

THIS AGREEMENT WILL BE POSTED ON THE CPS WEBSITE.

AMENDMENT TO MASTER AGREEMENT FOR ARTS AND CULTURAL ENRICHMENT (OUT-OF-SCHOOL), ACADEMIC SUPPORT (OUT-OF-SCHOOL) AND STUDENT HEALTH AND WELLNESS (IN-SCHOOL, OUT-OF-SCHOOL AND RECESS) SERVICES

(Young Men's Christian Association of Chicago dba YMCA of Metropolitan Chicago)

This Amendment to Master Agreement for Arts and Cultural Enrichment (Out-of-School), Academic Support (Out-of-School) and Student Health and Wellness (In-School, Out-of-School and Recess) Services ("**Amendment**") is effective as of October 5, 2020 ("**Effective Date**") and is entered into by and between the Board of Education of the City of Chicago, a body politic and corporate, commonly known as Chicago Public Schools located at 42 West Madison, Chicago, IL 60602 ("**Board**" or "**CPS**"), and Young Men's Christian Association of Chicago dba YMCA of Metropolitan Chicago with principal place of business located at 1030 West Van Buren Street, Chicago, IL 60607 ("**Provider**").

RECITALS

- A. The Board and Provider entered into that certain Master Agreement for Arts and Cultural Enrichment (Out-of-School), Academic Support (Out-of-School) and Student Health and Wellness (In-School, Out-of-School and Recess) Services for a term commencing August 1, 2016 and continuing through July 31, 2018 ("**Original Agreement**") (authorized by Board Report 16-0323-PR2), with the Board having two (2) options to renew for a period of one (1) year each.
- B. The Board exercised its first option to renew and amended the Original Agreement to provide for three (3) options to renew the Original Agreement for a period of one (1) year each pursuant to that certain First Renewal Agreement ("**First Renewal Agreement**") for a term commencing August 1, 2018 and continuing through July 31, 2019 (authorized by Board Report 18-0321-PR3).
- C. The Board exercised its second option to renew the Original Agreement pursuant to that certain Second Renewal Agreement ("**Second Renewal Agreement**") for a term commencing August 1, 2019 and continuing through July 31, 2020 (authorized by Board Report 19-0522-PR3).
- D. The Board exercised its third and final option to renew the Original Agreement pursuant to that certain Third Renewal Agreement ("**Third Renewal Agreement**") for a term commencing August 1, 2020 and continuing through July 31, 2021 (authorized by Board Report 20-0624-PR3). The Original Agreement, First Renewal Agreement, Second Renewal Agreement, and Third Renewal Agreement shall be referred to collectively herein as the "**Existing Agreement**".
- E. To respond to the COVID-19 pandemic which has resulted in remote learning at CPS schools, the parties desire to amend the Existing Agreement as hereinafter set forth by supplementing the scope of services to add remote learning supervision services to be provided during remote learning. The Existing Agreement and this Amendment shall be referred to collectively herein as the "**Agreement**".

NOW THEREFORE, in consideration of the foregoing Recitals, which are incorporated into and made a part of the Amendment by this reference, the parties agree as follows:

- 1. **Definitions:** Any and all capitalized terms shall have the definition as set forth in the Existing Agreement unless otherwise defined herein.
- 2. **Term:** This Amendment shall become effective on October 5, 2020 and shall continue through November 6, 2020 ("**Amendment Period**").
- 3. **Services:** During the Amendment Period, Provider shall provide the services set forth in the Supplemental Scope of Services (the "**Supplemental Services**") attached hereto and incorporated herein as Exhibit A-1, in addition to the Services described in the Existing Agreement.

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4. **Compensation:** During the Amendment Period, Provider shall be compensated for the Supplemental Services in accordance with the terms described in the Pricing Section of the Supplemental Scope of Services.
5. **Freedom of Information Act:** Provider acknowledges that this Amendment and all documents submitted to the Board related to this contract award are a matter of public record and are subject to the Illinois Freedom of Information Act (5 ILCS 140/1) and any other comparable state and federal laws and that this Amendment is subject to reporting requirements under 105 ILCS 5/10-20.44.
6. **Agreement:** Except as expressly provided in this Amendment, all terms and conditions of the Existing Agreement are and shall remain in full force and effect.
7. **Counterparts and Electronic Signature:** This Amendment may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one instrument. A signature delivered by facsimile or other electronic means shall be considered binding for both parties.

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IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the Effective Date set forth above.

**BOARD OF EDUCATION
OF THE CITY OF CHICAGO**

**YOUNG MEN'S CHRISTIAN ASSOCIATION OF
CHICAGO DBA YMCA OF METROPOLITAN
CHICAGO**

DocuSigned by:
Jonathan Maples
By: _____
Jonathan Maples
Chief Procurement Officer

Richard H. Malone
By: _____
Name: Richard H. Malone
Title: President and CEO

Date: October 12, 2020

Date: October 7, 2020

Approved as to legal form:   

DocuSigned by:
Joseph T. Moriarty

Joseph T. Moriarty, General Counsel

Authority: 20-0923-RS1

Attachments

EXHIBIT A-1: Supplemental Scope of Services

Attachment A: COVID-19 Online Case Report

Attachment B: CDPH Interim Guidance on Management of COVID-19 Cases in Childcare Settings

Attachment C: Attestation Form

Attachment D: Be Safe Childcare Guidance (English)

Attachment E: Be Safe Childcare Guidance (Spanish)

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EXHIBIT A-1
SUPPLEMENTAL SCOPE OF SERVICES

Name of Project: Chicago Public Schools Remote Learning Supervision for Children of Essential Workers and High Hardship Index Students

Board's Project Manager: Bryan Stokes

Phone: 773-553- 5744

Provider's Project Manager: Allison Greeman

Phone: 312-440-2461

Amendment Period: Start Date: October 5, 2020

End Date: November 6, 2020

Provider Identified Site Locations:

- 1) South Side YMCA located 6330 S. Stony Island Ave, Chicago, IL, 60637
- 2) Rauner YMCA located 2700 S. Western Ave, Chicago, IL 60608

This Supplemental Scope of Services ("**Supplemental Scope**") shall be conducted pursuant to the terms and conditions of the Agreement by and between Provider and the Board of Education of the City of Chicago (the "**Board**"). Defined terms used in this Supplemental Scope of Services shall have the same meanings as those ascribed to such terms in the Agreement unless otherwise defined herein.

I. SERVICES:

- A.** Provider shall provide a Remote Learning Supervision Program (the "**Program**") at the Provider identified site locations identified above. The Program shall be designed to provide the Supplemental Services described herein to groups of students ("**Student Participants**") in one or more of the targeted communities ("**Targeted Communities**") during the learn at home and hybrid learning designated periods throughout the school year. Although the Amendment Period is for the duration of the CPS first quarter, the Parties anticipate entering into a longer agreement to continue the Program throughout the 2020-2021 school year until CPS returns to a full learn at school model. Targeted Communities are defined as communities affected by COVID-19 and other disparities and are home to a high proportion of essential workers. Additionally, these communities have a high incidence of child-poverty (high percentage of public school students eligible for free/reduced cost lunch) and inequity. The Program will ensure that Student Participants have a safe, quiet and supervised space in which to engage in the district's remote learning and to receive non-instructional support and assistance, as needed, to support their success in remote learning tasks. Provider's Supplemental Services shall contribute to providing a safe place for Student Participants to complete remote learning activities within one or more of the Targeted Communities. No subcontracting, assigning or delegating by Provider of any obligations imposed hereunder shall be allowed under this Agreement. Provider must collaborate with school principals, CPS Central Office Staff, and other entities that the Board utilizes to assist with these Supplemental Services. Provider shall be required to offer the Supplemental Services directly to up to four (4) pods of up to fifteen (15) Student Participants per each assigned Provider identified site location, each a "**Site**". The Board believes structured remote learning supervision programs offered during the school year will play a vital role in the success of Student Participants.

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- B.** Program shall operate five (5) days per week or as needed (Monday-Friday) and for nine (9) hours and fifteen (15) minutes per day, from 7:45 am to 5:00 pm.
- C.** Programming shall be provided at Provider-identified and operated Sites and will serve up to four (4) pods of up to fifteen (15) Student Participants per Site. Provider will provide programming for Student Participants which will include, but not be limited to, the following:
 - 1. Appropriate supervision of students completing synchronous and asynchronous remote learning activities.
 - 2. Non-instructional assistance to support students in successfully completing remote learning.
 - 3. Developmentally-appropriate non-instructional enrichment activities for students to engage in after remote learning has been completed.
 - 4. Distribution of Provider or CPS-provided breakfast and lunch to all Student Participants
 - 5. Adherence to all CPS, CDPH, IDPH and CDC health and safety regulations.

There will be no instructional support provided as part of the Program

- D.** Provider shall be required to provide the Board's Program Manager documentation from each of its Sites that demonstrates compliance with Program requirements, i.e., attendance records, daily logs, incidents reports, etc. Provider shall submit sworn affidavits with respect to being in compliance with Program requirements.
- E.** Anticipated Outcomes of the Program:
 - 1. Student Participants must be engaged in the Program and activities during the day for five (5) days a week;
 - 2. Student Participants will successfully participate in all teacher-scheduled synchronous remote learning sessions and complete all student-directed asynchronous remote learning activities.
 - 3. Student Participants will engage in enrichment activities appropriate to their developmental stage following the completion of remote learning.
- F.** Provider shall possess a license or obtain a license-exemption from the Illinois Department of Children and Family Services for each Provider identified Site in which it is assigned to operate. In addition, Provider will follow all required procedures to seek reimbursement from the Child Care Assistance Program, administered by the Illinois Department of Human Services, for all eligible children. This requirement is subject to change during the term of the Amendment. Provider agrees to follow processes prescribed by CPS to receive program funding.
- G.** Provider shall operate the Supplemental Services in accordance and in full compliance with the licensing requirements in the Illinois Administrative Code including, but not limited to, those in 89 Ill. Adm. Code 407, including qualifications of personnel.
- H.** Provider shall designate a site supervisor and a backup site supervisor who will be responsible for using a system to be specified by CPS to track enrollment and daily attendance of all Student Participants. Provider will be responsible for notifying CPS staff of any Student Participant absences on a daily basis.
- I.** Provider shall use developmentally-appropriate social-emotional practices and approaches and respond in particular to the needs of youth experiencing personal disruption and loss due to COVID-19.
- J.** Provider shall ensure that all program spaces meet the following requirements:

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1. Must permit Board-designated staff to conduct site inspections with or without notice, of Provider's Site(s) to ensure compliance with legal and policy requirements at the Provider's identified building(s) and ground(s) wherever the organization provides Services to CPS students.
2. Must ensure that Provider's Site(s) shall at all times have proper heating, ventilation and air conditioning ("HVAC"), be in compliance with all occupancy permits and all applicable governmental health, safety, and zoning laws, ordinances, codes, rules, and regulations prior to starting services, and that Provider's identified Site(s) is/are and shall remain in compliance throughout the term of any agreement for the delivery of services
3. Must ensure a kitchen or warming pantry that contains (or can accommodate) at minimum a sink, refrigerator, and microwave.
4. Must ensure that all spaces are ADA accessible.
5. All spaces proposed to serve preschool-age (under age 5) students must be licensed by DCFS. Spaces proposed to serve children above age 5 may be licensed or license-exempt.
6. Should be able to accommodate internet, Wi-Fi access (whenever possible), safe and welcoming recreational and learning spaces
7. Space must conform to all laws, codes and regulations, including, but not limited to the Americans with Disabilities Act (ADA), fire and safety codes and other City of Chicago regulations.
8. Space must comply with all CPS and CDPH guidelines with respect to COVID-19. These guidelines are subject to change as the discretion of the Board.
9. Must be able to support socially distanced groups of youth and staff.
10. Space must be located on basement level (with windows), first floor, second floor, or third floor of the building and have two separate remote means of egress
11. Children must be accommodated in rooms having a minimum of 35 square feet for each child, unless the room is used solely for activities where children will be seated while working on a particular activity or skill, then the room shall have a minimum of 20 square feet for each child.
12. Areas used for staff lounges, storage spaces, halls, bathrooms, kitchens and offices may not be used in calculating the 35 square feet per child requirement.
13. When determining total program capacity, there must be 35 square feet per child available. Areas used for large motor activity may only be counted toward the 35 feet per child if this space is available and dedicated for the sole use of the program during program hours.
14. Toilet facilities and wash basins.
15. Convenient, adequate and sanitary toilet facilities must be provided for the children in a separate, properly ventilated room readily accessible to children. The toilet facilities must be ADA compliant and separate from adult facilities.
16. Toilets must be in private stalls or have other provisions that ensure privacy.
17. One sanitary toilet and one wash basin must be available for every group of 20 children, or part thereof.
18. Ability to separate the day care program from other activities in the building with dedicated access into the facility to accommodate safe drop off and pick up of children.
19. Custodial/Maintenance storage and Janitor's sink closet
20. A care room for any Student Participants exhibiting symptoms of COVID-19, as described in "Be.Safe Childcare Guidance" referenced below.

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II. STUDENT RECRUITMENT AND STUDENTS SERVED

- A. Provider shall be assigned Student Participants by Chicago Public Schools based on priority criteria and family need. Provider must set up its Program to group children from similar age groups within the ages to be served by the Program (Three (3) years to fourteen (14) years old).
- B. Provider shall be responsible for tracking Student Participant information at each of its Sites for the Program. Accurate student attendance records at each Provider Site must be recorded by the Provider on a daily basis in an electronic system to be designated by CPS.
- C. Provider shall provide a minimum of one (1) staff member per ten (10) Student Participants. Additional staff may be necessary to provide Supplemental Services to more than one age group. The Program operated by the Provider shall be administered by a “**Site Supervisor**” who will manage staff and operations for safe and high-quality programming, and coordinate with key stakeholders including parents and families. In addition, a member of Provider’s staff must be designated as a Site Safety Monitor (“**SSM**”) who will be responsible for continuous compliance, responsiveness and communications for all aspects of the health screening and site safety protocol, per City of Chicago Department of Health guidance.
- D. Provider must provide the Board information about each staff member at each Site. Staff information provided shall include, but not be limited to:
 - 1. Basic contact information (name and phone number);
 - 2. Relationship to the Provider (including whether person is a volunteer or paid);
 - 3. Credentials, experience or resume; and
 - 4. Responsibilities of the staff member.

III. HEALTH REQUIREMENTS

- A. Provider shall remain in compliance with all applicable federal, state, county, and municipal, statutes, laws, ordinances, regulations, and guidelines, as well as any Board guidelines, policies, and rules in effect now or later, and as amended from time to time related to COVID-19.
- B. Provider shall comply with evolving requirements to protect the health and safety of Student Participants and staff, as expressed in local, and state guidance from various government agencies. This includes, but is not limited to, adhering to all health and safety guidelines issued by CPS, IDPH, and CDPH related to COVID-19. Provider acknowledges these health and safety guidelines are subject to change.
- C. Required health and safety practices may vary across age groups and settings. Provider shall comply, at a minimum, with all health and safety mandates issued by the State of Illinois and the City of Chicago and guidance from the Illinois State Board of Education (“**ISBE**”).
- D. Under Chicago’s March 19 Public Health Order, congregate facilities (such as long-term care facilities, childcare settings, correctional facilities, etc.) must immediately report to CDPH clusters of COVID-19 patients, defined as two or more confirmed cases of COVID-19 occurring within 14 calendar days of each other at a facility. To report positive cases, Provider must complete the COVID-19 Online Case Report Form found at the following website: <https://redcap.dph.illinois.gov/surveys/?s=FR7MAJAY84>. A copy of the current COVID-19 Online Case Report Form is attached and incorporated into this Supplemental Scope as Attachment A. Provider must also comply with additional operational, reporting and tracing requirements established by CPS.

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- E. As of July 13, 2020, interim guidance issued by CDPH encourages notification for every COVID-19 case. For more information, see CDPH Interim Guidance on Management of COVID-19 Cases in Childcare Settings (“**CDPH Guidance**”) at the following link: <https://www.chicago.gov/content/dam/city/depts/cdph/HealthProtectionandResponse/Interim%20Guidance%20on%20Management%20of%20COVID-19%20Cases%20in%20Childcare%20Settings%2007.13.2020F.pdf>. A copy of the current CDPH Guidance is attached to this Supplemental Scope as Attachment B.
- F. For additional information regarding CDPH requirements regarding notification of contacts, cleaning and reporting when there has been a confirmed COVID-19 case in a facility in which Provider is providing Supplemental Services, reference the CDPH Guidance. Provider acknowledges it has signed an Attestation Form agreeing to comply with all CDPH and CPS guidelines with respect to COVID-19. A copy of that Attestation Form is attached to this Supplemental Scope as Attachment C.
- G. “Be.Safe Childcare Guidance” must be followed by Provider at Sites and can be found at the following link: <https://www.chicago.gov/content/dam/city/sites/covid/reopen-businesses-portal/guidelines/BeSafe.Childcare-City-of-Chicago-Phase-4-Guidelines.pdf>. A copy of the current Be Safe Childcare Guidance in English is attached to this Supplemental Scope as Attachment D. A copy of the current Be Safe Childcare Guidance in Spanish is attached to this Supplemental Scope as Attachment E.
- H. CPS-specified health practices may change over time and Provider must adhere to all CPS-specified health practices as they change. Provider shall follow all CPS-specified health practices and protocols, including, but not limited to the following:
1. Policies related to face coverings, physical distancing, and handwashing.
 2. Small, consistent groupings of staff and children: Providers must ensure that different stable groups of up to 15 children have no or minimal contact with one another or utilize common spaces at the same time, to the greatest extent possible.
 3. Daily health checks for staff and children: Providers must implement mandatory daily health screening practices of their employees and visitors, such as contractors or vendors. Screening is also mandatory for children, either directly or through their parent/guardian.
 4. Provider must follow the CPS reporting process for children, employees, and parents/guardians who have a suspected or confirmed case of COVID-19.
 5. Reporting: Provider must notify CDPH immediately upon being informed of any positive COVID-19 test result by anyone at the Site including, but not limited to, a Provider staff member or a Student Participant.
 6. Following reporting and closure protocols after confirmed cases of COVID-19 at a Site.
- I. All CPS-specified standards and protocols with respect to cleaning and building maintenance with respect to COVID-19. These protocols are subject to change at the discretion of the Board.

IV. STARTER KIT (OPT-IN)

If Provider decides to opt-in to, CPS will supply Provider with an itemized “**Starter Kit**” of protective equipment and cleaning supplies at cost for use at the Site. This Starter Kit will only be supplied if Provider opts-in to receive this kit. The number of items in the Starter Kit will be based upon the number of students and staff at the Site. The Starter Kit will contain the following items:

1. Cloth Face Coverings

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2. Disposable Masks (3 ply),
3. Face Shields,
4. Gowns,
5. Gloves,
6. Bonnet/Bouffant for Care Room,
7. Disinfectant Wipes
8. Clear Face Masks (RSP, Interpreter, Speech Pathologist), and
9. Handheld Thermometers.

CPS will deduct the cost of the Starter Kit from the Provider's initial invoice.

V. FOOD SERVICE

Provider will supply breakfast and lunch meals to all Student Participants at the Site. If Provider has an existing partnership with a food services provider outside of CPS and has the capacity to provide breakfast and lunch to all Student Participants on a daily basis, Provider may use its existing partnership to supply the aforementioned meals to students.

If Provider does not have the ability to provide breakfast and lunch meals to all Student Participants at the Site on a daily basis, Provider must pick-up meals, as described below, from the following nearby CPS Schools.

For meals to be provided at the Southside YMCA location at 6330 S. Stony Island Ave, Chicago, IL, 60637, Provider will pick up meals at Hyde Park Academy High School located at 6220 S Stony Island Ave, Chicago, IL 60637. For meals to be provided at the Rauner YMCA location at 2700 S. Western Ave, Chicago, IL 60608, Provider will pick up meals at Instituto Health Sciences Career Academy located at 2520 S Western Ave, Chicago, IL 60608. Hyde Park Academy High School and Instituto Health Sciences Career Academy shall be referred to herein as the "**Meal Pickup Locations**".

If Provider is obtaining breakfast and lunch meals from CPS, Provider will pick up meals once or twice a day, depending on Provider's storage capacity. Only Provider's Project Manager or another member of Provider's staff who has also undergone and been informed that they have been approved through the CPS background check process may pick up meals from the Meal Pickup Locations.

If Provider has a refrigerator on-site that can be dedicated to Student Participant meals only and can fit up to sixty (60) brown bag lunches, Provider may pick up both breakfast and lunch for all Student Participants in the morning. If Provider does not have a refrigerator or does have a refrigerator but such refrigerator cannot be dedicated solely to Student Participant meals and/ or cannot fit up to sixty (60) brown bag lunches, Provider must pickup meals twice a day at the Meal Pickup Locations: once for breakfast and once for lunch meals.

The point of contact for meal pickup at each Meal Pickup Locations for CPS will be the School Dining Manager ("**SDM**") at the Meal Pickup Locations. If Provider will be obtaining meals from CPS, Provider's Project Manager must provide the SDM and CPS Project Manager with the times that breakfast and lunch will be served each day and notify the CPS Project Manager and SDM whether meals will be picked up once or twice a day as outlined above.

Provider's Project Manager will call the SDM at the Meal Pickup Locations daily to provide the number of students in attendance to allow the SDM to pack meals and to have them ready for pickup. The SDM and Provider's Project Manager will discuss and agree upon meal pickup times. The SDM will pack meals for Provider in an insulated cooler and or meal transport container and clearly identify whether each meal is a breakfast or lunch meal. If any issues or concerns arise with respect to meals, Provider's Project Manager will contact the CPS Project Manager and SDM to resolve the issues.

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For the safety of the students, Provider will distribute all breakfast meals within a half hour of picking them up from the Meal Pickup Locations and arriving back to the Site location. If Provider picks up both breakfast and lunch meals in the morning, as permitted above, Provider must store all lunch meals in a refrigerator dedicated solely to Student Participant meals within a half hour of picking up the meals and arriving back at the Site. If Provider picks up lunch meals separately from breakfast meals, lunch meals must be distributed within a half hour after pickup and arrival to the Site location.

VI. RESTRICTIONS

Provider shall be responsible for ensuring that the following restrictions are strictly enforced at all times throughout the term of this Amendment:

- A. No Home Visitations:** No Provider Staff shall visit the home residence of any CPS student to provide Supplemental Services under this Amendment.
- B. No Student Transport:** Neither Provider, nor any of its Staff shall transport any CPS student in private vehicles. If transportation is provided, all transportation must be through a Board approved transportation provider in coordination with the Project Manager and in compliance with the Board's Student Travel Policy (10-0526-P01), and, in each case, such travel must be approved by the parent/guardian of each participating student in writing.
- C. Communications with Participants:** Any direct communication between Provider's Staff and any Student must be conducted on Provider-owned/contracted networks only, whether e-mail, text messaging, telephone, or Internet communications. Provider's Staff shall not use personal computers and/or personal electronic devices to provide Supplemental Services under this Amendment. Provider and its Staff must promptly provide all data or records related to CPS Student communications with Provider or its Staff that may be requested by the Board from time to time; and Provider agrees that the Board shall have an express right to review and receive copies of all such communications upon notice to Provider.

VII. PRICING

As a Provider offering services at a Provider-identified site shall be compensated for services at a daily rate of \$519 per day per pod of 15 students. The above pricing structure does not apply to Providers receiving Illinois Child Care Assistance Program (CCAP) funds. If Provider is able to access the Illinois Child Care Assistance Program, it will be directed to do this for all eligible families. Costs for ineligible families or unused student seats will be reimbursed by CPS at a rate of \$35/day per student. CPS reserves the right to close pods at any time.

In addition, for families who are approved for participation in CCAP, CPS will reimburse Providers for the monthly parent co-payment amount. This amount is assessed by IDHS during the eligibility determination process and Providers must provide proof of this assessed amount with monthly invoices.

Expenses are not reimbursable. Provider shall submit invoices on a weekly basis. Provider may not charge families any fees or co-payments to participate in Supplemental Services.

ATTACHMENT A



COVID-19 Case and Cluster Report Form

Both individual lab-confirmed cases and clusters of COVID-19 are reportable conditions to the Chicago Department of Public Health.

For Healthcare Facilities and Laboratories: individual lab-confirmed cases:

Healthcare providers must report individual lab-confirmed cases of COVID-19 into [I-NEDSS](#). This form should only be used if you are an outpatient facility and do not have access to I-NEDSS or you are a lab who does not report electronically to I-NEDSS.

For community single cases or clusters:

Single cases or clusters of two or more cases (at least one of which is lab-confirmed) in a community congregate setting (such as a child care setting, long-term care facility, camps/athletic facilities, faith community, correctional facility, homeless shelter etc.) should be reported using this form.

If you have been notified that a person who attends, lives, or works in their your facility tested positive for COVID-19, please report here.

Select the case type you want to report:

Submit



Attachment B

Interim Guidance on Management of COVID-19 Cases in Childcare Settings

COVID-19 Reporting to DCFS and CDPH

Under [Public Health Order No. 2020-2](#), child care facilities must report to CDPH clusters of 2 or more cases of COVID-19 occurring within 14 calendar days of each other within 24 hours of identifying the cluster. **In order to protect the progress we've made in Chicago to reduce COVID-19 transmission, as of July 13, 2020, our interim guidance now encourages notification for every case.**

Each case of COVID-19 in any type of childcare facility should prompt a contact to your DCFS licensing office and Chicago Department of Public Health (CDPH). As of July 13, 2020, we are asking facilities to report EVERY case through the confidential CDPH COVID-19 Online Case Report Form: <http://redcap.link/chicovidreport> (select the second option: Cluster of 2 or more cases OR single case in a congregate setting).

In order to complete the form, you will need the following information:

- Total number of classrooms at your facility
- Total number of classrooms impacted
- Total number of students at your facility
- Total number of staff at your facility
- Total number of students thought to be exposed
- Total number of staff thought to be exposed
- The positive individual's reported or observed symptom onset date
- The positive individual's last date at the facility
- The positive individual's test date
- Additional optional information includes the testing provider (if known).

If your facility has 2 or more cases (apart from household members) that involve 2 or more different classrooms, call 311 and ask to speak to the medical director on-call to discuss management.

Childcare Facility Contact Tracing

Given your access to staff and student records, the need for prompt notification to close contacts, and the relationship you have with your staff and families, your facility is best positioned to conduct initial contact tracing and notification. Support from CDPH can be requested by emailing coronavirus@chicago.gov, but the below should be completed as soon as possible. CDPH will conduct additional follow-up with staff close contacts and families of child close contacts, as well as contact tracing of the case outside of the facility.

Contact Tracing First Steps

- Above all, ensure the identity of the positive individual is protected.
- Interview the staff member or child's parent/guardian by telephone as soon as you receive a verbal or written report that they tested positive. Questions to ask include:
 - Were they were diagnosed through a test?
 - If so, what type (nose swab, mouth/oral swab, or blood test).
 - If they had only an antibody (blood test) and they have not had any symptoms, no further action is required.
 - What was the test date?
 - What was the last day they were in the facility? (Please confirm by looking at attendance files.)
 - If symptoms, please ask the first day of their symptoms.
 - If NO symptoms, confirm the test date again.
- Complete the CDPH Online COVID-19 Case Report Form: <http://redcap.link/chicovidreport> (select the second option: Cluster of 2 or more cases OR single case in a congregate setting).

Determining Who is a Close Contact

- By definition, close contacts are individuals with whom the positive case was within 6 feet for more than 15 minutes starting **2 days prior to their first day of symptoms (or for asymptomatic individuals their test date) through their last day at the facility.**
- During Phase 4 of the COVID-19 response, all children and staff within the positive individual's classroom should be considered close contacts.
- Assess whether there were any other staff members not assigned to the classroom or children in other classrooms with whom the positive individual had close contact (e.g., siblings or alternate caregivers of the child). If the positive individual is a staff member, this assessment should include an interview of that staff member.
- Once your [CDPH Online COVID-19 Case Report Form](#) is received by CDPH, you will receive an encrypted email with instructions to reply (to ensure it is encrypted) and attach a list of contacts.
 - This list should include the following information:
 - Student_Staff Name
 - Date of Birth
 - Parent_Guardian Name
 - Address
 - All contact numbers on file
 - Email address

Isolation/Quarantine Recommendations

For student or staff with a positive test:

- Ensure the positive individual is aware that they should stay home and away from others until it has been at least 10 days since their symptoms first appeared (or for asymptomatic individuals, from their test date) and at least 24 hours with no fever (without using fever-reducing medications) and improved symptoms, whichever is longer.
- The CDC recommends that any child or staff with close contact to a person suspected of having or diagnosed with COVID-19 be excluded from the childcare facility for **14 days from the last day of exposure to a positive case** and monitored for symptoms. If symptoms develop, they should be evaluated and tested for COVID-19.
 - Negative testing does not clear a close contact to return to the childcare facility sooner than 14 days from the date of last exposure.
- While masking of staff and other facility precautions are critical to prevent spread of COVID-19 within the facility, out of an abundance of caution, these factors will not change the recommendation for quarantine of close contacts.
- If the positive individual is a staff member who has a child enrolled at the facility, the child should also quarantine for 14 days from the end of the isolation period of the staff member, or if the staff member can guarantee complete isolation from the child, for 14 days from the last date of exposure to the positive staff member. See [CDC's Quarantine Guidance](#).
 - If the positive staff member's child is symptomatic, testing is recommended. Pre-emptive closure and notification of the classroom is also recommended until the test result returns. If the test is positive, the above contact tracing steps for that child should occur and the child's classroom should remain quarantined for the full 14 days.
 - If the positive staff member's child is asymptomatic and has been appropriately quarantined for 14 days, no additional steps need to be taken with that child's classroom beyond continued daily symptom monitoring.
- If the positive individual is a child who has a sibling enrolled or a parent on staff at the facility, the same quarantine instructions apply for the sibling or parent as for the child of a positive staff member.

For student or staff with symptoms but no test:

If a child or staff member has symptoms of COVID-19, and it is determined by a medical provider that the individual likely does NOT have a COVID-19 infection, the child or staff member may return to the childcare facility if the following is met:

- Documentation of a negative test for COVID-19; AND
- It has been 24-hours with no fever (without fever-reducing medication); AND
- Completion of a full 14-day quarantine if the individual was a close contact of a case; AND
- A note from a medical provider documenting an alternate diagnosis if the child or staff member continues to be symptomatic for another reason besides COVID-19 infection.

Notifications

- Notify the identified close contacts that they were exposed to someone with COVID-19 at your facility. It is recommended that you notify exposed staff and the families of exposed children in person or via telephone to confirm receipt of this information. A sample close contact notification template is included at the end of this document for those you may be unable to reach by other means or if you choose to send an additional written notification.
 - Instruct them to quarantine at home for 14 days from the last day of contact with the person who self-reported (do not reveal the identity of the positive case).
 - Close contacts should monitor their symptoms and contact their medical provider if they develop symptoms of COVID-19.
- All staff and families within the facility, regardless of whether they are close contacts or not, should be notified of the positive case. You may use the general notification letter template at the end of this document as a guide.

Testing Recommendations

As of July 13, 2020, all close contacts (with or without symptoms) should be tested **between days 5 and 9 after exposure to a positive case**. Close contacts of positive cases may call their healthcare provider to arrange for testing. If other testing options are needed, refer to the [City of Chicago's coronavirus testing website](#).

- A negative result does not rule out developing COVID-19 disease and does not clear a close contact to return to the childcare facility sooner than 14 days from the date of last exposure. Quarantine for 14 days is essential to continue to monitor for symptoms.
- A positive result should be reported to the daycare as well as CDPH. If positive, individuals should isolate themselves until:
 - It has been at least 10 days since the onset of the individual's illness or specimen collection date;
 - The individual's symptoms, including cough, have improved; and
 - The individual is free from fever without the use of fever-reducing medications for at least 24 hours.

If symptoms develop at any time during the 14 days, the individual should be evaluated and tested for COVID-19 as soon as possible.

- A negative result does not rule out developing COVID-19 disease. Quarantine for 14 days is essential to continue to monitor for symptoms. If symptoms worsen, the individual should speak with their healthcare provider to discuss retesting.
- A positive result should be reported to the daycare as well as CDPH. If positive, individuals should isolate themselves until:
 - It has been at least 10 days since the onset of the individual's illness or specimen collection date;
 - The individual's symptoms, including cough, have improved; and
 - The individual is free from fever without the use of fever-reducing medications for at least 24 hours.

Cleaning

Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility. Follow [CDC cleaning and disinfection recommendations](#). **Unless otherwise recommended by CDPH, automatic facility closure is not required with a single case of COVID-19 as long as close contacts have been notified of quarantine recommendations.**

Next Steps

1. After receiving a report, CDPH will contact you to discuss infection controls in place at your facility, ways to protect your staff and students, and obtain the list of contacts.
2. CDPH will call the positive staff member or family of the child once the positive lab result is received from a healthcare provider and conduct household and community contact tracing outside of your facility.
3. You should notify CDPH if additional positive cases are identified in your facility by filling out the CDPH COVID-19 confidential [online case report form \(select the second option: Cluster of 2 or more cases OR single case in a congregate setting\)](#).
4. Refer to the following resources for further information:
 - a. www.chicago.gov/coronavirus
 - b. [CDC Guidance for Childcare Facilities](#)
 - c. [DCFS Restore Illinois Licensed Day Care guidance](#)
 - d. www.chicago.gov/reopening

Notification Templates

CLOSE CONTACT COMMUNICATION

Subject: Exposure to COVID-19 Case at _(FACILITY)_

Dear _(Individual's Name)_,

We are writing to update you on a recent development regarding the Coronavirus Disease 2019 (COVID-19). We have learned that a _(FACILITY)_ employee/student has been diagnosed with COVID-19. You were identified as a close contact of this individual.

You/your child should monitor your health starting now through _(DATE of 14 days after last exposure to positive case)_. Symptoms of COVID-19 include fever (temperature greater than 100.4 degrees Fahrenheit), chills, cough, shortness of breath, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

You/your child should not go to work or school and should avoid public places during this time.

If you/your child develop [symptoms of COVID-19](#), please contact your medical provider to discuss evaluation and testing. Any individuals who are sick with or exhibiting symptoms of COVID-19 must stay home and away from others for at least 10 days since their symptoms first appeared and at least 24 hours with no fever (without using fever-reducing medications) and improved symptoms, whichever is longer. See the Chicago Department of Public Health's [guidance on what to do if you are sick](#). If your symptoms are severe, such as difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or difficulty waking up, or bluish lips or face, please seek the closest emergency department or call 9-1-1 immediately.

If you/your child do not have symptoms, it is recommended to be tested 5 to 9 days after your exposure to a positive case, which was _(DATE)_. Close contacts of positive cases are encouraged to call their healthcare provider to arrange for testing. If other testing options are needed, refer to the [City of Chicago's coronavirus testing website](#). Remember that even if you test negative, you must still complete the full 14-day quarantine. If you test positive, you must stay home for at least 10 days after your test date.

For any additional COVID-19 questions or support, please visit www.chicago.gov/coronavirus for the most reliable information. If you do not find the information you need on the website, email coronavirus@chicago.gov.

The health and wellness of our staff and students are the highest priority of _(FACILITY)_. We continue to follow Chicago Department of Public Health and CDC guidelines as we ensure proper protocols and preventative measures are in place for the health and safety of our staff and patrons. Please contact us at _(FACILITY CONTACT INFORMATION)_ if you have any questions.

Sincerely,

SIGNATURE

(FACILITY LEADERSHIP NAME)

GENERAL COMMUNICATION

Subject: Confirmed COVID-19 Case at _(FACILITY)_

Dear Staff and Families,

We are writing to update you on a recent development regarding the Coronavirus Disease 2019 (COVID-19). We have learned that a _(FACILITY)_ employee/student has been diagnosed with COVID-19.

[The employee/student was last at the facility on (DATE) - only to be included if it can be done without obviously identifying the individual. If needed, give a broad date like "the week of ____."] To ensure the health and safety of our families and staff, following CDC guidance, _(FACILITY)_ [will ensure/has conducted] a thorough cleaning and disinfection of our facility.

Students and staff who have been identified as having been in prolonged close contact with this individual [will be/have been] notified via a separate communication. As a reminder, prolonged close contact is defined as being within 6 feet of an infected person for 15 minutes or more. Those who had brief, casual contact with an infected individual are not considered at great risk of transmission and, for most people, the illness is generally mild and can be safely managed at home. As always, everyone should monitor their health and stay at home if they develop symptoms. Anyone who develops severe symptoms should seek medical care immediately.

We continue to follow Chicago Department of Public Health and CDC guidelines as we ensure proper protocols and preventative measures are in place for the health and safety of our staff and patrons.

Public Health Guidance

Symptoms of COVID-19 include fever (temperature greater than 100.4 degrees Fahrenheit), chills, cough, shortness of breath, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. If you or your child develop symptoms of COVID-19, please contact your medical provider to discuss evaluation and testing.

For severe symptoms, such as difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or difficulty waking up, or bluish lips or face, please seek the closest emergency department or call 9-1-1 immediately.

Any individuals who are sick with or exhibiting symptoms of COVID-19 must stay home and away from others for at least 10 days since their symptoms first appeared and at least 24 hours with no fever (without using fever-reducing medications) and improved symptoms, whichever is longer.

For any additional COVID-19 questions or support, please visit www.chicago.gov/coronavirus for the most reliable information. If you do not find the information you need on the website, email coronavirus@chicago.gov. The health and wellness of our staff and students are the highest priority of _(FACILITY)_. Please contact us at _(FACILITY CONTACT INFORMATION)_ if you have any questions.

Sincerely,

SIGNATURE
(FACILITY LEADERSHIP NAME)



Attachment C

Janice K. Jackson
Chief Executive Officer

DEPARTMENT OF PROCUREMENT

42 W. Madison Ave., 9th Floor * Chicago, Illinois * Phone: 773-553-2280 * Fax: 773-553-2251
<http://www.cps.edu/procurement>

Jonathan Maples
Chief Procurement Officer

To: Remote Learning Supervision Providers
From: Chicago Public Schools, Department of Procurement

ATTESTATION

REMOTE LEARNING SUPERVISION VENDORS PROVIDING SERVICES OFF-SITE FROM BOARD PROPERTY

The undersigned Vendor has been designated a remote learning supervision provider by the CPS Department of Procurement and has executed a CPS approved contract, or contract amendment to provide remote learning supervision services to the district.

1. It shall provide remote learning supervision services (a) only as expressly approved through a written contract with CPS; (b) in compliance with all policies, guidelines, requirements, procedures and protocol regarding health, safety and COVID-19 of CDPH, including the COVID-19 Guidance referenced below; (c) in compliance with all CPS policies, guidelines, requirements, procedures and protocol regarding health, safety and COVID-19, as may be amended from time to time, including but not limited to all standards and expectations for on-site programming at schools during remote learning and all requirements or recommendations regarding face coverings and social distancing.
2. It has read and fully understands the CDPH Interim Guidance on Management of COVID-19 Cases in Childcare Settings, as may be updated or revised from time to time ("COVID-19 Guidance") found at <https://www.chicago.gov/content/dam/city/depts/cdph/HealthProtectionandResponse/Interim%20Guidance%20on%20Management%20of%20COVID-19%20Cases%20in%20Childcare%20Settings%2007.13.2020F.pdf> and agrees to comply with all provisions of the COVID-19 Guidance and deliver all services in accordance with such Guidance.
3. The undersigned Vendor acknowledges that the Board has the sole right to control and direct the means, manner and method by which the services will be performed..
4. The undersigned Vendor acknowledges that it is and shall remain in full compliance with all CPS and CDPH cleaning and sanitizing guidelines.
5. The undersigned Vendor acknowledges that it is and shall remain in full compliance with all CPS and CDPH cleaning and sanitizing guidelines.
6. Authorization: The undersigned Vendor represents that it has taken all action necessary for the approval and execution of this Attestation, and execution by the person signing on behalf of Vendor is duly authorized by Vendor and has been made with complete and full authority to commit Vendor to all terms and conditions of this Attestation which shall constitute valid, binding obligations of Vendor.

This Attestation confirms that the undersigned Vendor has read and understands the above-stated requirements. Your signature stipulates that each employee, agent, volunteer or subcontractor shall perform such remote learning supervision services in compliance with: (i) all the terms set forth in this Attestation, (ii) the terms and conditions of a CPS-approved agreement with Vendor; (iii) and any other requirements deemed necessary or advisable by CPS to protect the health and safety of remote learning supervision participants.

Vendor Legal Entity Name: Young Men's Christian Association of Chicago DBA YMCA of Metropolitan Chicago

CPS Vendor Number: 30499

Vendor Authorized Signature: 

Signatory Name (Please Print) Richard H. Malone

Date: October 8, 2020

Email: rmalone ymcachicago.org

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CHICAGO ★

Attachment D



Be Safe.
Childcare

Be Safe. Childcare

What's in this guide?



Gradually Resume
(Phase IV)

Cautiously reopening Chicago requires:

Healthy interactions

Social distancing



Limitations on physical distance to other individuals

Gathering size



Limitations on gatherings of individuals

Protective gear



Use of protective gear by individuals

Hygiene requirements



Ensuring hygienic interactions (e.g., hand washing)

Safe spaces and conditions

Entry access



Entry/exit condition for access to space

Cleaning standards



Actions taken to disinfect space

Visual guidance



Hygiene resources and guidance posted in space

Workplace conditions



Evaluation of foot traffic, ventilation, etc.

Operational resilience and monitoring

Flexible models



Flexibility with sick leave, remote work (when possible)

Operational resiliency



Support for operational flexibility (e.g., multiple shifts)

Travel guidelines



Restriction of movement of people between locations

Testing / tracking



Facilitation of testing and tracking

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Illustrative example



Gradually Resume
(Phase IV)



What may be different?

- 1 **Visual signage** posted throughout facility regarding hygiene, social distancing, PPE, and more
- 2 **Health screenings** required for children before entering the classroom
- 3 Parents/guardians, visitors, and employees required to wear **facial coverings** at all times; children required when outside the classroom
- 4 Staff frequently **disinfect** the facility, including toys and other objects
- 5 Group children into **stable cohorts** with **assigned teachers**
- 6 Doors and windows remain open to **increase ventilation**, where appropriate

- Recommended guidance -

Be Safe. Childcare

Healthy interactions



Gradually Resume
(Phase IV)



To minimize social interactions between all children in a center, implement stable cohorts

- Separate children into groups assigned to distinct rooms, with 2 permanent staff members assigned to each group (*number dictated by state licensing ratio*)
- Restrict all combined activities where children would normally interact with other groups. This includes, but is not limited to, gross motor areas
- Consume meals in assigned room; all meals served (breakfast, lunch, snack) must be individually packed
- Add 4 sq. ft. of minimum sleeping space per child to ensure cots can be placed 6 ft. apart
- Avoid access to public playgrounds; Centers with a playground on premises can use facility if groups are not mixed and equipment is cleaned after use by every group



Limit group size to 15 or fewer children in accordance with state licensing requirements by age cohort

- Do not allow children to change groups or programs within a given facility once cohorts are established
- Design group schedules to limit interactions with other children/parents/guardians at start and end of day
- Allow qualified substitutes to go between two classrooms if PPE is switched out when moving from one room to another
- Ensure availability of qualified substitutes teachers when staff is out

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Healthy interactions



Gradually Resume
(Phase IV)



Staff, parents or guardians, and visitors to wear face coverings at all times

- In any indoor common spaces, face coverings must be worn over nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- Require all staff, parents or guardians, and visitors to wear face coverings at all times while on the premises; transparent face coverings encouraged to help children read facial expressions, and/or individuals communicate by, e.g., reading lips
- Face coverings not required for children under the age of two, or older children while playing outside, eating, drinking, sleeping, or napping (assuming children are able to maintain social distancing)
- While face covering compliance may not be feasible for younger children, school-aged children should be encouraged to wear them
- Consider not requiring face coverings if adherence increases the frequency to which a child touches their face



Staff to ensure regular handwashing pattern for all children (every hour, if possible)

- Wash hands any time staff changes locations
- Access to sanitizers in every room, at the front desk
- If possible, staff to change into different clothing and shoes on site; Ensure clothing kept on site be laundered regularly

Be Safe. Childcare

Safe spaces and working conditions



Gradually Resume
(Phase IV)



Perform daily health checks for all children, caregivers, staff, and visitors

- Prior to leaving home, all individuals encouraged to self-identify symptoms and stay at home if symptomatic
- Prior to entering establishment, employees self-screen (e.g., questionnaire - see appendix) to ensure no symptoms of COVID-19
- Health checks for children to include symptoms and temperature checks at entrance; parents or guardians to wait in the designated area while wearing face coverings
- Persons who display signs of illness or with a fever of 100.4° or above must not be permitted on premises
- Reduce interactions with parents or guardians and other children by setting up a designated drop-off space inside
- Log entry of each child with relevant information (e.g.: name, phone number, address) before permitting access to rest of center; encourage contactless login and limit exposure throughout entry process as much as possible
- Where possible, encourage the same parent or guardian to come to the center for pickup/drop-off to limit exposure; Discourage older adults from being the designated drop-off / pick-up person
- Only essential staff on-site; encourage non-essential staff to work from home to limit capacity and reduce exposure
- Follow a fixed schedule for all visitors and only allow entry after logging in and completing health screening
- If possible, introduce staggered drop off and pick up times

- Recommended guidance -

Be Safe. Childcare

Safe spaces and working conditions



Gradually Resume
(Phase IV)



Enhance cleaning procedures between shifts and of high-touch surfaces

- Follow cleaning guidelines outlined by CDC
- Clean high touch surfaces every 2 hours; if possible, avoid usage altogether
- Where appropriate, doors and windows to rooms to remain open for ventilation
- Complete cleaning of premises after each shift
- Wash toys after use by each group, remove those that cannot be cleaned often (stuffed animals); if possible, toys to be separate across groups



Establish rules with children and parents/guardians prior to entry

- Use visual cues wherever possible (entrances, corridors, drop-off area, bathrooms)
- Consider postage of signage indicating 6 feet distance in pick-up / drop-off zone



Identify all choke points (corridors, entrance), and ensure distancing norms are maintained

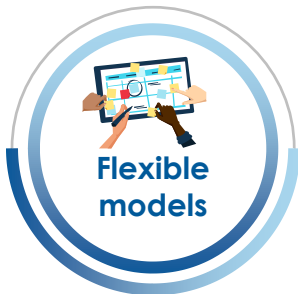
- Establish an isolation area for symptomatic children (with supervision); clean area and leave empty for at least 3 hours after use. Symptomatic staff to leave premises as soon as possible
- Only allow one group to access gross motor room at a time, and clean room after each use
- Limit use of elevators, and restrict capacity to less than 25%

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Operations and monitoring



Gradually Resume
(Phase IV)



**Flexible
models**

Communicate to parents/guardians and community about new operating models

- Communicate new procedures to parents / guardians and get their written consent
- Communicate with parents or guardians through contactless methods (e.g., mobile applications); if contactless methods are not possible, send care sheets home to inform parents or guardians about their child's progress
- Practice two-way communication with appropriate city and state authorities, and update staff on new measures / best practices



**Operation
resiliency**

Provide adequate training to ensure compliance

- Review relevant DCFS templates, checklists, and guidelines regarding changes in regulations
- Provide additional training for all staff on how to best care for children with new guidelines

Be Safe. Childcare

Operations and monitoring



Gradually Resume
(Phase IV)



Follow CDPH and CDC guidance for testing and tracing protocols

- If employee does contract COVID-19, they must follow all CDC guidelines before returning to work
- If an employee is identified as being COVID-19 positive by testing, cleaning and disinfecting must be performed according to CDC guidelines
- Any employee who has had close contact with co-worker or any other person who is diagnosed with COVID-19 should self quarantine according to CDC guidelines
- If a facility becomes aware of 2 or more cases possibly associated with an establishment over a 14 day period, employers are required to report cases to CDPH
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a workplace outbreak

Be Safe. Childcare

Reopening Approach



Gradually Resume
(Phase IV)

Reopening childcare in Illinois¹

Reopening requirements for Childcare Centers

- Gradual approach developed to reopen childcare programs in a safe way
- Before opening for care, all programs must submit to DCFS a reopening plan with operational and preparedness plan
- For the first four weeks of operation, centers must operate with reduced group sizes
 - Limited to serving 8 infants, or 10 children in all other age groups (per room)
 - Centers operating under emergency day care licenses for at least 4 weeks have already met this requirement
- Before expanding enrollment, all centers must:
 - Review their reopening plan with their DCFS Licensing Representative
 - Have at least 50 sq. ft. per child 2 years and older
 - Add 4 sq. ft. of minimum sleeping space per child for infants and toddlers to ensure cribs and cots can be placed 6 feet apart
- Ratios will remain the same as per licensing regulations for all age groups

Reopening requirements for Childcare Homes

- Licensed exempt homes must return to their pre-COVID-19 group limits
- Programs must submit a reopening plan with operational and preparedness components

1. Guidelines for all providers issued by GOECD, IDPH, DHS and DCFS noted here for reference only. Please visit [this page](#) for the most up to date information, and [this page](#) for a webinar describing the guidelines in more detail.

- Reopening details-



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Appendix



Gradually Resume
(Phase IV)

Glossary

Gathering: A group of individuals outside a single household who are part of a spontaneous or planned event convening for more than ten minutes

Handwashing: The act of thoroughly cleaning one's hands with soap and water for at least 20 seconds or using a disinfectant capable of eliminating the virus that causes COVID-19

Social distancing: The physical spacing of at least six feet between individuals, or groups of individuals.

PPE: Personal protective equipment (e.g., face coverings, goggles, face shields); requirements vary based on industry and specific circumstances

Self-screening sample questionnaire

Self-screening: A protocol by which an employee answers questions at the start of a shift. Subject to the guidance of the Commissioner of Health, the questions may include:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?

- Recommended guidance -

Be Safe. Childcare

Public Health Resources



Gradually Resume
(Phase IV)

General workplace guidance

National resources for further guidance

CDC – *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again:*
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

CDC – *Guidance for Businesses and Workplaces*
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

OSHA *Guidance on Preparing Workplaces for COVID-19:*
<https://www.osha.gov/Publications/OSHA3990.pdf>

CDPH: *Guidance if COVID-19 is confirmed in your facility:*
<https://www.chicago.gov/content/dam/city/depts/cdph/HealthProtectionandResponse/What%20to%20do%20if%20confirmed%20COVID-19%20case%20in%20facility.pdf>

Childcare guidance

Restore Illinois Childcare Guidelines– *Guidelines for all providers issued by GOECD, IDPH, DHS and DCFS:*
https://www2.illinois.gov/dcfs/brighterfutures/healthy/Documents/Day_Care_Guidance.pdf

Webinar describing Illinois' guidelines: <https://vimeo.com/433640279>

US Department of Education – *COVID-19 Information and Resources for Schools and School Personnel:* <https://www.ed.gov/coronavirus>

CDC – *Guidance for Childcare, Schools and Youth Programs:*
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Supplemental Guidance from CDC – *Guidance for Childcare Programs that Remain Open:* <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Disclaimer

Any links provided in this document are for convenience and informational purposes only; they do not constitute an endorsement or an approval by the City of Chicago of any of the products, services or opinions of the corporation or organization or individual. The City of Chicago bears no responsibility for the accuracy, legality or content of the external site or for that of subsequent links. Contact the external site for answers to questions regarding its content.

- Recommended guidance -



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Attachment E



Cuídese.
Servicios de guardería.

Cúidese. Servicios de guardería. ¿Qué hay en esta guía?



Reanudación
gradual (Fase IV)

Para la reapertura prudente de Chicago, se requiere:

Interacciones seguras

Distanciamiento social



Límites de distancia física entre las personas

Tamaño de las reuniones



Limitaciones en las reuniones de personas

Equipo de protección



Uso de equipo de protección por parte de las personas

Requisitos de higiene



Garantizar la higiene en las interacciones (p. ej., lavarse las manos)

Espacios y condiciones seguros

Acceso



Condiciones para entrar en los espacios y salir de estos

Normas de limpieza



Medidas para desinfectar los espacios

Señalización visual



Recursos y directrices sobre higiene en los espacios

Condiciones del lugar de trabajo



Evaluación del tránsito de personas, la ventilación, etc.

Capacidad de adaptación y control de operaciones

Modelos flexibles



Flexibilidad en la licencia por enfermedad o trabajo remoto (cuando sea posible)

Capacidad de adaptación de operaciones



Apoyo para flexibilizar las operaciones (p. ej., varios turnos)

Directrices para viajar



Restricción de la circulación de personas de un lugar a otro

Pruebas y seguimiento



Facilitación de las pruebas y del seguimiento

Cúidese. Servicios de guardería.

Ejemplo ilustrativo



Reanudación
gradual (Fase IV)



¿Qué puede ser diferente?

- 1 La **señalización visual** en las instalaciones sobre la higiene, el distanciamiento social, el equipo de protección individual (PPE) y más.
- 2 Las **evaluaciones médicas** necesarias para los niños antes de entrar al aula.
- 3 Los padres o tutores, los visitantes y los empleados deben usar **mascarilla** en todo momento, y los niños deben usarlas cuando estén fuera del aula.
- 4 La frecuencia con la que el personal **desinfecta** las instalaciones, incluyendo juguetes y otros objetos.
- 5 La división de los niños en **grupos estables** con **maestros asignados**.
- 6 Abertura permanente de puertas y ventanas para **aumentar la ventilación**, donde sea necesario.

–Directrices recomendadas–

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Interacciones seguras



Reanudación
gradual (Fase IV)



Forme grupos estables para minimizar las interacciones sociales entre todos los niños del centro.

- Divida a los niños en grupos asignados a distintas aulas, con 2 miembros permanentes del personal para cada grupo (*la cantidad depende de la proporción establecida en la licencia del estado*).
- Restrinja todas las actividades combinadas en las que los niños suelen interactuar con otros grupos. Esto incluye, entre otras, las actividades de motricidad gruesa.
- Se deben consumir las comidas en el salón asignado. Todas las comidas que se sirvan (desayuno, almuerzo, snack) deben estar empaquetadas de manera individual.
- Agregue 4 pies cuadrados al espacio mínimo para dormir de cada niño para asegurarse de que los catres puedan estar a 6 pies de distancia entre sí.
- Evite el acceso a patios de juego públicos. Los centros que tengan patios de juego pueden usarlos si no mezclan los grupos de niños y si limpian los equipos después de que cada grupo los use.



Limite el tamaño de los grupos a 15 niños o menos, de acuerdo con los requisitos de licencia del estado según el grupo de edad.

- No permita que los niños se cambien de grupo o de programa en el centro una vez que los hayan dividido en grupos.
- Planifique los horarios de los grupos para limitar las interacciones con otros niños, padres o tutores al comienzo y al final del día.
- Permita que sustitutos calificados vayan de un aula a otra siempre y cuando se cambien el PPE antes de hacerlo.
- Asegúrese de que haya maestros sustitutos calificados cuando el personal no esté disponible.

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Interacciones seguras



Reanudación
gradual (Fase IV)



Equipo de
protección

El personal, los padres o tutores, y los visitantes deben usar mascarillas en todo momento.

- En los espacios comunes cerrados, se deben usar mascarillas que cubran la nariz y la boca (se pueden hacer excepciones para las personas que tengan condiciones médicas o discapacidades que no les permitan usar una mascarilla de forma segura).
- Exíjale al personal, a los padres o tutores, y a los visitantes que usen mascarillas en todo momento mientras estén en las instalaciones. Se recomienda el uso de mascarillas transparentes para ayudar a los niños a ver las expresiones faciales o para que las personas puedan comunicarse, por ejemplo, leyéndose los labios.
- No se exige el uso de las mascarillas a los niños menores de dos años ni a los niños mayores mientras juegan al aire libre, comen, beben o duermen (suponiendo que puedan mantener el distanciamiento social).
- Aunque es posible que los niños más pequeños no puedan usar mascarillas, se debe animar a que las usen los niños en edad escolar.
- Considere no exigir el uso de mascarilla si esto aumenta la frecuencia con la que el niño se toca la cara.



Requisitos
de higiene

El personal debe asegurarse de que los niños sigan un régimen de lavado de manos frecuente (una vez por hora, si es posible).

- Los miembros del personal deben lavarse las manos cada vez que vayan de un lugar a otro.
- Debe haber desinfectantes en cada ambiente y en la recepción.
- Si es posible, el personal debe cambiarse la ropa y los zapatos en el lugar. Asegúrese de que la ropa que quede en el lugar se lave con frecuencia.

–Directrices recomendadas–

Cuídese. Servicios de guardería.

Espacios y condiciones de trabajo seguros



Reanudación
gradual (Fase IV)



Se deben hacer revisiones médicas a los niños, los cuidadores, el personal y las visitas todos los días.

- Anime a las personas a que comprueben si tienen síntomas antes salir de casa y a que se queden en casa si tienen algún síntoma.
- Antes de entrar en el establecimiento, los empleados deben autoevaluarse para asegurarse de no tener síntomas de COVID-19 (p. ej., un cuestionario [consulte el apéndice]).
- Los controles médicos de los niños incluyen evaluaciones de los síntomas y mediciones de la temperatura en la entrada. Los padres o tutores deben esperar en el área designada con mascarillas.
- A las personas que exhiban signos de enfermedad o que tengan fiebre de más de 100.4 °F no se les permitirá entrar en las instalaciones.
- Reduzca las interacciones con los padres o tutores y con otros niños designando un lugar en el interior para dejar a los niños.
- Registre la entrada de cada niño con información importante (p. ej., nombre, teléfono, dirección) antes de darle acceso al resto del centro. Fomente la entrada sin contacto y limite la exposición lo máximo posible durante ese proceso.
- Si es posible, recomiende que el mismo padre o tutor vaya al centro a llevar o a buscar al niño para limitar la exposición. Pida que las personas mayores no sean las designadas para llevar al niño o ir a buscarlo.
- Solo el personal esencial debe estar en el centro. Recomendemos al personal no esencial que trabaje desde casa para limitar la capacidad y reducir la exposición.
- Siga un programa fijo para todos los visitantes y solo permítales la entrada después de que los registren y les hagan el control de salud.
- Establezca horarios escalonados para dejar a los niños y recogerlos, si es posible.

Cúidese. Servicios de guardería.

Espacios y condiciones de trabajo seguros



Reanudación
gradual (Fase IV)



Mejore los procedimientos de limpieza de las superficies de contacto frecuente y en los cambios de turno.

- Siga las directrices de limpieza de los Centros para el Control y la Prevención de Enfermedades (Centers for Disease Control and Prevention, CDC).
- Limpie las superficies de contacto frecuente cada 2 horas. Evite su uso si es posible.
- Donde sea apropiado, deje abiertas las puertas y ventanas para que haya ventilación.
- Limpie las instalaciones después de cada turno.
- Lave los juguetes después de que cada grupo los use. Quite los que no puedan limpiarse con frecuencia (p. ej., animales de peluche). Divida los juguetes entre los grupos si es posible.



Establezca reglas con los niños y los padres o tutores antes de la entrada.

- Use señales visuales donde sea posible (entradas, pasillos, área para dejar a los niños, baños).
- Considere la posibilidad de usar carteles para señalar la distancia de 6 pies en el área para dejar o recoger a los niños.



Identifique todos los lugares de embotellamiento (pasillos, entrada) y asegúrese de que se cumplan las normas de distanciamiento.

- Establezca un área de aislamiento para los niños con síntomas (con supervisión). Limpie el área y no permita el acceso durante al menos 3 horas después de su uso. El personal que tenga síntomas debe irse de las instalaciones lo antes posible.
- Permita el acceso de un grupo por vez al ambiente de motricidad gruesa y límpielo después de cada uso.
- Limite el uso de los ascensores y restrinja su capacidad a menos del 25%.

—Directrices recomendadas—

Cúidese. Servicios de guardería.

Operaciones y control



Reanudación
gradual (Fase IV)



Comuníquese a los padres o tutores y a la comunidad los nuevos modelos de operación.

- Comuníquese los nuevos procedimientos a los padres o a los tutores para recibir su consentimiento por escrito.
- Comuníquese con los padres o tutores por medios sin contacto (p. ej., aplicaciones móviles). Si no es posible comunicarse por medios sin contacto, envíe hojas de contacto para informar a los padres o tutores del progreso del niño.
- Practique la comunicación bidireccional con las autoridades de la ciudad y del estado que correspondan, y mantenga actualizado al personal sobre las nuevas medidas o prácticas recomendadas.



Dé la capacitación adecuada para asegurar el cumplimiento.

- Repase las plantillas, las listas de verificación y las directrices del Departamento de Servicios para Niños y Familias (Department of Children and Family Services, DCFS) sobre los cambios en las regulaciones.
- Dé más capacitación a todo el personal sobre cómo cuidar mejor a los niños con las nuevas directrices.

Cuídese. Servicios de guardería.

Operaciones y control



Reanudación
gradual (Fase IV)



Pruebas y
seguimiento

Siga las directrices de los CDC y del Departamento de Salud Pública de Chicago (Chicago Department of Public Health, CDPH) en los protocolos para las pruebas y el seguimiento.

- Si un empleado se enferma de COVID-19, este debe seguir todas las directrices de los CDC antes de volver a trabajar.
- Si un empleado da positivo por COVID-19, se debe hacer limpieza y desinfección de acuerdo con las directrices de los CDC.
- Todo empleado que haya tenido contacto cercano con un colega u otra persona que tenga COVID-19 debe hacer cuarentena según las directrices de los CDC.
- Si descubren 2 o más casos posiblemente relacionados con el establecimiento en un período de 14 días, los empleadores deben reportar los casos al CDPH.
- Siga todas las directrices y recomendaciones del CDPH para responder a un brote en un lugar de trabajo.

Cúidese. Servicios de guardería.

Enfoque para la reapertura



Reanudación
gradual (Fase IV)

Reapertura de las guarderías en Illinois¹

Requisitos para la reapertura de centros de guardería

- Se desarrolló un enfoque gradual para la reapertura segura de los programas de cuidado infantil.
- Antes de la apertura para el cuidado, todos los programas deben presentar un plan de reapertura al DCFS con componentes de operación y preparación.
- Durante las primeras cuatro semanas de operación, los centros deben funcionar con grupos de tamaño reducido.
 - El límite es de 8 bebés o de 10 niños en todos los grupos de edad restantes (por sala).
 - Los centros que hayan estado funcionando con licencias de emergencia para guarderías durante al menos 4 semanas ya cumplen este requisito.
- Antes de ampliar la inscripción, todos los centros deben:
 - Repasar su plan de reapertura con el representante de licencias del DCFS.
 - Tener al menos 50 pies cuadrados por cada niño mayor de 2 años.
 - Agregar 4 pies cuadrados al espacio mínimo para dormir de cada bebé y niño para asegurarse de que las cunas puedan estar a 6 pies de distancia entre sí.
- Las proporciones serán las mismas que indiquen las regulaciones para todos los grupos de edad.

Requisitos para la reapertura de hogares de guardería

- Los hogares exentos de licencia deben volver a los límites de grupos anteriores al COVID-19.
- Los programas deben presentar un plan de reapertura con componentes de operación y preparación.

1. Las directrices para todos los proveedores mencionadas aquí y emitidas por la Oficina del Gobernador de Illinois para el Desarrollo de la Infancia Temprana (Governor's Office of Early Childhood Development, GOECD), el Departamento de Salud Pública de Illinois (Illinois Department of Public Health, IDPH), el Departamento de Servicios Humanos (Department of Human Services, DHS) y el DCFS solo sirven como referencia. Visite [esta página](#) para obtener la información más reciente y [esta página](#) para participar en un seminario web que describe las directrices con más detalle.

–Información sobre la
reapertura–



Cúidese. Servicios de guardería.

Apéndice



Reanudación
gradual (Fase IV)

Glosario

Distanciamiento social: distancia física de al menos seis pies entre personas o grupos de personas.

Lavado de manos: acción de lavarse bien las manos con agua y jabón durante al menos 20 segundos o usar desinfectante que sirva para eliminar el virus que causa el COVID-19.

PPE (personal protective equipment): equipo de protección personal (p. ej., mascarillas, lentes, protectores faciales). Los requisitos varían según la industria y las circunstancias específicas.

Reunión: Grupo de personas, que no sea un grupo familiar, que participan en un evento espontáneo o planificado y que se reúnen durante más de diez minutos.

Ejemplo del cuestionario de autoevaluación

Autoevaluación: protocolo por el que el empleado responde preguntas al inicio de su turno. De acuerdo con las directrices del Comisionado de Salud, las preguntas pueden ser:

- ¿Ha tenido más de 100 grados Fahrenheit de temperatura o ha tomado algún medicamento para tratar la fiebre de más de 100 grados Fahrenheit en las últimas 24 horas?
- ¿Tiene tos que antes no tenía y que no puede atribuir a otra condición de salud?
- ¿Tiene dolor de garganta que antes no tenía o que empeoró y que no puede atribuir a otra condición de salud?
- ¿Tiene dificultad para respirar que antes no tenía y que no puede atribuir a otra condición de salud?
- ¿Ha perdido por completo el olfato o el gusto hace poco?

—Directrices recomendadas—



Cúidese. Servicios de guardería.

Recursos de salud pública



Reanudación
gradual (Fase IV)

Directrices generales para el lugar de trabajo

Directrices para el cuidado infantil

Exención de responsabilidad

Recursos nacionales para más orientación

CDC: *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again (Actividades e iniciativas de los CDC que respaldan la respuesta al COVID-19 y el plan del presidente para reabrir los Estados Unidos):* <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

CDC: *Guía para empresas y lugares de trabajo:* <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

OSHA: *Guidance on Preparing Workplaces for COVID-19 (Guía sobre la preparación de los lugares de trabajo para el COVID-19):* <https://www.osha.gov/Publications/OSHA3990.pdf>

CDPH: *Guía por si se confirma un caso de COVID-19 en su centro:* <https://www.chicago.gov/content/dam/city/depts/cdph/HealthProtectionandResponse/What%20to%20do%20if%20confirmed%20COVID-19%20case%20in%20facility.pdf>

Directrices para la reapertura de las guarderías de Illinois: *Directrices para todos los proveedores emitidas por la GOECD, el IDPH, el DHS y el DCFS:* https://www2.illinois.gov/dctf/brighterfutures/healthy/Documents/Day_Care_Guidance.pdf

Seminario web que describe las directrices de Illinois: <https://vimeo.com/433640279>

Departamento de Educación de Estados Unidos (US Department of Education): *COVID-19 Information and Resources for Schools and School Personnel (Información y recursos sobre el COVID-19 para las escuelas y el personal de las escuelas):* <https://www.ed.gov/coronavirus>

CDC: *Guía para programas de cuidado infantil, deportivos juveniles y escuelas:* <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Directrices suplementarias de los CDC: *Guía para los programas de cuidado infantil que permanecen abiertos:* <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

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–Directrices recomendadas–

