

Philly KiDZ Initiative Staff Infectious Disease Response Plan

Philly KiDZ Initiative primary concerns are for the health and safety of staff and the children in our care. We all must share the responsibility of engaging in preventive practices, and refraining from coming to work when symptomatic as identified by the Centers for Disease Control (“CDC”) for that particular infectious disease.

Methods to Prevent the Spreading of an Acute Respiratory Illness

- Staff will be reminded to adhere to CDC prevention practices for [cough and sneeze etiquette](#) and [hand hygiene](#). Appropriate supplies will be available in the workplace, including hand soap and alcohol-based hand sanitizer (60-95% alcohol).
- Staff should clean high-touch surfaces at least once daily with a [disinfectant](#).
- Staff are expected to stay home and contact their physician if they suspect they have been infected with the infectious disease. If they are able to work from home, they should notify their supervisor, who can determine if teleworking is feasible.
- Staff should not return to work until they no longer require medication to manage their fever and cough. During a pandemic situation, you are not required to provide a note from your health care provider to validate your return to work.
- Staff who are well but who have a sick family member at home with the infectious disease should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
- When there is a spread of infectious disease and staff need to care for a friend or family member that does not reside at their home, staff may use their sick or annual leave for their absence.
- Prior to making any travel arrangements, staff should consult with their manager to determine if travel should be delayed.

Preparing for an Outbreak:

- Managers should maintain a staff team list with contact numbers.
- Managers should be aware of the critical functions within their area and identify essential duty staff to support those tasks in the event of an outbreak. In all instances, there should be a person identified as a back-up in the event the essential duty staff/point of contact is not available. In general, there should be staff cross-trained to perform essential functions so the workplace can maintain its operations even when key staff are not present.
- Essential duty staff are those who have been pre-identified to perform the critical functions during an infectious disease event. Those staff should be notified of their responsibility and should ensure they have the proper equipment in place to follow through on those activities as required

- Staff that come down with symptoms while at work should notify their supervisor immediately and prepare to leave the workplace. If necessary, staff should take measures to avoid coming in contact with other staff and children.
- If an employee is confirmed to have the infectious disease, managers should inform fellow staff of their possible exposure to the infectious disease in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- A staff member with symptoms and who feels they can work should notify their supervisor, who can determine how to facilitate a telework arrangement until the employee is no longer contagious. In this instance, no formal remote work agreement is necessary.
- While out sick, employees can designate others to maintain communication regarding their health status with their managers.

When an outbreak occurs

- Philly KiDZ Initiative will follow emergency guidelines as announced by the CDC. If those guidelines are announced after business hours, and include the need to close the office, management will inform members of their team and activate the phone tree to ensure staff is notified. The main office phone line will be updated on the office closure status.
- Staff that have provided their cell phone number will receive a text alert notifying them of the closure status and other relevant updates.
- If the facility is open but the schools your children attend are closed, and you are not able to locate back-up child care, you should advise your supervisor.

Returning to the facility

Once the closure is lifted, staff will be informed by their managers and are expected to return to work as normally scheduled.