

Head Start for Kent County
COVID-19 Preparedness and Response Plan
Facilities Department

In response to Executive Order 2020-91, Head Start for Kent County is developing a COVID-19 Preparedness and Response Plan. This plan outlines the disinfecting and cleaning guidelines of our facilities and workspaces. All guidance from Kent County Health Department, OSHA, and the CDC will be followed and is updated frequently as new developments arise.

Prior to return to work:

All facilities and workspaces will be cleaned, sanitized, and disinfected prior to employees return to the office, with the exception of custodians.

During operations:

Any high touch surfaces will be cleaned daily with SuProx first, by spraying and then wiping down all hard surfaces, and then using Re-Juv-Nal, by spraying down all hard surfaces and letting dwell on the surface for a minimum of ten minutes before wiping them down. Re-Juv-Nal is an EPA approved disinfecting product.

Hand sanitizer and disinfectant wipes or Re-Juv-Nal spray will be provided throughout the buildings to allow employees to clean, sanitize, and disinfect frequently touched areas or shared workspaces prior to use.

When possible, all non-essential doors will remain open to reduce the need for direct contact and ventilation will be increased with the opening of windows to allow more airflow.

Employees with designated workspaces are expected to maintain a clean and disinfected workspace, which includes wiping down their workspace with a disinfectant product, at a minimum, daily. It is encouraged to minimize shared items when possible, including pens and markers, or disinfect these between uses.

High touch surfaces include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, mice, toilets, faucets, sinks, paper towel dispenser, soap dispenser, time clock, etc.

All agency vehicles will be equipped with a cleaning and disinfecting kit. This kit will include a Re-Juv-Nal disinfecting spray bottle and a tub of disinfecting wipes. The employee checking the car out will be responsible for spraying all seats and soft surfaces with the Re-Juv-Nal spray and wipe all hard surfaces with the disinfecting wipes before and after use of the vehicle.

This plan is monitored and revised as new developments and guidance comes out from the CDC and Kent County Health Department.

In the event of a positive COVID-19 case, all guidance from the CDC and Kent County Health Department will be followed.