This is a fluid document outlining our plans as we re-open our center. It will be updated as we work out processes and best practices are figured out. We are open to all feedback and suggestions on how we can support one another during this time.

- Discussion with CCLD analyst including tele-visit
- Hanging of all notices and posters per licensing
  - Pre-opening licensing checklist

If you are showing, any signs of illness DO NOT ENTER THE BUILDING!

Face coverings are to be worn while on premises.

Families will not be admitted into the classroom due to the classrooms open floor plan. Drop off and pick up will take place on the side of the building. Families must adhere to all social distancing policies at all times and wear face coverings. Families must wait on X or remain in their cars if multiple families are dropping off at the same time.

Families who need to sign paperwork or meet with the staff must sign in, have health check performed including temperature check and wash hands.

Children are required to wear masks. We cannot force a child to keep a mask on their face, but we highly encourage a mask for everyone over the age of 2. Having an extra mask on site is encouraged as best practice in case the first one becomes soiled.

**Drop off** - A staff member (management or teacher) will check the child in every morning.

- Families will sanitize hands using a hand sanitizer that contains 60% more alcohol prior to picking up their assigned clipboard and pen.
- Ink pens are in 2 containers- one clean on the first table and one dirty on the second table.
- Daily health check performed including taking the temperature (using a no touch thermometer). Information is recorded on log and family member staff both sign off on log.
- Family member can then sign in child.
- Pen is placed in dirty pen container, clipboard is placed on the table
- Staff walks child into the classroom.

Staff doing morning health check –

Revised date: 8/5/2020
• Sanitize hands prior to performing health check
• Wear mask
• Perform daily health check
• Walk child to classroom
• Clean thermometer with alcohol wipe between each child
• Clean hands prior to performing another health check
• Disinfect or sanitize sign in area that family used

Pick up:
• Family sanitize hands
• Family will retrieve their clipboard and clean pen from the first table and sign their child out
• Family place the used pen in the dirty pen bucket and place their clipboard on the second table
• Family will wait for family at the end of the ramp
• Child will clean their area up
• Child will wash their hands
• Staff member will walk them to the front door to their families

Daily admittance: Children will not be admitted if they are showing any of the following signs of illness including:

Temperature over 100.4 (temperature will be taken by a staff member daily)
Cough (frequent and unusual)
Discharge from eyes, nose, mouth (Green, excessive watery, etc.)
Sneezing (frequent and unusual)
Shortness of breath
Constant Runny nose (that is not clear)
Any abnormal signs of behavior
Or at the discretion of the CDC staff

Classroom Items:
• Must have at least 2 sets of extra clothes- All clothing that has secretion or excretion is changed immediately. If clothes are sent home because they are soiled, please send in new clothes the next day.
• Masks- A plastic bag with child’s name will be in their cubby. When children are not wearing them, they will be inside the bag. Masks are sent home when soiled, daily or every Friday to be washed (based on the families’ preference).
• No toys or extra items from home (please talk to Jessica if special circumstance exist).

Meal times:
• No family style dining.
• One staff will serve all the children at all tables in the classroom.
• Staff will wear gloves and not touch anything else. Use tongs/serving utensils to serve the children.
• Children are offered each meal item and they have a choice of what they eat.
• Children spaced out with at least one chair between them. More if possible.
• Drinking Water:
  o Children have the right to drink water throughout the day whenever they want.
  o Children can use the inside drinking fountains which will be sanitized frequently and disinfected mid-day and end of day or will be provided with a water cup with their name on it by the staff member to be filled from the water jug. The water jug will be washed and sanitized daily.

Classroom space and set up:

• HANDWASHING- staff and children will follow a 6-step procedure for handwashing. Staff will assist children in assuring that all 6 steps are completed.
  o Upon entering classroom
  o Upon re-entry into room (at any time)
  o After using restroom
  o Before and after eating
  o After taking off, putting on or touching face mask
  o Anytime hands are near face or in mouth
  o After wiping nose, cough or handling any bodily fluids
  Only use sanitizer if you cannot wash hands

• Children required to wear masks
  o Staff use social stories to discuss why mask usage is needed
• Group sizes to remain as low as possible
• Room is arranged to encourage physical distancing including areas of individualized play
  o Tape is used to define areas of play
• Children encouraged to remain 6 feet apart
  o No group time or large group activities
• Limited amount of toys out each day
• Rotate toys to maintain interest
• Provide toys and materials that are developmentally appropriate and provide enriching learning times
• Dirty toy baskets available
  o Toys that are dirty are placed up in the dirty toy basket until properly cleaned and returned to floor
• Children each provided with personal container of items that are non-shareable (crayons, pencils, etc)
• Social component of school maintained as much as possible

Revised date: 8/5/2020
Outside play: spend as much time as possible outside

- Outside activities encouraged (in appropriate weather)
- Inside activities brought outside
- Cleaning guidelines remain
- Handrails on climber, bike handles, swing chains, picnic tables and benches, etc. should be cleaned frequently

STAFF GUIDELINES:

- Staff wash hands immediately upon entering the building, prior to signing in or touching anything.
- Staff will self-certify each day that they do not have a fever and have not been exposed to COVID-19 in the past 48 hours upon signing in. Ink pens used to sign in will stay with them for the day or be placed in the dirty pen bucket.
- Staff will wear aprons while in the classrooms.
- Masks are worn in the building per CA guidelines. Masks need to be cleaned on a daily basis. It is the staff member’s responsibility to have a clean mask. If for some reason they need one, please let Tiffany know.
- Used aprons are placed in the white mesh bag to be laundered throughout the week.
- Staff will ensure proper handwashing of all children and staff at all times.
- Staff will ensure the supervision of children at all times by performing head counts aloud, especially at transition times.
- Children will have a warm and supportive environment where their emotional, social, physical, and intellectual development is enriched.
- Staff will maintain communication regarding each child virtual methods on a consistent basis (email, phone, zoom, notes, etc)
- Staff will model appropriate behaviors such as not touching face, proper handwashing, maintaining social distance, etc.

If a child becomes sick while at school:

- Child must be isolated immediately
- Notify supervisor/director immediately
- Do not allow another child to use the area until cleaning is done
- Family will be notified to pick up immediately
- If COVID-19 symptoms – administration will follow up with proper authorities

CLEANING

Revised date: 8/5/2020
Cleaning during the day:

- Bathrooms cleaned then sanitized with a bleach water solution after each child uses it. Maintain other cleaning as normal.
- Clean and sanitize tables before meal times. Clean and disinfect tables after all meals.
- Clean and sanitize tables in between children using them.
- Classroom sinks/drinking fountains cleaned and sanitized frequently.
- Between classes:
  - Morning classroom materials/ toys removed and afternoon classroom materials/ toys brought out.
  - Doors/shelves/walls are cleaned and disinfected

Toys in dirty basket cleaning process:

- Staff put on gloves.
- Wash toys with soapy water.
- Clean with List N EPA registered disinfectant (lemon Quat).
- Let sit for 10 minutes.
- Rinse.
- Air dry.

Nightly Cleaning:

- CDC staff will clean all toys used in the classrooms at the end of day following cleaning procedures listed above.
- Tables and chairs cleaned with soap and water then a List N EPA registered cleaner (lemon quat) prior to picking up chairs.
- Shelves/cubbies (sides/insides, etc) cleaned with a List N EPA registered cleaner (lemon quat).

A CDC staff will use disinfectant to clean keyboards and phones in common areas every day. Cloth chairs are disinfected each day.

Outside cleaning: We will be maintaining regular cleanings on the outside playground equipment in accordance with state regulations along with all CDC recommendations.

Opening and Closing checklist:

An opening and closing checklist of cleaning/preparation tasks is posted in the sign in book.

**CC janitorial staff will clean the whole center every night following all guidelines and M & O cleaning schedule**

Revised date: 8/5/2020
Resources used to create this guidance include:

https://www.cdss.ca.gov/inforesources/child-care-licensing

https://www.cde.ca.gov/sp/cd/re/elcdcovid19.asp


https://www.cdpr.ca.gov/docs/schoolipm/


https://nrckids.org/files/CFOC4%20pdf-%20FINAL.pdf