

November 24, 2021

Dear Child Care Facility Operator:

Below are requirements and information regarding operations at every NRH Child Care Facility:

- **Post the enclosed 2022 Health permit** visible to the general public.
- **Employee Health (COVID-like or Flu-Like Symptoms):** employees with fever or chills, shortness of breath, new loss of taste or smell, body aches, headache, fatigue; sneezing, coughing, discharge from the eyes/nose/mouth; sore throat with fever; vomiting, diarrhea, or jaundice **must NOT work.** For information on a plan of action for COVID+ staff members, etc., please visit the CDC page for childcare operations: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- **Child Care employees must obtain the NRH Child Care card:** Testing is currently in person at City Hall, 4301 City Point Drive, NRH 76180, in the Neighborhood Services Department on the first floor. Training materials can be obtained by emailing ConsumerHealth@nrhtx.com or contacting your inspector.
- **Liability insurance, background checks required.** Facilities must carry facility liability insurance and be current on required background checks in order to renew the annual child care permit. Change of owner, director must be provided to Consumer Health. All information provided to Consumer Health must be consistent with the TDFPS license and the NRH Certificate of Occupancy.
- **Standardized release procedures.** Each child must have a unique code word/number for release to an adult.
- **All child care staff members must have current background checks, TB tests and First Aid/CPR training.**
- **Notarized Emergency Authorization Forms.** Parents must notarize emergency authorizations.
- **Gloves required when handling bodily fluids.** Gloves are required for changing diapers, etc.
- **Contact NRH Consumer Health if imminent health hazard.** Fire, flood, lack of electricity or water, lack of 100°F hot water, sewage backup, misuse of toxic materials, food borne illness outbreak, or circumstance that may endanger public health (including COVID-19): contact Consumer Health 817-427-6650 or dial 911. Consumer Health contact information is required to be posted with all other emergency numbers.
- **Standards for vehicles used to transport children.** Vehicles/drivers transporting children require current automotive liability insurance, inspection and registration stickers, training, and valid drivers' license.
- **One fire drill annually to be audited by NRH Fire Department.** Request this at the annual fire inspection.
- **Residential refrigeration must be replaced.** Existing residential refrigeration used to store infant formula must upgrade to a commercial unit when the unit fails or with a change of ownership.

- **Remodeling, Change of Ownership requirements.** Facilities undergoing a remodel must submit plans for review; establishments with new ownership must bring any facility/equipment issues into compliance.

Child Care Kitchens:

- **Every facility with a kitchen must have at least (1) Certified Food Manager (CFM).** CFM Certification must be posted in public view. Training links: <https://dshs.texas.gov/food-managers/CFM-Examination-Providers.aspx>
- Employees who *specifically work in the kitchen* must obtain **Accredited Food Handler training** State-approved or American National Standards Institute (ANSI) Food Handler Cards are accepted. Training links: <https://www.dshs.texas.gov/food-handlers/training/online.aspx>
- **Food Temperature Logs and Cleaning Schedules** are *required*. Facilities that cater food in must also keep a daily temperature log of refrigeration and catered food temperatures.
- **Pest Control records** and **Grease Trap Trip Ticket records** (licensed, commercial pest control operator and NRH-permitted waste hauler) must be available for review. Grease traps must be pumped *four times* annually.
- **Compliance with Texas Food Establishment Rules.** Compliance with the Texas Food Establishment Rules (25 TAC 228) and City of NRH Code of Ordinances Chapter 18, Article IV is required. nrhtx.com/food. Please note that the Texas Food Establishment Rules has been updated and changes to the scoring mechanism and inspection form will be updated for 2022.

Please call Consumer Health at 817-427-6650 with any questions or if you need additional information.

Sincerely,

Stephanie N. East
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Enclosure