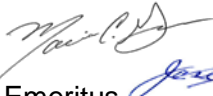

	<b>EAST COAST MIGRANT HEAD START PROJECT</b>	
	Program Instruction	
	<b>LOG NUMBER:</b> 2020-06	<b>ISSUANCE DATE:</b> March 6, 2020
	<b>FROM:</b> Maria Garza, CEO 	
	Dr. José Simón Villa, CEO Emeritus 	
	<b>ISSUING DEPT:</b> Executive Department	
<b>TO:</b> All East Coast Migrant Head Start Project		
<b>SUBJECT:</b> COVID – 19 Guidance and Instructions		

## PROGRAM INSTRUCTION

The first goal of ECMHSP is to keep children, families and staff safe and as healthy as possible. To support healthy practices and because of the recent outbreak of COVID-19 / Coronavirus in the United States, ECMHSP is reviewing existing policies and procedures and preparing in order to minimize the possible impact on operations. ECMSHSP supervisors have a responsibility to remain calm, follow instructions from the Corporate Office, and to make sure staff and families are informed and taking preventive measures. The following information and instructions are effective immediately and until further notice. Review this instruction closely, and contact supervisors if there are any questions.

### WHAT IS THE CORONAVIRUS:

The *Coronavirus*, also called *COVID - 19*, *Novel Corona Virus* or *2019 n-Cov*, is a virus that can cause illness, ranging from a cold to severe respiratory illnesses like pneumonia. The first outbreak was identified in China, and the virus is now spreading to other locations, including the United States.

Symptoms of *COVID – 19* are similar to the flu and other illnesses, and may include coughing, fever, and difficulty breathing. The illness can be spread through coughing or sneezing, touching surfaces with the virus or through close personal contact.

### WHO IS AT RISK:

Currently, most of the American public is at low risk. However, this could change quickly. People most at risk are those that have travelled to affected areas and those that have had contact with people that have travelled to those areas. However, the virus is expected to spread and impact other communities. Elderly individuals those with underlying health conditions are most at risk for severe illness.

### **GENERAL PREVENTION:**

All ECMHSP staff/employees have a responsibility to take preventive measures to protect enrolled children and families, other staff members, and family members of staff. All staff members should always follow basic hygiene practices:

- Most importantly, **WASH HANDS FREQUENTLY** for at least 20 seconds with soapy water. If soap and water are not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching your mouth, nose and eyes.
- Cover your mouth and nose with a tissue or sleeve, when sneezing or coughing.
- Get adequate sleep and eat well to support your immune system.
- Clean and disinfect surfaces frequently.
- Avoid close contact with people that are sick.
- If you are sick, **STAY HOME** and avoid contact with others.

### **CENTER LEVEL PREVENTION AND PREPAREDNESS:**

Center level staff have additional responsibilities to keep children, families and staff healthy:

- As always, closely follow all established cleaning, sanitizing and disinfecting procedures including handwashing, diaper changing and classroom/toy sanitizing and cleaning.
- Review the exclusion policy with staff, and support and encourage families to keep sick children home.
- Make sure exclusion areas (sick child areas) are in place for sick children who must wait for parents to pick them up.
- Review and follow outbreak procedures in the Health Manual closely.
- Review, and update if needed, each center's emergency preparedness plan.
- Closely monitor attendance and report any outbreaks to appropriate state agency and Corporate Office as per policy.
- Corporate Office staff will also monitor daily attendance at centers and provide support to centers as needed.
- Follow the instructions of local and state health and licensing authorities.
- Stay informed about COVID – 19 through communication with local partners, including Child Care licensing bodies and state and local health authorities.
- Share and post CDC fact sheets in the center. They are attached to this email and are also posted on the portal under Manuals/Resources/Covid-19 Resources. Click here to access directly: [COVID-19 Resources](#)

### **PARENT COMMUNICATION:**

It is important to keep parents informed about COVID – 19 and to address their concerns without raising alarm. Following are steps to take to keep parents informed:

- A brief memo will be developed by ECMHSP that will give parents basic information about COVID – 19.

- CDC information and handouts attached to this email can be distributed to parents. This information is also available on the portal under Manuals/Resources/Covid-19 Resources. Click here to access directly: [COVID - 19 Resources](#)
- During the next parent meeting, center staff should work with the regional HSAC or other health professional to share accurate information with families. When making arraignments, health providers should use only CDC or state authorized informational material. Information should be shared about how parents can help prevent the spread of illness and should include a review of the exclusion policy.
- Staff should work with community partners and advocates to make sure that accurate information is being distributed, including Spanish language and Haitian Creole Radio announcements. Again, only CDC or state authorized information should be used.

#### **TRAVEL:**

- To minimize risk of infection, ECMHSP travel will be minimized until further notice. See below for specifics, which may change if circumstances change:
- Travel to the NMSHSA conference will still take place.
- Manual Crosswalk is being assessed.
- Scheduled travel will still take place.
- Beginning Friday, March 6<sup>th</sup>, only essential travel will take place and must be submitted for approval to by the immediate supervisor, who will in turn submit to the CEO for final approval.
- If staff are planning personal travel outside of the United States, they should inform their supervisor.

#### **ECMHSP COMMUNICATION:**

To ensure accuracy and to reduce duplication and confusion, the Corporate Office will send authorized updates and information based on CDC or HHS guidance. No other information should be distributed on behalf of ECMHSP without the approval of the CEO.

The current ECMHSP business disruption plan will also be reviewed and updated if needed to make sure that communication can continue despite circumstances and to ensure that critical business functions are not affected.

ECMHSP will post accurate, authorized information about COVID-19 on social media accounts to keep staff, families and advocates informed with correct and updated information.

Regional and Center staff should stay in communication with licensing and local and state health authorities. Instructions and information received by centers and regions from authorities should be forwarded to respective Directors and to the Corporate Office.