belts for all seats, etc) *before* the next bus run.**

## Changes in Business Operations

If a center is temporarily closed, whether at the request of DOH or by our choice, immediately notify your designated ECECD Licensing person. Be sure to document the reasons and keep records of what steps are being taken during the closure. A reentry plan may be needed depending on the circumstances for closure.

## Staff Training

- All staff must be trained specific to all issues in the CDC and NM Guidance on Health and Safety Practices.
- All staff must be trained in the [proper use of PPE \(Personal Protective Equipment\)](#) including how to put it on, remove it, and dispose of it.
- All staff must take the Mandatory Covid-19 Response Training before reporting for their first day of work in the facility.

## Testing Requirements

**Weekly reporting is MANDATORY for all licensed facilities.** <https://www.nmececd.org/mandatory-COVID-report/>

As a licensed child development center, we are subject to the authority of ECECD and the Department of Health. In addition, all operating businesses are subject to the Governor's Executive Orders and the Department of Health's Public Health Orders and guidelines.

The Governor is committed to protecting the health and safety of our children. As such, all licensees must require their employees to be tested for COVID-19 to protect the health of children.

ECECD's mandate in licensing early childhood programs is to "ensure health and safety of children while they are in care." NMSA 1978, § 32A-23C-3(B)(1). If an employee, caregiver, or other adult residing in a licensed or registered home has been infected with COVID-19, that individual cannot reasonably ensure the health, safety and welfare of the children in care.

- **Non-vaccinated** staff and practicum students must test for COVID-19 every week. Directors must maintain copies of test results for at least twelve (12) months for review by licensing.
- **Fully vaccinated** staff and practicum students do not need to be tested for COVID-19 unless they are involved in a rapid response situation.

Testing is free of charge at state public health offices. Insurance companies are barred from charging copays or other costs associated with COVID-19. To find a testing location and a schedule of testing opportunities in your area, please refer to the New Mexico Department of Health website:

<https://cvprovider.nmhealth.org/directory.html>.

At home tests can be ordered here: <https://www.covidtests.gov/>



At home test guidance: <https://cv.nmhealth.org/selftest/>

In addition, testing events for early childhood professional may be found [here](#), to include the instructions for requesting saliva-based COVID-19 test through Vault. Testing is free of charge at state public health offices; however, health offices do request insurance information at the time of registration. **Private Health Insurance Companies, Medicaid, and Children's Health Insurance Program (CHIP) are required to cover the cost of up to 8 at home test kits per individual.**

## Facility Information and Contact Numbers

OSHA Reporting Information:

- If an employee tests positive during surveillance testing, you MUST IMMEDIATELY report online at <https://nmgov.force.com/rapidresponse/s/>. If you are unable to use the Rapid Response form, you may report via email, phone, or fax at:
  - [NMENV-OSHA@state.nm.us](mailto:NMENV-OSHA@state.nm.us)
  - Phone: 505-476-8700
  - Fax: 505-476-8734

Department of Health Contact Numbers:

- Bernalillo Co – Midtown PHO: (505) 841-4106 or (505) 841-4681 [Metrottest.request@state.nm.us](mailto:Metrottest.request@state.nm.us)
- Santa Fe Public Health Office (605 Letrado Street): 505-476-2600
- Valencia Co PHO (Belen and Los Lunas): 505-864-7743
- NM Coronavirus Health Hotline: 855-600-3453
- NM Coronavirus Information Hotline: 833-551-0518

Early Childhood Lead Contact Info:

[acarbajal@nappr.org](mailto:acarbajal@nappr.org) or [empadilla@ydinm.org](mailto:empadilla@ydinm.org)

County Emergency Managers Contact Info:

Bernalillo County:

Richard Clark [rclark@bernco.gov](mailto:rclark@bernco.gov) Office: 505-468-1301 Cell: 505-382-4640

Tom Walmsley [twalmsley@bernco.gov](mailto:twalmsley@bernco.gov) Office: 505-468-1309 Cell: 505-977-5212

Santa Fe County:

Martin Vigil [mavigil@santafecountynm.gov](mailto:mavigil@santafecountynm.gov) Office: 505-992-3072 Cell: 505-670-0207

Valencia County:

Sarah Gillen [sarah.gillen@co.valencia.nm.us](mailto:sarah.gillen@co.valencia.nm.us) Office: 505-866-2043 Cell: 505-264-6240

Center Contact Info:

**TLC Development Centers Contact Info**

**NM PreK Sites**

**Parent Corporation:**

**Building Bridges Child Development Center, Inc**  
**FEIN 20-3724136**  
**NM CRS 03-055588-00-4**

**Building Blocks Learning Center**

Director: Jamie Tipton  
Email: [jamie.tlcdc@gmail.com](mailto:jamie.tlcdc@gmail.com)  
Phone: 505-864-6131  
Mobile: 505-401-3963

Physical Location: 301 W Reinken Ave  
Belen, NM 87002

**Building Bridges Child Development Center**

Director: Wynee Sanchez  
Email: [wynes7@gmail.com](mailto:wynes7@gmail.com)  
Phone: 505-243-6639  
Mobile: 505-620-4028

Physical Location: 2400 Bridge Blvd SW  
Albuquerque, NM 87105

**Parent Corporation:**

**Parkside Child Development Center, Inc**  
**FEIN 26-2894628**  
**NM CRS 03-141047-00-2**

**Parkside Child Dev Center South**

Director: Tamara Baca  
Email: [tamarabaca8825@yahoo.com](mailto:tamarabaca8825@yahoo.com)  
Mobile: 505-307-9414

Administrator: Shayna Archuleta  
Email: [archuletashayna@yahoo.com](mailto:archuletashayna@yahoo.com)  
Mobile: 505-319-4930  
Phone: 505-873-3426

Physical Location: 3248A Isleta Blvd SW  
Albuquerque, NM 87105

**Little Blessings Child Development Center**

Director: Janet Rendon  
Email: [janet.tlcdc@gmail.com](mailto:janet.tlcdc@gmail.com)  
Mobile: 505-554-7972

Administrator: Rachel Lopez  
Email: [racheall15@yahoo.com](mailto:racheall15@yahoo.com)  
Mobile: 505-318-6314  
Phone: 505-639-4458

Physical Location: 901 86th St SW  
Albuquerque, NM 87121

**Parent Corporation:**

**Eastern Child Development Center, Inc**

**FEIN 20-3523780**

**NM CRS 03-052088-00-6**

**Eastern Child Development Center**

Director: Rachelle Card

Email: [rachelle.tlcdc@gmail.com](mailto:rachelle.tlcdc@gmail.com)

Mobile: 505-206-2863

Administrator: Starr Ward

Email: [starrkeshaw@gmail.com](mailto:starrkeshaw@gmail.com)

Mobile: 505-203-1403

Phone: 505-232-2883

Physical Location: 5100 Eastern Ave SE  
Albuquerque, NM 87108

**Jeanie's Child Development Center**

Director: Jean Herrera

Email: [jeanieschilddevlop@gmail.com](mailto:jeanieschilddevlop@gmail.com)

Mobile: 505-259-5123

Phone: 505-268-5088

Fax: 505-268-5087

Physical Location: 1300 Girard Blvd NE  
Albuquerque, NM 87106

**The Learning Curve Child Dev Center**

Director: Ruthie Moffett

Email: [ruthiemoffett1951@gmail.com](mailto:ruthiemoffett1951@gmail.com)

Mobile: 505-373-4159

Phone: 505-286-4077

Physical Location: 48 Horton Road South  
Edgewood, NM 87015

**Corporate Contact**

CFO: Teena Dehne

Email: [easterncdc@gmail.com](mailto:easterncdc@gmail.com)

Phone: 505-459-3294

Fax: 505-349-4186

Office Location: 6 Marquez Lane  
Los Lunas, NM 87031

**Secondary Corporate Contact**

Exec Administrator: Hannah Tapia

Email: [LTAPIA081703@yahoo.com](mailto:LTAPIA081703@yahoo.com)

Phone: 505-934-4504

Fax: 505-212-3523

Office Location: 12509 Catskill Way NE  
Albuquerque, NM 87111