

Emergency and Disaster Planning Addendum

Plan in Advance	Plan of Action
PARENTS	
Encourage parents to have alternate plan for childcare in the event your facility needs to close	
Ensure your list of parents/guardians, their emails and phone numbers, and emergency contacts is always up to date	
Have a plan for keeping in touch with family members. Include a few different methods such as telephone trees, text messaging, or websites	
Ensure families have seen and understand your pandemic plans and procedures in their language and at their reading level	
STAFF AND BUSINESS NEEDS	
Plan ways to continue business functions of your program for example: payroll and banking	
Update illness policy with pandemic specific information	
Ensure staff have seen and understand your pandemic plans and procedures in their language and at their reading level	
Provider to child ratios must be maintained to ensure the safety of all children in care	
NETWORKING	
Work with supplementary programs to identify sources of meals for at risk children such as USDA and your local school district	
Find and utilize available services in your area to support staff, children and their families to manage the stress of pandemic such as: https://idahofederation.org/families/parent-caregiver-resources/	

Create and follow a contingency plan. A template is available through IdahoSTARS https://idahostars.org/About-Us/Updates/sample-covid-19-contingency-plan	
Utilize IdahoSTARS and other child care programs to share information and resources	

Infection Control Policies and Action	Plan of Action
Encourage children and staff to use proper handwashing procedure and proper use of hand sanitizer, following current CDC Guidance related to the pandemic	
Conduct daily health checks on children, to include asking if there are any family members who currently have symptoms.	
Have staff take their temperature before leaving their homes or upon arrival at work	
Require and train staff members to stay home when sick. If they become sick while at the program, require them to go home and stay home. Some of the symptoms that may require a temporary stay at home can be found at: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html	
Clean frequently touched surfaces such as, but not limited to, doorknobs, water faucets, mouthed toys. CDC Guidance can be found here: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#CleanDisinfect	
Use Personal Protective Equipment (PPE) according to CDC Guidance for child care programs guidance can be found here: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html	
Temporarily remove toys that are not easily cleaned or sanitized. Follow CDC child care guidance	

Temporarily suspend family style meals. Follow University of Idaho guidance on temporary suspension. https://idahostars.org/About-Us/Updates/transitioning-from-family-style-service-to-pre-plated-meal-service	
Allow only one class at a time to use outdoor play equipment, disinfect after each use and have staff/children wash hands upon returning from outdoor play	
Require staff to have extra clothing available and change clothing that becomes soiled with any bodily fluids	
When a child becomes ill place them in a designated “sick room” that is removed from all other children and staff. Ensure the sick child is visible and kept comfortable until the child is picked up	
If there is a confirmed or suspected case in your facility, follow health official guidance for temporary closure and disinfecting https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html	
Contact local health officials if there is a confirmed case in your facility https://healthandwelfare.idaho.gov/ContactUs/tabid/127/Default.aspx	
Keep accurate records of when children and staff are absent and the cause of illness	

Transitioning from High Alert Status: this phase begins when health and government officials verify decline or when valid vaccination is available. The included link will help guide protocols <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-care-decision-tool.html>

Plan in Advance	Plan of Action
Continue monitoring for outbreaks	

If another outbreak is identified in the area, resume previous precautions found in infection control and action section	
Replace money used from contingency fund	
Review and update emergency plans as needed	

Considerations for Children with Special Health Care Needs	Plan of Action
Communicate with parents/guardians about changes in their child's behavior and/or routine.	
When specialized services such as occupational and/or speech therapists, are provided in your facility consider how those services will continue during the pandemic	
In partnership with families plan accommodations for children needing additional support such as: quiet spaces, behavior management, large motor activities and/or visual cues of new routines	
Clean and disinfect special equipment brought from home before use in your facility	

Additional Considerations for Emergency Planning in Idaho: Below are types of emergencies identified as most likely in Idaho or whose effects are potentially most significant. Which emergencies is our area prone to that I have not developed emergency planning around?	
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NATURAL DISASTERS	
Blizzards	
Wildfires	
Severe thunderstorms	

Earthquakes	
Floods	
NON-NATURAL DISASTERS	
Child or Staff medical emergencies: examples include but are not limited to, diabetic emergencies, accidents, or anaphylaxis	
Intruder/active shooter	
Communications or information system failure	

Emergency Supplies for Situations Longer Than 72 Hours	
Food	<ul style="list-style-type: none"> • Non-perishable food items such as canned fruit and meat • Special food for infants
First Aid	<ul style="list-style-type: none"> • Monthly supply checklist <ul style="list-style-type: none"> ○ <i>Template can be found at the end of this document as well as on our website at https://idahostars.org/Child-Care-Providers/Health-and-Safety</i> • Distilled water if required for special medical needs • External thermometer • Hand washing supplies (soap & water, hand sanitizer) • Medications • Band-Aids or bandages • Feminine products
Sanitation and Disinfecting <i>*some products like bleach have expiration dates and should be used prior to expiration dates</i>	<ul style="list-style-type: none"> • Soap • Paper products • Diapers and wet wipes • Gloves • Hand sanitizer • Bleach or other EPA approved disinfectants <ul style="list-style-type: none"> ○ https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Emergency Supplies Monthly Checklist

Policy and Procedure: Staff members will check the expiration dates of the contents of each emergency supplies kit and restock any missing items. This can be done as part of already scheduled monthly drills with staff initials upon completion.

Year:	January	February	March	April	May	June	July	August	September	October	November	December
Information												
Emergency contact information for all staff and children												
Attendance sheet (daily)												
Facility floor plan with evacuation route outlined												
Printed directions to safe evacuation site												
Medication list with dosing instructions for each child who takes medication												
Hygiene/Sanitary Needs												
First aid kit. First aid kit differs from your emergency kit list can be found here												
Diapers, toilet paper, diaper wipes												
Sanitary wipes and hand sanitizer												
Non-latex medical gloves												
Food												
Dry or canned infant formula (ideally with easy-open tabs)												
Bottled water												
Snacks												
Other												
Medications												
Fully charged, portable cell phone charger and charging cord												
Flashlight and batteries												
Winter and/or work gloves												
Paper towels												
Blankets												
Alternative power sources for electric medical devices												
Whistle												
Wrench or pliers to turn off utilities (program director only)												
Non-electric can opener (if formula or canned food requires it)												
Games or activities to entertain children												
Staff Initials												