

APRIL 30, 2020



Provider Guidance on COVID-19 Testing and Expanding/Reopening Child Care Services



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STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Public Health
Commissioner's Office

Bill J. Crouch
Cabinet Secretary

Catherine C. Slemp, MD, MPH
Commissioner & State Health Officer

MEMORANDUM

TO: Child Care Center Providers

FROM: Catherine C. Slemp, MD, MPH
Commissioner and State Health Officer *Catherine C. Slemp*

DATE: April 29, 2020

RE: **COVID-19 Testing for All Child Care Staff**

On April 24, 2020, Governor Jim Justice announced that all child care staff must be tested for COVID-19 as facilities begin to reopen. The West Virginia Department of Health and Human Resources, Bureau for Public Health recommends the following to obtain COVID-19 testing:

- Child care facility operators may check the state's COVID-19 website to identify testing locations available in their community: [COVID-19 Testing Sites in West Virginia](#).

OR

- Facilities may check with their local health department to determine local testing options for obtaining a COVID-19 test.

OR

- Individuals may contact their primary care provider, health clinic, or other healthcare provider to arrange for testing or to obtain an order for a COVID-19 test that can be done elsewhere.

After identifying a site that does testing (or, if needed, obtaining an order for the test), the employee should call to arrange an appointment and go to the provider's office, clinic, or testing site. If a drive-through testing site is an option, a scheduled time slot may be required. The employee must take the verification form (page two of this memo) to the provider/office/test site for completion.

Insurance Coverage: COVID-19 testing is covered by an individual's medical insurance or if the individual is uninsured, then the provider's office, clinic or lab can bill WV Medicaid (WV Medicaid covers COVID-19 testing and treatment for all uninsured residents: [WV Bureau for Medical Services Testing and Treatment/Insured and Uninsured](#)). There is no charge or co-pay for uninsured individuals for COVID-19 testing per federal law. For provider offices, this testing falls within the Centers for Disease Control and Prevention priority recommendations for testing under the category, "*Persons without symptoms who are prioritized by health departments or clinicians, for any reason, including but not limited to public health monitoring, sentinel surveillance, or screening of other asymptomatic individuals according to state and local plans.*"

Child care facilities should work with their local health department to interpret and manage results of this testing.



West Virginia Department of Health and Human Resources
COVID-19 Testing Verification: Child Care Staff

Individual Name: _____

Child Care Center: _____

Physician/Provider: _____

Test Date: _____

Test Results: _____ (please attach copy)

Once the COVID-19 test has been obtained and results received, please provide the completed form and a copy of the results to the designated staff member at the child care center.



West Virginian Department of Health and Human Resources Guidance for Child Care Providers Remaining Open During the COVID-19 Pandemic

Name of Facility: _____ Facility Owner/Operator Name: _____

Address: _____ Contact Number: _____

Child care providers are required to follow the Centers for Disease Control and Prevention (CDC) [Guidance for Child Care Programs that Remain Open](#) recently published on April 21, 2020.

If you do not have access to this document online, please contact the West Virginia Department of Health and Human Resources (DHHR), Bureau for Children and Families at (304) 356-4619 or the Bureau for Public Health at (304) 558-2981 to obtain a paper copy. The checklist and guidance document are also available on DHHR's Division of Early Care and Education website, <https://dhhr.wv.gov/bcf/childcare/Pages/default.aspx>.

Our facility has policies and procedures in place to address the following categories as specified in the CDC Guidance for Child Care Programs that Remain Open (April 21, 2020).

Prevent the Spread of COVID-19; Monitor and Plan for Absenteeism Among Your Staff; Review Plans for Implementing Social Distancing Strategies; Assess Group Gatherings and Events; Parent Drop-Off and Pick-Up; Screening Children Upon Arrival; Clean and Disinfect Facility; Caring for Infants and Toddlers; Healthy Hand Hygiene Behavior; Food Preparation and Meal Service; and Vulnerable/High Risk Groups.

Owner/Operator must return this form and the Checklist for Child Care Providers Remaining Open During the COVID-19 Pandemic to their local health department prior to reopening. Contact information for local health departments is available online, <https://dhhr.wv.gov/localhealth/Pages/Map.aspx>.

I have read, understand and attest as a child care provider I am following CDC Guidance for Child Care Programs that Remain Open.

Owner/Operator

Signature: _____

Owner/Operator Name

(please print): _____

Date: _____



West Virginian Department of Health and Human Resources Checklist for Child Care Providers Remaining Open During the COVID-19 Pandemic

Name of Facility: _____

Facility Owner/Operator Name: _____

Address: _____

Contact Number: _____

General Preparedness and Planning

Prevent the Spread of COVID-19

- Plan in place to protect staff, children, and their families from COVID-19? Yes___ No___
- Adequate supplies available to support hand hygiene behaviors? Yes___ No___
- Adequate supplies available for routine cleaning of objects and surfaces? Yes___ No___
- Encourage staff to take everyday preventive actions to prevent the spread of respiratory illness? (i.e. wash hands, cover cough and sneezes, etc.) Yes___ No___
- Require sick children and staff to stay home? Yes___ No___
- Plan in place if someone is or becomes sick? Yes___ No___

Monitor and Plan for Absenteeism Among Staff

- Plans developed to cover classes in the event of increased staff absences? Yes___ No___
- Recommend that individuals at higher risk for severe illness from COVID-19 consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in their community? Yes___ No___

Review Plans for Implementing Social Distancing Strategies

- Plans for implementing social distancing strategies have been reviewed? Yes___ No___

Assess Group Gatherings and Events

- Follow current guidance about gathering and events? Yes___ No___
- Plan to limit non-essential visitors and postpone or cancel use of classroom volunteers? Yes___ No___

Owner/Operator Required Contact with the Local Health Department

- Owner/Operator must provide the local health department with all required documentation. Yes___ No___
- Owner/Operator must contact the local health department prior to re-opening for approval. Yes___ No___

If a Child Care Program Remains Open During COVID-19 or Reopening as a Critical Care Site

- Develop a plan and maintain an adequate ratio of staff to children to ensure safety? Yes___ No___
- Attach or describe a plan to maintain an adequate ration of staff to children to be used: Yes___ No___

When feasible, staff members and older children should wear face coverings within the facility? Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.

Yes ___ No ___

Social Distancing Strategies

- Determine and implement a set of social distancing strategies?
- Attach or describe social distancing strategies to be used:

Yes ___ No ___

Parent Drop-Off and Pick-Up

- Determine and implement drop-off and pick-up procedures?
- Attach or describe parent drop-off and pick-up procedures to be used:

Yes ___ No ___

Screening Children Upon Arrival

- Determine and implement screening procedures upon arrival?
(i.e. Reliance on Social Distancing, Reliance on Barrier/Partition Controls or Reliance on Personal Protective Equipment)
- Attach or describe screening procedure to be used:

Yes ___ No ___

Clean and Disinfect Facility

- Have read, understand and will follow guidance provided by CDC for cleaning and disinfecting of the facility and all its contents?
- Have read, understand and will follow the guidance provided by CDC for an intensified cleaning and disinfection efforts?
- Have read, understand and will follow the guidance provided by CDC for cleaning and sanitizing toys?
- Have read, understand and will follow the guidance provided by CDC for cleaning and disinfecting bedding?
- Attach or describe cleaning and disinfecting procedures to be used:

Yes ___ No ___

Yes ___ No ___

Yes ___ No ___

Yes ___ No ___

Caring for Infants and Toddlers

Diapering

- Have read, understand and will follow the guidance provided by CDC for diapering changing?
- Have read, understand and will follow safe diaper changing procedures?
- Diaper changing procedures posted in all diaper changing areas.

Yes ___ No ___

Yes ___ No ___

Yes ___ No ___

Washing, Feeding, or Holding a Child

- Have read, understand and will follow the guidance provided by CDC for washing, feeding and/or holding a child?

Yes ___ No ___

Healthy Hand Hygiene Behavior

- Have read, understand and will follow the guidance provided by CDC for healthy hand hygiene behavior?

Yes ___ No ___

Food Preparation and Meal Service

- Have read, understand and will following the guidance provided by CDC for food preparation and meal service? Yes___ No___

Vulnerable/High Risk Groups

- Have read, understand and will following the guidance provided by CDC for vulnerable/high risk groups? Yes___ No___

Schools, Child Care Programs, and Service Organizations Providing Temporary or Emergency Child Care Services for Children of Essential Service Providers

- Have read, understand and will following the guidance provided by CDC? Yes___ No___
- School nurses will use Standard and Transmission-Based Precautions when caring for patients with confirmed or possible COVID-19. Yes___ No___