
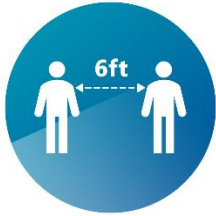


## Covid-19 Childcare Health & Safety Precautions

This document is to provide guidance and procedures for keeping our classrooms, children, and staff safe and healthy. Our objective is to prevent, minimize, and mitigate any spread of the COVID 19 virus by implementing the protocols listed below. Due to the evolving nature of the virus, **recommendations and protocols are subject change.**

This document has been put together utilizing the guidance and recommendations for operating Early Care and Education / Childcare programs issued by the [Center for Disease Control](#), the [California Department of Public Health](#), and [Cal/OSHA](#).

Category	Activities
Setting Up	<p>Prior to the 1<sup>st</sup> Day of School</p>
	<p><b>Physical Barriers and Guide</b></p> <ul style="list-style-type: none"> <li>Mark appropriate areas inside and outside the classroom to denote physical distancing</li> </ul> <p><b>Ventilation</b> Open windows, If not able to open windows due to temperature or unsafe air quality keep fan on throughout the day</p> <p><b>Shared Objects/Materials</b></p> <ul style="list-style-type: none"> <li>Store jackets and sweaters in cubbies. Separate cubbies by one space on shelf</li> <li>No rugs should be in the classroom when possible</li> <li>Any cloth materials from the imaginative play (ex. puppets, doll) will be removed from classroom</li> <li>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, crayon sets should be bagged for individual use</li> <li>Have at least two plastic storage containers available for all used materials that will need to be washed and disinfected daily</li> <li><u>Water, playdough, and sand play</u> can be in individual containers for each child to have their own container with their name on it</li> </ul>
Overview	<p>Daily Set Up</p>



### Learning Environment

- 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 Distancing (3 to 6 feet apart) will be implemented as much as possible, including during nap, meals and outdoor/indoor time
- **Limit to the extent possible from** using materials, supplies, and toys that require close physical contact between children and pose the risk of cross contamination. (Examples are playdough, sand, water table, finger/easel painting or other messy activities)

Individual play with playdough and sand is acceptable if items are stored in individualized containers, labeled for each child, and only utilized by the designated child

- Rotate classroom toys weekly

Outside activities will be standardized to individual play (ex: table toys)

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

**Break Room**



**Break Rooms** will be closed until further notice. Appliances such as refrigerator, microwave and coffee maker can be used to store and heat food all surfaces must be cleaned and disinfected after use

**Best Practices**

- Eat by yourself
- Eat outdoors and maintain more than 6 feet apart from others
- Remove your face mask to eat and drink only
- Wash your hands before and after eating

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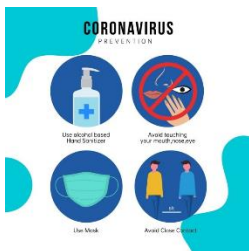
**Visitor Policy**





Volunteer opportunities exist to increase parental/guardian engagement and overall child development and to facilitate school readiness skills. The program offers numerous volunteer opportunities in and out of the classroom that are responsive to the ongoing and expressed needs of parents. The program setting is open for all parent(s)/guardian(s) and encourages observations of his/her child as a Visitor.

- **At this time, with the exception of persons providing mandated and essential services for programming, at this time, visitors and volunteers are not allowed entrance to ELS facilities**
- **Do not limit access for DSPs or mothers who are breastfeeding their infants but can ensure compliance with ECE program visitor policies.**

**Modeling COVID-19 Prevention Practices**



- Staff will regularly demonstrate, role model and monitor proper use of face covering and preventative hygienic practices such as:
  - Coughing/sneezing into tissue
  - Throwing used tissue in the trash
  - Handwashing for 20 seconds (use of a timer or sing a song)
  - Reminding children not to touch their face, nose and eyes or face covering and wash hands or use hand sanitizer when soap and water are not available
  - Encouraging children to report signs of illness
  - The CDPH (California Department of Public Health) guidelines require all staff and children aged 2 and up to wear face coverings in childcare

	<p>settings (June 15, 2021 CDPH guidelines) this guideline is required for childcare settings regardless of vaccination status</p> <ul style="list-style-type: none"> <li>○ Remind children to keep face coverings on throughout the day except when eating, drinking, napping or when outside and need to temporarily remove mask to catch their breath due to physical activity and are ,6 ft away from others</li> <li>○ Follow up with Site Director to develop plans with parents of children who refuse to wear or keep face covers on unless child meets the criteria below:             <ul style="list-style-type: none"> <li>○ The following individuals are exempt from wearing a face covering:</li> </ul> </li> </ul> <p>Children aged two and under</p> <p>Persons with a medical, mental health, or developmental disability that prevents wearing a face covering</p> <ul style="list-style-type: none"> <li>• 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</li> </ul> <ul style="list-style-type: none"> <li>○ Discourage children from sharing items such as food, eating utensils, cups, towels, and toys (e.g., manipulatives or any other materials they may have touched)</li> </ul>
	<p><b>Increased Routine Cleaning and Disinfecting</b></p> <ul style="list-style-type: none"> <li>• Always have sufficient supplies and time for hand washing cleaning and disinfecting between activities</li> </ul> <p>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>
<p><b>Daily Set Up</b></p>	<p><b>Daily Health Screening for Staff</b></p>
	<p><b>Daily Health Screening</b></p> <ul style="list-style-type: none"> <li>• Daily, each teaching staff must complete the health screening questions via <b>Qualtrics</b> 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</li> </ul> <p>Anyone who has an affirmative response (yes) on any of these points must be excluded</p> <p>Staff members including subs showing or reporting any COVID symptoms will be instructed not to report to work until tested or provide medical clearance from health</p>



care provider stating symptoms are not COVID related or are a result of preexisting condition

Staff who test positive are required to report results to their supervisor and will not be allowed to report to work onsite until they are symptom free for 24 hours and meet 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
- **If staff answers yes to Qualtrics health screening questions by mistake, contact your Site Director or SPS who will then contact [jcarrillo@sccoe.org](mailto:jcarrillo@sccoe.org) ext. 6944**
- All COVID related illness symptoms, positive test results or close contacts to a positive case including subs must be reported to immediate supervisor who reports to department designee who reports HR, regardless of vaccination status



Information will be kept confidential and shared on a need-to-know basis in accordance with PHD guidelines and SCCOE confidentiality policy

**Personal Protective Equipment (PPE)**

- **ALL STAFF ON SITE MUST WEAR REQUIRED PPE AT ALL TIMES WHILE IN CONTACT WITH OTHER PERSONS NOT IN YOUR HOUSEHOLD**
  - **REQUIRED ITEMS ARE FACE COVERINGS AND DISPOSABLE GLOVES when applicable based on SCCPHD guidance**
  - **FACE SHIELDS, masks, disposable gowns, and gloves are required to be worn when in the isolation room.**
  - FACE SHIELDS, masks, gowns, and gloves are required to be worn when administering medication, preparing food, assisting with toileting, diaper changing and at sign-in when talking to adults
  - SAFETY GOGGLES are to be worn when using fogger machines.
  - **RECOMMENDED ITEMS: Disposable gowns and shoe coverings, will be provided to the greatest extent possible based on availability**
- Staff will put on proper PPE. (Disposable gloves and gowns, and face coverings.)
- Staff will change gloves and gowns whenever contact is made with bodily fluids
- Personal Protective Equipment (PPE) will be readily available and kept out of the reach of children

Face coverings are required to be worn when on a SCCOE worksite, school campus or academic enrichment center while indoors or outdoors, except while eating or drinking.

Face coverings are not required when an adult is alone in an office, classroom, or other space; **staff must disinfect area after use.**

	<b>Screening Calls Due to Illness/Absences</b>
	<p>If parent reports absence that may be COVID-19 related illness symptoms such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, nausea or vomiting, diarrhea request child isolate and seek medical attention</p> <p>Direct parent to contact child’s health care provider to discuss symptoms</p> <p>Immediately notify site director or SPS</p> <p>All information gathered during the call must be kept confidential in accordance with PHD guidelines and SCCOE confidentiality policy</p>
<b>Sign-In</b>	<b>Procedures for Staff &amp; Parents</b>
	<p><b>Messaging to Parents:</b></p> <ul style="list-style-type: none"> <li>• Staff to notify parents to wear face covering prior to coming to drop off/pick up child</li> <li>• Remind parents children are required to wear face coverings</li> <li>• Parents need to bring proper ID</li> <li>• Be ready to provide update to emergency card</li> <li>• Reminder to bring socks (please write child’s name on both socks)</li> <li>• Provide face coverings for children who do not already have one</li> <li>• If possible, the same parent/caregiver should drop off and pick up the child every day, avoid designating those at elevated risk (CDPH Covid-19 updated guidance).</li> </ul> <p><b>Set Up for Classroom Entrance:</b></p> <ul style="list-style-type: none"> <li>• Table</li> <li>• Tray to place paper</li> <li>• Hand Sanitizer</li> <li>• Pens</li> <li>• Pen box (to place used pens)</li> <li>• Paper (COVID19 health questionnaire form)</li> <li>• Plastic clipboard</li> <li>• A face covering made available for children (if requested by parent/guardian)</li> <li>• Printed Sign In/out sheet (Just in case internet goes down)</li> <li>• Plastic Barrier</li> <li>• Visitor Log</li> </ul>

### Sign-in Procedures:

- 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)

### Daily Health Check

#### COVID-19 Questionnaire

- Parent will complete the Health Screening Questionnaire via iPad (HandsOn) (paper copies of Health Questionnaire are available in Spanish and Vietnamese if, parents need assistance with translation)
- Parent is provided a pen to fill out form on plastic clipboard (if no iPad)
- Teaching staff reviews the responses to the Health Screening Questionnaire
- Parent completes form and places it face-down in basket tray (if no iPad)

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 yes response on any of these points.

- Parent places pen to “used” pen box (if no iPad)

If the response is **yes** to either question, inform the parent they will need to stay out of school and contact child’s health care provider for guidance



Report response to Site Director/SPS

- Child will not be allowed to return without proof of medical clearance (doctor’s note, or test result) If determined by health care provider testing is not required note must include the following: **medical evaluation was completed, cause of symptoms, and COVID-19 test is not needed**
- Contact immediate supervisor or COVID DESIGNEE for guidance if needed
- Clean and disinfect iPad or pens after each use
- If parent answer is yes to questions by mistake teaching staff will notify their Site Director/SPS who will then follow up with the ERSEA Supervisor

#### Temperature Check

- A designated staff will take child’s temperature using a touchless thermometer on the forehead wearing PPE

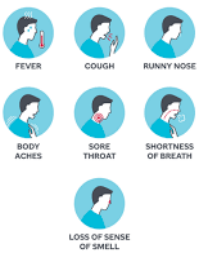


	<ul style="list-style-type: none"> <li>• If the child shows a temperature reading of <b>100.0 F</b> degrees or higher for forehead thermometer staff will retake child's temperature,</li> <li>• Child will not be allowed if temperature remains <b>100.0 F</b> or higher and or any additional signs of illness such as a cold or flu</li> <li>• Record the Daily Health Check form on the iPad via the Nest Forms or Hands On application</li> <li>• Disinfect iPad in-between the recording of the Health Screening Questionnaire</li> <li>• Clean thermometer with alcohol wipe or paper towel with GenEon product (the thermometer should be wiped after each use)</li> <li>• Visually confirm there are no sign illness</li> </ul> <p><b>After Completing the Standard Daily Health Check</b></p> <ul style="list-style-type: none"> <li>• Staff sanitizes hands</li> <li>• Retrieve the child's Name Tag (or write down their name on a nametag sticker and clean face covering is put it on.</li> <li>• Parent says their farewell to his/her child, and child enters the classroom</li> <li>• At the door, parent signs student in on IPAD</li> <li>• Clean IPAD after each use</li> <li>• 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)</li> </ul>
<p><b>End of Day Procedures</b></p>	
<p><b>Sign- Out</b></p> 	<p><b>Sign-Out Procedures</b></p> <ul style="list-style-type: none"> <li>• Parent waits at designated area outside the entrance door</li> <li>• Teacher greets parent at door in designated mark area</li> <li>• Teacher asks for ID to verify that person can pick up</li> <li>• If approved, teacher provides iPad for parent to sign out. wipe/clean/disinfect iPad after parent signs out</li> <li>• Teacher provides a daily report</li> <li>• Child is brought to parent</li> <li>• Record the standard Daily Health Check by using the paper form</li> </ul> <p><b>Cleaning and Disinfecting</b></p> <ul style="list-style-type: none"> <li>• Disinfect all toys (play materials) and restage for re-use</li> </ul>



	<ul style="list-style-type: none"> <li>• Disinfect toys and materials being removed and place back in shed</li> <li>• Wash cloth face coverings or dispose of disposable face coverings</li> <li>• Stack chairs and clear areas so custodial staff can conduct mopping and deep clean</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>• Close windows before leaving</li> <li>• Turn off fan if applicable</li> </ul> <p><b>Personal Protective Equipment</b></p> <ul style="list-style-type: none"> <li>• Upon all children’s departure, teaching staff will safely remove and dispose PPE (See PPE removal poster) except for required PPE (face covering)</li> </ul>
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<p><b>COVID-19 Symptoms</b></p>	<p><b>Child Showing Symptoms</b></p>
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<p><b>PRIMARY SYMPTOMS OF COVID-19</b></p> 	<p><b>Be Aware of Symptoms Related to COVID 19</b></p> <ul style="list-style-type: none"> <li>• Child showing signs of persistent             <ul style="list-style-type: none"> <li>○ cough</li> <li>○ fever</li> <li>○ chills</li> <li>○ sore throat</li> <li>○ shortness of breath</li> <li>○ diarrhea</li> <li>○ vomiting</li> <li>○ muscle pain</li> <li>○ headache</li> <li>○ loss of smell/taste</li> </ul> </li> <li>• Call 911 if symptoms appear life threatening symptoms. This may include, trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, bluish lips or face, red swollen rash, red and swollen eyes</li> </ul> <p><b>*Runny nose/congestion, stomach ache, rash may not be related to COVID 19 unless accompanied with other COVID 19 symptoms, investigate and ask questions about accompanying symptoms</b></p>
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**Isolation**

Isolate children with symptoms such as (persistent cough, fever, chills, sore throat, shortness of breath, diarrhea, vomiting, muscle pain, headache, loss of smell/taste, area will be identified in each classroom and monitored while present

- Disposable gowns & gloves, face shield, and face mask must be worn when physically engaging with children or staff isolated due to illness
- Teaching staff will remain within **eye-view** of child to supervise and monitor symptoms until parent arrives

Ensure there is adequate supplies within easy reach of tissues and a no-touch trash can

Designate a single bathroom for isolation of symptomatic and/or exposed children to be used when needed

Routinely check inventory of PPE supplies

**Notify Parents Of Sick Child**

- Teaching staff not with isolated child will notify
  - Child’s parent and request for pickup
  - SD/SPS
- SD/SPS will notify COVID DESIGNEE, and the Designee will notify HR. HR will notify CUSTODIAL SERVICES (Manager, Custodial Services) of need for disinfecting isolation room and potential areas/surfaces where the child may have had contact.
- When child’s parent arrives, the parent will stand at the entrance off the door.

Advise parent of child showing symptoms to contact their child’s health care provider or local County Public Health Department for testing. The child will not be allowed to return without proof of medical clearance, and until they meet CDC’s criteria to discontinue home isolation

- Parents/guardians will be required to immediately report to teaching staff if child tests positive for COVID-19 or if one of their household members or non-household close contacts test positive for COVID-19.
- Teaching staff not with the isolated child will:
  - 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.

**Cleaning and Disinfecting**

- Upon child’s departure, teaching staff who was with the child will follow sequence for removing and disposing of worn/used PPE and wash hands.

Follow sequence for putting on clean PPE and return to classroom environment


- Post red stop signs when exiting isolation room
- Green enter sign will be posted when isolation room is not in use and safe to enter
- Custodial Staff will clean, sanitize, disinfect isolation room and other points of contact after child’s departure at end of day


**Notification and Reporting**


- After parent/guardian report (if participant tests positive for COVID-19 or if one of their household members or non-household close contacts test positive for COVID-19), teaching staff will report and notify their SD/SPS immediately. The SD/SPS will immediately notify COVID DESIGNEE, who will then notify HR
- If staff/personnel test positive for COVID-19 or if one of their household members or non-household close contacts test positive for COVID-19, they must immediately notify their SD/SPS immediately. The SD/SPS will immediately notify COVID DESIGNEE
- **COVID Designee** will contact HR Dept. and County Public Health Dept. for guidance as needed
- **HR Department** will notify General Services (Custodial Staff) to disinfect the area.
- Staff from other departments and contractors must sign the visitor log when entering the classroom
- SPS /SD will **review visitor log** or ask teaching staff to review visitor log to ensure other department members or contractors' who came into contact with positive case either directly or in a common area are notified when applicable
- Positive cases are reported to **COVID Designee** who reports to HR Designee
- HR Designee reports positive cases to SCCPHD through the reporting portal


Site Director contacts licensing and completes unusual incident report


**Information must be kept confidential and shared only on a need-to-know basis with individuals who must be notified in accordance with PHD guidelines**

	<b>Staff Showing Symptoms</b>
	<p><b>Recognize Symptoms:</b></p> <ul style="list-style-type: none"> <li>• Staff who present symptoms such as persistent (cough, fever, chills, sore throat, shortness of breath, diarrhea, vomiting, muscle pain, headache, and loss of smell/taste) will leave immediately.</li> <li>• If no means of going home are immediately available or if staff is <b>too</b> ill to leave immediately on their own, teaching staff will isolate and use emergency contact to arrange for pick up</li> </ul> <p>Required to immediately report to direct supervisor if test results return positive for COVID-19 or if one of their household members or non-household close contacts test positive for COVID-19</p> <p>The SD/SPS will immediately notify Program Administration <b>COVID Designee</b></p> <ul style="list-style-type: none"> <li>• <b>COVID Designee</b> will contact HR. HR will notify <b>Custodial Services (Manager, Custodial Services)</b> for <b>disinfecting any potential areas of contact.</b></li> </ul> <p><b>Cleaning and Disinfecting</b></p> <ul style="list-style-type: none"> <li>• All staff will follow procedures for cleaning and disinfecting during the day and at the end of the day</li> <li>• Rooms and will be thoroughly cleaned and disinfected at the end of each day by custodial staff</li> </ul>
<b>Bathroom</b>	
	<ul style="list-style-type: none"> <li>• Use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing</li> <li>• <b>Allow physical distancing (3-6 ft) while using the restroom</b> <ul style="list-style-type: none"> <li>• <b>e.g. at least one empty stall in between students, one unused sink while washing hands, etc.</b></li> </ul> </li> <li>• <b>IF there is no room for physical distancing (3-6 feet), only 1 child at a time can enter the bathroom to use the toilet</b></li> <li>• Teaching staff will stand by the doorway to monitor physical distancing</li> <li>• Teaching staff calls child to the bathroom</li> <li>• Child uses the bathroom</li> <li>• Teaching staff in the bathroom will remind/teach the child to use tissue when using the handle to flush the toilet</li> <li>• Child will leave and will be directed to the sink</li> </ul>


	<ul style="list-style-type: none"> <li>Teaching staff in the bathroom will clean and disinfect using disinfectant and or alcohol wipes the toilets, sink, dispenser, toilet paper dispenser, paper towel dispenser before and after each use</li> </ul> <p>Throughout the day clean and disinfect the light switches and door handles using disinfectant wipes</p> <p><b>ADULT RESTROOMS:</b></p> <p>Clean and disinfect after each usage</p> <p>Post occupancy</p> <p>Adult restrooms are not open to the public. Only staff are allowed use of the facility.</p>
<p><b>Meals</b></p>	<p><b>Meal Times- No Family Style</b></p>
	<p><b>Guidelines:</b></p> <p>No food will be brought from home</p> <p>Disposable plates, cups and utensils will be used</p> <p>Meals are provided individually (bagged lunch); <b>family style is not allowed</b></p> <ul style="list-style-type: none"> <li>Wear face covering, gown, face shield and gloves when preparing, handling, and distributing meals</li> </ul> <p><b>Meal Preparation:</b></p> <p>Tables and chairs will be disinfected prior to each meal</p> <p>Staff will wash hands and wear clean pair of gloves before distributing food/meals</p> <p><b>During Mealtime:</b></p> <p>Place name cards of each child at their designated area</p> <p>Place food onto designated areas</p> <p>Children will wash hands and remove face coverings prior to eating and place their face covering in their cubie via a plastic bag</p>

	<p>Children will be reminded not to share food or eating utensils (this applies to use of toileting needs)</p> <p>Staff adhere to physical distancing and will sit 6 feet apart from one another</p> <p><b>For children:</b> When possible, provide sufficient spacing between children during mealtimes. (3 to 6 feet apart) If there is insufficient space at the provided tables in the classroom for all children</p> <p>It is recommended that meals times are staggered</p> <p>One teaching staff will record meal consumption</p> <p>Dispose of all uneaten meals/drinks</p> <p>Teaching staff will take trays to the kitchen</p> <p>Designated staff clean and disinfect tables, chairs, and trays after each meal</p> <p>1 Teaching staff will clean and disinfect tables and chairs after each meal in preparation for next group</p> <p>1 teacher with the 3-4 children will wash hands with children before rotating out</p> <p>1 Teacher and 3-4 children who have finished their meal will rotate out with other group (3-4 children and 1 staff)</p> <p>Rinse and Repeat until all meals are consumed and all furniture is cleaned</p>
<p><b>Rest Time</b></p>	<p><b>Changes to Nap Time</b></p>
	<p>Face coverings will <u>not</u> be worn by children during rest time</p> <p><b>Modified Layout</b></p> <ul style="list-style-type: none"> <li>• Develop sleeping map chart for each classroom to ensure placement and measure 6ft</li> <li>• Space cots 3 to 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</li> </ul> <p><b>Disinfecting</b></p>

	<p>Cots to be disinfected soon after use</p> <p>Cot dividers to be disinfected daily along with cot</p> <p><b>Laundry</b></p> <p>Wash sheets, blankets and cloth face coverings <u>daily</u></p>
<p><b>Outdoor Time</b></p>	<p><b>Structured Activities Refer to Playground Structure Procedure*</b></p>
	<p><b>Guidelines:</b></p> <ul style="list-style-type: none"> <li>• For those that share a playground (ex: Kinder or migrant) will we need to communicate our procedures with other operating programs onsite</li> <li>• In order to control outdoor physical distancing, we will not be able to mingle in the playground with other agencies (i.e., special education, district children). There must be a minimum of 25 ft separation between cohorts</li> <li>• Remove excessive bikes and dual rider bikes</li> </ul> <p>As part of the daily schedule children will be allowed outdoors in small groups a time, depending on outdoor space</p> <p>All outdoor activities must be <u>structured and intentionally planned</u></p> <p><b>Up to 4 at a time on playground structure, allowing for as much distancing as possible</b></p> <p>Stagger playground time and other activities so that no two cohorts are in the same place at the same time.</p> <p><b>*Prior to Leaving for Outdoor:</b></p> <ul style="list-style-type: none"> <li>• Outdoor toys such as large blue blocks are to be closed off</li> </ul> <p>Set up different activities prior to children going outside to allow physical/social distancing for all children. Mark them with tape, chairs, hula hoops, on the picnic tables, with chalk, etc.</p> <p>Have children wash hands prior going outdoors and when reentering the room following standard hand washing procedures</p> <p>Review safety rules with all children including importance of physical &amp; social distancing, coughing/sneezing into tissue and reporting signs of illness</p> <p>Post occupancy signage</p> <p><b>*During Outdoor:</b></p>

	<ul style="list-style-type: none"> <li>• Always supervise each child to make sure children two years of age or older keep their face covering over their nose and mouth</li> <li>• Children supervised by the same adult must stay together in the same play area at all times, to allow active supervision</li> </ul> <p>Allow children to go out one at a time and choose activity</p> <p>Administer dime size amount of hand sanitizer when moving from one activity to another, have children rub hands together for 20 seconds</p> <p><i>Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces</i></p> <p>Clean and disinfect items used for structured outdoor activities after each use</p> <p>Rotate clean items in between groups</p> <p>No sand box or water table or any communal toys that are difficult to disinfect</p> <ul style="list-style-type: none"> <li>• Mark playgrounds to help children and adults maintain 3 to 6-feet distancing</li> </ul> <p>Make sure that taped/marked off spaces for children are maintained</p> <p><b>When possible, set up outdoor for traditional classroom activities such dramatic play, art, math...</b></p>
<p><b>Handwashing</b></p>	<p><b>Handwashing Procedures</b></p>
	<p>While hand sanitizers can help spread germs, <b>handwashing is one of the greatest preventative measures for stopping the spread of germs.</b></p> <p><b>Steps for handwashing as follows:</b></p> <ul style="list-style-type: none"> <li>• Wet hands and apply soap. Use running water which drains out.</li> <li>• Rub hands together vigorously for at least <b>20</b> 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!!*</li> <li>• Rinse hands well under running water until all the soil and soap are gone.</li> <li>• Turn off water with a paper towel</li> <li>• Dry hands with a different paper towel</li> <li>• Dispose of paper towel in trash can</li> <li>• Teaching staff will disinfect sink after use</li> </ul> <p><b>Staff &amp; Children must wash hands at the following:</b></p> <ul style="list-style-type: none"> <li>• Upon arrival for the day and when re-entering classroom and when leaving at end of the day</li> </ul>



	<ul style="list-style-type: none"> <li>• Before and after eating, handling food, or giving a child medication</li> <li>• When moving from one activity to another</li> <li>• After handling uncooked food</li> <li>• After using the toilet or helping a child use the toilet</li> <li>• After changing diapers</li> <li>• After handling bodily fluid (mucus, blood, vomit) coughing, sneezing, wiping, or blowing nose</li> <li>• After cleaning or handling the garbage</li> </ul>
<p style="text-align: center;"><b>Cleaning</b></p>	<p style="text-align: center;"><b>Disinfecting</b></p>
	<p>To keep a safe and healthy environment and in effort to minimize the spread of germs and illness follow steps below for cleaning and disinfecting the classroom environment.</p> <p><b>Children will not be involved in this process of cleaning and disinfecting process must never be done near children. If possible, schedule when children are not present or outdoors.</b></p> <p>Set aside small toys that go into the mouth or are contaminated until they are cleaned 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><b>Steps to Clean:</b></p> <ol style="list-style-type: none"> <li>1. Wash/clean toys, materials and surfaces with soapy water air-dry or dry with paper towel</li> </ol> <p style="text-align: center;"><b>Steps to Disinfecting Spray Solution:</b></p> <ol style="list-style-type: none"> <li>1. Clean toys, materials, and surfaces.</li> <li>2. Disinfect surfaces and materials</li> <li>3. Disinfecting items:             <ul style="list-style-type: none"> <li>• Disinfect toys using the dish washer and/or the washer and dryer</li> <li>• Disinfect areas that will not be in use for longer than 10 minutes                 <ul style="list-style-type: none"> <li>○ Spray surface with disinfectant spray until wet.</li> <li>○ Leave for <u>10 minutes</u> and wipe down OR air dry</li> </ul> </li> <li>• Disinfecting areas that require immediate use: Use Disinfectant Wipes.                 <ul style="list-style-type: none"> <li>○ Wipe area until wet.</li> <li>○ Leave for 60 seconds and allow to air dry</li> </ul> </li> </ul> </li> </ol>



4. Cleaning solutions will always be kept out of reach of children, stored in a safe place and in locked when not in use

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, and other bodily fluids.

[View How To use GenEon sprayer Video](#)

Where safety glasses & face shield

<https://youtu.be/rE7Jit-NCI8>



[Victory Innovations - How To Video](#)

Never mix products used for cleaning and disinfecting. Allow product used for cleaning to dry completely before disinfecting with another product.

More information on cleaning and disinfection of community facilities such as schools can be found on [CDC's](#) and [CCL websites](#)

**Gloves**



## When are gloves needed?

Gloves should be worn when:


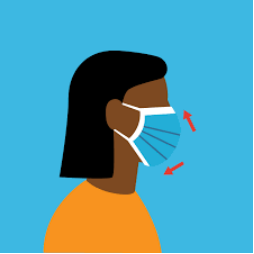
- handling food, feeding, toileting or when bodily fluid contamination may occur
- conducting some speech service interactions
- caring for an ill student or staff person, assisting with medications or other nursing treatments
- cleaning surfaces with caustic disinfectants



Otherwise, gloves are generally not necessary, especially when frequent and effective hand washing techniques are employed.

**Non-Contact Thermometer**

**Instructions**

	<p>Review thermometer user manual included in packaging along with YouTube instructional video. Thermometer will need to be set to Fahrenheit and requires two AAA batteries.</p> <ol style="list-style-type: none"> <li>1. Press the measuring key and hold for 3 seconds</li> <li>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</li> <li>3. Continue holding measuring key until temperature value shows on screen and beeping sound</li> <li>4. Safe temperature reading below <b>100.0 F</b> and there are no additional signs of illness such as a cold or flu</li> <li>5. staff/ child allowed to stay</li> <li>6. Temperature reading 100.0 F or higher retake temperature if no change child or staff will not be allowed to stay or need to be sent home and not be allowed to return until temperature is <b>below 100.0 F</b> for <b>48</b> hours without the use of fever reducing medication and there is no additional signs of illness such as a cold or flu and medical clearance such as note from health care provider indicating symptom is not Covid-19 related and child is cleared to return</li> <li>7. Thermometer will turn off automatically screen will be blank</li> <li>8. Clean thermometer after each use with alcohol prep wipe or disinfectant wipes</li> </ol>
<h2>Face Coverings</h2>	
	<p>Masks are required for staff and children 2 and up, regardless of vaccination status. As of 7/27/21, this is recommended by the CDC. As of 6/29/21, this is REQUIRED by CDPH. Current SCCDPH also requires masks for all indoor settings regardless of vaccination status.</p> <p><b><u>The right way to wear a face covering</u></b></p> <p>Before you pick up your face covering, 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 face covering is over 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 face covering off, you should carefully fold it to protect the side facing your mouth and nose. Then you can</p>

put it in a paper bag for storage until you need it again. Wash your hands one more time after you put the face covering away.

**According to the CDC, the mask should:**

- 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



**How to clean a cloth face covering and how often**

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 paper bag or in a place where it will not be touched or coughed on by other people in your home

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 CDC.

**Face Shields**

A face shield is primarily used for eye protection for the person wearing it. Currently, CDC does not recommend use of face shields as a substitute for masks.

## Donning and Doffing of PPE



## SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

### 1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



### 2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



### 3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



### 4. GLOVES

- Extend to cover wrist of isolation gown



## USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

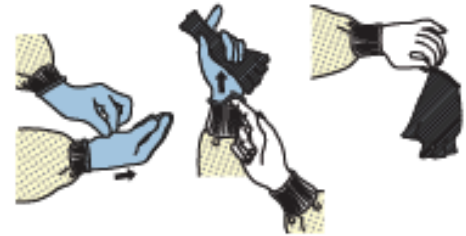


## HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



### 3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container



### 4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated —DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**

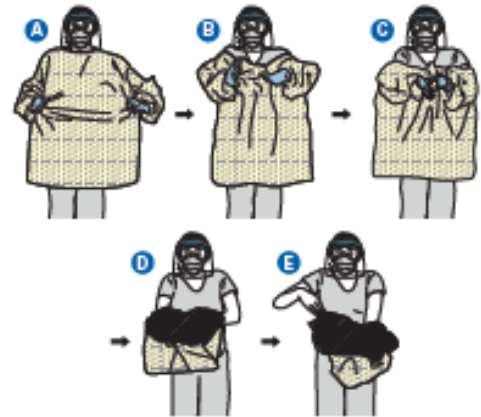


## HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

### 1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



### 3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated —DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



### 4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE**

