



## Recommended CCNC Protocol for On-site, Virtual and Drop-off Visits

Child Care Nurse Consultants (CCNCs) who provide on-site child care provider visits are responsible to follow the Centers for Disease Control (CDC), Iowa Department Public Health (IDPH) and their employing agency guidance as it relates to actions around COVID-19. The CCNC should evaluate the risk of disease transmission in the community before making on-site visits and take necessary precautions to avoid transmission.

Healthy Child Care Iowa (HCCI) encourages CCNCs to make on-site child care provider visits as appropriate to your local area.

- Follow IDPH/Local Public Health guidance concerning closures and outbreaks.
- Follow CCNC agency guidance concerning return to work policies, travel, on-site visits and trainings.

CCNCs are encouraged to provide consultation via virtual platforms, email or phone however **on-site health and safety visits are required for assessing the child care environment**. The following protocols support best practice guidance.

### On-site Visit Protocol:

- Arrange to meet the director/owner or staff person at the door to limit time in common waiting.
- Ask if there is a large enough space available for social distancing from others while the CCNC is on-site.
- When preparing or scheduling appointments, ask about the current status of potential infectious disease.
- SCREENING:
  - Are there any current postings for any infectious disease at this time?
  - Has a child, employee or parent dropping off children tested positive for COVID-19 in the last 14 days or displayed symptoms noted below?
  - COVID-19 SYMPTOMS

Fever or chills	Fatigue
Headache	Congestion or runny nose
Cough	Muscle or body aches
New loss of taste or smell	Nausea or vomiting
Diarrhea	Shortness of breath
Sore throat	Difficulty breathing
- If the director/owner answers yes to any of the above questions, evaluate if an on-site visit should be rescheduled. Reschedule the on-site visit or go to a virtual format as appropriate.
- Maintain social distancing (6 feet) while on-site, at all times.
- Wearing a cloth face covering or mask is **required**.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose when coughing or sneezing and immediately wash your hands with soap and water, or clean your hands with a hand sanitizer.

- Practice good hand hygiene, including handwashing with soap and water for at least 20 seconds or use hand sanitizer that contains at least 60% alcohol upon entry into the facility and classrooms.
- Follow center protocol and agency protocol (i.e.: temperature check upon arrival, verifying signs/symptoms, face covering, gloves etc.).
- Initial meeting with owner/director, to determine needs of program.
- Complete the CCNC Site Visit Form and obtain provider's signature.
- Plan a virtual visit for follow-up including the review of QRS/IQ4K assessment reports and consultation. Electronic signatures are appropriate for all QRS/IQ4K reports.

### **Virtual and drop off CCNC visits during Covid-19**

#### **Protocol and Data Reporting for Virtual Visits:**

1. Refer to your agency virtual platform (Zoom, Google Meet, Microsoft Teams, etc.).
2. Schedule the virtual visit with the ECE provider.
3. Complete a *CCNC Site Visit Form* for the virtual visit.
4. Document the CCNC services provided.
5. For obtaining the provider's signature on the *CCNC Site Visit Form*, save as a pdf or scan the document and email it to the director for signature (or mail it with a return envelope). If you do not have a *Business Partnership Agreement (BPA)* signed with the provider or if it is not current (valid for 2 years) email the electronic version for signature, scan or mail one with a return envelope.
6. Record as a site visit for CCNC Performance Measure data reporting.

#### **Protocol and Data Reporting for Drop-off Visits:**

1. Complete a *CCNC Site Visit Form* for the drop-off visit.
2. Document the CCNC services provided.
3. For obtaining the provider's signature on the *CCNC Site Visit Form*, save as a pdf or scan the document and email it to the director for signature (or mail it with a return envelope). If you do not have a *Business Partnership Agreement (BPA)* signed with the provider or if it is not current (valid for 2 years) email the electronic version for signature, scan or mail one with a return envelope.
4. Follow-up with the provider via email or phone to ask if they have any questions about the information or resources provided (**this step is required**).
5. Document the email or phone correspondence on the *CCNC Site Visit Form* in the comment section (or save your email correspondence).
6. Record as a site visit for Performance Measure data reporting.
7. If additional TA (other than what you had dropped off) is provided during the follow-up email or phone call record that as a TA.