Transitional Pandemic Requirements and Best Practices for Licensed Family Child Care Providers

Transitional pandemic rules are licensing requirements established as Ohio transitions out of temporary pandemic child care for the COVID-19 pandemic. Family child care providers must follow all licensing requirements in addition to the following exceptions and additions outlined in the transitional rules. Also, providers must follow all guidelines set by the Governor of Ohio or the Director of the Ohio Department of Health.

This document summarizes the transitional rules, best practices, and any associated tips.

*Please note that “employee” includes all providers, employees, child care staff members (CCSM), and substitutes. These requirements and all new procedures established by the program should be reviewed with all employees.

**Updated ratio:**

<table>
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<tr>
<th>Transitional Rule:</th>
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<tr>
<td>- Each provider/child care staff member (CCSM) shall care for no more than 6 children at any time.</td>
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<tr>
<td>- No more than 3 of those children may be under 2 years of age.</td>
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<td>- Updated ratio must be maintained during routine trips.</td>
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<td>- Type A family child care providers may only serve more than one group of 6 children if the groups of children and the assigned CCSM are in separate rooms at all times, including meals and naps.</td>
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<tr>
<th>Rule Reminders:</th>
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<tr>
<td>- License capacity indicated on the license must still be followed.</td>
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<td>- All rules regarding background check requirements must still be followed.</td>
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<td>- Dividers cannot be used to split rooms.</td>
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<td>- Ratio/group size must still be maintained when the groups are outside.</td>
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<td>- Type A providers with more than one group may not combine groups during outdoor play.</td>
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<th>Best Practices:</th>
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<tr>
<td>- Review back-up staffing plan that ensures background check requirements are followed.</td>
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<td>- Maintain stable grouping:</td>
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<td>- Same group of children each day.</td>
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<td>- Same staff member with same children each day.</td>
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<tr>
<td>- Keep siblings together, when possible.</td>
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<tr>
<td>- Keep children whose parents/guardians have the same employer together, when possible.</td>
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### Tips:
- If you are a Type A provider with more than one group:
  - Reach out to parents/guardians and let them know how your new procedures to maintain ratio will be implemented.
  - Establish two distinct spaces within your home. Assign one group to each space.
  - Develop a plan to rotate equipment weekly, for example, between the two groups, ensuring all is cleaned and sanitized in between uses.
  - Revise the daily schedule to ensure outdoor play at staggered times.

### Handwashing:

#### Transitional Rule:
- Follow all handwashing procedures pursuant to rule 5101:2-13-13, with the following additions:
  - All employees shall wash their hands upon entering the home and prior to leaving for the day.
  - All children shall wash their hands prior to leaving for the day.
- Providers may use non-permanent sinks to meet the handwashing requirements.

#### Rule Reminders:
- Hand sanitizer should be kept out of the reach of children.
- Only children 24 months and older may use hand sanitizer.

#### Best Practices:
- Employees and children should frequently wash their hands.
- Teach children and employees appropriate handwashing practices.
- Require anyone entering the program to wash and/or sanitize their hands.
- Wash hands carefully with soap and water for at least 20 seconds.
- Wash hands after coughing, sneezing, or using a tissue.
- Wash hands after water activities.
- Provide a hand washing/sanitizing station at your program’s entrance, if possible.

#### Tips:
- Create a sanitation backpack that includes items such as cleaner, sanitizer, gloves, paper towels, and/or a small trash bag to take when you are caring for the children outside.
- Teach children a 20-second song to sing as they wash their hands.
- Please see “Portable Sinks in Child Care” for additional information at: [http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/](http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/).
- Communicate with families about the new handwashing practices in place in the program so they can reinforce with their children as well.
- Display handwashing posters to encourage proper washing, available on the provider pandemic page: [http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/](http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/).
- Watch YouTube videos with the children about proper handwashing: [http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/](http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/).
- Require employees to watch a video on proper handwashing [https://www.youtube.com/watch?v=LWmok9avzr4&feature=ytoutu.be](https://www.youtube.com/watch?v=LWmok9avzr4&feature=ytoutu.be).

**Screening:**

**Transitional Rule:**
- Take the temperatures of all employees and children prior to or as soon as they arrive each day.
- Provider and all residents shall take their temperatures prior to the start of the day.

**Rule Reminder:**
- Providers may not use mercury thermometers.

**Best Practices:**
- Incorporate social distancing while screening or use physical barriers to minimize exposure.
- Ask parent/guardian to confirm the child does not have shortness of breath or cough.
- Wear appropriate personal protective equipment (PPE) while conducting screening.
- Conduct health screening of any visitors to your program.
- Request parents/guardians and/or visitors wear a mask at arrival and screening.
- Request that children not eat, drink, or have physical activity immediately prior to screening.
- Review how to:
  - Take a temperature.
  - Read a thermometer.
  - Sanitize a thermometer.
  - Properly put on and take off PPE.
- Modify drop off and pick up to ensure social distancing. Examples:
  - Stagger times.
  - Request same parent/guardian drop off and pick up child.
  - Provide physical guides (6 ft apart), such as tape on ground, for waiting in line.

**Tips:**
- Remind parents/guardians to keep their child home when they are sick.
- Communicate with families about the new temperature screening process you have in place. Have them talk with their child prior to arrival about this new process.
- Talk with the children during the day about the new temperature taking process that will happen every day when they come.
Exclusion:

**Transitional Rule:**
- Immediately send home any child or employee who has a temperature of 100° F or higher.
- Individuals sent home shall not return until they have been fever-free without the use of fever-reducing medication for at least 24 hours.
  - If the individual who had the fever has had known contact with someone confirmed or probable to have COVID-19, they must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to returning to the program.
- The above requirements also apply to anyone whose temperature is taken after arrival.
- Provider or resident with known contact with someone confirmed or probable to have COVID-19, must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department.
  - Provider may not resume care until isolation or quarantine is complete.
- Providers shall not provide care to sick children pursuant to 5101:2-13-16, appendix B.
- If a provider or resident of the home tests positive for COVID-19, care may not resume until the isolation or quarantine is complete.

**Rule Reminder:**
- If a child meets exclusion criteria after arrival at your program, they must be properly supervised (within sight or hearing) until they are taken home.

**Best Practices:**
- When a child meets the COVID-19 exclusion criteria:
  - Isolate the child in a separate room or space until they are taken home.
  - Put a mask on the child, if safe to do so.
  - Provider or staff supervising the child should wear a mask and protective clothing and should wash hands often.

**Tips:**
- Review and test emergency contact numbers.
- Communicate with families about the program’s isolation and discharge process.
Notification:

Transitional Rule:
- If employee, resident of the home, or enrolled child tests positive for COVID-19, the program shall:
  - Notify ODJFS by the next business day in OCLQS as a serious incident, and
  - Notify their local health department by the next business day.

Best Practices:
- Work with the local health department to determine next steps to protect the children and employees in your program. This may include notifying families and deep sanitation of the program.

Tip: If a child or employee tests positive for COVID-19, use the JFS “Sample Parent Communication for Positive COVID-19 Test” in the Transitional Pandemic Child Care Toolkit: http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/.

Please find additional best practices and tips at: http://jfs.ohio.gov/cdc/CoronavirusAndChildcare/.