



Outbreak Response Playbook: Child Care

—
Guidance for COVID-19 outbreak response in child care settings

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ISLAND

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Letter to Child Care Providers

We know reopening in the era of COVID-19 has not been easy and we hope this Child Care COVID-19 Outbreak Response Playbook will help you navigate the new normal when a child or staff member gets sick. While reviewing this Playbook, please keep in mind the following:

- The Playbook begins with quick tips followed by more detailed protocols for specific scenarios. It ends with FAQs and additional resources.
- As the COVID-19 pandemic continues, new science will emerge, and guidance may change. The Department of Human Services (DHS) and the Rhode Island Department of Health (RIDOH) will convene on an ongoing basis to review the Playbook, its protocols, and the implementation challenges and successes. Updates to the Playbook will be communicated by email to all licensed child care providers with clear notation on edits/additions/redactions.
- Because each case is unique, once a child or staff member becomes symptomatic or tests positive, reach out to RIDOH for guidance. RIDOH will assess each situation and provide recommendations on a case-by-case basis.
- Recommendations from RIDOH will clearly indicate whether the follow-up is required or recommended. Child care providers are also business owners and can institute more stringent requirements in an effort to prevent COVID-19 transmission, as long as it's reflected in the program's Parent/Family Agreement and adheres with CCAP Rules and Regulations (if serving families in the CCAP.)
- RIDOH and DHS are here to answer questions and provide guidance to help you through this historic pandemic.

RIDOH COVID-19 Unit: 401-654-6990

DHS: 401- 462-3009 (8:30a-4p, M-F) DHS.ChildCareLicensing@dhs.ri.gov

Purpose of Playbook

- This Playbook provides guidance on how to respond if a child or staff member is exhibiting symptoms of COVID-19 or tests positive for COVID-19.
- The goal of this Playbook is to provide visibility into the process child care providers will engage in with RIDOH in different scenarios. The protocols included in this playbook are in line with RIDOH's overarching approach with child care providers to date.
- The Playbook does not replace direct engagement with RIDOH, but rather gives an overview of what will occur throughout that engagement process.
- The information shared in this document assumes that child care providers and parents/guardians are **complying** with current [RIDOH guidelines](#), [DHS COVID-19 Child Care Regulations](#) and [CDC guidance](#).

Please note that the material in this document may evolve as new guidance is released.

Use of Playbook

- Please keep this Playbook in an area which is **easily accessible** for reference.
- This Playbook is intended **to share general best practices** which can be used by **all providers**; it does not address unique, situation-specific questions that you may have.
- This Playbook is a reference guide, to complement but not replace conversations with RIDOH.
- In the event of an outbreak, in addition to this resource, **RIDOH, and DHS Child Care Licensing Unit will support you throughout the process.**

Please note that the material in this document may evolve as new guidance is released.



Quick Tips

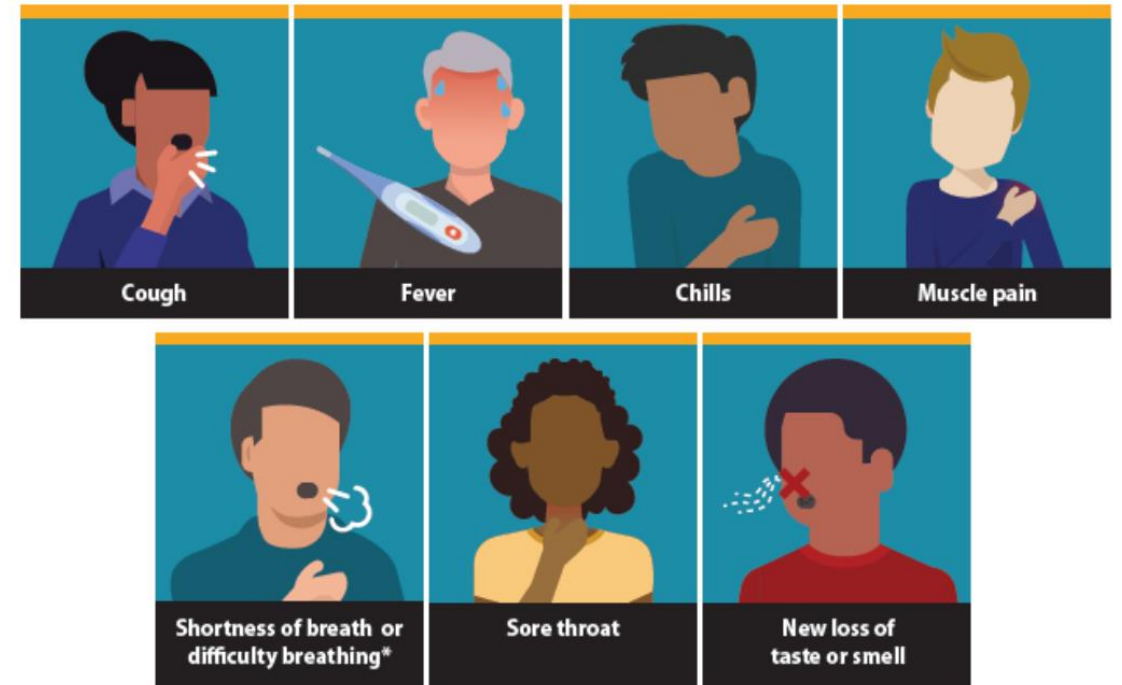
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Symptoms of COVID-19

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-sting/symptoms.html>

Probable Case of COVID-19

CDC defines a probable case as an individual who meets the following criteria.

One of the following symptoms:

- Cough
- Shortness of breath
- Difficulty breathing

or

Two of the following symptoms:

- Fever
- Chills (rigors)
- Muscle aches (myalgias)
- Headache
- Sore throat
- New loss of taste or smell

Call RIDOH COVID-19 Unit at 401-654-6990 if child or staff meet the criteria above.

Source: <https://www.cdc.gov/nndss/conditions/coronavirus-disease-2019-covid-19/case-definition/2020/>

When to Call Medical Provider

Seek immediate medical attention if a child or staff have any of the following:

- Difficulty breathing
- Persistent pain or pressure in chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Source: <https://www.cdc.gov/nndss/conditions/coronavirus-disease-2019-covid-19/case-definition/2020/>

Staff Coverage: If a staff member tests positive for COVID-19

FACT: People with COVID-19 are contagious two days before symptoms start.

- If the staff member had close contact with children on the two days before symptoms started (i.e. staff member became symptomatic on Wed and worked with the children on Mon and Tues):
 - Another teacher **should NOT be replaced** in this classroom because those children are exposed and could develop symptoms anytime, or may already be positive but asymptomatic.
 - Children in that class will have been exposed will be put on quarantine.
- If the staff member did not have close contact with children on the two days before symptoms started (i.e. staff member became symptomatic on Mon and did not work with the children on Sat and Sun):
 - Another staff member **can be placed** in this classroom because those children are not exposed.
 - Those children would not have been exposed to COVID-19 and can continue to attend child care.

NOTE: In all situations, consult with RIDOH for recommendations on isolation and quarantine.

Staff Coverage: If a staff member has symptoms of COVID-19

FACT: People with COVID-19 are contagious two days before symptoms start.

- If the staff member had close contact with children on the two days before symptoms started, or while symptomatic (i.e. the staff member became symptomatic on Wed and worked with the children on Mon and Tues):
 - **Staff member should isolate, and exposed children should quarantine until staff member is tested.**
 - If the staff member tests **positive**:
 - Children should remain on quarantine for 14 days after the last exposure and
 - Staff member should remain in isolation until 10 days after symptom onset and at least three days asymptomatic.
 - If the staff member tests **negative**:
 - Children can go back to child care and another teacher **can be placed** in this classroom.
 - Symptomatic staff member can return to the classroom once symptoms resolve.
- If the staff member did not have close contact with children on the two days before symptoms started (i.e. the staff member became symptomatic on Mon and did not work with the children on Sat and Sun):
 - Another staff member **can be placed** in this classroom because those children are not exposed.

NOTE: In all situations, consult with RIDOH for recommendations on isolation and quarantine.

Staff coverage: If a staff member has been exposed to COVID-19

FACT: People exposed to COVID-19 can become infectious from 2-14 days after exposure, but are not contagious until two days before symptoms start

- If the staff member was exposed to a person with COVID-19 outside of the classroom:
 - The staff member will be on quarantine for 14 days after the last exposure date
 - The children can continue to attend child care
 - Another staff member **can be placed** in this classroom because those children are not exposed

NOTE: In all situations, consult with RIDOH for recommendations on isolation and quarantine

When Can a Child or Staff Member Return to Child Care After Travel?

- Preferred method is to quarantine for 14 days after returning to Rhode Island
 - COVID-19 can develop any time between 2-14 days after exposure.
 - A single negative test only indicates that you are negative at that point in time, but you could become infectious any time through day 14.
 - Quarantining for 14 days before returning to child care is the safest way to ensure that an individual did not pick up COVID-19 while traveling.

Returning to a Child Care Facility

- When can an individual with COVID-19 return to child care (after a positive test)?
 - After the individual meets the CDC guidelines for release from isolation
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
 - Recommendations as of 7/8/2020:
 - At least 3 days (72 hours) have passed *since recovery* defined as:
 - Resolution of fever without the use of fever-reducing medications;
 - **And** improvement in respiratory symptoms (e.g., cough, shortness of breath);
 - **And** at least 10 days have passed since symptoms first appeared.

Returning to a Child Care Facility (con't)

- When can a symptomatic individual return to child care?
 - After obtaining documentation from a medical provider or attestation from a parent that illustrates one of the following:
 - Negative test result for COVID-19 and no other illness restricting child care attendance
 - No evidence of illness restricting child care attendance
- When can an individual on quarantine return to child care?
 - After 14 days have passed since the date of last exposure, and the individual has not developed any symptoms
- When can a household member of an individual with COVID-19 return to child care?
 - After 14 days have passed since the date of last exposure (defined as end of isolation for the household member), and the individual has not developed any symptoms

Clearance Protocols

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Clearance Protocols for Children and Staff Members to Return to Child Care

- **Symptomatic**

- Must obtain documentation from medical provider or attestation from a parent that illustrates one of the following:
 - Tests negative for COVID-19 and has no other illness restricting child care attendance
 - No evidence of illness restricting child care attendance

- **Test-positive**

- Must meet the CDC guidelines for ending isolation before returning to child care

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

- **Exposed**

- Must meet the CDC guidelines for ending quarantine (14 days after the last date of exposure) before returning to child care

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

Daily Checklist

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Daily Checklist for Administrators/Supervisors, Staff, and Parents/Guardians



Administrators/supervisors of child care

- Ensure that you are wearing **face coverings that cover the nose and mouth** and maintaining **at least six (6) feet** from all employees/ visitors
- Ensure that **self-attestation form** for symptom screening is posted in a visible area
- Conduct **verbal screening** of children and staff for symptoms upon drop off. Temperature checks are recommended, but not required.
- Ensure that children/staff remain in their consistent groups, and each group is **physically distancing** (each consistent group should be separated with a wall, divider or partition) from others
- Ensure all play areas/rooms have been **thoroughly cleaned** in adherence to CDC guidelines
- Monitor children/staff for symptoms
- Ensure **hand hygiene** (hand washing, hand sanitizer available)
- When not in the child care setting, follow State recommendations on physical distancing, wearing face coverings, and limiting attendance at social gatherings or large gatherings



Staff

- Ensure that you are wearing **face coverings that cover the nose and mouth** and maintaining **at least six (6) feet** from all employees/ visitors
- Conduct **verbal screening** of children for symptoms upon drop off
- Ensure that children/staff remain in your consistent group, and you are **physically distancing** (each consistent group should be separated with a wall, divider or partition) from other groups
- Monitor children/staff within your consistent group for symptoms
- Ensure **hand hygiene** (hand washing, hand sanitizer available)
- When not in the child care setting, follow State recommendations on physical distancing, wearing face coverings, and limiting attendance at social gatherings or large gatherings



Parents/guardians

- Screen child for symptoms using self-attestation form or app prior to leaving home
 - If child fails screening, communicate with child care immediately, keep child home and seek medical advice
 - If child passes screening, take child to child care but continue to monitor for symptoms
- Ensure that you are wearing **face coverings that cover the nose and mouth** and maintain **at least six (6) feet** from all employees/ other parents or guardians upon drop off
- Ensure that you comply with **enhanced drop-off and pick-up protocols** established by the child care provider and in adherence with DHS COVID-19 Child Care Licensing Regulations
- Ensure **hand hygiene** (hand washing, hand sanitizer available)
- When not in the child care setting, follow state recommendations on physical distancing, wearing face coverings, and limiting attendance at social gatherings or large gatherings



Protocols for Administrators, Supervisor, and Staff

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Entry Screening Protocols for Daily Drop Off

- **Daily screening protocols in adherence with DHS regulations**
 - Self-attestation form must be posted in a visible area.
 - At drop off time, child care facility must conduct a verbal screening for symptoms using the self-attestation form in English or Spanish need to update links here.
 - If child or staff member fails screening, send the individual home and refer to response protocols.
 - If child care chooses to temperature screen, review CDC guidelines for safe options.
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
 - Screening must be conducted for **all children, staff, and visitors.**

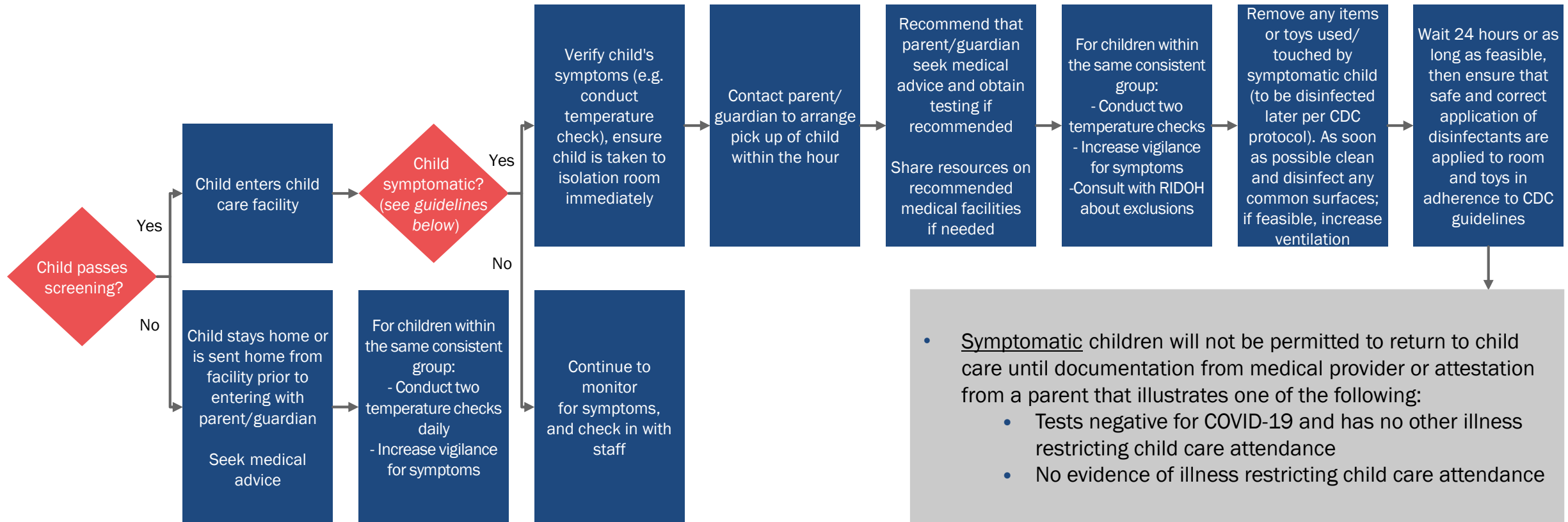
Note: all child care providers should have established cleaning, health screening, and physical distancing procedures in line with DHS COVID-19 Child Care Regulations (<https://rules.sos.ri.gov/organizations/subchapter/218-70-00>).

Entry Screening Protocols for Newly Enrolled Children

- Recommended best practices for enhanced screening of newly enrolled children entering child care while already operating¹
- Before child can enter child care, consider obtaining the following information from parents/guardians:
 - Information on current family exposure to COVID-19 and any documentation for clearance if relevant.
 - Adhere to existing DHS Child Care Licensing Regulations, which requires medical information, an up-to-date physical, and immunization record on file for every child upon enrollment.
 - Providers should routinely review these records (child files) to ensure information is accurate.

1. This refers to children who are entering child care after its official start date, and need to be assimilated into existing consistent groups or form their own group if capacity allows.

Response Protocol for One Symptomatic Child



- Symptomatic children will not be permitted to return to child care until documentation from medical provider or attestation from a parent that illustrates one of the following:
 - Tests negative for COVID-19 and has no other illness restricting child care attendance
 - No evidence of illness restricting child care attendance

CDC symptom guidance
 Cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea

◆ Key decision points

Response Protocol for **One Symptomatic Child** Prior to Entering Child Care

Administrators/supervisors

Staff

Parents/Guardians

1. Ensure that the child **stays home or is sent home** from facility prior to entering.
2. For children within the same consistent group:
 - Conduct **two temperature checks daily**.
 - **Increase vigilance for symptoms**.

1. Notify child care provider that child is symptomatic.
2. Seek medical advice.
3. Keep child at home and follow medical advice including obtaining a test if recommended.
4. Notify **administrator/supervisor of child care** facility of medical recommendations and test results if the child is tested.

Response Protocol for **One Symptomatic Child** While at Child Care

Administrators/supervisors

1. **Verify child's symptoms** (e.g., conduct a temperature check), ensure child is taken to isolation room immediately and has constant **adult supervision**.
2. **Contact parents/guardians immediately** to organize pick up within the hour.
3. Recommend parent/guardian **seek medical advice** and schedule a COVID-19 test if recommended. Share resources on where to seek medical advice if needed.
4. **Remove any items or toys used/ touched** by the symptomatic child (to be disinfected at a later time per CDC protocol) and as soon as possible, **clean and disinfect any common surfaces or items which cannot be moved**. **If feasible, increase ventilation of space** (e.g. open windows, turn on fan).
5. For children within the same consistent group:
 - Conduct **two temperature checks daily**.
 - **Increase vigilance for symptoms**.
6. **Wait 24 hours or as long as feasible**, then ensure that safe and correct application of disinfectants are applied to room and toys in adherence to CDC guidelines.
7. **Call COVID-19 Unit at RIDOH** to notify them of a SYMPTOMATIC CHILD at **401-654-6990** or **401-276-8046** (after hours). RIDOH will provide guidance and support.

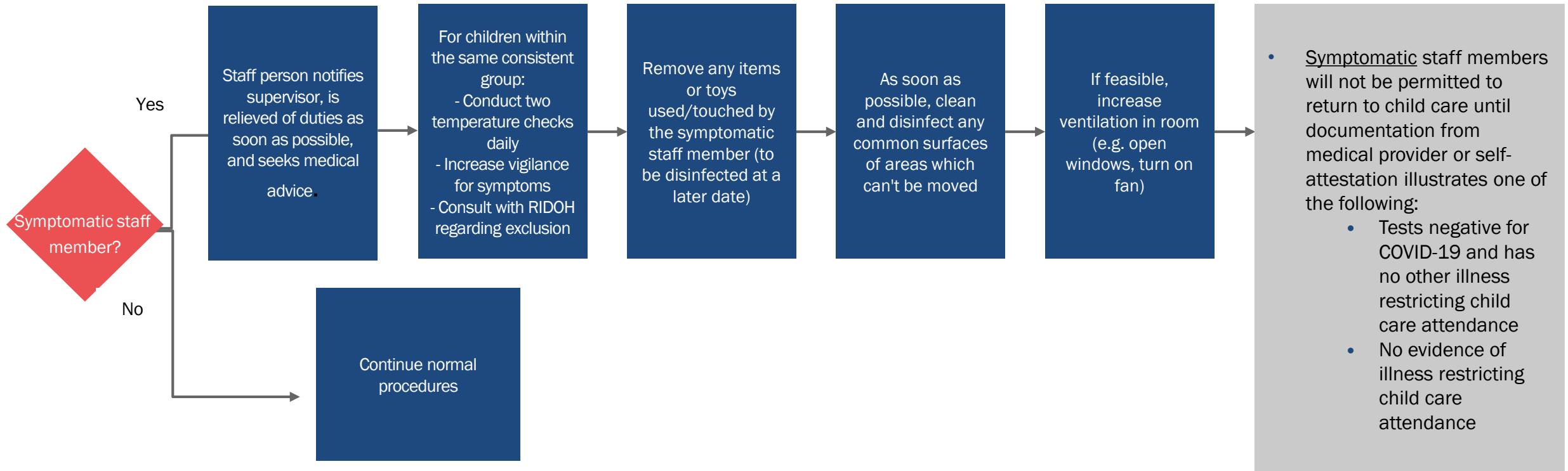
Staff

1. Immediately take child to **isolation room**. Ensure that child is not left without supervision.
2. **Notify administrator/supervisor** of child care facility to verify symptoms.
3. For children within the same consistent group:
 - Conduct **two temperature checks daily**.
 - **Increase vigilance for symptoms**.

Parents/guardians

1. Pick up sick child from **child care as soon as possible or within the hour**.
2. Seek medical advice and schedule a COVID-19 test if recommended.
3. Notify **administrator/supervisor of child care** facility of medical recommendations and test results if the child is tested.

Response Protocol for Symptomatic Staff Member



CDC symptom guidance
 Cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea

◆ Key decision points

Response Protocol for Symptomatic Staff Member

Administrators/supervisors

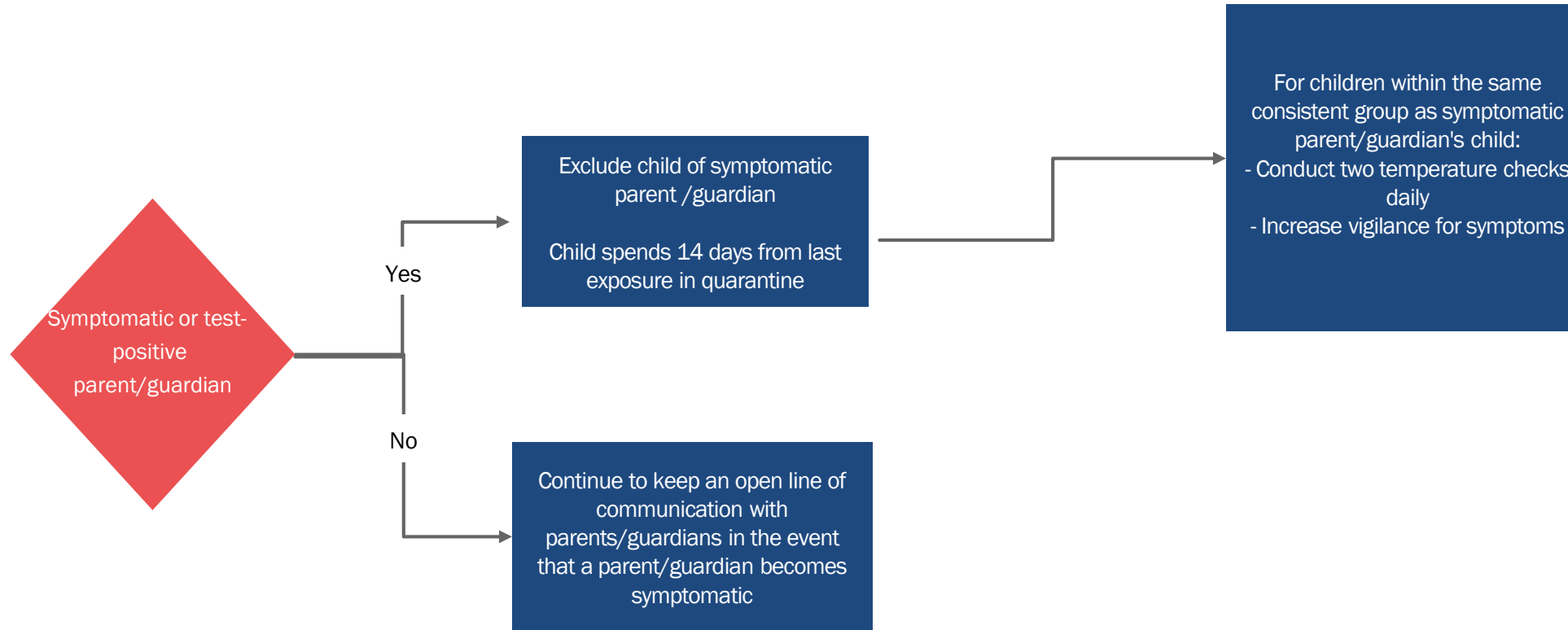
1. For children within the same consistent group as symptomatic staff member:
 - Conduct **two temperature checks daily**.
 - **Increase vigilance for symptoms.**
2. **Consult with RIDOH.**
3. **Notify parents** of the RIDOH recommendations.
4. **Remove any items or toys used/touched** by the symptomatic staff member (to be disinfected at a later time per CDC protocol) and as soon as possible, **clean and disinfect any common surfaces or items which cannot be moved. If feasible, increase ventilation of space** (e.g. open windows, turn on fan).
5. **Wait 24 hours or as long as feasible**, then ensure that safe and correct application of disinfectants are applied to room and toys in adherence to CDC guidelines.

Staff

1. If symptomatic prior to entering child care, **stay at home** and notify supervisor immediately; if symptomatic while at child care, notify supervisor, **go home immediately**.
2. **Seek medical advice** and schedule a COVID-19 test if recommended.
3. If tested for COVID-19, **notify administrator/supervisor** of test results as soon as possible.

Parents/guardians

Response Protocol for Symptomatic or Test-positive Household Member



CDC symptom guidance

Cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea

◆ Key decision points

Response Protocol for Symptomatic or Test-positive Household Member

Administrators/supervisors

1. Send child of test-positive or symptomatic parent/guardian home **immediately**.
2. Child should remain in **quarantine** for 14 days since the child's last exposure.
3. Take **two temperature checks daily** of children in impacted consistent group and **increase vigilance for symptoms**.

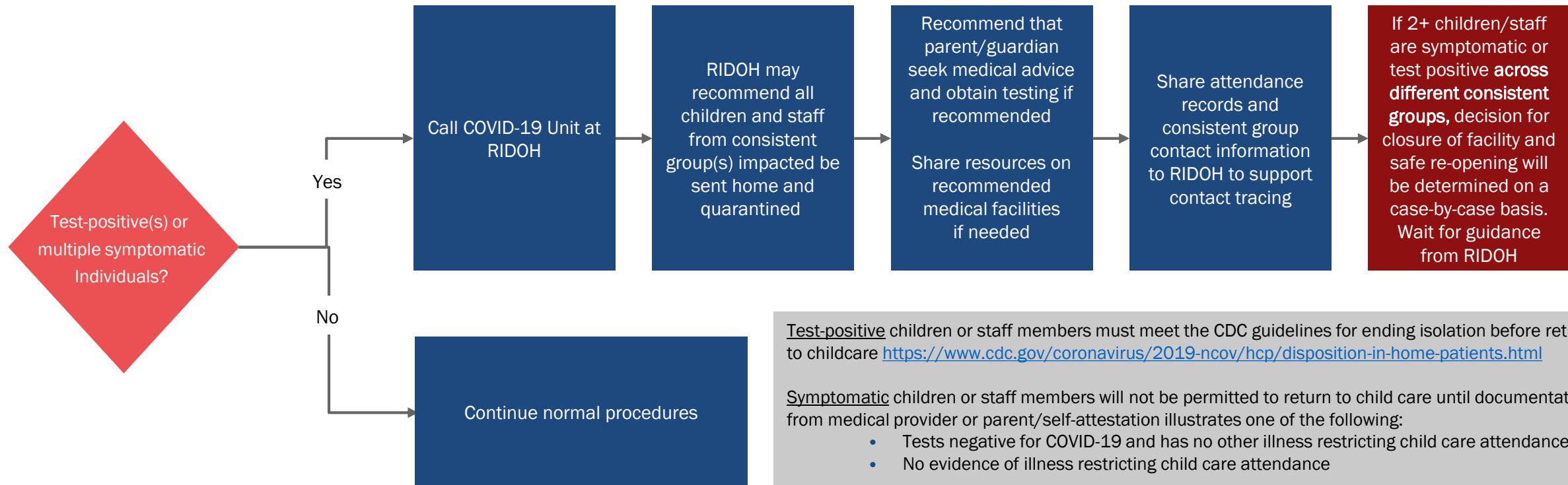
Staff

1. Take **two temperature checks daily** of children in impacted consistent group and **increase vigilance for symptoms**.

Parents/guardians

1. If household member tests positive, notify child care **immediately**.
2. If household member is symptomatic, notify child care as soon as possible and seek medical advice.

Response Protocol for Test-positive(s) or Multiple Symptomatic Individuals



Test-positive children or staff members must meet the CDC guidelines for ending isolation before returning to childcare <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

Symptomatic children or staff members will not be permitted to return to child care until documentation from medical provider or parent/self-attestation illustrates one of the following:

- Tests negative for COVID-19 and has no other illness restricting child care attendance
- No evidence of illness restricting child care attendance

CDC symptom guidance

Cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, diarrhea

◆ Key decision points

Response Protocol for **Test-positive(s) or Multiple Symptomatic Individuals**

Administrators/supervisors

1. **Call COVID-19 Unit at RIDOH** to notify them of a positive result at **401-654-6990** or **401-276-8046** (after hours). RIDOH will provide guidance and support regarding exclusions.
2. RIDOH may recommend all children and staff from consistent group(s) impacted be sent home and remain in quarantine for 14 days since the child's last exposure.
3. Share resources on recommended medical facilities.
4. Share attendance records and consistent group contact information to RIDOH to support **contact tracing**.
5. Ensure that for consistent groups not impacted the provider:
 - Conducts **two temperature checks daily**
 - **Increases vigilance for symptoms**
6. **Remove any items or toys used/touched** by the symptomatic staff member (to be disinfected at a later time per CDC protocol) and as soon as possible, **clean and disinfect any common surfaces or items which cannot be moved**. **If feasible, increase ventilation of space** (e.g. open windows, turn on fan).
7. **Wait 24 hours or as long as feasible**, then ensure that safe and correct application of disinfectants are applied to room(s) and toys in adherence to DHS and CDC guidelines.
8. Coordinate with RIDOH to **determine closure decision** and date for **safe reopening**.

Staff

1. If consistent group impacted, follow recommendations from RIDOH regarding quarantine pending test results from any group members or, if symptomatic, seeking medical advice and testing if recommended.
2. If consistent group not impacted:
 - Conduct **two temperature checks daily**.
 - **Increase vigilance for symptoms**.

Parents/guardians

1. If child tests positive, notify child care **immediately**.
2. If child is symptomatic, notify the child care immediately.
3. Seek medical advice and test for COVID-19 if recommended.

FAQs

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FAQs (Page 1 of 3)

1 What will happen if a child becomes ill at child care?

- Staff accompanies the child to a separate area to reduce likelihood of spread, and waits with them until the child is picked up from child care.
- Any items or toys used/touched by the ill child will be removed and disinfected per CDC protocol.
- As soon as possible, common surfaces or items which can't be moved should be disinfected, and if feasible, ventilation of space should be increased.
- Once children leave, the area should be thoroughly cleaned per CDC protocol.
- Children within same consistent group should be administered two temperature checks daily and be checked with increased vigilance for symptoms.

2 When should children within a consistent group be sent home?

- Each scenario is unique. Determination of whether a consistent group will be sent home will be determined in consultation with RIDOH.

3 When can a symptomatic child or staff member return to their child care?

Symptomatic children or staff members can return to child care once they have documentation from a medical provider that illustrates one of the following:

- Tests negative for COVID-19 and has no other illness restricting child care attendance
- No evidence of illness restricting child care attendance
- No longer contagious

FAQs (Page 2 of 3)

- 4 **When can an asymptomatic child or staff member who is a close contact of an individual with COVID-19 return to child care?**
- Children or staff members who are in close contact with an individual with COVID-19 should quarantine for 14 days from last exposure to the infected individual before returning to child care.

If you screen someone at the door and they are symptomatic, does the screener need to quarantine?

- 5
 - No, a brief screening at the door does not qualify as close contact. See glossary for definition of close contact.

Under what circumstances should a child care classroom or facility be closed?



- 6
 - The decision to close a classroom or a facility will be made on a case-by-case basis in consultation with RIDOH and DHS.

Who informs child care provider of a positive test result?

- 7
 - If a child, parent/guardian, or staff, tests positive, RIDOH will inform the child care provider as soon as possible.

FAQs (Page 3 of 3)

- 8 **Where can parents/guardians obtain relevant resources on where to seek medical advice?**
- A child's medical provider can assess the need for testing and schedule testing when needed.
 - If a child does not have a regular medical provider, a child care staff member may provide a list of medical providers in their community.
 - The parent/guardian can call a local health care center or a respiratory clinical listed on the RIDOH website.
<https://health.ri.gov/covid/testing/>
- 9 **If a child care class or facility is closed due to an outbreak, how long will it be closed?**
- The decision to reopen a classroom or a facility will be made on a case by case basis in consultation with RIDOH and DHS.
- 10 **Can a parent/guardian send a child to another child care if current child care is closed due to an outbreak?**
- After completing RIDOH-recommended quarantine or isolation, a child may attend another child care facility.



Additional Resources For Educating Teachers, Parents/Guardians, and Children

Resources for Educating Teachers, Parents/Guardians and Children

Resource	Source	Overview of contents	Link to access
Talking with children about Coronavirus Disease 2019	CDC	Recommendations to help adults have conversations with children about COVID-19	https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html
Key Messages and Actions for COVID-19 Prevention and Control in Schools, March 2020	UNICEF, WHO	Guidance for operations of education facilities including educational checklists for school administrators, teachers/staff, parents/guardians and students/children	https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4
Toolkit for Parents and Teachers	Department of Health Promotion Science, University of Arizona	Teaching resources/information sheets for parents, teachers, administrators and CDC Health Promotion Materials	https://publichealth.arizona.edu/news/2020/covid-19-communication-toolkit-parents-and-teachers
Communicating with Children During the COVID-19 Outbreak	Michigan Department of Health and Human Services	Guidelines and resources catered to families to promote healthy and comforting conversations between children and parents/guardians	https://www.michigan.gov/documents/coronavirus/Talking_with_kids_about_COVID_FINAL_685791_7.pdf
Child care guidance during COVID-19 Outbreak	CDC	Guidance for child care programs that remain open	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html

RIDOH and DHS Resources

Resource	Source	Overview of contents	Link to access
RIDOH COVID-19 Information	Rhode Island Department of Health	General information on COVID-19 in RI	https://health.ri.gov/covid/
RIDOH COVID-19 Data	Rhode Island Department of Health	Numbers and trends of COVID-19 in RI	https://ri-department-of-health-covid-19-data-rihealth.hub.arcgis.com/
COVID-19 testing in Rhode Island	Rhode Island Department of Health	Who should get tested for COVID-19 and locations for testing throughout RI	https://health.ri.gov/covid/testing/
DHS COVID-19 Information	Rhode Island Department of Human Services	Professional Development: Re-Opening Child Care//Reapertura de Cuidado Infantil	https://center-elp.org/center-pd/dhs-mandatory-trainings-to-re-open-child-care-entrenamientos-mandatorios-de-dhs-para-la-reapertura-de-cuidado-infantil/
Re-opening Rhode Island	State of Rhode Island	Guidance for re-opening RI	https://www.reopeningri.com/

Glossary

Term	Definition
Close contact	Contact between two people of < 6ft for more than 15 minutes. Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure, but 15 minutes of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the infected person cough directly into the face of the exposed individual) remain important.
Consistent/stable group	Each staff/child will be placed into “consistent/stable groups” of no more than 12 people and each group must physically distance themselves from other consistent groups. Child care centers may have multiple consistent/stable groups, while family child care homes only have one consistent/stable group.
Contact tracing	Process of identifying individuals who may have had close contact (see definition above) with someone who tested positive for COVID-19
COVID-19	Abbreviation for the disease caused by the novel coronavirus SARS CoV-2
DHS	Rhode Island Department of Human Services
Isolation	Process of separating individuals who are infected with COVID-19 from others
Protocol	Recommended actions to follow in the event that an outbreak of COVID-19 occurs
Probable case	Individual who has at least two of the following symptoms: fever, chills, rigors, myalgia, headache, sore throat, new olfactory and taste disorder(s), OR at least one of the following symptoms: cough, shortness of breath, or difficulty breathing
Quarantine	Process of separating and restricting the movement of individuals who were in close contact with someone who tested positive or had symptoms of COVID-19. Separation/restriction of movement 14 days from the last exposure to the person who tested positive for COVID-19.
RIDOH	Rhode Island Department of Health
Screening	Checking individuals for symptoms of COVID-19 verbally and by using temperature checks
Symptomatic individual	Individual who is showing the symptoms or signs of COVID-19 according to CDC guidelines
Testing	Two types of tests are available for COVID-19: viral tests and antibody tests. Viral tests indicate if you have a current infection (most common) while antibody tests indicate a previous infection. Throughout this document, 'testing' refers the PCR test to diagnose a person with COVID-19.