



**Division of Child Care & Early Childhood Education**  
P.O. Box 1437, Slot S150, Little Rock, AR 72203-1437  
P: 501.682.8590 F: 501.683.6060 TDD: 501.682.1550

---

## **PANDEMIC PROCEDURES**

### **Administrative Procedures**

1. If the facility chooses to close for any reason related to the current pandemic, notification shall be made in writing to the Child Care Licensing Unit stating dates of the closure.
2. The facility shall notify the Child Care Licensing Unit prior to reopening.
3. The facility shall notify their Licensing Specialist each time an employee or child at their facility tests positive for COVID-19.

### **Group Size**

1. The group size shall be limited to 10 people, including staff and children. This applies to preschool age and school age children as younger children are already in smaller group sizes per minimum licensing regulations.
2. To the extent possible, children should remain in the same assigned group each day to reduce the likelihood of potential exposure.

### **General Health Requirements**

1. Pick up and drop off shall take place outside of the facility when possible, to reduce the number of individuals entering the facility.
2. Facilities shall prohibit individuals from entering the facility with the exception of the following:
  - a. Facility Staff including transportation staff
  - b. Persons with the legal authority to enter including law enforcement, child care licensing staff, and DHS protective services staff
  - c. Professionals providing services to children, including therapists
  - d. Children enrolled at the facility
  - e. Parents and legal guardians who have children enrolled and present at the facility
  - f. Other professionals who are there for services that cannot be done after hours, for example a plumber, if there is an emergency situation that needs immediate attention
3. Before allowing entry, the individuals listed above shall be screened. Do not allow anyone to enter the facility if they meet any of the following criteria:
  - a. A temperature of 100.4°F or above
  - b. Have had a temperature of 100.4°F or above in the last 48 hours
  - c. Signs or symptoms of COVID-19 (fever, cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell)
  - d. In the previous 14 days has had contact with someone who has a confirmed diagnosis of the current pandemic

4. Staff shall wear face masks to reduce the risk of potential spread from people who may be asymptomatic or pre-symptomatic including transportation staff. Masks may be made of cloth. Cloth masks shall be laundered daily.
5. Children shall be served individual snacks and meals. Family style meals shall not be served.
6. Sick children shall not be cared for at the facility. If a child becomes sick while at the facility, the parents shall immediately be contacted to pick the child up. The child shall be separated, with appropriate supervision, until the parents arrive to pick the child up. Please follow Section 1100 regarding health and hand washing in the Minimum Licensing Requirements.
7. The facility shall follow all specific directives given by the Arkansas Department of Health and/or Department of Human Services related to the current pandemic.

## **TRANSPORTATION**

### **Screening of staff must occur prior to transporting children-see above screening requirements.**

1. All vehicles used for transporting children during the current pandemic must be sanitized prior to transporting children and sanitized between each transportation time.
2. To align with current school district policies, transportation for school age only, is permitted at full capacity. All children and staff must wear a mask.
3. For transportation of children under the age of 5, half capacity and social distancing must occur. Place a vacant seat between children, sanitize between helping each child.
4. Allow for the maximum amount of space possible between the children.
5. Each child's temperature must be taken at pick up, prior to boarding the vehicle.