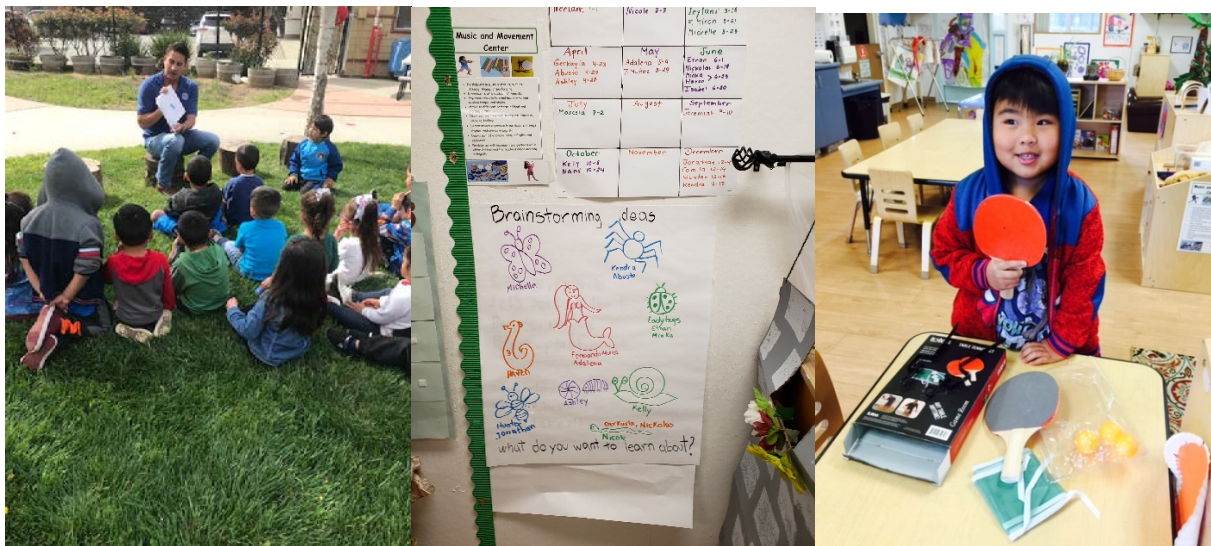


Santa Clara County Office of Education

Early Learning Services

Academic Year

2020-2021



Updated: September 1, 2020

This plan is subject to change and/or adjust consistent with Federal, State, and local guidance and/or conditions as they become available and/or warrant.

EARLY LEARNING SERVICES – 2020-21 DIRECTLY-OPERATED CLASSROOM-BASED OPENINGS

The Early Learning Services (ELS) Department operates preschool programming in Santa Clara and San Benito Counties. The Federal Head Start & Early Head Start programs operates in both counties and State Preschool under California Department of Education’s (CDE) Child Development Programs only operates in Santa Clara County. ELS programs support the growth and development of children from birth to age 5 by promoting school readiness of young children through local programs. ELS has learned a great deal from opening classrooms which have opened to provide care for enrolled children whose parent(s) are essential workers establishing a foundation for setting up classrooms with new guidelines. Opening childcare centers must follow social distancing, sanitation, and hygiene practices specified by the County of Santa Clara Public Health Department, the State of California Public Health Department, and the Federal Centers for Disease Control and Prevention (CDC).

The opening of services will be gradual and take place in up to 6 phases between the months of August – October to successfully coordinate and operationalize various plans. The attachments provide additional information on ELS programming for 2020-21. The attachments are calendars by Program Option, Classroom Opening Checklist, Health & Safety Protocol, and Family Advocate/Family Engagement Specialist Transitions. The attachments are subject to change and/or adjust with Federal, State, and local guidance and conditions as they become available and/or warrant.

3-5 YEAR OLD CLASSROOM-BASED PROGRAMMING

The Preschool programming operates under either a Federal and/or State grants with three options: Full Day, Single-Session, and Double-Session.

State Preschool Full Day

State Preschool Full Day operates 243 days a year and the program is scheduled to be operating within 21 days of July 1, 2020.

The State Preschool Full Day sites are blended sites during the year and the sites are Dahl 2, McKinley 3, McKinley 4, Rouleau 2, Snell 2, and Snell 3. The Full Day sites open are projected to open during the first phase of opening with guidance referencing AB 77 (20-21 Budget Trailer Bill) “Preschool Hold Harmless” where Full Day must be operating “within 21 days of the [July 1, 2020] start date.”

Please refer to the attached tables on respective opening dates.

State Preschool Part Day

State Preschool Part Day operates 175 days a year.

The State Preschool Part Day classrooms are non-blended classrooms that operate a morning and an afternoon session. The ten sessions are Christopher AM, Dahl AM, *KR Smith AM*, McKinley AM, and Snell AM.

Please refer to the attached tables on respective opening dates.

Updated: September 1, 2020

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Head Start Full Day

Head Preschool Full Day operates 208 days a year.

The Blended Head Start Full Day sites are blended funding between two funding sources, Head Start (Federal) and State Preschool (California). The operating sites are Cottonwood 1, Cottonwood 2, Cottonwood 3, Cottonwood 4, Cottonwood 3, and Madrone 4. Please refer to the attached tables on respective opening dates.

In addition, Christopher Ranch and Hollister 2 operate as Head Start Full Day (non-blended classrooms). These two classrooms are only funded by one funding source, Head Start. Please refer to the attached tables on respective opening dates.

Head Start Single-Session

Head Preschool Single-Session Day operates 175 days a year. Single-Sessions will open three phases.

Blended Single-Sessions

The Head Start Single-Session sites are blended funding between two funding sources, Head Start (Federal) and State Preschool (California). The operating sites are Lyndale 1, Madrone 3, Maple 3, Maple 4, McKinley 5, Rouleau 1, and Wool Creek 3. Please refer to the attached tables on respective opening dates.

Non-Blended Single-Sessions

Non-Blended Head Start Single-Sessions will be opened in phases to allow for individual sites to gradually open classrooms. The Head Start Single-Session sites that are non-blended sites are only funded by one funding source, Head Start.

The first of Non-Blended Head Start Single-Sessions to open will be 14 classrooms: Anne Darling 8, Calaveras 1, Calaveras 3, Chandler Tripp 2, Edenvale 1, Foothill 2, Glenview 1, Hollister 1, Leavesley 1, Luther Burbank 27, McKinley 6, Rouleau 6, San Antonio 2, and Stonegate 1. Please refer to the attached tables on respective opening dates.

The second of Non-Blended Head Start Single-Sessions to open will be 6 classrooms: Calaveras 2, Edenvale 2, Foothill 3, Glenview 2, Hollister 7, and Luther Burbank 28. Please refer to the attached tables on respective opening dates.

Head Start Double-Session

Head Preschool Double-Session option operates 128 days a year.

Based on County of Santa Clara Guidance, Head Start Double-Sessions will not be offered to “limit, to the greatest extent feasible, the number of groups of children with which each member of its personnel comes into direct contact.” Double-Sessions will be converted and/or integrated into an existing Single-Session to operate for the 128 days for the year and allow for individual sites to gradually open classrooms. The Head Start Double-Session sites are non-blended sites and are only funded by one funding source, Head Start (Federal).

Updated: September 1, 2020

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The intent is for the following Head Start Double-Session to open (11 classrooms): Anne Darling 7 AM, Chandler Tripp 1 AM, Hollister 9 AM, Leavesley 2 AM, Lyndale 2 AM, Rouleau 4 AM, Rouleau 5 AM, San Antonio 1 AM, Stonegate 2 AM, Wool Creek 2 AM, and Wool Creek 4 AM. Please refer to the attached tables on respective opening dates.

Preschool Inclusion Programming

Early Learning Services and Special Education Departments work in partnership to promote a culture that values all children by strengthening, sustaining, and ensuring inclusive practices. We believe every individual regardless of abilities and disabilities has the right to full access to quality inclusive learning and community environments.

Phase 3: September 21

The SCCOE preschool special day classes that operate in an inclusion model with the Head Start program will open on September 21, Phase 3. The classes that are included are as follows:

- Chandler Tripp: Teacher, Ginger Josselyn-Riley
- Foothill: Teacher, Diana Sheikh

Phase 5: October 5

The SCCOE preschool special day classes that operate as stand-alone programs will open on October 5, Phase 5. The classes that are included are as follows:

- Chandler Tripp: Teachers, Christina Moore, Sarah Brickles, Annie Bumbaca, Berry Clarkson
- Foothill: Teacher, Grace Panoso
- Wool Creek: Teacher, Thuy Nguyen

0 – 3 YEAR OLD CLASSROOM-BASED PROGRAMMING

The Educare Toddler classrooms will operate 220 days a year.

The Toddler classrooms are blended funding between two funding sources, Head Start (Federal) and State Preschool (California). The operating classrooms are Madrone 1 and Madrone 2 at Educare.

Please refer to the attached tables on respective opening dates.

Updated: September 1, 2020

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ELS 2020-21 DIRECTLY-OPERATED CLASSROOM-BASED OPENINGS PHASES

Phase 1:

| Classname | Opening Phase | Opening On or Before: | Program Option |
|-------------------|---------------|-----------------------|------------------|
| Christopher Ranch | 1 | 9/28/2020 | Full Day |
| Dahl 2 | 1 | 9/28/2020 | Full Day |
| Madrone 3 | 1 | 9/28/2020 | Single (Blended) |
| Maple 4 | 1 | 9/28/2020 | Single (Blended) |
| McKinley 3 | 1 | 9/28/2020 | Full Day |
| McKinley 4 | 1 | 9/28/2020 | Full Day |
| Rouleau 2 | 1 | 9/28/2020 | Full Day |
| Snell 2 | 1 | 9/28/2020 | Full Day |
| Snell 3 | 1 | 9/28/2020 | Full Day |

Phase 2:

| Classname | Opening Phase | Opening On or Before: | Program Option |
|----------------|---------------|-----------------------|----------------------|
| Calaveras 1 | 2 | 10/12/2020 | Single (Non-Blended) |
| Christopher AM | 2 | 10/12/2020 | Part Day |
| Cottonwood 3 | 2 | 10/12/2020 | Full Day |
| Dahl AM | 2 | 10/12/2020 | Part Day |
| Hollister 2 | 2 | 10/12/2020 | Full Day |
| KR Smith 2 | 2 | 10/12/2020 | Full Day |
| Lyndale 1 | 2 | 10/12/2020 | Single (Blended) |
| Maple 3 | 2 | 10/12/2020 | Single (Blended) |
| McKinley AM | 2 | 10/12/2020 | Part Day |
| Rouleau 1 | 2 | 10/12/2020 | Single (Blended) |
| Snell AM | 2 | 10/12/2020 | Part Day |
| Wool Creek 3 | 2 | 10/12/2020 | Single (Blended) |

Updated: September 1, 2020

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Phase 3:

| Classname | Opening Phase | Opening On or Before: | Program Option |
|-------------------|---------------|-----------------------|----------------------|
| Anne Darling 8 | 3 | 10/26/2020 | Single (Non-Blended) |
| Calaveras 2 | 3 | 10/26/2020 | Single (Non-Blended) |
| Chandler Tripp 2 | 3 | 10/26/2020 | Single (Non-Blended) |
| Cottonwood 4 | 3 | 10/26/2020 | Full Day |
| Edenvale 1 | 3 | 10/26/2020 | Single (Non-Blended) |
| Foothill 2 | 3 | 10/26/2020 | Single (Non-Blended) |
| Glenview 1 | 3 | 10/26/2020 | Single (Non-Blended) |
| Hollister 1 | 3 | 10/26/2020 | Single (Non-Blended) |
| Leavesley 1 | 3 | 10/26/2020 | Single (Non-Blended) |
| Luther Burbank 27 | 3 | 10/26/2020 | Single (Non-Blended) |
| Madrone 4 | 3 | 10/26/2020 | Full Day |
| San Antonio 2 | 3 | 10/26/2020 | Single (Non-Blended) |
| Stonegate 1 | 3 | 10/26/2020 | Single (Non-Blended) |

Phase 4:

| Classname | Opening Phase | Opening On or Before: | Program Option |
|-------------------|---------------|-----------------------|----------------------|
| Calaveras 3 | 4 | 11/16/2020 | Single (Non-Blended) |
| Cottonwood 1 | 4 | 11/16/2020 | Full Day |
| Cottonwood 2 | 4 | 11/16/2020 | Full Day |
| Edenvale 2 | 4 | 11/16/2020 | Single (Non-Blended) |
| Foothill 3 | 4 | 11/16/2020 | Single (Non-Blended) |
| Glenview 2 | 4 | 11/16/2020 | Single (Non-Blended) |
| Hollister 7 | 4 | 11/16/2020 | Single (Non-Blended) |
| Luther Burbank 28 | 4 | 11/16/2020 | Single (Non-Blended) |
| McKinley 6 | 4 | 11/16/2020 | Single (Non-Blended) |
| Rouleau 6 | 4 | 11/16/2020 | Single (Non-Blended) |

Phase 5:

| Classname | Opening Phase | Opening On or Before: | Program Option |
|-------------|---------------|-----------------------|------------------|
| KR Smith AM | 5 | 11/30/2020 | Part Day |
| Madrone 1 | 5 | 11/30/2020 | Full Day |
| Madrone 2 | 5 | 11/30/2020 | Full Day |
| McKinley 5 | 5 | 11/30/2020 | Single (Blended) |

Updated: September 1, 2020

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Phase 6:

| Classname | Opening Phase | Opening On or Before: | Program Option |
|---------------------|---------------|-----------------------|----------------|
| Anne Darling 7 AM | 6 | 1/4/2021 | Double |
| Chandler Tripp 1 AM | 6 | 1/4/2021 | Double |
| Hollister 9 AM | 6 | 1/4/2021 | Double |
| Leavesley 2 AM | 6 | 1/4/2021 | Double |
| Lyndale 2 AM | 6 | 1/4/2021 | Double |
| Rouleau 4 AM | 6 | 1/4/2021 | Double |
| Rouleau 5 AM | 6 | 1/4/2021 | Double |
| San Antonio 1 AM | 6 | 1/4/2021 | Double |
| Stonegate 2 AM | 6 | 1/4/2021 | Double |
| Wool Creek 2 AM | 6 | 1/4/2021 | Double |
| Wool Creek 4 AM | 6 | 1/4/2021 | Double |

Updated: September 1, 2020

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PROGRAM OVERVIEW: ENROLLMENT TABLES

3-5 Year Old Programming

Head Start Enrollment

| Head Start | Enrollment |
|-------------------|-------------------|
| Directly-Operated | 756 |
| Kidango | 260 |
| SJB | 221 |
| GFS | 40 |
| Milpitas Unified | 40 |
| Unallocated | 373 |
| | |
| Total | 1690 |

State Preschool Enrollment

| State Preschool - Part Day | Enrollment |
|-----------------------------------|-------------------|
| Directly-Operated | 120 |
| Other - Unallocated Slots | 114 |
| Total | 234 |

Updated: September 1, 2020

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0-3 Year Old Programming

Early Head Start – Basic Enrollment

| Early Head Start | Enrollment |
|--|-------------------|
| Classroom Directly-operated (CTTR Blended) | 16 |
| Home Visiting | 162 |
| SJB | 94 |
| Family Child Care (FCC) Providers | 39 |
| Prenatal - Pregnant Women | 12 |
| Total | 323 |

Early Head Start – Child Care Partnerships Enrollment

| Early Head Start - Child Care Partnerships | Enrollment |
|---|-------------------|
| Family Child Care (FCC) Providers | 87 |
| SJB (Classroom Based Option) | 88 |
| Total | 175 |

Updated: September 1, 2020

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ATTACHMENTS

Updated: September 1, 2020

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PREPLANNING CHECKLIST

Updated: September 1, 2020

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Preplanning for Opening Sites (as of June 22, 2020)

The following is a Checklist of the tasks needed to be completed for the preparation of opening sites. Please view this as the PRE-preparation or planning document.

Please below indicate task progress—whether the task has been completed (C), in progress (IP), not completed (I) or is not applicable (N/A) to this location or at this time.

| Classroom needs for daily function | | | | |
|------------------------------------|---|-------------|----------|--|
| Task | Task progress | Responsible | Deadline | |
| 1 | Classroom Configuration and Set up | | | |
| 1.1 | Create floor plans for best set ups with distance learning focus | | | |
| 1.2 | Appropriate markings for 6ft physical distancing | | | |
| 1.3 | Identify items/furniture to be removed | | | |
| 1.4 | Inventory items/furniture to be removed | | | |
| 1.5 | Identify where items will be temporarily stored | | | |
| 1.6 | Schedule move (pick up and delivery of items/furniture) w/ warehouse | | | |
| 1.7 | Update inventory to account for where items are | | | |
| 1.7 | Inventory and assess classroom items that will be needed to comply with orders and mandates such as large plastic tubs to rotate materials or clean materials; containers to place shoes; plastic bags for individual packaging of supplies for children) | | | |
| 1.8 | Closing sand boxes at sites | | | |
| 2 | Isolation Area | | | |
| 2.1 | Connect with USDs partners if there is already an isolation room available | | | |
| 2.2 | Conduct Walk through to identify potential Isolation Area (w/ GS) | | | |
| 2.3 | Determine and demarcate appropriate space to be designated as Isolation Area | | | |
| 2.4 | Inventory and assess items that will be needed to comply with orders and mandates for maintaining safety in isolation area (w/ GS) | | | |
| 2.5 | Install and modify space as needed to create space (w/ GS) | | | |
| 3 | Drop off/Pick Up Area | | | |
| 3.1 | Identify outdoor and indoor area for drop off/pick up | | | |
| 3.2 | Demarcate area with tape | | | |
| 3.3 | Demarcate 6ft indicators in which parents should be standing from entrance of site to classroom door | | | |

| | | | | |
|----------|---|--|--|--|
| 4 | Washer/Dryer/Dishwasher (FURNITURE FOR COVID-19) | | | |
| 4.1 | Work with GS and identify sites that do not have a working washer, dryer, and dishwasher | | | |
| 4.2 | For sites that need repairing: Submit work orders with GS to fix | | | |
| 4.3 | For sites that need equipment: Identify sq. Footage availability (measurements) and location of equipment | | | |
| 4.4 | Research potential equipment to be installed. (Equipment must be aligned with safety standards from local, state, federal regulations as well as Caring for our Children) | | | |
| 4.5 | Order equipment | | | |
| 4.6 | Deliver & Install equipment (GS) | | | |
| 4.7 | Devise alternative plans for executing site without needed equipment as a back up plan | | | |

| Health and Safety | | | | |
|-------------------|---|---------------|-------------|----------|
| Task | | Task progress | Responsible | Deadline |
| 1 | Policies and Procedures | | | |
| 1.1 | Compile all pre-existing memos and procedures from emergency pop up CC | | | |
| 1.2 | Modify and draft Policies and Procedures to comply with current orders/mandates/regulations | | | |
| 1.3 | Deciding on P&P cleaning and disinfecting procedures, etc with GS | | | |
| 1.3.1 | <i>Use of Geneon (supply)</i> | | | |
| 1.3.2 | <i>Deep Cleaning</i> | | | |
| 1.3.3 | <i>Playground cleaning (possibility?)</i> | | | |
| 1.3.4 | <i>Taping off Outdoor space</i> | | | |
| 1.4 | Create procedures for PPE usage, disposal and ordering | | | |
| 1.5 | Based on 1.1-1.4, create final draft | | | |
| 2 | Health and Safety Equipment | | | |
| 2.1 | Create list of COVID-19 related PPE/non-PPE that will be needed (ex. Face shields, therm) Cloth face mask | | | |
| 2.2 | Forecast with Purchasing Department on monthly needs/quants | | | |
| 2.3 | ID which equipment will be purchased via Purchasing/OS Unit | | | |
| 2.4 | Order with Purchasing Department and OS unit | | | |
| 2.5 | Upon Delivery, send to sites/classrooms | | | |
| 3 | Forms and Signs | | | |

| | | | | |
|-----|---|--|--|--|
| 3.1 | Identify signs that will be posted in the classrooms | | | |
| 3.2 | Provide all sites with Social Distancing Protocol | | | |
| 3.3 | Provide all sites with appropriate signage for outside/inside (based on OSHA, licensing, etc) | | | |
| 3.4 | Modification of daily health check screening form | | | |
| 3.5 | Parent questionnaire on nest form | | | |
| 3.6 | Teacher Daily checklist updated to reflect COVID-19 precautions | | | |

| Staff and Substitutes --TENTATIVE START DATE FOR TEACHING STAFF IS: | | | | |
|---|---|---------------|-------------|----------|
| Task | | Task progress | Responsible | Deadline |
| 1 | Training & Professional Development | | | |
| 1.1 | Staff Development | | | |
| 1.1.1 | <i>Plan elements needed for operations (education component of staff development, incl distance learning)</i> | | | |
| 1.2 | Health and Safety – PPE usage, disposal | | | |
| 1.2.1 | <i>Review and Modify training video</i> | | | |
| 1.2.2 | <i>Create Canvas training</i> | | | |
| 1.2.2.1 | Video | | | |
| 1.2.2.2 | Create Quizzes | | | |
| 1.2.2.3 | Add written elements | | | |
| 1.2.2.4 | Testing | | | |
| 1.2.2.5 | Final Review | | | |
| 1.3 | Health and Safety –Germ Management (online web course) | | | |
| 1.4 | Health and Safety –Social Distancing (documentation) | | | |
| 1.5 | Health and Safety –Food Handling (canvas) | | | |
| 1.6 | SCCOE Shelter in Place personnel training | | | |
| 1.6.1 | <i>Creating memo to remind staff to take the course</i> | | | |
| 1.6.2 | <i>Contact communications as to how ELS can know who has/has not completed</i> | | | |
| 1.6 | Learning Genie –Family Engagement | | | |
| 1.7 | For select classrooms –Ready Rosie | | | |
| 1.8 | Review of Procedures | | | |
| 1.9 | Create checklist per teaching staff to indicate all trainings have been completed | | | |
| 2 | Classroom Set up | | | |

| | | | | |
|-----|------------------------------|--|--|--|
| 2.1 | This item is being finalized | | | |
|-----|------------------------------|--|--|--|

| Facilities | | | | |
|------------|--|---------------|-------------|----------|
| Task | | Task progress | Responsible | Deadline |
| 1 | Work Order System (work straight WORMS) | | | |
| 1.1 | Review of work order system | | | |
| 1.2 | Make Modifications with GS team on any changes needed | | | |
| 1.3 | Create procedures and workflows for work order systems | | | |
| 1.4 | Disseminate information to SDs | | | |
| 2 | Safe Environments Check | | | |
| 2.1 | Modify Safe Environment Checklist | | | |
| 2.2 | Schedule GS to conduct checklist | | | |
| 2.3 | Complete checklist Blankets for children rest time | | | |

| Technology | | | | |
|------------|---|---------------|-------------|----------|
| Task | | Task progress | Responsible | Deadline |
| 1 | Emergency Cell Phones | | | |
| 1.1 | Gather all from inventory (close outs) | | | |
| 1.2 | Label (if needed) | | | |
| 1.3 | Check all battery life | | | |
| 1.4 | Conduct Test call | | | |
| 1.5 | Redistribute to classrooms | | | |
| 2 | Laptops | | | |
| 2.1 | Inventory current laptops | | | |
| 2.2 | Gather all classrooms laptops from various units | | | |
| 2.3 | Send to TSB for configuration/updates/installs/relabeling | | | |
| 2.4 | Send laptops back to the classroom | | | |
| 2.5 | Edit Inventory as needed | | | |
| | <i>Will they need any onboarding materials for usage?</i> | | | |
| 3 | iPads | | | |

| | | | | |
|-----|---|--|--|--|
| 3.1 | Inventory current iPads | | | |
| 3.2 | Gather all iPads from units | | | |
| 3.3 | Identify what apps should be placed on iPads | | | |
| 3.4 | Send to TSB for configuration/updates/installs/relabeling | | | |
| 3.5 | Send iPads back to classrooms | | | |
| 3.6 | Edit Inventory as needed | | | |
| | <i>Will they need any onboarding materials for usage?</i> | | | |

| | | | | |
|-------------|------------------------------------|----------------------|--------------------|-----------------|
| ERSEA | | | | |
| Task | | Task progress | Responsible | Deadline |
| 1 | Child Plus | | | |
| 1.1 | Stagger Sign in and sign out times | | | |
| 1.2 | Stagger meal times | | | |

PROGRAM CALENDARS

Updated: September 1, 2020

This plan is subject to change and/or adjust consistent with Federal, State, and local guidance and/or conditions as they become available and/or warrant.

July 2020 – 16 days

Classroom _____

Phone Number _____

| | | | | | |
|-----------|--------------------|----|----|----|-----------|
| 16 | August 2020 | | | | 11 |
| M | T | W | T | F | |
| 3 | 4 | 5 | 6 | 7 | |
| 10 | 11 | 12 | 13 | 14 | |
| 17 | 18 | 19 | 20 | 21 | |
| 24 | 25 | 26 | 27 | 28 | |
| 31 | | | | | |

| | | | | | |
|-----------|-----------------------|----|----|----|-----------|
| 21 | September 2020 | | | | 21 |
| M | T | W | T | F | |
| | 1 | 2 | 3 | 4 | |
| 7 | 8 | 9 | 10 | 11 | |
| 14 | 15 | 16 | 17 | 18 | |
| 21 | 22 | 23 | 24 | 25 | |
| 28 | 29 | 30 | | | |

| | | | | | |
|-----------|---------------------|----|----|----|-----------|
| 22 | October 2020 | | | | 21 |
| M | T | W | T | F | |
| | | | 1 | 2 | |
| 5 | 6 | 7 | 8 | 9 | |
| 12 | 13 | 14 | 15 | 16 | |
| 19 | 20 | 21 | 22 | 23 | |
| 26 | 27 | 28 | 29 | 30 | |

| | | | | | |
|-----------|----------------------|----|----|----|-----------|
| 15 | November 2020 | | | | 15 |
| M | T | W | T | F | |
| 2 | 3 | 4 | 5 | 6 | |
| 9 | 10 | 11 | 12 | 13 | |
| 16 | 17 | 18 | 19 | 20 | |
| 23 | 24 | 25 | 26 | 27 | |
| 30 | | | | | |

| | | | | | |
|-----------|----------------------|----|----|----|-----------|
| 14 | December 2020 | | | | 14 |
| M | T | W | T | F | |
| | 1 | 2 | 3 | 4 | |
| 7 | 8 | 9 | 10 | 11 | |
| 14 | 15 | 16 | 17 | 18 | |
| 21 | 22 | 23 | 24 | 25 | |
| 28 | 29 | 30 | 31 | | |

| | | | | | |
|-----------|---------------------|----|----|----|-----------|
| 19 | January 2021 | | | | 18 |
| M | T | W | T | F | |
| | | | | 1 | |
| 4 | 5 | 6 | 7 | 8 | |
| 11 | 12 | 13 | 14 | 15 | |
| 18 | 19 | 20 | 21 | 22 | |
| 25 | 26 | 27 | 28 | 29 | |

208 Instructional Days / 220 Teachers Contract

Orientation and First Day of School (Staggered schedule) **August 17, 2020**
School Ends **July 22, 2021**
Last working day **July 23, 2021**

HOLIDAYS

Labor Day September 7, 2020
Veterans Day November 11, 2020
Thanksgiving November 26-27, 2020
Christmas December 24-25, 2020
New Year's Eve December 31, 2020
New Year's Day January 1, 2021
Martin Luther King Jr. January 18, 2021
Presidents' Day **February 15, 2021**
Lincoln's Birthday **February 16, 2021**
Memorial Day May 31, 2021
Independence Day Observed July 2, 2021

NON-SCHOOL DAYS

October **October 26, 2020**
November 23-25, 2020
December December 21-23, 2020
December 28-30, 2020
January January 25, 2021
February February 17-19, 2021
March March 8, 2021
March 15, 2021
March 22, 2021
April **Spring Break by School District**
(see dates listed below)

SPRING BREAK








According to school district's calendar

Campbell April 5 - 9, 2021
Gilroy Unified April 5 - 9, 2021
Hollister April 6 - 10, 2020
Luther Burbank April 5 - 9, 2021
Alum Rock April 13 - 17, 2020
Evergreen April 5 - 9, 2021
Franklin-McKinley April 5 - 9, 2021
Mt. Pleasant April 13 - 17, 2020
Oak Grove April 5 - 9, 2021
San Jose Unified April 12 - 16, 2021

HOME VISITS

Home Visits August 12, 13, 14, 2020
March 8, 2021
March 15, 2021

KEY

| | | | |
|---|---------------------|---|-----------------------|
|  | Staff Development |  | First/Last School Day |
|  | Prep Day |  | Holiday |
|  | Home Visits |  | No School |
|  | DRDP Data Entry Day | | |

| | | | | |
|----|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |

| | | | | | |
|-----------|-------------------|----|----|----|-----------|
| 23 | March 2021 | | | | 20 |
| M | T | W | T | F | |
| 1 | 2 | 3 | 4 | 5 | |
| 8 | 9 | 10 | 11 | 12 | |
| 15 | 16 | 17 | 18 | 19 | |
| 22 | 23 | 24 | 25 | 26 | |
| 29 | 30 | 31 | | | |

| | | | | | |
|--|-------------------|----|----|----|-----------|
| 17 | April 2021 | | | | 17 |
| SPRING BREAK BY SCHOOL DISTRICT | | | | | |
| M | T | W | T | F | |
| | | | 1 | 2 | |
| 5 | 6 | 7 | 8 | 9 | |
| 12 | 13 | 14 | 15 | 16 | |
| 19 | 20 | 21 | 22 | 23 | |
| 26 | 27 | 28 | 29 | 30 | |

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|-----------|-----------------|----|----|----|-----------|
| 20 | May 2021 | | | | 20 |
| M | T | W | T | F | |
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| 10 | 11 | 12 | 13 | 14 | |
| 17 | 18 | 19 | 20 | 21 | |
| 24 | 25 | 26 | 27 | 28 | |
| 31 | | | | | |

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|-----------|------------------|----|----|----|-----------|
| 22 | June 2021 | | | | 22 |
| M | T | W | T | F | |
| | 1 | 2 | 3 | 4 | |
| 7 | 8 | 9 | 10 | 11 | |
| 14 | 15 | 16 | 17 | 18 | |
| 21 | 22 | 23 | 24 | 25 | |
| 28 | 29 | 30 | | | |

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|----------|------------------|----|----|----|-----------|
| 0 | July 2021 | | | | 15 |
| M | T | W | T | F | |
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| 12 | 13 | 14 | 15 | 16 | |
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| 26 | 27 | 28 | 29 | 30 | |

15 February 2021 15

Classroom _____

Phone Number _____

| | | | | | |
|-----------|--------------------|----|----|----|-----------|
| 16 | August 2020 | | | | 11 |
| M | T | W | T | F | |
| 3 | 4 | 5 | 6 | 7 | |
| 10 | 11 | 12 | 13 | 14 | |
| 17 | 18 | 19 | 20 | 21 | |
| 24 | 25 | 26 | 27 | 28 | |
| 31 | | | | | |

175 Instructional Days / 184 Teachers Contract

Orientation and First Day of School August 17, 2020
(Staggered schedule)
School Ends June 3, 2021
Last working day June 4, 2021

HOLIDAYS

Labor Day September 7, 2020
Veterans Day November 11, 2020
Thanksgiving November 26-27, 2020
Christmas December 24-25, 2020
New Year's Eve December 31, 2020
New Year's Day January 1, 2021
Martin Luther King Jr. January 18, 2021
Presidents' Day February 15, 2021
Lincoln's Birthday February 16, 2021
Memorial Day May 31, 2021

| | | | | | |
|-----------|----------------------|----|----|----|-----------|
| 15 | February 2021 | | | | 15 |
| M | T | W | T | F | |
| 1 | 2 | 3 | 4 | 5 | |
| 8 | 9 | 10 | 11 | 12 | |
| 15 | 16 | 17 | 18 | 19 | |
| 22 | 23 | 24 | 25 | 26 | |

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|-----------|-----------------------|----|----|----|-----------|
| 21 | September 2020 | | | | 21 |
| M | T | W | T | F | |
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| 14 | 15 | 16 | 17 | 18 | |
| 21 | 22 | 23 | 24 | 25 | |
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|-----------|-------------------|----|----|----|-----------|
| 23 | March 2021 | | | | 22 |
| M | T | W | T | F | |
| 1 | 2 | 3 | 4 | 5 | |
| 8 | 9 | 10 | 11 | 12 | |
| 15 | 16 | 17 | 18 | 19 | |
| 22 | 23 | 24 | 25 | 26 | |
| 29 | 30 | 31 | | | |

NON-SCHOOL DAYS

October October 26, 2020
November November 12-13, 2020
November 23-25, 2020
December December 21-23, 2020
December 28-30, 2020
January January 25, 2021
February February 17-19, 2021
March March 22, 2021
April **Spring Break by School District**
(see dates listed below)

| | | | | | |
|-----------|---------------------|----|----|----|-----------|
| 22 | October 2020 | | | | 21 |
| M | T | W | T | F | |
| | | | 1 | 2 | |
| 5 | 6 | 7 | 8 | 9 | |
| 12 | 13 | 14 | 15 | 16 | |
| 19 | 20 | 21 | 22 | 23 | |
| 26 | 27 | 28 | 29 | 30 | |

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|--|-------------------|----|----|----|-----------|
| 17 | April 2021 | | | | 17 |
| SPRING BREAK BY SCHOOL DISTRICT | | | | | |
| M | T | W | T | F | |
| | | | 1 | 2 | |
| 5 | 6 | 7 | 8 | 9 | |
| 12 | 13 | 14 | 15 | 16 | |
| 19 | 20 | 21 | 22 | 23 | |
| 26 | 27 | 28 | 29 | 30 | |

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|-----------|----------------------|----|----|----|-----------|
| 13 | November 2020 | | | | 13 |
| M | T | W | T | F | |
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| 9 | 10 | 11 | 12 | 13 | |
| 16 | 17 | 18 | 19 | 20 | |
| 23 | 24 | 25 | 26 | 27 | |
| 30 | | | | | |

SPRING BREAK
According to school district's calendar

Campbell April 5 - 9, 2021
Gilroy Unified April 5 - 9, 2021
Hollister April 6 - 10, 2021
Luther Burbank April 5 - 9, 2021
Alum Rock April 13 - 17, 2021
Evergreen April 5 - 9, 2021
Franklin-McKinley April 5 - 9, 2021
Mt. Pleasant April 13 - 17, 2021
Oak Grove April 5 - 9, 2021
San Jose Unified April 12 - 16, 2021

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|-----------|-----------------|----|----|----|-----------|
| 20 | May 2021 | | | | 20 |
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| 17 | 18 | 19 | 20 | 21 | |
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|-----------|----------------------|----|----|----|-----------|
| 14 | December 2020 | | | | 14 |
| M | T | W | T | F | |
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| 14 | 15 | 16 | 17 | 18 | |
| 21 | 22 | 23 | 24 | 25 | |
| 28 | 29 | 30 | 31 | | |




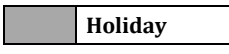
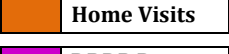
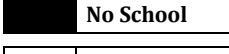

HOME VISITS

Home Visits August 12, 13, 14, 2020

| | | | | | |
|----------|------------------|----|----|----|----------|
| 4 | June 2021 | | | | 3 |
| M | T | W | T | F | |
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| 21 | 22 | 23 | 24 | 25 | |
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|-----------|---------------------|----|----|----|-----------|
| 19 | January 2021 | | | | 18 |
| M | T | W | T | F | |
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| 4 | 5 | 6 | 7 | 8 | |
| 11 | 12 | 13 | 14 | 15 | |
| 18 | 19 | 20 | 21 | 22 | |
| 25 | 26 | 27 | 28 | 29 | |

KEY

| | | | |
|---|---------------------|--|-----------------------|
|  | Staff Development |  | First/Last School Day |
|  | Prep Day |  | Holiday |
|  | Home Visits |  | No School |
|  | DRDP Data Entry Day | | |

Classroom _____

Phone Number _____

| August 2020 | | | | |
|-------------|----|----|----|----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| September 2020 | | | | |
|----------------|----|----|----|----|
| M | T | W | T | F |
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| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
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| October 2020 | | | | |
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| 26 | 27 | 28 | 29 | 30 |

| November 2020 | | | | |
|---------------|----|----|----|----|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

| December 2020 | | | | |
|---------------|----|----|----|----|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

128 Instructional Days

Orientation/First Day of School August 17, 2020
(Staggered schedule)
School Ends May 4, 2021

HOLIDAYS

Labor Day September 7, 2020
Veterans Day November 11, 2020
Thanksgiving November 26-27, 2020
Christmas December 24-25, 2020
New Year's Eve December 31, 2020
New Year's Day January 1, 2021
Martin Luther King Jr. January 18, 2021
Lincoln's Birthday February 12, 2021
Presidents' Day February 15, 2021

NON-SCHOOL DAYS

Every Monday INCLUDING the following days

November November 10, 2020
November 24-25, 2020
December December 22-23, 2020
December 29-30, 2020
February February 16-19, 2020
April **Spring Break by School District**
(see dates listed below)

SPRING BREAK

According to school district's calendar

Hollister March 29 – April 2, 2021
Alum Rock April 5 - 9, 2021
Campbell April 5 - 9, 2021
Evergreen April 5 - 9, 2021
Franklin-McKinley April 5 - 9, 2021
Gilroy Unified April 5 - 9, 2021
Luther Burbank April 5 - 9, 2021
Mt. Pleasant April 5 - 9, 2021
Oak Grove April 5 - 9, 2021
San Jose Unified April 12 - 16, 2021

HOME VISITS

Home Visits August 12, 13, 14, 24, 31, 2020
September 14, 2020
Conferences September 28, 2020
October 5, 19, 2020
November 2, 16
Home Visits January 4, 11, 2021
February 1, 8, 2021
March 1, 2021
Conferences March 15, 29, 2021
April 5, 12, 19, 2021

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| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |



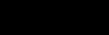
| February 2021 | | | | |
|---------------|----|----|----|----|
| M | T | W | T | F |
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| | | | | |

| March 2021 | | | | |
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| M | T | W | T | F |
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| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| April 2021 | | | | |
|---------------------------------|----|----|----|----|
| SPRING BREAK BY SCHOOL DISTRICT | | | | |
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| May 2021 | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

KEY

| | |
|--|-----------------------|
|  | FIRST/LAST DAY SCHOOL |
|  | HOLIDAY |
|  | NO SCHOOL |

| January 2021 | | | | |
|--------------|---|---|---|---|
| M | T | W | T | F |

FAMILY SUPPORT SERVICES

Updated: September 1, 2020

This plan is subject to change and/or adjust consistent with Federal, State, and local guidance and/or conditions as they become available and/or warrant.

Family Support Services

SCHEDULE AND MAIN RESPONSIBILITIES

Beginning the month of **July**, FSS will begin accessing sites. They will conduct a check-in (either via text or call) with their supervisor upon arrival at the site to ensure their safety. During their stay, it is recommended to utilize only necessary spaces such as their office and the printer area. Prior to leaving, they will, to the best of their ability, disinfect areas accessed and conduct another check-in to ensure their safe departure.

They will conduct a check-in (either via text or call) with their supervisor upon arrival, mid-day (if at the site longer than 5 hours) and departure at the site to ensure their safety. During their stay, it is recommended to utilize only necessary spaces such as their office and the printer area. Prior to leaving, they will, to the best of their ability, disinfect areas accessed.

NOTE: It is highly recommended that if more than 1 FSS work at a site, that they establish and coordinate their schedules together so that they are able to be at site at the same time while adhering to physical distancing protocols. If a FSS is to work at a site alone for any reason and feels in any way uncomfortable accessing a site by his or herself, please speak with a supervisor so that he/she can either be partnered with a colleague.

WEEK OF JUNE 29 - JULY 2:

During this week, FSS will establish a July schedule with their supervisor.

In addition, please take training on germ management and email your certificate to Kyanne Eastman (keastman@sccoe.org) and CC your supervisor.

You can access the training by going to the following website:

MONTH OF JULY

JULY 6 - 10

FSS will access their site 1 to 2 times during this week for only up to 8 hours. The remaining work hours will be performed remotely. The main purpose for accessing the site during this week is to:

- Pick up any mail left at the site such as mailed completed applications.
- Check voice messages and return calls (or takes to return calls remotely);
- Pick up any documents needed to perform their work tasks at home; and
- To check if their desktop computer is turned on.
- Prepare for Close Out of DS/SS (if needed)

WEEK OF JULY 13 – JULY 17: CLOSE OUTS

FSS will access their site for up to **3 days during the week (up to 24 hours)**. The remaining work hours will be performed remotely. The main purpose for accessing the site during this week is to:

- **PRIORITY: Close Outs of DS/SS.**
- Pick up any mail left at the site such as mailed completed applications.
- Check voice messages and return calls (or takes to return calls remotely);
- Pick up any documents needed to perform their work tasks at home.

- To check if their desktop computer is turned on; and

WEEK OF JULY 20 – JULY 31:

FSS will access their site 3 to 4 times during the week to work 15 to 20 hours during the week. The remaining work hours will be performed remotely. The main purpose for accessing the site during this week is to:

- Pick up any mail left at the site such as mailed completed applications.
- Check voice messages and return calls (or takes to return calls remotely);
- Pick up any documents needed to perform their work tasks at home;
- To check if their desktop computer is turned on; and

ADDITIONAL NOTES:

1. At this time, to continue flattening the curve and mitigating the spread of disease, please continue to adhere to the guidance set forth by the Santa Clara County and San Benito County Public Health, California Public Health, and the CDC. Please remember:
 - Wear your face covering
 - To wash your hands regularly
 - Cough or sneeze into a tissue or elbow
 - If more than one person is present, practice physical distancing (6ft apart)
 - If showing any symptoms such coughing, fever of 100.4 or higher, trouble breathing, and so forth set by the CDC, please do not enter the facility regardless of whether you will be there alone.
2. Disinfecting areas and safety equipment.
 - Nitrile gloves are available at each site, usually in the kitchen and/or first aid area.
 - If your site still has disinfectant wipes, please use those wipes to disinfect electronics such as computers, phones, and copiers. If no disinfectant wipes are found, please use the antiseptic wipes provided in the first aid cabinets. Please notify your supervisor if you notice that your supply is low.
 - If needed, for high touch surfaces such as tables and counters, please make and use the bleach and water solution. NOTE: this solution can only be used on the day it is mixed.
 -
- Disinfecting with bleach and water:

Wear gloves make sure room is well ventilated

Mix daily
 4 teaspoons bleach per quart
 1-quart **cool water (spray bottle)**

Leave bleach and water solution on surface **10** minutes

- Disinfecting with GenEon Spray Solution:
 Solution is pre-made
 USE: Spray entire area until wet wait 30 seconds

If you should need any assistance, please feel free to contact your supervisor or Kristen Lee (klee@sccoe.org).


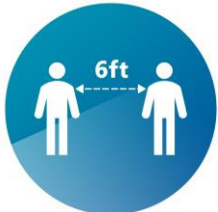
HEALTH AND SAFETY PROTOCOL



Updated: September 1, 2020

This plan is subject to change and/or adjust consistent with Federal, State, and local guidance and/or conditions as they become available and/or warrant.

Childcare Health & Safety Precautions

This document is to provide guidance and procedures for keeping our classrooms, children, and staff safe and healthy, and to minimize the chances of cross contamination. (<https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Childcare-Programs-Guidance.pdf>)

| Category | Activities | Site Plan |
|---|---|-----------|
| <p>Setting Up</p> | <p>Prior to the 1st Day of School</p> | |
|  | <p>Physical Barriers and Guides</p> <ul style="list-style-type: none"> • Section off playgrounds, outdoor water fountains with yellow tape (caution tape) • Mark appropriate areas in and outside the classroom to denote social distancing • Area for shoes to be placed outside of the classroom <p>Shared Objects/Materials</p> <ul style="list-style-type: none"> • Store jackets and sweaters in cubbies. Separate cubbies by one space on shelf • No rugs should be in the classroom when possible • Any cloth materials from the imaginative play (ex. puppets, doll) will be removed from classroom. • Divide toys as needed to ensure that toys can be available for rotation since groups of children will not be allowed within the same room. This means all materials need to be bagged separately. For example, a crayon set needs to be bagged individually. • Have at least two plastic storage containers available for all used materials need to be wash daily. • Water and sand play can be in individual containers with each child having their bag of sand also with playdough. | |
| <p>Overview</p> | <p>Teaching in the Classroom</p> | |
|  | <p>Learning Environment</p> <ul style="list-style-type: none"> • There must be a maximum of 10 to 12 children per classroom if space permits • Teaching staff will work with the same group of children each day, the same children will be assigned to each staff including subs when possible • Physical/Social Distancing (6 feet apart) will be implemented as much as possible, including during nap, meals and outdoor/indoor time. • Refrain from using materials, supplies, and toys that require close physical contact between children and cross | |

| | | |
|---|--|--|
| | <p>contamination should. (examples are playdough, sand, water table, finger/easel painting or other messy activities)</p> <ul style="list-style-type: none"> • Rotate classroom toys weekly • Outside activities will be standardized to individual play (ex: table toys and amount placed outside) | |
|  | <p>Modeling COVID-19 Prevention Practices</p> <ul style="list-style-type: none"> • Staff will regularly demonstrate and role model preventative and hygienic practices such as: <ul style="list-style-type: none"> ○ Coughing/sneezing into tissue ○ Throwing used tissue in the trash ○ Handwashing for 20 seconds (use of a timer) ○ Reminding children not to touch their face, nose and eyes or face shield ○ Encouraging children to report signs of illness ○ Based on CDC recommendations children will be encouraged to wear cloth face covering as best tolerated by child ○ The following individuals are exempt from wearing a face covering: <ul style="list-style-type: none"> • Children aged two and under • Persons with a medical, mental health, or developmental disability that prevents wearing a face covering • Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication ○ Discouraging children from sharing items such as food, eating utensils, cups, towels and toys (e.g., manipulatives or any other materials they may have touched) | |
|  | <p>Increased Routine Cleaning and Disinfecting</p> <ul style="list-style-type: none"> • Always have sufficient supplies and time for hand washing, cleaning and disinfecting between activities. • Clean and disinfect surfaces before and after meal preparation, daily health checks during sign-in, mid-day health checks, and as children move from one activity to another including outdoor and bathroom time. | |
| <p>Daily Set Up</p> | <p>Conduct Prior to Starting the Day</p> | |



Daily Health Screening

- Daily, teaching staff must fill out the modified SCCOE Health Protocol Form asking about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Anyone who has an affirmative response on any of these points must be excluded.
- Sick staff members will be advised not to return until they met CDC criteria to discontinue home isolation.
- Staff will conduct self-temperature screenings.
- Staff who are symptom free and answer no to health screening questions will work, and receive a sticker which will be placed on their SCCOE name





Personal Protective Equipment (PPE)

- Staff will put on appropriate PPE. (booties over their shoes, disposable gowns, and face coverings its recommended staff wear face shields to protect eyes
- Clean face coverings will be placed in paper bag at the end of each day for reuse
- Staff will wear booties over their shoes and gowns
- Change gloves and gowns whenever contact is made with bodily fluids
- **REMEMBER: ALL STAFF ON SITE MUST WEAR PPE AT ALL TIMES.**

Daily Set Up

- Review daily procedures and schedule
- Staff will set up appropriate materials at the entrance of the door for sign in
- Emergency contacts will be kept current and updated
- Open windows in room for ventilation before and after children arrive if possible
- Check the inventory of all cleaning supplies and sanitizer.
- Mark (remark) area to create distancing with colored tape (indoor/outdoor/entrance/hallway)

Conduct End of Day

| | | |
|--|---|--|
|  | <p>Cleaning and Disinfecting</p> <ul style="list-style-type: none"> • Disinfect all toys (play materials) and restage for re-use • Disinfect toys and materials being removed and place back in shed • Place in individual face coverings in individual paper bag with staff's and children's name on it change paper bag as needed • Stack chairs and clear areas so custodial staff can conduct mopping and deep clean <p>Ventilation</p> <ul style="list-style-type: none"> • Close windows before leaving | |
| <p>Sign-In</p> | <p>Procedures for Staff & Parents</p> | |
|  | <p>Messaging to Parents:</p> <ul style="list-style-type: none"> • Staff to notify parents to wear face covering prior to coming to drop off/pick up child • Parents need to bring appropriate ID • Be ready to provide update to emergency card • Reminder to bring socks (please write child's name on both socks) • Provide face coverings for children who can tolerate wearing one • If possible, the same parent/caregiver should drop off and pick up the child every day, avoid designating those at high risk (CDPH Covid-19 updated guidance) <p>Materials Set up at the Entrance of the Door:</p> <ul style="list-style-type: none"> • Table • Tray to place paper • Hand Sanitizer • Pens • Pen box (to place used pens) • Paper (Health form) • Plastic clipboard • Clean cloth face covering for children <p>Sign-in Procedures:</p> <ul style="list-style-type: none"> • Parent waits at designated area with child • Teacher greets child and family at door in designated mark area • Teacher requests parent and child use hand sanitizer and answer questions (or fills out form). <p style="text-align: center;">Daily Health Check</p> <p>Health Check Questionnaire</p> <ul style="list-style-type: none"> • Parent is provided a pen to fill out form on plastic clipboard | |



- Teaching staff conducts daily health check and visually reviews responses on health screening questioner form
- Parent completes form and places it face-down in basket tray
- Ask individual signing in child about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test via health screening questionnaire
- Exclude anyone who has an affirmative response on any of these points.
- Parent places pen to “used” pen box
- If the response is yes to either questions, inform the parent they will need to stay out of school and contact child’s health care provider for guidance.
- Child will not be allowed to return without puff of medical clearance
- Contact HSS for guidance.



Temperature Check

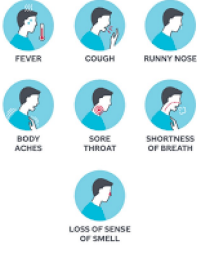
- A designated staff will take child’s temperature using a touchless thermometer on the forehead wearing PPE
- If the child shows a temperature reading of 100.3 degrees or higher for forehead thermometer staff will retake child's temperature,
- Child will not be allowed to stay if temperature remains at 100.3 or higher encourage parent to contact child's health care provider
- Clean thermometer with alcohol wipe or paper towel with GenEon product (the thermometer should be wiped after each use)
- Visually confirm there are no other signs of communicable illness such as a cold or flu
- Record the Daily Health Check form on the iPad via the Nest Forms or Hands On application
- Disinfect iPad in-between the recording of the Daily Health Check



(Above process for checking temperature will be repeated mid-day or after scheduled lunch time to recheck for illness)


After Completing Daily Health Check


- Have student remove shoes prior to entry and ask parents to assist their child in placing them outside the door.
- Staff sanitizes hands
- Retrieve the child’s Name Tag (or write down their name on a nametag sticker and face coving) and clean face covering (if tolerated) put it on.


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|  | <ul style="list-style-type: none"> Place a colored sticker on the nametag (new color each day) or another alternative demarcation noting the child’s ability to stay in the classroom Parent says their farewell to his/her child, and child enters the classroom At the door, parent signs student in on IPAD Clean IPAD after each use Upon entering the classroom, have student go wash hands with soap and water (standard 20 second procedure using timer). One teaching staff will be present to assist with shutting on and off the faucet and observe handwashing and wash their hands as well, staff will follow the ERS procedure when sink is used for more than one purpose (example: toileting and washing hands for meals, upon arrival) <p>Mid-Day Health Check</p> <p>(Before lunch & before children go outside)</p> <ul style="list-style-type: none"> Visual inspection of each child Conduct temperature screening Record on Daily Health Check form | |
| <p>Sign- Out</p>  | <p>Sign-Out Procedures</p> <ul style="list-style-type: none"> Parent waits at designated area outside the entrance door Teacher greets parent at door in designated mark area Teacher asks for ID to verify that person can pick up If approved, teacher provides iPad for parent to sign out. wipe/clean/disinfect iPad after parent signs out. Teacher provides a daily report Child is brought to parent Record the Daily Health Check form on the iPad via the Nest Forms or Hands On application <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> Upon all children’s departure, teaching staff will remove and dispose PPE. | |
| <p>COVID-19 Symptoms</p> | <p style="text-align: center;">Child Showing Symptoms</p> | |
| | <p>Recognize Symptoms</p> <ul style="list-style-type: none"> Child shows signs of persistent (cough, fever, chills, sore throat, shortness of breath, diarrhea, muscle pain, loss of smell/taste, red swollen rash, red swollen eyes) Call 911 if symptoms appear life threatening symptoms may include, trouble breathing, persistent pain or pressure in the | |


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| <p>PRIMARY SYMPTOMS OF COVID-19</p>  | <p>chest, confusion, Inability to wake or stay awake, bluish lips or face</p> <p>Isolation</p> <ul style="list-style-type: none"> • Teacher will direct the child to the “sick room” to isolate the child from others. • Isolate children with symptoms such as (persistent cough, fever, chills, sore throat, shortness of breath, diarrhea, muscle pain, loss of smell/taste, red swollen rash, red swollen eyes) area will be identified in each classroom) and monitored while present • Disposable gowns & gloves, face shield and face mask will be worn when physically engaging with children or staff isolated due to illness • Teaching staff will remain with the child until parent arrives <p>Notify Parents</p> <ul style="list-style-type: none"> • Teaching staff not with isolated child will notify child’s parent and request for pickup • When child’s parent arrives, the parent will stand at the entrance of the door. • Advise parent of child showing symptoms to contact their child’s health care provider child will not be allowed to return without puff of medical clearance and they met CDC’s criteria to discontinue home quarantine • Teaching staff not with the isolated child will: <ul style="list-style-type: none"> ○ Greet parent and provide a daily report ○ Gather child’s materials/belongings and bring them to the parent ○ Conduct Sign-out procedure with parent ○ Step away from door • Teaching staff who is with the isolated child will bring the child to parent. <p>Notify HSPS</p> <ul style="list-style-type: none"> • Health Services Supervisor will contact County Public Health Dept, for guidance as needed <p>Cleaning and Disinfecting</p> <ul style="list-style-type: none"> • Upon child’s departure, teaching staff will remove and dispose PPE and wash their hands • Clean, sanitize, disinfect isolation room after child’s departure • To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, end of day | |
| | <p>Staff Showing Symptoms</p> | |
| | <p>Recognize Symptoms:</p> <ul style="list-style-type: none"> • Staff who present symptoms such as persistent (cough, fever, chills, sore throat, shortness of breath, diarrhea, muscle pain, loss of smell/taste) will leave once alternate coverage arrives. • Use emergency contact to arrange for pick up | |


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| | <p>Cleaning and Disinfecting</p> <ul style="list-style-type: none"> • All staff will follow procedures for cleaning, sanitizing and disinfecting during the day and at the end of the day. • Rooms and outdoor areas will be thoroughly cleaned and disinfected at the end of each day by custodial staff. | |
| Bathroom | <p>Bathroom - Only 1 Child to 1 Toilet</p> | |
|  | <ul style="list-style-type: none"> • Use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing • Only 1 child at a time can enter the bathroom to use the toilet • Teaching staff will stand by the doorway to monitor social distancing • Teaching staff calls child to the bathroom • Child uses the bathroom • Teaching staff in the bathroom will remind/teach the child to use tissue when using the handle to flush the toilet • Child will leave and will be directed to the sink • Teaching staff in the bathroom will clean and disinfect the toilets, sink, dispenser, toilet paper dispenser, paper towel dispenser before and after each use. • Throughout the day sanitize the light switches and door handles | |
| Meals | <p>Changes to Family-Style Meals</p> | |
|  | <p>Guidelines:</p> <ul style="list-style-type: none"> • No food will be brought from home • Disposable plates, cups and utensils will be used • Meals are provided individually (bagged lunch); family style is not allowed • Wear face covering, aprons, glasses and gloves when preparing, handling, and distributing meals <p>Meal Preparation:</p> <ul style="list-style-type: none"> • Tables and chairs will be disinfected prior to each meal • Staff will wash hands and wear clean pair of gloves before distributing food/meals <p>During Mealtime (non-staggered mealtimes):</p> <ul style="list-style-type: none"> • Place name cards of each child at their designated area • Place food onto designated area • Children will wash hands and remove face coverings prior to eating, reminded of physical & social distancing and not | |


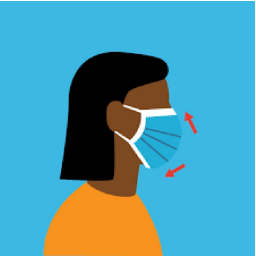
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| | <p>sharing food or eating utensils (this applies to use of toileting needs)</p> <ul style="list-style-type: none"> • Staff and children will sit 6 feet apart from one another. (If there is insufficient space at the provided tables in the classroom for all children, it is recommended that meals times are staggered.) • One teaching staff will record meal consumption • Dispose of all uneaten meals/drinks • Teaching staff will pick up name cards and place in designated area; take trays to the kitchen • Designated staff clean and disinfect tables, chairs, and trays after each meal <p>Staggered Mealtimes:</p> <ul style="list-style-type: none"> • 2 Designated staff will take 6-7 children to an outdoor activity (indoor alternative if weather does not permit) There are two staff outside -- • 1 Teaching staff will assist child with washing hands while 1 teaching staff places name cards and food onto designated area. Two staff inside: 1 assisting with hand washing while 1 placing name cards and food • Staff and children will sit 6 feet apart from one another. (Maximum 2 children and 1 adult to a table when possible) • One teaching staff will record meal consumption • Dispose of all uneaten meals/drinks • 1 Teaching staff will pick up name cards and place in designated area; clean and disinfect tables and chairs after each meal in preparation for next group • 1 teacher with the 3-4 children will wash hands with children before rotating out. • 1 Teacher and 3-4 children who have finished their meal will rotate out with other group (3-4 children and 1 staff) • Rinse and Repeat until all meals are consumed and all furniture are cleaned. | |
| <p>Rest Time</p> | <p>Changes to Nap Time</p> | |
|  | <p>Face coverings will <u>not</u> be worn by children during rest time</p> <p>Modified Layout</p> <ul style="list-style-type: none"> • Develop sleeping map chart each classroom to ensure placement and measure 6ft • Space cots 6 feet apart from each other. Arrange the head of each cot alternately, in opposite direction, to lessen possible spread of illness between children from coughing and sneezing. | |

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| | <p>Disinfecting</p> <ul style="list-style-type: none"> • Cots to be disinfected soon after use • Cot dividers to be disinfected daily along with cot <p>Laundry</p> <ul style="list-style-type: none"> • Wash sheets, blankets and cloth face coverings <u>daily</u>. | |
| <p>Outdoor Time</p> | <p>Structured Activities</p> | |
|  | <p>Guidelines:</p> <ul style="list-style-type: none"> • For those that share a playground (ex: Kinder or migrant) will we need to communicate to them our procedures? • In order to control outdoor social distancing, we will not be able to mingle in the playground with other agencies (i.e. special education, district children) • Remove excessive bikes and dual rider bikes • The use of face coverings is not recommended during outside activities for children • As part of the daily schedule children will be allowed outdoors in small groups a time, depending on outdoor space • All outdoor activities must be <u>structured and intentionally planned</u> <p>Prior to Leaving for Outdoor:</p> <ul style="list-style-type: none"> • Outdoor toys such as large blue blocks will need to be closed off • Set up different activities prior to children going outside to allow (physical/social distancing) for all children, marking them with tape, chairs, hula hoops, on the picnic tables, with chalk, etc. • Teaching staff will grab children’s shoes, and bring them to the entrance leading out to the outdoor play area • Teaching staff to wash hands after handling children’s shoes and put on a clean pair of gloves • Have children wash hands prior going outdoors and when reentering the room following standard hand washing procedure • Review safety rules with all children including importance of physical & social distancing, coughing/sneezing into tissue and reporting signs of illness <p>During Outdoor:</p> <ul style="list-style-type: none"> • Allow children to go out one at a time and choose activity • Administer dime size amount of hand sanitizer, have children rub hands together for 20 seconds when moving from one activity to another | |

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| | <ul style="list-style-type: none"> • Redirected children from playing on any play structure to alternative activities. • <i>Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.</i> • Clean and disinfect items used for structured outdoor activities after each use • Rotate clean items in between groups • No sand box or water table or any communal toys that are difficult to disinfect (ex. bicycles, balls, etc.) • Make sure that taped/marked off spaces for children are maintained <p>Examples of Structured outdoor activities: When possible, set up outdoor for traditional classroom activities such dramatic play, art, math...</p> <ul style="list-style-type: none"> • Physical activities-jumping jacks, running in place • Music & movement-Freeze • I spy • Nature walks • Walking hide & seek • Set up areas for individual play | |
| <p>Handwashing</p> | <p>Procedures</p> | |
|  | <p>While hand sanitizers can help spread germs, handwashing is one of the greatest preventative measures for stopping the spread of germs. Steps for handwashing as follows:</p> <ul style="list-style-type: none"> • Wet hands and apply soap. Use running water which drains out. • Rub hands together vigorously for at least 20 seconds. Scrub all surfaces including back of hands, wrists, between and under fingernails. *There are some great songs that can be sung to indicate time!!* • Rinse hands well under running water until all the soil and soap are gone. • Turn off water with a paper towel. • Dry hands with a different paper towel • Dispose of paper towel in trash can. • Teaching staff will disinfect sink after use <p>Staff & Children must wash hands at the following:</p> <ul style="list-style-type: none"> • Upon arrival for the day and when re-entering classroom and when leaving at end of the day • Before and after eating, handling food or giving a child medication • When moving from one activity to another | |

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| | <ul style="list-style-type: none"> • After handling uncooked food • After using the toilet or helping a child use the toilet • After changing diapers • After handling bodily fluid (mucus, blood, vomit) coughing, sneezing, wiping or blowing nose • After cleaning or handling the garbage <p style="text-align: center;"><u><i>Want something for your classroom?</i></u></p> <p>CDC offers several free handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits.</p> | |
| Cleaning | Sanitizing and Disinfecting | |
|  | <p>To maintain a safe and healthy environment and in effort to minimize the spread of germs and illness follow steps below for cleaning, sanitizing and disinfecting the classroom environment.</p> <p>Children will not be involved in this process. Sanitizing and or disinfecting process must never be done near children. If possible, schedule when children are not present.</p> <p>Set aside small toys that go into the mouth or are contaminated until they are cleaned and sanitized, and disinfected.</p> <p>All surfaces, furnishings, and equipment that have been contaminated by body fluids shall be cleaned and disinfected effectively as needed.</p> <p>Steps to Clean:</p> <ol style="list-style-type: none"> 1. Wash/clean toys, materials and surfaces with soapy water air-dry or dry with paper towel 2. Sanitize, and disinfect surfaces and materials: 3. Bleach/water solution must be made fresh daily. 4. Add measured amount of bleach to container then add water until solution reaches desired level of quart or gallon. 5. Cleaning solutions will always be kept out of reach of children, stored in a safe place and in locked when not in use. 6. Disinfect toys using the dish washer and/or the washer and dryer <p>GenEon Spray Solution:</p> <ul style="list-style-type: none"> • Disinfecting: Solution is pre-made USE: | |

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|  | <ol style="list-style-type: none"> 1. Spray entire area until wet 2. Wait 30 seconds 3. Wipe and dry with a clean paper towel <p>Use this solution to disinfect diapering areas, bathrooms, door, pens, & cabinet handles and any surfaces known to be or commonly contaminated by blood, vomit, urine, feces, sputum, mucus, other bodily fluids. This solution can also be used to disinfect iPads and electronic devices if the solution is first sprayed onto the paper towel.</p> <p>If you run out of the GenEon solution, please use the bleach and water solution below:</p> <p>Bleach/Water for Standard Solutions (5.25%-6%)</p> <ul style="list-style-type: none"> • Sanitizing toys: Add 1 ½ teaspoon bleach to gallon of cool water • Sanitizing tables and surfaces: Add 1/4 teaspoon bleach to 1 quart of cool water (spray bottle) Wait 2 minutes before wiping and drying with a clean paper towel • <u>Disinfecting:</u> 4 teaspoons bleach per quart <i>OR</i> 5 tablespoons (1/3rd cup) bleach gallon of water of water per 1-quart cool water (spray bottle) Wait 10 minutes than wipe and dry with a clean paper towel <p>Never mixed products used for cleaning and disinfecting. Allow product used for cleaning to dry completely before disinfecting with another product.</p> <p>Additional information on cleaning and disinfection of community facilities such as schools can be found on CDC's and CCL websites</p> | |
| <p>Non-Contact Thermometer</p> | <p>Instructions</p> | |
| | <p>Review thermometer user manual included in packaging. Thermometer was already preset to read temperature on Fahrenheit and has two AAA batteries already inserted along with two additional batteries for future use if needed.</p> <ol style="list-style-type: none"> 1. Press the measuring key and hold for 3 seconds | |

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|  | <ol style="list-style-type: none"> 2. Scan and hold thermometer two to five inches away from middle of forehead if unable to read try scanning on side of forehead. Ensure no hair is in the way 3. Continue holding measuring key until temperature value shows on screen and beeping sound 4. Safe temperature reading 100.2 F or below staff/child allowed to stay 5. Temperature reading 100.3 F or higher retake temperature if no change child or staff will not be allowed to stay or need to be sent home 6. Record temperature 7. Thermometer will turn off automatically screen will be blank 8. Clean thermometer after each use with alcohol prep wipe or Geneon spray product onto a paper towel then wipe | |
| <p>Face Coverings</p> | <p>CDC Guidance</p> | |
|  | <p><u>The right way to wear a cloth face mask</u> Before you pick up your mask, make sure you have washed your hands with soap and water or used an alcohol-based hand sanitizer. If your mask has straps, tie the top straps first, then the bottom ones. Once it is tied, do not touch the mask again. If your mask has elastic straps, loop those over your ears. If you feel it slipping, make sure you wash your hands again before you adjust it.</p> <p>It is crucial that the mask covers your nose and your mouth. Do not wear it below your nose. Do not touch the outside of the mask while wearing it and try to avoid touching the outside when you remove it, When you take the mask off, you should carefully fold it to protect the side facing your mouth and nose. Then you can put it in a paper bag for storage until you need it again.</p> <p>Wash your hands one more time after you put the mask away.</p> <p><u>According to the CDC, the mask should:</u></p> <ul style="list-style-type: none"> • Fit snugly, but comfortably against the side of the face. • Be secured with ties or ear loops. • Have multiple layers of fabric. • Allow for breathing without restriction. • Be able to be laundered and machine-dried without damage or change to the shape. <p><u>How to clean a cloth mask and how often</u> The best way to clean a cloth face mask is to wash it in a washing machine. You should wash and dry it at least once a day if possible. If you do not have access to a washing machine, you can hand-wash it by using soap and water. Once it is clean and dry, store the mask in a new</p> | |

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| | <p>paper bag or in a place where it will not be touched or coughed on by other people in your home.</p> <p>Who should not wear a mask? Cloth face masks should not be placed on young children under the age of 2; on anyone who has trouble breathing; or on anyone who is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance, according to the CDC.</p> | |
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