

GETTING BACK TO WORK IN NEVADA

CHILD CARE PROVIDERS TIP SHEET

Your business may look radically different as it begins to recover from COVID-19 impacts. To move forward, your business will need to adapt to new safety and health guidelines and respond to increased expectations from staff and parents/guardians. This fact sheet covers childcare providers including family cares (up to 6 children), group cares (up to 12 children), accommodations (short-term centers with parents on-site), centers (stand-alone childcare businesses), and employer on-site child-care.

To help you get started we have put together this tip sheet that focuses on four important areas: **Requirements, React, Recover, Be Resilient**. We conclude the tip sheet with a list of **Resources** to help you.

Requirements: *Nevada Phase 1 & 2 Reopening*

On June 25, 2020 Nevada Governor Steve Sisolak [announced](#) a **mandatory** face covering policy. The [directive](#) requires that face masks or coverings must be worn by employers, employees and visitors/customers in all public spaces. Businesses are required to inform customers of the requirement and mandate the use of face coverings prior to entry into their establishments. The mandate [guidelines](#) will be enforced by Nevada OSHA.

Nevada Governor Steve Sisolak announced *The Roadmap to Recovery for Nevada: Phase 1* on May 7, 2020 and *Phase 2* on May 26, 2020. In the roadmap, businesses are strongly encouraged to practice social distancing, follow guidance from the Nevada Labor Commissioner and advise employees to stay home when they are sick. In addition, the following guidelines are provided for all businesses during Phase 1 of the reopening.

All businesses *are encouraged* to:

- Have hand sanitizer and sanitizing products readily available for employees and customers
- Frequently perform enhanced environmental cleaning and disinfecting of commonly touched surfaces
- Designate – with signage, tape or by other means – six feet of spacing for employees and clients to maintain appropriate social distancing
- Encourage employees to do a self-assessment each day in order to check if they have any COVID-19 type symptoms (fever, cough or shortness of breath)
- Remind employees to stay home when sick, use cough and sneeze etiquette, and practice frequent hand hygiene

React: *Get ready to open your doors again!*

Be Prepared – Based on the above guidelines, below is a starter checklist of what you might need or find helpful to purchase or prepare before you reopen. **Always check with the state, your county, and your local health district for current operating guidelines because local jurisdictions can impose stricter requirements than the state:**

- Face masks for employees (and parents) if deemed appropriate
- Face shields for employees, where applicable (for example dishwashers and kitchen staff)
- Nitrile gloves for employees
- Ensure sanitizer and disinfectants are approved by licensing board and/or local health department
- EPA-approved COVID-19 cleaners & disinfectants (See RESOURCES for link)
- Touchless hand sanitizer stations
- Touchless payment systems
- Stocked hand washing stations for employees and children
- Disposable utensils, plates and cups
- Reminder signs for handwashing, sanitization of equipment, distancing, etc.
- Touchless thermometer for employee use
- Spare HVAC filters
- Updated emergency plan to be prepared for cases of COVID-19



Recover: *Expect new ways of doing business.*

How can childcare providers adapt to expected new requirements for operating a business that includes social distancing and enhanced health and safety guidelines? Businesses should plan for how they will best meet guidelines. Expected new practices could include:

Operations

- Deep clean your facility before the initial reopening
- Clean and sanitize toys, games, bedding, linens, and furniture each day/evening
- Establish time that an employee can thoroughly clean the facility using US EPA-approved COVID-19 disinfectants and health department or licensing board approved sanitizers
- Limit the number of parents/guardians in the business at a time and establish a no walk-in policy
- Provide touchless hand sanitizer stations for employees and parents/guardians particularly at entry points
- Establish a routine with children to wash hands immediately upon entering the facility, sing a song with them to ensure hand washing for at least 20 seconds
- Establish routine health checks or temperature checks of children and staff members throughout the day. Develop a process to send children or staff member home if found to be symptomatic
- Frequently sanitize eating surfaces or disinfect non-eating hard surfaces such as desks and tables in accordance to health guidelines established for childcare centers
- Have a dedicated staff member assigned to sanitize eating areas after meals
- Launder all towels, linens, and blankets after each use. Completely dry items and store in closed, covered cabinets
- Payment:
 - Install and use a touchless, non-signature payment system
 - Have parents/guardians pay through an app or online

Employees

- Check staff for COVID-19 symptoms and use no touch thermometers to conduct pre-shift employee temperature checks; do not allow anyone with a temperature over 100F degrees to work. Keep a log.
- Provide and require employees to wear face masks, if deemed appropriate
- Provide employees gloves to wear or provide instruction on proper hand

Children, Parents and Guardians

- Pre-screen parents/guardians for health and symptomatic family members before leaving children in care
- Provide signage and encourage families with COVID-19 symptoms or exposures to stay home
- Use no touch thermometers to check children for temperatures and do not allow anyone with a temperature over 100F degrees to enter; advise parents/guardians of a child with a fever to seek medical treatment
- Provide masks for parents/guardians not arriving with their own and require wearing of masks while in your facility
- Require parents/guardians to wash or sanitize hands when entering the business

Be Resilient: *This is all new. Adapt as necessary. Let's stay in business together.*

Business basics will be more important than ever. Evaluate your profit and loss statement. Look for ways to reduce operating and product costs. Analyze your cash flow and breakeven to evaluate the impacts of the new guidelines and best practices on your business. As Nevada reopens in phases, you may need to continually adjust your operations. Here are a few things to think about:

Get Help

- Contact a business development counselor at the Nevada SBDC by calling 800.240.7094 – we can help you assess your operations and decide on best strategies for keeping your business open
- For questions about cleaning and disinfecting, strategies to control new waste streams, or other environmental questions, contact an environmental business advisor at BEP at 800.882.3233

Communicate

- Keep communicating with your families on social media and your website with announcements about your reopening, make sure they know you are not shut down for good
- Provide signage in the business and on your website to let your families know what you are doing to prevent the spread of COVID-19 and to meet new industry guidelines
- Be patient, communicate openly with staff while waiting for children to return

Expanded Services

- Consider offering expanded childcare services such allowing school age siblings to attend at the same time. Check licensing board guidelines prior to commencing services
- Offer hours of business with staggered schedules that closely match families' schedules or allow parents/guardians an extra hour or two per week for personal time
- Consider a gift card program

Potential Cost-Saving Measures

- Only turn on utilities that are needed – do not use all fans, lights, or air conditioners in the spaces without children
- Buy supplies that will match the upcoming schedule rather than in bulk instead of new games/toys, download activity ideas for children through learning organizations such as National Geographic Kids and Sesame Street

Creative Marketing

- Update or redesign your website; make sure it is mobile friendly
- Use micro social media and focus more on the immediate neighborhood in order to bring in local families
- Advertise through local homeowner associations
- Consider starting or expanding family referral programs

Resources

Below are additional resources to help you react, recover, and be resilient in the face of COVID-19.

Nevada SBDC Small Business Recovery Procurement List

<https://docs.google.com/spreadsheets/d/e/2PACX-1vRaNqMHmNRt3ZAIsoivMUghuvuZBOsNx8d6WG-57HVjfPlsqrb5HfYXd6OCl2-9FA/pubhtml>

US EPA List N: Disinfectants Approved for Use Against SARS-CoV-2

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Center for Disease Control (CDC) Guidance for Businesses and Employers

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

Nevada Health Response | COVID-19 in Nevada

<https://nvhealthresponse.nv.gov/info/business/>

Nevada Governor's Office of Economic Development

<https://www.diversifynevada.com/covid-19-reopening-guidance-and-assistance/>

Nevada Department of Business & Industry, Occupational Safety & Health Administration

<http://dir.nv.gov/OSHA/Home/>

Small Business Federal Financial Assistance

<https://www.coronavirus.gov/smallbusiness>

Association of Small Business Development Centers | COVID-19 Small Business Resources

<https://americassbdc.org/covid19/>

U.S. Securities Exchange Commission Resources for Small Business

<https://www.sec.gov/page/covid-19-resources-small-businesses>

Nevada Department of Health and Human Services | COVID-19 Child Care Guidance and Resources

https://dwss.nv.gov/Care/COVID_19_Child_Care_Guidance_and_Resources/

Nevada Child Care Licensing Board

http://dpbh.nv.gov/Reg/ChildCare/Child_Care_Licensing_-_Home/

Southern Nevada Health District (SNHD) Child Care Facility Operating Checklist

<https://www.southernnevadahealthdistrict.org/download/COVID-19/reopening/snhd-reopening-operating-checklist-child-care-facilities.pdf>

This tip sheet will be updated as new information becomes available.

Stay Safe to Stay Open Nevada!

The Nevada Small Business Development Center (SBDC) guides and assists Nevadans looking to start and grow businesses. We are available to counsel on business planning and management issues raised in this tip sheet. One-on-one counseling services are free and confidential.

The Business Environmental Program is affiliated with the Nevada SBDC and provides free and confidential environmental compliance and management assistance and can help your business think about cleaning and waste issues. Our focus is on making Nevada's businesses stronger and more environmentally responsible.

DISCLAIMER: This guidance document is intended as general information and is not provided nor intended to act as a substitute for legal advice or other professional services. The Nevada SBDC advises the regulated business community to read all applicable regulations and to check with state and local authorities, including local health districts, for the latest in guidelines and requirements for businesses reopening during the COVID-19 pandemic. This tip sheet is funded, in part, through a Cooperative Agreement with the US Small Business Administration and funding support from the Nevada Division of Environmental Protection. All opinions, conclusions, and/or recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the SBA.