This is a fluid document outlining our plans as we re-open our centers. It will be updated as our 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!

You must be wearing a face covering to enter the building.

Families will not be admitted past the lobby. Only one family member per child allowed entering the center at a time. No more than 2 families in the lobby at one time. Families must adhere to all social distancing policies at all times and wear face coverings. Families must wait outside on X or remain in their cars if multiple families are dropping off at the same time.

To enter the building you will walk down the steps and enter on the west door. To exit the building, exit the east door and walk around the front of the center to the parking lot. If you have mobility needs, please inform Jessica immediately. Look for directional signage.

Children are highly encouraged to wear masks. We cannot and will not force a child to keep a mask on their face, but we highly encourage a mask for everyone over the age of 2 per CDC recommendations.

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

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 entering the building.
- Ink pens are in 2 containers- one clean and one dirty. Use a clean pen then place it in the dirty basket. All pens will be properly cleaned prior to reuse.
- Staff will provide sign in sheet and daily health check form to family daily.
- Daily health check performed including taking the temperature (using a no touch thermometer), the Information is recorded on log, family member/staff both sign off on log.

Revised date: 8/5/2020
• Family member can then sign in child.
• Child will choose a facemask to wear.
• Staff walks child back to class.

Staff doing morning health check –
• 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
• Clean and disinfect sign in area that family used

Pick up:
• Family sanitize hands prior to entering building
• Staff provides sign out sheet
• Staff retrieves child from classroom, bring to family and shares needed information about day. (Teachers are still reachable via email, apps and phone for questions and concerns you may have regarding your child)

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

Children’s face masks:
Every child will be offered a center facemask after they are signed in. A large zip lock baggie holds the masks that children can choose from. If they have a personal mask from home, that mask is placed in a baggie labeled with their name and taken to their cubby to await pick up. At the end of the day or when soiled the facemask is placed in the classrooms garment bag to be laundered. Masks are laundered in hot water as needed to ensure the supply of masks to children. Children do not have to wear a center mask they can keep their personal mask on.

Classroom Items:
• Clothing- Must have at least 2 sets of extra clothes- All clothing that has secretion or excretion is changed immediately. If clothes are used, send in new clothes the next day.
• No toys or extra items from home (please talk to Jessica if special circumstance exist).
• Nap blankets/nap items need to remain at school for the entire week.

Meal times:
• No family style dining.
• One staff will serve all the children at all tables in the classroom.
• Staff will wear gloves while using 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.
• Disposable paper products are used to eat all meals on.
• Drinking Water:
  o Children have the right to drink water throughout the day whenever they want.
    ▪ 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 disposable water cup by the staff member to be filled from the water jug. The water jug will be washed and sanitized daily. Prior to handing out the cups, the staff member will clean hands.

Classroom space and set up:
• Upon entering classroom everyone (children and staff) will follow all 6 steps of handwashing- if child does not complete all 6 steps then they need to re do
  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
  o Only use sanitizer if you cannot wash hands
• Children (above the age of 2) strongly encouraged to wear masks at all times. If mask is not worn physical distancing is implemented.
  o Staff use social stories to discuss why mask usage is needed
• Group sizes remain as low as possible while classrooms are 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 or sensory 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
• Planned lessons and enriching curriculum presented daily
• Dirty toy baskets available

Revised date: 8/5/2020
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.
- Nap mats placed as close to 6 feet apart as possible. Children placed head to foot
  - Staff washing mat after nap. Use List N EPA registered disinfectant. Keep all bedding inside a labeled bag. Continue to wash bedding once a week.

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 you need one, please let Jessica know.
- Used aprons are placed in the white mesh bag located in lounge 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.
- Teachers will maintain communication with families regarding each children on a consistent basis using virtual methods if needed (email, phone, zoom, notes, etc.)
- Staff will model appropriate behaviors such as not touching face, proper handwashing, maintaining social distance, etc.
CLEANING

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.
- High traffic areas (doors, walls, etc.) washed and sanitized during naptime.
- Classroom sinks/drinking fountains cleaned and sanitized frequently.

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 be disinfected using a List N EPA registered cleaner (lemon quat) prior to picking up chairs
- Shelves/cubbies (sides/insides, etc) cleaned with soap and water then disinfected using a List N EPA registered cleaner (lemon quat)

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

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

Revised date: 8/5/2020
• If there are COVID-19 symptoms – administration will follow up with proper authorities

**Outside cleaning:**

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

**Break room/ lobby/office areas:**

Staff will clean after themselves using soap and water followed by a List N EPA registered disinfectant (lemonquat). Computer stations have “THIS AREA IS SANITIZED” signs that are used to show when areas are cleaned. After cleaning the area staff will be place sign back down, so others know it is ready to use.

Prior to opening for the day, a CDC staff will clean with soap and water followed by a List N EPA registered disinfectant wipes or spray (lemonquat) the following areas:

**Break room:**
- Counters
- Chairs
- Tables
- Keyboards/computers
- Phones
- Filing cabinet fronts
- Cupboard handles
- Appliance (Refrigerator/microwave, etc.) handles
- Locker fronts
- Disinfect couches

**Offices:**
- Tops/sides of desks
- Chairs
- Keyboards/computers
- Phones
- Filing cabinet fronts

**Lobby:**
- Keyboards/computers
- Phone
- Filing cabinet fronts
- Chairs
- Pens
- Sign in books
- Counters (including under the counters)
Opening and Closing checklist:

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

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