



COVID-19 HEALTH AND SAFETY PROTOCOL (During Shelter-in-Place)

PARENT HANDOUT

The safety of your family and our staff has always been our top priority. The California Department of Social Services in collaboration with the California Department of Education has developed social and physical distancing guidelines for child care centers. Their guidelines, in addition to our own added policies, will be put into place to ensure the safety of every child, family, and member of our team.

The following guidelines and policies will be in place until further notice

General Guidelines

- **All Parents need to complete the COVID-19 questionnaire before attending/returning to school**
- School operating hours are from 8:30am – 5:30pm until further notice (some centers have different hours).
- **Stay home if sick.** If you or your child has been sick (*fever, cough, cold, runny nose or any other illness*), we ask that the ill person stay home until they have been symptom-free.
- **Follow CDC quarantine guidance** and travel guidelines if you think you have been exposed to COVID-19 Virus
- **No outside items** of any kind (please do not send sippy cups, bottles, toys, pacifiers, backpacks, reusable bags). Parents should send the blankets and bedding for their child in a clean disposable bag.
- Children with allergies or special dietary requirements can bring food in disposable containers/bags.
- We only accept Tuition Express and checks/bank drafts, **no cash payments**

Wellness Checks

- **Forehead temperature of everyone** will be taken prior to entering. Temperature has to be less than 100 F. No entry if over 100 F. We will be using non-contact thermometers.
- We will Check if children/staff have any symptoms of a cold, cough etc. (no entry if sick). Parents must also notify you if children have taken any fever reducing medication in the prior 24 hours.
- We will Monitor staff and children throughout the day for any signs of possible illness. If staff or a child exhibits signs of illness, we will follow the facility procedures for isolation from the general population and notify the parents immediately to pick up the child.
- If a parent or a member of the same household tests positive for COVID-19 they will be required to **submit proof of clearance from a doctor prior to bringing the child to school. Same protocol applies to staff members.**
- Protocol in place for any confirmed case of COVID-19 within school. County Public Health Department, Community Care Licensing and parents will be informed. School will follow guidelines specified by County Public Health Department.

Drop off and pick up

- Parents are **required to wear a mask** during drop-off and pick-up.

- Parents are requested to meet at the facility entryway to drop-off and pick-up children.
- Parents need to be in designated marker lines 6 feet apart from the front entrance during pick up and drop off.
- Our staff will check-in/check-out your child(ren) at drop-off and at pick-up times.
- Please limit drop-off and pick up to immediate family members to minimize exposure.

Hand Sanitizing

- All staff and children entering the school premises will be using hand sanitizer upon entrance.
- Staff will assist children and sanitizer will be kept out of reach of children. Upon entering the classrooms, staff and children will immediately wash hands with soap for 20 seconds before joining the class.
- Hand Sanitizer available at front check-in and in all classroom and every sink (in classroom / toilets) has a soap dispenser.
- Signs are posted in restrooms and near sinks that convey proper handwashing techniques.
- We will supervise proper and frequent handwashing by teaching a popular child friendly song or counting to 20.

Healthy Hand Hygiene Behavior: All children and staff should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors
- After handling garbage
- After coughing or sneezing
- Children will be lined up for handwashing keeping a safe distance between children
- We will Keep the faucet running so that children do not need to touch the faucet. Teacher closes faucet once children finish hand washing
- Children will be asked to use a sheet of toilet paper to hold flush handle when flushing

Protective equipment

All teachers will have access to masks which they will wear throughout the day.

Facility Cleaning

- Daily frequent disinfecting of high touch surfaces using disinfectant solution. This includes things like door handles, countertops, phones, faucet handles, toilet flush handle, table tops, etc
- Daily sanitizing toys / equipment and toys/equipment that cannot be sanitized will not be used. There will be a designated tub for toys that need to be cleaned and wiped after use.
- Food trays will be immediately cleaned and tables disinfected after meals
- Filters in HVAC systems have MERV 13 rated filters, extra fresh air circulation in classrooms.

¹Social Physical Distancing

- We will practice social distancing to the best of our ability to reduce risk.
- We request the parents to keep their visits brief as possible. **Discussions should be limited to outside.** Any lengthy questions/explanations, concerns need to be addressed over the phone.
- We talk to young children about how to social distance;
 - We will model social distancing when interacting with children, families, and staff
 - We will role-play what social distancing looks like by demonstrating the recommended distance
 - We will give frequent verbal reminders to children

Classroom Setting & Class Management

- Group sizes according to county and state guidelines
- Same teacher stays with group of children in the same classroom throughout the week
- Only teachers and children are allowed in classrooms
- Furniture and play spaces will be re-arranged to ensure adequate spacing to the greatest extent possible
- Children will be spaced out during snacks / lunch / nap time and during all other activities to the greatest extent possible. We will use names cards or other visuals to indicate spacing.
- children will not be allowed to share toys. We will explain to the child why it's not healthy to share toys, drinks or food.
- We will Offering more opportunities for individual play and solo activities, such as fine motor activities (i.e. drawing, coloring, cutting, puzzles, and other manipulatives). We will find creative ways to use yarn, or other materials for children to create their own space.
- We will Plan activities that do not require close physical contact between multiple children.
- We will extend the indoor environment to outdoors, and bring the class outside, weather permitting. Circle time/Music & Movement/PE and any other creative activity can be done outside.
- Nap time layout positioned alternating head to toe or toe to toe.
- We will try to **accommodate children from same family in same classroom** where applicable

Play yard / Play time

- Play yard areas will be separated by group
- There will be more outdoor time, weather permitting
- High touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely.
- We will allow 10-15 min gap between groups of children using the play yard