

LAUMC Children's Center Preschool
655 Magdalena Ave. Los Altos CA 94024
www.childrenscenterpreschool.org
650-941-5411

Protocols and Procedures for Reopening in September 2020

This Children's Center document outlines procedures and protocols to help ensure the safety of children, their families and staff through the planned fall reopening and duration of the 2020-21 school year. The Children's Center will continue to provide a safe, warm and nurturing preschool experience for preschoolers' age 2-5 years using the following guidelines. These guidelines will be updated as new public health information becomes available. Please note these guidelines are based on the Santa Clara Public Health guidelines dated June 30th, 2020 and may vary from county to county.

We recognize the many concerns parents and caregivers must consider when making the decision to send their children to school. Safety, care, meaningful learning and fun for each child on every day of preschool are the guideposts for re-entry during these challenging times. Children's Center Staff will be trained on all new health screening, social distancing, healthy hygiene, cleaning and disinfecting protocols to ensure a safer school environment.

Website updates and e-mail communication through Constant Contact will be the primary sources for keeping Children's Center families informed.

Classroom Groups and Hours:

Children will remain in classroom groups of ten or less. Each classroom will be staffed with two qualified teachers and a teaching assistant or one qualified teacher and teaching assistant depending upon enrollment. Each separate group of children and staff will remain in their classroom group for the entire 3.0-hour session, starting at 8:45 AM to 11:45 AM. Optional early care starting at 8:00 AM to 8:45 AM and lunch care from 11:45 AM to 12:45 PM will also be offered in each stable group. Children's Center teachers and/ or assistants will not work with multiple classroom groups. However, if a Children's Center Staff member is sick or cannot work, a substitute will cover the classroom duties.

Staff Floaters will support supervision during arrival, throughout the school day, during outdoor activities and at dismissal. Staff Floaters will maintain social distancing to avoid cross contamination and will always wear a face covering.

Classroom Space/Physical Distancing:

In addition to smaller class group sizes of 10 or less, all classroom furniture and play spaces will be arranged to help facilitate smaller group play. Hula-Hoops and other visuals will be used for classroom defining of social distancing space. Circle time will be eliminated unless held outdoors. The children and/or staff will not be singing in the classroom until updated guidance from state and local health authorities allows that activity.

Weather permitting, more outside play and activities will be scheduled during the school day. Whenever possible, staggered indoor and outdoor play utilizing classroom patios will provide more opportunities for distance between play groups.

There will be separate sets of toys for each class (group of children). Play furniture and outdoor equipment that is more permanent will be disinfected by the Children's Center Staff, between each class/group daily. Machine washable cloth toys will be used by one individual at a time and will be laundered at the end of each class. A professional cleaning service will clean and disinfect all classrooms at the end of each school day.

Groups of children will not be mixed in common areas of the preschool except for shared classroom bathrooms. Bathrooms will be monitored by staff for optimum hygiene and adherence to social distancing requirements.

Visitors will be discouraged from entering the Children's Center and attending classroom activities. Special events, assemblies, or other large group gatherings including tours for prospective families are cancelled until further guidance. The Children's Center front office and Co -Directors office will have Plexiglas partitions for additional COVID-19 protection.

Parents and caregivers will be required to exit the campus immediately after school dismissal.

Snack Time:

Snacks will be served in the classrooms. There will be 4 or less children at each of the three classroom tables providing adequate distancing for snack time.

- Children's Center Staff will prepare snacks in the kitchen, using proper handwashing techniques, before children arrive to the school.
- Kitchen surfaces will be cleaned and disinfected before and after each snack preparation.
- Snacks will be covered with plastic wrap to avoid any contamination.
- Kitchen sinks, used for snack preparation, will not be used for any other purpose.
- Children and Children's Center Staff will wash their hands prior to and immediately after eating.

- Children's Center Staff serving children (the same person as the snack preparer) will serve individual snacks and wear gloves.
- Disposable eating utensils and paper goods will not be shared and will be properly disposed of in closed lid classroom trashcans.
- Children and staff will not share or touch each other's food
- When snack is over, tables will be immediately cleaned and disinfected
- If weather permits, snack will be served outside with appropriate distancing

Arrival and Departure Procedures:

Parents and caregivers will park in predetermined parking areas and will walk their children to one of the three designated entry station for their classroom (as outlined on the attached Campus Map).

Each entry station will accommodate different classrooms. Station "A" will receive children from classrooms 1, 2 and 3. Station "B" will receive children from classrooms 4 and 5. Station "C" will receive children from classroom 11. Families will wait in line six feet apart and will observe the pathway markers.

Designated Children's Center Staff members will be at each entry station. The Children's Center Staff will receive each child, provide hand sanitizer with at least 60% alcohol, and perform a temperature check with a no touch thermometer. The no touch thermometer will be wiped with an alcohol wipe after each staff members use. The staff will also perform a visual wellness check of each child, looking for signs of illness which could include flushed cheeks, rapid breathing, difficulty breathing, fatigue, or extreme fussiness.

Parents/Caregivers will be asked to sign in their children using their own pens. With their signature, they are confirming their child does not have a fever, shortness of breath, cough or that their child has not taken any fever reducing medication within the last 24 hours. Parents are also, with their signature, confirming that no one in their immediate household has COVID-19 symptoms or has tested positive for COVID-19.

Children with a temperature of 100.4 degrees or higher and/or with visible signs of illness will not be admitted to the Children's Center.

Ideally, the same parent or caregiver should drop-off and pick-up the children every day. If possible, older people such as grandparents or those with serious underlying medical conditions, should not drop-off/pick-up children because they are more at risk for severe illness from Covid-19. Parents and caregivers will be discouraged from entering the Children's Center facilities.

After the Children's Center Staff members receive the children, parents and or caregivers will exit the campus via a different exit point, thus ensuring a one-way path without any possible double backing. Entry and exit points will be supervised to assist with social distancing.

Teaching Young Children about Social Distancing and Healthy Hygiene:

The Children's Center Staff will implement strategies to model and reinforce social distancing and healthy hygiene by doing the following: -

- Staff will wear cloth face coverings, thus modeling best practices
- Staff will present learning opportunities to children on wearing masks. For example, by placing a mask on a doll or stuffed animal, this can make masks less frightening and provides some fun. Staff may also play games such as peek-a-boo, to show the children they are the same person with or without a mask.
- Staff will practice social distancing.
- Staff will roleplay and practice what social distancing looks like by demonstrating the recommended distance to the children.
- Create and develop scripted stories and/or games around social distancing, cough etiquette, and handwashing techniques.
- Provide play/pretend opportunities for children to imagine and practice social distancing.
- Explain to children why it is not healthy to share drinks or food, particularly when sick.
- Practice frequent handwashing by counting to 20 (handwashing should last 20 seconds).
- Teach children to use a tissue to wipe their nose and to cough or sneeze inside a tissue/elbow. Teach children to also use a tissue when using the handle to flush the toilet.
- Model and practice handwashing before and after eating, after coughing or sneezing, after playing outdoors and after using the restroom.
- Signage depicting and describing best handwashing and social distancing techniques will be displayed in appropriate areas.

Health Screening:

The Children's Center Staff will initiate temperature and wellness checks for each child at the beginning of the school day. The Children's Center Co-Directors will continue to monitor children and staff throughout the day for signs of illness.

If a child presents with a fever of 100.4 degrees or higher, a cough, or other COVID-19 symptoms, we will isolate them from the general classroom population by placing them in a quarantine room. We will then notify parents/emergency contacts to pick up the child. Staff will also be sent home with a fever of 100.4 degrees or higher, a cough or any other COVID-19 symptoms.

Children with a medical history of allergies are required to produce a written doctor's note confirming the allergy with associated symptoms.

Children's Center Staff, parent and caregivers are encouraged to check with their health care providers in assessing their risk while working at or having their children attend the Children's Center.

Some people are at higher risk for serious COVID-19 illness than others. Specifically, older adults and people with underlying health conditions are more likely to develop serious symptoms and to require more intensive medical care.

Those that are at high risk for severe illness from COVID-19 are: -

- People aged 50 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including: -
 - Chronic lung disease or moderate to severe asthma
 - Serious heart conditions
 - Compromised immunities

Many conditions can cause a person to have compromised immunities, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune-weakening medications

- Severe obesity (body mass index (BMI) of 40 or higher)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease
- People who are pregnant

The Santa Clara County Public Health Department strongly urges that persons at higher risk of severe illness to stay home.

Parents should also consider not having their children attend preschool if they are in contact with family members who are over the age of 50 and/or have underlying medical conditions.

Coronavirus symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

COVID-19 Testing and Reporting:

The Children’s Center will document/track incidents of exposure and confirmed cases of COVID-19. If there is a confirmed case of COVID-19 at the Children’s Center, the Co-Directors will immediately contact Denise Robinson (Chief Administrative Officer at LAUMC) and local health officials.

- Santa Clara County Public Health Department requires students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts has tested positive for COVID-19.

The following steps outline the procedure for dealing with COVID-19 positive test results:

- We will require that parents/care givers and/or Children’s Center Staff notify the Children’s Center Co- Directors immediately if a student or staff member tests positive for COVID-19 or if one of their household members or non-household close contacts test positive for COVID-19.
- Upon receiving notification that a student or staff member has tested positive for COVID-19 or has been in close contact with a COVID-19, the Children’s Center Co-Directors will take actions as described below.

Response to “SUSPECTED” or “CONFIRMED” Cases and “CLOSE CONTACTS”:

SUSPECTED: Any student or Children’s Center Staff exhibiting symptoms will immediately be required to wear a face covering and wait in the quarantined area until they can be transported home or to a health care facility, as soon as practical. For serious illness the Children’s Center Co-Directors will call 911.

CONFIRMED:

- The Children’s Center Co-Directors will notify the County of Santa Clara Public Health Department immediately of any positive case of COVID-19 by e-mailing coronavirus@phd.sccgov.org and calling (408)-885-4214. All Children’s Center Staff and families in the preschool community will be notified of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. The Children’s Center Co-Directors will also contact within 24 hours, the Community Care Licensing Regional Office. Further, within 7 days, the Children’s Center Co-Directors will complete an unusual incident report and e-mail it to CCLOaklandSouthChildCare@dss.ca.gov
- Areas will be closed off that were used by the individual(s) with COVID-19
- Outside doors and windows will be opened to increase air circulation in the affected area(s)
- A 24-hour waiting period will be observed prior to cleaning and disinfection of the affected areas.
- Cleaning staff will clean, using personal protective equipment and will disinfect all areas, classrooms, bathrooms, offices and common areas used by the COVID-19 positive person(s) focusing especially on frequently touched surfaces.
- For disinfection, the Environmental Protection Agency (EPA) approved list of “N” products will be used in accordance with the manufacturer’s instructions
- Additional diluted household bleach solutions can be used if appropriate for the surface; cleaning staff will follow the manufacturer’s instructions for application (5 tbsp of bleach per gallon of water or 4 tsp of bleach per quart of water) and use guidelines for proper ventilation.
- All students and Children’s Center Staff who have been in contact with a confirmed COVID-19 positive person(s) case will be instructed to get COVID-19 testing and to remain in quarantine at home for 14 days.
- For preschool re-opening after a confirmed case of COVID-19, LAUMC and Children’s Center Co-Directors will seek guidance from local health officials to determine when students and Children’s Center Staff should return to school and what additional steps are needed for the preschool community.

CLOSE CONTACTS:

Close contacts (household or non-household) of confirmed COVID-19 cases will be sent home and immediately instructed to get COVID-19 testing and to re-test again on day 10 from the last day of exposure. Regardless of test results, the affected student or Children's Center Staff member must quarantine for the full 14 days after exposure.

Negative COVID-19 Results:

The following steps outline the procedure for handling negative COVID-19 results: -

- Symptomatic students or Children's Center Staff who test negative for COVID-19 should remain at home until at least 72 hours after resolution of fever (if any) and improvement in other COVID-19 related symptoms.
- Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.
- Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from the date of the last exposure even if they subsequently test negative for COVID-19.
- Documentation of negative COVID-19 test results must be provided to the Children's Center Co-Directors.
- In lieu of a negative COVID-19 test result, symptomatic students and Children's Center Staff may return to the Children's Center with a medical note by a physician that provides an alternative explanation for symptoms and reason for not ordering COVID-19 testing.

Hygiene:**Hand Hygiene**

Hand sanitizer dispensers will be placed near all classroom entry doors and in other high traffic areas.

The Children's Center will advocate strict handwashing guidelines for all Children's Center Staff and children and will use children's bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.

All children and Children's Center Staff will engage in hand hygiene which will include appropriate handwashing with soap and water for 20 seconds and/or hand sanitizer which is at least 60 % alcohol, at the following times: -

- Arrival each day at the Children's Center Preschool
- Before and after preparing food/drinks
- Before and after snacks
- Before and after diapering
- Before and after assisting children with bathroom needs
- After any contact with bodily fluid
- After playing outdoors or in the sand
- Children's Center Staff will wash their hands, neck and anywhere touched by a child's secretions as well as change the child's and teacher's clothes.

Children will be supervised when they use hand sanitizer to prevent inadvertent ingestion. Staff will also assist children with best handwashing techniques when needed. Signage depicting and describing best handwashing techniques will be displayed in appropriate areas.

Diapering

Before diapering a child, the Children's Center Staff will follow the guidelines listed below.

- First, wash hands as well as the children's hands
- Put on gloves
- Remove soiled diaper
- Clean child
- Place soiled diaper and wipes in trashcan with lid
- Replace diaper
- Clean up diapering station
- Remove gloves and discard in trashcan with lid
- Wash hands
- Wash child's hands again

When disinfecting a diapering station, fragrance free EPA registered "N" list products will be used. Signage depicting and describing best diapering practices will be displayed in appropriate areas.

Coughs and sneezes protocols:

Children will be taught to avoid contact with one's eyes, nose and mouth, and to use tissue to wipe their nose and to cough/sneeze inside their elbow. The Children's Center Staff will model and practice handwashing before and after eating, after coughing/sneezing, after playing outdoors and after using the restroom.

Change of clothes:

Each child will have a change of clothes, labeled with their name and kept in a separate zip-lock bag, stored in their respective classroom closet. Children's Center Staff can protect themselves by wearing an over-large button-down shirt, long sleeve shirt and by wearing long hair up off the collar in a ponytail or other up-do. Children's Center Staff's personal items/change of clothes will be placed in individual plastic bins with a lid, labeled with their name and stored in classroom closets.

Art supplies:

Children's art supplies, such as pencils, markers, crayons, scissors, paint brushes, glue sticks and playdough will be sorted and stored in individual, labeled plastic containers for school use. These supplies will be provided by the Children's Center and kept on campus.

Masks/Face coverings:

Masks/face coverings are required for students, parents, caregivers, and the Children's Center Staff during drop-off and pick up. Children under the age of 6 should be encouraged, but not required to wear cloth face covering within their stable classroom cohorts. While on campus, cloth face coverings for Children's Center Staff is a requirement, both inside and outside the classroom, with the exclusion of eating and drinking.

PPE:

Personal Protective Equipment will be provided for the Children's Center Staff.

Signage:

Signage will be posted at appropriate locations throughout the Children's Center. Signs and notices will include information regarding social distancing protocols, face covering recommendations, cough etiquette, symptoms of COVID-19, best practice handwashing techniques and diapering technique.

International and Domestic Travel:

If any Children's Center student, a member of their family or a Children's Center Staff member have traveled to an area identified by the CDC as "Level 3 Travel Health Notice", they may not attend the Children's Center for 14 days, from the day they return to the United States. That instruction would include children of any family in which only one parent/caregiver travelled internationally. The only exception would be if the individual who travelled was to quarantine themselves away from all members of the family for 14 days upon return to the United States.

If any Children's Center student, a member of their family or a Children's Center Staff member have travelled domestically to a state with very high infection rates, they must notify the Children's Center Co-Directors immediately.

Cleaning:

Inside spaces will have increased ventilation by introducing fresh air as much as possible. Windows and external doors will be kept open when appropriate and air will be circulated by ceiling fans and air conditioning units set on "fan". All air conditioning systems will be checked every two months and filters replaced every two to three months to ensure optimum air quality.

Steps will be taken to ensure that all water systems and drinking fountains are safe to use after any prolonged facility shutdown.

All classrooms will be cleaned thoroughly and disinfected twice daily when children are not present. Each classroom will be professionally cleaned at the end of the school day using EPA approved "N" list products, by "Platinum Facility Services", 1530 Oakland Road, Suite 165, San Jose CA 95112(<http://www.platunumfacilityservices.com>). All high touch surfaces such as sink knobs, toilet handles, tables, and door handles, will be sanitized with approved EPA registered disinfectants for use against COVID-19, as described on the EPA website at www.epa.gov. All cleaning products and/or disinfectants will be stored in areas where they are inaccessible to children. All Children's Center Staff will be trained on using the manufacturer's directions for safe use of all cleaning and disinfecting products as required by the Healthy Schools Act.

Cleaning of classrooms and supplies refers to the removal of germs, dirt and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Disinfecting refers to using chemicals to kill germs on surfaces.

Designated containers for toys will be cleaned and disinfected before they are introduced into the classroom environment both before and after each class session.

Toys that children have placed in their mouths, or that are otherwise contaminated will be set aside and cleaned later with EPA registered disinfectant(s).

Children's books and other paper-based materials are not considered a high risk for transmission and do not need additional cleaning or disinfecting procedures.

Outdoor spaces with large play structures which include but are not limited to slides and other equipment, will be disinfected after each class session.

Heidi Bliss & Denize Gray

Co-Directors

Resources:

CDPH and CDSS COVID-19 Updated Guidance for Child Care Programs and Providers
<https://www.covid19.ca.gov>

Interim Guidance for Administrators of US K-12 Schools and Child Care Programs
<https://www.cdc.gov/coronavirus/2019>

Guidance for Child Care Programs that Remain Open, Supplemental Guidance
<https://www.cdc.gov/coronavirus/2019>

COVID-19 FAQs for Childcare Licensees and Providers, PIN 20-11 CCP dated May 21, 2020
www.cdss.ca.gov

Social and Physical Distancing Guidance and Healthy Practices for Childcare Facilities in Response to the Global Coronavirus (COVID-19) Pandemic written in collaboration with the California Department of Education, PIN 20-06-CCP
www.cdss.ca.gov

