

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

POLICY GUIDE 2015.05

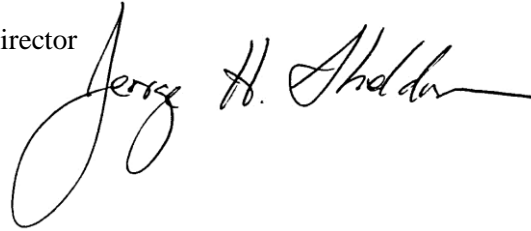
DAY CARE STAFF IMMUNIZATION GUIDELINES

DATE: March 18, 2015

TO: DCFS Child Welfare and Licensing Staff and Supervisors

FROM: George H. Sheldon, Acting Director

EFFECTIVE: Immediately



I. PURPOSE

The purpose of this Policy Guide is to inform Day Care Licensing staff of new Department policy concerning immunizations of staff at licensed day care centers and homes, which are consistent with guidelines established by public health entities.

II. PRIMARY USERS

The primary users of this policy guide are DCFS Day Care Licensing Staff and Supervisors.

III. BACKGROUND

The Department's licensing standards currently require newly employed day care staff to submit a physical examination report, no more than six months from their employment date, that provides evidence that they are free of communicable disease, including active tuberculosis, and physical or mental conditions that could affect their ability to perform assigned duties. Staff must have physical re-examinations every 2 years and whenever communicable disease or illness is suspected. The standards are silent on whether staff must be up-to-date on immunizations.

IV. SUMMARY

Through this Policy Guide, the Department now requires that day care centers and homes include a staff vaccination policy, consistent with guidelines from the Centers for Disease Control, in the written risk management plan described in subsection 407.70(k) for day care centers, or hazard protection plans described in subsections 406.4.(b)(1)(F) for day care homes or 408.10(b)(1)(G) for group day care homes. Form **CFS 602, Medical Report on an Adult in a Child Care Facility**, has been revised to ascertain whether the examining physician has discussed the importance of immunizations with the adult child care provider being examined. Licensing staff shall discuss this new policy with providers during licensing visits to ensure subsequent compliance.

The Department will propose amendments to **Part 407, Licensing Standards for Day Care Centers, Part 406, Day Care Home Licensing Standards, and Part 408, Group Day Care Home Licensing Standards** to comport with this Policy Guide. Licensing staff shall immediately implement this new policy. The revised **CFS 602, Medical Report on an Adult in a Child Care Facility**, may be ordered from Central Stores and is available thru Templates and D-net.

V. QUESTIONS

Questions regarding this Policy Guide may be directed to the Office of Child and Family Policy at 217-524-1983 or via Outlook at OCFP – Mailbox. Non Outlook users may e-mail questions to cfpolicy@idcfs.state.il.us.

VI. FILING INSTRUCTIONS

File copies of this Policy Guide immediately following **Rules 407, Licensing Standards for Day Centers, Rules 406, Day Care Home Licensing Standards, and Rules 408, Group Day Care Home Licensing Standards**.