

World of Wonders Communicable Disease Response Handbook



Updated 8/1/2023

This Manual is Updated Annually

Table of Contents

Purpose of this Handbook.....	3
Crisis Response Team	3
Basic procedures for communicable disease response	4
Communicable Disease Reporting Form.....	5
Sick Child Form.....	6
Exclusion period for communicable Diseases	7
Communicable Disease Response.....	8
Tier 1 Disease	8
Tier 2 Disease	8
Tier 3 Disease	8
Classroom Communicable Disease Notice.....	9

Purpose of this Handbook

Sniffles, vomit, and worse are common in group settings. Working with younger children can expose you to various illnesses and these germs can spread quickly through even the cleanest environments. In order to stop the spread of disease we have put together this handbook for you.

This handbook has been prepared in order to plan for communicable disease responses. Our goal is to keep communicable diseases at a minimum by following through with the following procedures.

At any time, if you have any questions see the administrative team.

Crisis Response Team

Executive Director: Lauren Brown

Childcare Director: Heidi Edwards

Curriculum Director: Miranda Beck

Basic procedures for communicable disease response

All diseases are reported to the administrative team-this includes forms for children sent home with symptoms (teachers must fill out Communicable Disease Reporting Form, or Sick Child Form)

Administrative team reports to Executive Director in writing (must submit form)

Administrative team looks up proper response for each disease

Staff, as a team, use measures to prevent spread of disease

Parents are contacted per policy-both child with diagnosis and parents exposed to child. All information is kept in Procure.

Communicable Disease Reporting Form

To be filled out by any staff member who is informed that a child is sick or has been diagnosed with a condition by a medical professional. For all children who are sent home sick a "Sick Child Form" must be submitted. **This form must be submitted within 1 hour of being informed by parent of illness.**

Date	
Child's Name	
Child's Class	
If child was diagnosed by physician, what was the diagnosis?	
If child is not diagnosed by a physician, what are the symptoms the child is experiencing.	
Staff Name	

Communicable Disease Reporting Form

To be filled out by any staff member who is informed that a child is sick or has been diagnosed with a condition by a medical professional. For all children who are sent home sick a "Sick Child Form" must be submitted. **This form must be submitted within 1 hour of being informed by parent of illness.**

Date	
Child's Name	
Child's Class	
If child was diagnosed by physician, what was the diagnosis?	
If child is not diagnosed by a physician, what are the symptoms the child is experiencing.	
Staff Name	

World of Wonders

Sick Child Form

Phone: (937)707-1038

Child's Name:		Date:
Symptom	Additional Information	Return to WOW Guidelines
<input type="checkbox"/> Undiagnosed rash	Location on body:	<input type="checkbox"/> Child may return on _____ <input type="checkbox"/> Child must be symptom free for over 24 hours without the aid of medication <input type="checkbox"/> Child has been diagnosed by a medical professional. Due to State regulations often not aligning with physician's you must contact WOW to determine an exclusion period. <input type="checkbox"/> Other:
<input type="checkbox"/> Severe coughing or issues breathing	<input type="checkbox"/> Continuous coughing <input type="checkbox"/> Belly breathing <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Wheezing <input type="checkbox"/> Other (Please list)	
<input type="checkbox"/> Diarrhea (3 or more in a 24-hour period)		
<input type="checkbox"/> Fever over 100.1 (fever must be double checked by an administrator)	Temperature:	
<input type="checkbox"/> Pink or red eyes with discharge		
<input type="checkbox"/> Vomit (twice with at least 15 minutes between events)		
<input type="checkbox"/> Complaining of sore throat		
<input type="checkbox"/> Signs of lice or another parasite	Symptoms:	
<input type="checkbox"/> Other (please explain)		

Due to state regulations, if your child is diagnosed by a medical professional, parents must contact WOW to determine State required exclusion period.

Exclusion period for communicable Diseases

- This form is to be placed near every office phone in building.
- Diseases with a * must be immediately reported to Executive Director
- YES: State law supersedes doctor's notes**

Chicken Pox*	No fever for 24 hours without the aid of medication. 6 days after the onset of the rash. All lesions must be dry
Common Cold	Exclusion not required unless there are other symptoms
Covid-19*	10 days after symptoms begin. Day 0 is day symptoms appear.
Croup	Child may return when severe symptoms are gone and children can participate in normal daily activities
Diarrhea	Children may not attend WOW the next day and child must be diarrhea free for over 24 hours without the aid of medication
Diarrheal Disease*	Parents must give name of disease (example: Salmonella). Lauren must be contacted for exclusionary period.
Fifth Disease*	Children may not attend WOW the next day and must not have severe symptoms. Child must be able to participate in daily activities.
Flu	Child may not attend WOW the next day and must be excluded until fever free for 24 hours without the aid of medication.
Hand, foot and mouth or Molluscum Contagiosum	Child may return if they do not have any other exclusion symptoms. All open sores must be covered or healed. Children who mouth objects may not attend with open mouth sores.
Hepatitis A*	10 days after initial onset of symptoms. Must have physician's note.
Herpes Simplex Virus*	Blisters in mouth must be healed and child cannot be drooling. May return after 24 hours and if they have no other exclusion symptoms
Impetigo	Child may not attend WOW the next day and 24 hours after starting antibiotics. All sores must be dried or can be covered.
Lice*	Child may not attend WOW the next day and 24 hours after receiving treatment. Regular checks must be done by an administrator or team lead in the month following lice.
Measles*	4 days after onset of rash with a physician's note. Must have no other exclusion symptoms.
Meningitis, bacterial*	SEE LAUREN
Meningitis, viral*	SEE LAUREN
Mono (Mononucleosis)*	Children may not attend WOW the next day and children may return once they are able to participate in regular activities as long as they have no other exclusion criteria
MRSA*	Child may not attend WOW the next day. When child returns, they must be able to participate in regular daily activities and have no other exclusion criteria. All lesions must be covered.
Mumps*	5 days after onset of swelling with a physician's note and no other exclusionary criteria
Pink Eye	Bacterial: Child may not attend WOW the next day and 24 hours after medication is started. Viral: Child may not attend WOW until symptoms are no longer present, may not attend next day.
Pinworm*	Until adequately treated. Must have physician's note.
RSV	Child may not attend WOW the next day and must be able to participate in daily activities. Coughing may not be consistent. May not have any other exclusion criteria.
Ringworm*	Child may not attend WOW the next day or within 24 hours of starting treatment.
Ringo-Worm	Pull at the bongos.
Scabies*	Child may not attend WOW the next day and 24 hours after receiving first treatment. If child has "crusted scabies" or "open scabies" may not return until lesions are gone.
Strep Throat/Scarlet Fever	Child may not return next day and 24 hours after starting treatment
Thrush*	Child may not attend WOW the next day
Tuberculosis (TB)*	SEE LAUREN
Whooping Cough	SEE LAUREN
Fever	Child may not attend WOW the next day and no fever for 24 hours without the aid of medication.
Vomiting	Child may not attend WOW the next day and no vomiting for 243 hours without the aid of medication

Communicable Disease Response

Executive Director will assign a Tier to each disease upon confirmation of disease.

Tier 1 Disease
Examples: COVID-19 (over 10% of classroom, some Diarrheal diseases, Hepatitis A, Meningitis, Mumps, Tuberculosis (TB), Whooping cough
Executive Director Response <ul style="list-style-type: none"><input type="checkbox"/> Immediately contact health department<input type="checkbox"/> Immediately contact Board of Trustees<input type="checkbox"/> Using knowledge from health department make determination of room/program closures<input type="checkbox"/> Inform staff<input type="checkbox"/> Follow health department mandates<input type="checkbox"/> Inform ODJFS licensing as needed<input type="checkbox"/> Inform parents
Cleaning Procedures (Room should be shut) <ol style="list-style-type: none">1. All toys in room cleaned and sanitized2. All furniture and surfaces in room cleaned and sanitized3. Room is evaluated for cleaning needs

Tier 2 Disease
Examples: Chicken pox, Fifth's disease, Flu, impetigo, lice, mono, ringworm, scabies, thrush
Executive Director Response <ul style="list-style-type: none"><input type="checkbox"/> Immediately contact health department if needed<input type="checkbox"/> Immediately contact Board of Trustees if needed<input type="checkbox"/> Using knowledge from health department make determination of program response<input type="checkbox"/> Inform staff<input type="checkbox"/> Follow health department mandates<input type="checkbox"/> Inform ODJFS licensing as needed<input type="checkbox"/> Inform parents
Cleaning Procedures (Throughout day) <ol style="list-style-type: none">4. All toys in room cleaned and sanitized5. All furniture and surfaces in room cleaned and sanitized6. Room is evaluated for cleaning needs

Tier 3 Disease
Examples: common cold, diarrhea, hand foot and mouth, pink eye, strep throat, fever, vomiting
Executive Director Response <ul style="list-style-type: none"><input type="checkbox"/> Inform staff<input type="checkbox"/> Contact parents
Cleaning Procedures (teachers and team lead informed) <ul style="list-style-type: none"><input type="checkbox"/> All items cleaned and sanitized throughout day by teachers, supported by team lead

Classroom Communicable Disease Notice

Oh no! We found GERMS!	
Classroom:	Date:
A child in your classroom was diagnosed with:	
<p>Don't worry, we will inform parents and report to needed entities. Your job is to make the environment safe for children</p> <p>Follow the procedures for the Tier of disease in your room</p>	
Tier 1	<ul style="list-style-type: none"> <input type="checkbox"/> Every toy must be cleaned with soap and water FIRST <input type="checkbox"/> Every toy must be dipped into Quat (please have office prepare bucket of solution for you) <input type="checkbox"/> Every surface must be washed FIRST with soap and water and then sanitized with hard surface cleaner (walls, tables, chairs, cabinets, shelving, etc.) <input type="checkbox"/> Tile must be mopped won <input type="checkbox"/> Carpets must be vacuumed FIRST and then sprayed with sanitizer <input type="checkbox"/> Walls must be cleaned with soap and water FIRST and then sprayed with sanitizer <input type="checkbox"/> Send all laundry-to-laundry room
Tier 2	<ul style="list-style-type: none"> <input type="checkbox"/> Every toy must be cleaned with soap and water FIRST <input type="checkbox"/> Every toy must be dipped into Quat (please have office prepare bucket of solution for you) <input type="checkbox"/> Every surface must be washed FIRST with soap and water and then sanitized with hard surface cleaner (walls, tables, chairs, cabinets, shelving, etc.) <input type="checkbox"/> Tile must be mopped won <input type="checkbox"/> Carpets must be vacuumed FIRST and then sprayed with sanitizer <input type="checkbox"/> Walls must be cleaned with soap and water FIRST and then sprayed with sanitizer <input type="checkbox"/> Send all laundry-to-laundry room
Tier 3	<ul style="list-style-type: none"> <input type="checkbox"/> All toys must be cleaned today! You can have the children help. Use soap and water first and then spray them with sanitizer <input type="checkbox"/> All furniture must be cleaned with soap and water and then sprayed with surface sanitizer <input type="checkbox"/> Send all laundry-to-laundry room
Additional Comments	