




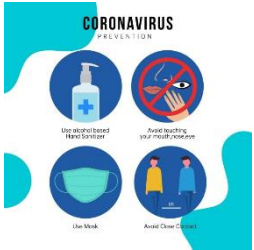
Covid-19 Childcare Health & Safety Precautions


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 to 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](#), [Cal/OSHA](#), and Community Care Licensing.


Category	Activities
Setting Up	Daily Set Up
	<p>Ventilation Classroom staff will open windows. If not able to open windows due to temperature or unsafe air quality, keep the fan on throughout the day.</p> <p>MERV 13 filters for HVAC systems are scheduled to be changed every 90 days for each center.</p> <p>Each classroom/office area will be provided with an air purifier which covers the extent of the square footage of the space. Filters will be changed as indicated on the equipment.</p> <p>Shared Objects/Materials</p> <ul style="list-style-type: none"> Classroom objects/materials may be shared amongst children Student belongings (jackets, sweaters etc.) may be stored in cubbies. Any cloth materials may be laundered at the end of the week. <p>Learning Environment</p> <ul style="list-style-type: none"> Review daily procedures and schedule Staff will set up appropriate materials at the entrance of the classroom for sign in and sign out Emergency contacts will be kept current and updated Open windows in the room or ensure the fan is on for ventilation before and after children arrive, when the weather permits. Check the inventory of all cleaning supplies and sanitizer.

<p>Break Room</p> 	<ul style="list-style-type: none"> • Breakrooms can be used by more than one employee at a time. Staff may have lunch together if they choose to do so. It is recommended to maximize physical distance between staff as much as possible. • Appliances such as refrigerator, microwave and coffee maker can be used to store and heat food. • It is encouraged to clean and disinfect all surfaces after use.
<p>Visitor Policy</p> 	<p>While volunteer opportunities exist to increase parental/guardian engagement and overall child development and to facilitate school readiness skills, the program has a NO VISITOR POLICY currently.</p> <ul style="list-style-type: none"> • The primary parent or guardian of a child receiving services in a childcare facility has the right to enter and inspect the facility at any time without notice (Please see CDPH guidance below). • *Due to COVID and the safety and wellbeing of staff and students, parents/guardians must follow all COVID protocols • https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Child-Care-Guidance-QA.aspx <ul style="list-style-type: none"> * Link also includes Q & A's related to the guidance. • People providing mandated and essential services for programming are allowed entrance to ELS facilities, they must comply with our SCCOE, ELS and masking policies.

	<ul style="list-style-type: none"> Do not limit access for DSPs or mothers who are breastfeeding their infants but can ensure compliance with ECE program visitor policies
	<p>Modeling COVID-19 Prevention Practices</p> <ul style="list-style-type: none"> Staff will regularly demonstrate, role model and monitor proper use of face covering and preventative 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 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 In accordance with SCCOE guidelines all staff and children aged 2 and up must continue to wear face coverings when in the classroom. Follow up with Site Director to develop plans with parents of children who refuse to wear or keep face covers on unless the child meets the criteria below: 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
	<p>Daily Health Screening for Staff</p>
	<p>Daily Health Screening</p> <ul style="list-style-type: none"> All staff members should report to their immediate supervisor when they are feeling ill. <p>Staff members, including subs, showing, or reporting illness/COVID symptoms will be instructed not to report to work until tested or until they provide medical clearance from</p>

	<ul style="list-style-type: none"> • All information gathered during the call must be kept confidential in accordance with PHD guidelines and SCCOE confidentiality policy. • Symptomatic children may return upon COVID designee clearance (proof of negative test OR medical clearance OR quarantine). In addition, the child must be fever free without the aid of medication for 24 hours and symptoms must have improved
Sign-In	Procedures for Staff & Parents
	<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 • Remind parents that children are required to wear face coverings • Parents need to bring proper ID • Be ready to provide an update to emergency card • Provide face coverings for children who do not already have one <p>Set Up for Classroom Entrance:</p> <ul style="list-style-type: none"> • Podium • Hand Sanitizer • Pens • COVID19 health questionnaire form (for when internet is down) • Clipboard • Face masks for children • Printed Sign In/out sheet (Just in case internet goes down) • Visitor Log <p>Sign-in Procedures:</p> <ul style="list-style-type: none"> • Parents wait at the designated area with their child outside of the classroom • 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) • For the first weeks of school. Parents sign in/out before entering the classroom and remain on site no more than 10 minutes as needed based on children's transition needs • Allow no more than 5 families at the time to be inside the classroom, for no more than 10 minutes • Gradually minimize parents stay in the classroom as weeks pass by and children are transitioning successfully • For those children that are having a harder time transitioning, allow longer period of time as recommended by teaching staff, SD and MH services • Parents will continue to use podium outside the classroom for sign in/out <p style="text-align: center;">Daily Health Check</p>


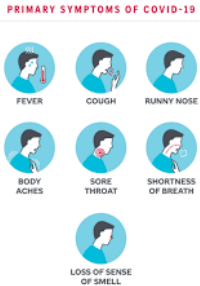
COVID-19 Questionnaire

- 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)
- Parents are provided a pen to fill out a form on clipboard (if no iPad)
- Teaching staff reviews the responses to the Health Screening Questionnaire
- Symptomatic children will be asked to stay home. Parents are encouraged to contact the child's health care provider for guidance.
- Report response to Site Director/SPS
- Contact immediate supervisor or COVID DESIGNEE for guidance and conditions for the child to return.
-  Clean and disinfect iPad or pens as needed.


After Completing the Standard Daily Health Check




- Staff sanitizes hands
- Retrieve the child's Name Tag
- Parents say their farewell to his/her child, and the child enters the classroom
- At the door, parent sign student in on IPAD
- Upon entering the classroom, have student go wash their 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)






	End of Day Procedures
<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 the parent at door in designated mark area • Teacher asks for ID to verify that person can pick up • Child is brought to parent • Record the standard Daily Health Check by using the paper form • Any contact with parents or guardians should be held outdoors to the greatest extent possible <p>Cleaning and Disinfecting (Daily)</p> <ul style="list-style-type: none"> • Disinfect all toys using the defogger (play materials) and restage for re-use at the end of the day. • Wash cloth face coverings or dispose of disposable face coverings. • Wash cloth materials used in the classroom at the end of the week. • Stack chairs and clear areas so custodial staff can conduct mopping and deep clean. • In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. <p>Ventilation</p> <ul style="list-style-type: none"> • Close windows before leaving • Turn off fan if applicable <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> • Upon all children's departure, teaching staff will safely remove and dispose of PPE (See PPE removal poster) except for required PPE (face covering)
COVID-19 Symptoms	Child Showing Symptoms
<p>PRIMARY SYMPTOMS OF COVID-19</p> 	<p>Be Aware of Symptoms Related to COVID 19</p> <ul style="list-style-type: none"> • Child showing signs of persistence <ul style="list-style-type: none"> ○ cough ○ fever ○ chills ○ sore throat ○ shortness of breath ○ diarrhea ○ vomiting ○ muscle pain ○ headache ○ loss of smell/taste?





	<ul style="list-style-type: none"> • 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 <p>*Runny nose/congestion, stomachache, rash may not be related to COVID 19 unless accompanied with other COVID 19 symptoms, investigate, and ask questions about accompanying symptoms</p> <p>Isolation</p> <ul style="list-style-type: none"> • Isolate children with symptoms such as (persistent cough, fever, chills, sore throat, shortness of breath, diarrhea, vomiting, muscle pain, headache, loss of smell/taste). • Teaching staff will remain within eye-view of child to supervise and monitor symptoms until parent arrives • All classrooms should identify a quiet space where an ill child can rest while waiting to be picked up. <p>Notify Parents of Sick Child</p> <ul style="list-style-type: none"> ○ The teaching staff will notify: <ul style="list-style-type: none"> • Child's parent and request pickup • SD/SPS ○ When the child's parent arrives, the parent will stand at the entrance of the door or may enter classroom to pick up child if adult is wearing a mask. ○ Encourage the parent of the child showing symptoms to contact their child's health care provider for guidance. Child may return with a negative COVID test, medical clearance, or after quarantine. ○ Parents/guardians will be required to immediately report to teaching staff if their child tests positive for COVID-19 or if one of their household members or non-household close contacts test positive for COVID-19. <p>Notification and Reporting</p> <ul style="list-style-type: none"> • After parent/guardian reports a confirmed positive case or close contact, staff will immediately report to SD/SPS who will report to COVID Designee for guidance. • If staff/personnel test positive for COVID –19 or are identified as a close contact, staff will report to SD/SPS immediately. The SD/SPS will immediately notify COVID DESIGNEE for guidance. • COVID Designee will contact HR Dept. and County Public Health Dept. for guidance as needed • General Services (Custodial Staff) will be notified to disinfect the area. • Staff from other departments and contractors must sign the visitor log when entering the classroom • SPS /SD will review visitor logs 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.
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	<ul style="list-style-type: none"> • HR 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
	Staff Showing Symptoms
	<p>Recognize The Symptoms:</p> <ul style="list-style-type: none"> • Staff who present COVID 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. • If no means of going home is immediately available or if the staff is too ill to leave immediately on their own, teaching staff will isolate and use emergency contact to arrange for pick up • 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 • The SD/SPS will immediately notify Program Administration COVID Designee • Rooms will be thoroughly cleaned and disinfected at the end of each day by custodial staff. • If staff are experiencing COVID related symptoms, they must report specific symptoms to their supervisors to take proper next steps.
Bathroom	
	<ul style="list-style-type: none"> • Use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing • Teaching staff in the bathroom will remind/teach the proper basic bathroom hygiene. • Clean toilet seat and sink after each use <ul style="list-style-type: none"> • ADULT RESTROOMS: <ul style="list-style-type: none"> • Adult restrooms are not open to the public. Only staff are allowed use of the facility.
Meals	Mealtimes- Family Style
	<p>Guidelines:</p> <ul style="list-style-type: none"> • No food will be brought from home in accordance with “no outside food policy.” • Disposable plates, cups and utensils can be used • Meals are provided “family style” • Wear face covering, apron, and gloves when preparing, handling, and distributing meals

	<p>Meal Preparation:</p> <ul style="list-style-type: none"> • Tables will be disinfected prior to each meal • Staff will wash their hands and wear a clean pair of gloves before distributing food/meals <p>During Mealtime:</p> <ul style="list-style-type: none"> • Place food onto designated areas • Children will wash their hands and remove face coverings prior to eating and place their face covering in their cubie via a plastic bag • Children will be reminded not to share food or their eating utensils. One teaching staff will record meal consumption • Dispose of all uneaten meals/drinks • Teaching staff will take trays to the kitchen • Designated staff will clean and disinfect tables, chairs, and trays after each meal
<p style="text-align: center;">Rest Time</p>	<p style="text-align: center;">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"> • <u>While physical distancing is no longer required</u>, spacing to the greatest extent possible is still best practice (18-inch min). Arrange the head of each cot alternating, in opposite direction, to lessen possible spread of illness between children from coughing and sneezing <p>Disinfecting and cleaning(weekly)</p> <ul style="list-style-type: none"> • Cots, liners, and mats will be cleaned weekly <p>Laundry (weekly)</p> <ul style="list-style-type: none"> • Wash sheets and blankets once a week and as needed as long as a plastic divider is in place in between blankets, and they are not touching each other's
<p style="text-align: center;">Outdoor Time</p>	<p style="text-align: center;">Structured Activities Refer to Playground Structure Procedure*</p>
	<p>Guidelines:</p> <ul style="list-style-type: none"> • For those that share a playground (ex: Kinder or migrant) we will need to communicate our procedures with other operating programs onsite. There will be no co-mingling with other agencies on the playground. <p>*Prior to Leaving for Outdoor:</p> <ul style="list-style-type: none"> • Review safety rules with all children, coughing/sneezing into tissue and reporting signs of illness <p>*During Outdoor:</p> <ul style="list-style-type: none"> • Group sand and water play is encouraged.

Handwashing	Handwashing Procedures
	<p>While hand sanitizers can help prevent the spread of germs, handwashing is still one of the greatest preventative measures for stopping the spread of germs.</p> <p>Steps for handwashing are 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 your 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 <p>Staff & Children must wash their hands at the following:</p> <ul style="list-style-type: none"> • Upon arrival for the day and when re-entering classroom from outdoor play • Before and after eating, handling food, or giving a child medication • 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;">Cleaning / Sanitizing/ Disinfecting</p> <p>To keep a safe and healthy environment and in an effort to minimize the spread of germs and illness follow steps below for cleaning and disinfecting the classroom environment.</p> <p>Definitions:</p> <p>Clean - To remove dirt and debris by scrubbing and washing with a detergent solution and rinsing with water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.</p> <p>Sanitize - To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations.</p> <p>Disinfect - To destroy or inactivate most germs on any inanimate object, but not bacterial spores.</p>

	<p>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.</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 first and then disinfected effectively as needed.</p> <p>Steps to <u>Clean</u>:</p> <ol style="list-style-type: none"> 1. Clean contaminated toys, materials, and surfaces with cleaning solution. 2. Spray with cleaning solution, wipe clean with paper towel, eliminate visible contaminate, dirt, debris, etc... 3. Air-dry or dry with paper towel. <p>Steps to <u>Disinfect</u>:</p> <ol style="list-style-type: none"> 1. Before disinfecting, clean toys, materials, surfaces, etc... with cleaning solution as mentioned above. 2. Disinfect surfaces and materials <ul style="list-style-type: none"> • Disinfecting items: <ul style="list-style-type: none"> • Disinfect highly used toys using the dish washer and/or the washer and dryer • Disinfecting areas that will not be in use for longer than 10 minutes <ol style="list-style-type: none"> 1. Clean toys, materials, surfaces, etc... with cleaning solution as mentioned above. 2. Spray surface with disinfectant spray until wet 3. Leave for <u>10 minutes</u> and wipe down OR air dry • Disinfecting areas that require immediate use: Use Disinfectant Wipes. <ol style="list-style-type: none"> 1. CLEAN AREA FIRST with cleaning solution as mentioned above, then wipe area until wet. 2. Leave for amount of time indicated on package, usually 3 – 5 minutes. 3. Must let air dry, DO NOT WIPE DRY <p>Cleaning/Disinfecting solutions will always be kept out of reach of children, stored in a safe place and in locked when not in use</p> <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, and other bodily fluids.</p> <p>View How To use GenEon sprayer Video Where safety glasses & face shield https://youtu.be/rE7Jit-NCI8</p>
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	<div data-bbox="451 212 932 485">  </div> <div data-bbox="964 212 1484 485"> <h2>Victory Innovations - How To Video</h2> </div> <p>Never mix products used for cleaning and disinfecting.</p> <p>Allow product used for cleaning to dry completely before disinfecting with another product.</p> <p>More information on cleaning and disinfection of community facilities such as schools can be found on CDC's and CCL websites</p>
<p>Gloves</p> 	<h2>When are gloves needed?</h2> <p>Gloves should be worn when:</p> <ul style="list-style-type: none"> – 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 <p>Otherwise, <u>gloves are generally not necessary</u>, especially when frequent and effective hand washing techniques are employed.</p> 
<p>Non-Contact Thermometer</p>	<h2>Instructions</h2>
	<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"> 1. Press the measuring key and hold for 3 seconds 2. Scan and hold the 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 the measuring key until temperature value shows on screen and beeping sound 4. Safe temperature reading below 100.0 F and there are no additional signs of illness such as a cold or flu 5. staff/ child allowed to stay

	<ol style="list-style-type: none"> 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 below 100.0 F for 48 hours without the use of fever reducing medication and there are 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 7. The thermometer will turn off automatically, the screen will be blank 8. Clean thermometer as needed with alcohol prep wipe or disinfectant wipes
	<h3>Face Coverings</h3>
	<p>All Staff and students are required to wear masks while indoors.</p> <p>Exemptions to masks requirements The following individuals are exempt from always wearing masks:</p> <ul style="list-style-type: none"> • Persons younger than two years old. Very young children must not wear a mask because of the risk of suffocation. • Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance. • 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. <p>Ways to have a better fit and extra protection with cloth mask and disposable masks</p> <ul style="list-style-type: none"> • Wear two masks (disposable mask underneath AND cloth mask on top) • Combine either a cloth mask or disposable mask with a fitter or brace • Knot and tuck ear loops of a 3-ply mask where they join the edge of the mask • For disposable procedure masks, fold and tuck the unneeded material under the edges. (For instructions, see the following https://youtu.be/GzTAZDsNBe0^{external icon}) • Use masks that attach behind the neck and head with either elastic bands or ties (instead of ear loops) <p>https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Get-the-Most-out-of-Masking.aspx</p>

	Most Effective	More Effective	Effective	Least Effective
	<ul style="list-style-type: none"> • N95 (Also, best for wildfire smoke) 	<ul style="list-style-type: none"> • KF94 • KN95 • Double Mask • Fitted Surgical Mask 	<ul style="list-style-type: none"> • Surgical Mask 	<ul style="list-style-type: none"> • Fabric mask with three or more cloth layers

The right way to wear a face covering

Before you pick up your face covering, make sure you have washed your hands with soap and water or used 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.

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 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 the use of face shields as a substitute for masks.