



Engage families and communities to promote the safety and well-being of children through prevention, intervention, treatment and rehabilitative services.

March 30, 2020

Revised April 28, 2020

Revised May 5, 2020

Additional requirements for DSCYF-designated emergency child care sites

Effective April 6 and continuing until the State of Emergency is lifted, the child care provided by child care centers and child care homes will be limited to those providers who have certified that they are only providing care to the children of personnel working for essential businesses as defined by Governor Carney's State of Emergency, or personnel of businesses permitted to open per the Governor's announcement on May 5, 2020, and cannot work from home. These providers will be designated as emergency child care sites by DSCYF. All other child care facilities must close until the end of Governor Carney's State of Emergency.

Child care centers and homes may continue to operate or re-open as long as they submit an application on de.gov/coronavirus by April 3 certifying that they will follow additional requirements set forth by DSCYF and enforced by the Office of Child Care Licensing (OCCL), including existing DELACARE Regulations as well as the suspensions or modifications set forth in guidelines previously issued pursuant to Executive Order 38 and any modifications to the State of Emergency. Before being designated as an emergency child care site by DSCYF, a provider must demonstrate that they are able to and will adhere to the following requirements developed by OCCL and the Division of Public Health.

- 1. Child care homes and centers may only provide care to the children of essential personnel or personnel of businesses permitted to open per the Governor's announcement on May 5, 2020, and are unable to work from home.** (Find more information [at this link](#).)
 - a.** The provider must require all parents (existing clients and parents/guardians seeking care) to certify that they work for an essential or open business and are unable to work from home. This certification may include any of the following:
 - i.** A letter from the parent's employer stating that they are an essential or open business and the parent cannot work from home;
 - ii.** The presentation of a work ID card which states the parent's employer and position/occupation;
 - iii.** The presentation of the completed "essential employee certification" form developed by DSCYF;

- iv. If the provider already has information confirming the essential employment status of a parent whose child is already enrolled in care, additional information is not required.
 - b. If a parent is unable to certify their employment status, the provider must discontinue or deny providing care to the child(ren) of that parent.
 - c. All children enrolled on or after the order will be enrolled on a temporary basis. Any child who was enrolled prior to the order shall resume their prior enrollment at that location after the State of Emergency is lifted.
- 2. **For all children enrolled on or after April 6, providers must use the “temporary emergency child care enrollment form,” “health history form,” and “temporary Child Information Card” developed by DSCYF and store it with the child’s file. These forms can be found at de.gov/coronavirus. The work address of the parent/guardian must include the exact address and building number or name, if applicable.**
- 3. **REVISED and EFFECTIVE 5/1/20: Providers must adhere to the following screening practices for adults and children entering the facility:**
 - Adults who drop off and pick up children must do so at the entrance to the facility, not the classroom, unless the classroom has its own separate entrance where the child can be safely dropped off. Staff will receive the children and see that they arrive safely in their classrooms.
 - Providers must ensure that staff and children do not have an elevated temperature before entering the facility. This may be done by actively monitoring a person’s temperature before entrance to the facility, or by asking staff and children (or a parent/guardian on behalf of the child) to report their temperature upon arrival.
 - It is best to use touchless thermometers (forehead/temporal artery thermometers) if possible, but if you must use oral or other types of thermometers, make sure to clean the thermometers thoroughly between each person, as to not spread infection.
 - Follow the manufacturer’s directions to disinfect the thermometer.
 - If no directions are available, rinse the tip of the thermometer in cold water, clean it with alcohol or alcohol swabs, and then rinse it again.
 - Personnel screening for fever should consider wearing gloves and face masks per CDC recommendations.
 - If a staff member or child reports or is noted to have body temperature at or above 99.5 degrees Fahrenheit, they must be sent home.
 - Providers must also ensure that each incoming staff member and child (or the child’s parent may answer on their behalf) is screened with a basic questionnaire each time they enter the child care facility. The questionnaire shall include at least the questions below:
 - Do you have any of the following symptoms: fever, cough, shortness of breath/difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of smell or taste?

- If NO, proceed to the next question.
- If YES, but symptoms have a known cause (asthma, COPD, chronic sinusitis, etc.), the staff member or child may not be admitted to child care and must be referred to their primary care provider for clearance to return.
- If YES, or the staff member or child is otherwise symptomatic and considered at risk for COVID-19 exposure, the staff member or child may not be admitted to the facility and should isolate at home.
 - The staff member or child should maintain home isolation until at least 3 days have passed *since recovery*, defined as resolution of fever without the use of fever-reducing medications **and** improvement in symptoms (e.g., cough, shortness of breath); **and**,
 - At least 7 days have passed *since symptoms first appeared*.
 - After discontinuation of home isolation, persons must continue to avoid sustained close contact with others, maintain strict social distancing and hand hygiene, and not return to work or child care for an additional 4 days (for a total of 7 days without symptoms) due to the possible risk of continued infectiousness. Persons may return to work or care after this 7-day period; however he/she should continue to recognize the risk of infectiousness and self-monitor for symptoms.
- Staff members should consult medical professionals if desired or needed and should adhere to screening decisions made by the primary care provider or DPH medical personnel as appropriate.
- If at any time a doctor confirms the cause of the staff member or child's fever or other symptoms is not COVID-19 and approves them to return to work or care, then the provider shall follow the appropriate DELACARE Regulations and their facility's policies in regard to return to work or child care.
- Have you been in *close contact* (e.g., within 6 feet for more than a few minutes) with a person with confirmed COVID-19 infection?
 - If NO, the staff member or child may proceed with work or may receive child care at the facility.
 - If YES, the staff member or child will be required to stay at home for 14 days from the time they were exposed to confirmed COVID-19.

4. Early Care and Education Center providers must adhere to the following ratios and group size:

	Age of Child	Minimum Staff/Child Ratio	Maximum Group Size*
Infant	Under 12 months	1:4	8
Young toddler (1 year old)	12 through 23 months	1:6	10
Older toddler (2 year old)	24 through 35 months	1:8	10
Young preschool child (3 year old)	36 through 47 months	1:10	10
Older preschool child (4 year old)	48 months or older and not yet attending kindergarten or higher	1:10	10
School-age child	Attending kindergarten or higher	1:10	10

*Maximum group size must apply to the number of children in a classroom or other enclosed space. Rooms utilizing half walls may count as enclosed spaces but providers should ensure that they are still able to maintain 6 feet of distance between groups of children.

5. Family and Large Family Child Care Homes must follow DELACARE Regulations regarding the number and ages of children served, but may not serve more than 10 children.

6. Providers must ensure that they have adequate staff each day to meet the restricted ratio and group size requirements above.

7. Providers must suspend the use of all outside contractors, programs, and entertainment.

8. Cleaning and sanitizing requirements in addition to those in DELACARE Regulations:

- Suspend use of sand and water table play
- Suspend use of play-doh or other clay-like materials
- Suspend use of toys that children wear on their faces such as masks and goggles
- Staff and children must wash hands upon entering the classroom and upon leaving
- All hard surfaces must be sanitized twice a day and as needed
- Toys should be separated for sanitizing immediately after being placed in a child's mouth

- g. All frequently touched surfaces (doorknobs, light switches, faucets and phones) should be sanitized frequently throughout the day
 - h. Access to food preparation areas should be restricted to only staff who are essential to food preparation
- 9. Providers must ensure that they have adequate supplies to meet the additional cleaning and sanitizing requirements above.**
- 10. Providers must continue to allow OCCL to inspect the facility and all of its records to ensure compliance with these additional requirements.**
- 11. Providers must notify OCCL within one business day in the event that they decide to close the facility for any reason.**
- 12. EFFECTIVE 5/1/20: The Governor's thirteenth modification to the State of Emergency requires businesses to adhere to additional safeguards against the spread of Covid-19. For child care businesses, these practices include:**
 - a. All child care providers and/or staff working in child care facilities must wear cloth face coverings while at work;
 - b. Business owners must provide these cloth face coverings to staff if staff do not already have them;
 - c. Business owners must provide access to hand sanitizer for staff;
 - d. Business owners must deny entry to anyone over the age of 12 who is not wearing a face covering, if one is not available to be provided to that person.
 - e. Face coverings are not required for any child under 12, and children under 2 may not wear face coverings.