

Parent Handbook Covid-19 Addendum October 2020

The team at Rancho Santiago Community College District's Child Development Services is committed to on-going communication and transparency as we re-open our child development center for in-person care and education. As always and especially during this time, health and safety is a primary focus.

The policies and procedures outlined within this Parent Handbook Addendum are based on the most current guidance from public health officials (Centers for Disease Control and Prevention (CDC), California Department of Public Health and Orange County Health Care Agency) as well as other relevant sources such as, United States Environmental Protection Agency (EPA), Healthy Schools Act, California Community Care Licensing, and California Department of Education.

As conditions change and guidance evolves, this document will be revised accordingly and shared with all families through email and our website. The revision date will be noted on the upper right corner of every page.

Center Hours of Operation (8:00am to 4:00pm)

The center's hours of operation for in-person care and education are modified from 7:30am - 6:00pm to 8:00am to 4:00pm. This will ensure compliance with the learning cohort model and appropriate deep daily cleaning, disinfecting, and sanitizing occurs.

Learning Cohort/Closed Campus

The center will follow the California Department of Public Health and Californian Community Care Licensing guidelines for Learning Cohorts. This guidance outlines permissible small-group in-person care and education services that restricts access to classrooms/center, limits cohort size, impedes cohort mixing, mandates proper physical distancing, mask wearing, appropriate disinfection and sanitization.

- Only enrolled children and appropriate staff will be allowed to enter the classrooms/center. No visitors will be allowed. Parents must schedule office visits with the Center Director prior to coming-in (other than to drop off and or pick-up child).
- Each leaning cohort consist of 10 children with 1 Master Teacher and 2 teacher qualified staff in each classroom (below the mandated combined limit of 16 children and adults).
- Learning cohorts will not interact or mix with different cohorts. Each learning cohort will stay in their own classrooms for the majority of the day (learning, napping and eating). Outdoor equipment and materials will be cleaned and disinfected between use of the cohorts.
- Masks will be worn by everyone at the center at all times when not eating or drinking. Children will be expected and highly encouraged to wear their masks when not eating, drinking, napping, or taking a mask break.

- The classrooms and outdoor areas will be set-up to encourage physical distancing (limiting chairs, placement of toys, location of napping cots).

Child Arrival

- The arrival process will be conducted in the specified outdoor area. Only enrolled children will be allowed to enter the center.
- Families will be scheduled for arrival at the center.
- Families will follow this process (using QR code):
 - Electronic health screening will be completed in car using QR code (Failure to meet the necessary health requirements, will exclude child from in-person care and place them in remote instruction for 10-14 days).
 - If health screening requirements are met, the app will allow child to be signed-in with the family's personal identifier.
 - Families (including child) must wear face coverings and follow distance markers in the receiving area. Staff will take child's temperature using contactless thermometer and confirms electronic signature.
 - If no fever is detected, an assigned staff person from child's learning cohort will escort to their classrooms where child will wash hands upon entering. (If child's temperature is 100°F or higher, the child will be excluded from in-person care and placed in remote instruction for a minimum of 72 hours (3 days) after being fever free without fever reducing medications).

Child Dismissal

- The dismissal process will be conducted in the specified outdoor area.
- Families are scheduled for child pick-up. The center must be called if child will be picked up outside of scheduled time.
- Families will follow this process (using app and QR code):
 - Sign-out child and notify staff stationed at the pick-up area.
 - Wear face coverings and follow distance markers as they wait for their child to be escorted to the designated waiting area from the classrooms.
 - Leave campus after child is released from care.

Cleaning, Sanitizing, and Disinfecting

The cleaning, sanitizing and disinfection of the center will follow all appropriate mandates and guidelines from the Centers for Disease Control and Prevention, California Department of Public Health, United States Environmental Protection Agency, Health Schools Act and California Community Care Licensing.

- Custodial staff will deep clean, sanitize and disinfect all classrooms, offices, and bathrooms at the end of the day.

- Classroom staff will clean, sanitize and disinfect all high touch surfaces and toys in the classroom using appropriate cleaners at regular intervals and after each use, but not less than every two hours.
- Classroom staff will remove, clean, disinfect, and sanitize shared classroom toys and materials through a 10-minute soak method after each individual use.
- Children will store their individual learning materials in their cubby for use only by them.
- Staff will clean, sanitize and disinfect playground toys and equipment between each cohort use.
- Classroom staff will assign and label cots and bedding to children. Cots will be cleaned, sanitized and disinfected after every use and bedding will be laundered at the center daily after use.
- All staff are certified through the United States Environmental Protection Agency's Heathy Schools Act requirements in cleaning, disinfecting, and sanitizing.

Indoor Air Flow and Circulation

Indoor air flow and circulation will be encouraged in the classrooms as recommended by all regulatory agencies by:

- Regular inspection and replacement of all HVAC system filters
- Opening classroom patio doors and windows (when appropriate)
- Using bladeless fans

Meal Service

The center will provide meals to children (breakfast, lunch and snacks). Healthy, locally sourced fresh food is prepared every day in our kitchen by our kitchen staff using all appropriate precautions and in keeping with and exceeding all cleaning, disinfecting and sanitization guidelines.

- Meal menus will be posted on the Child Development Services website
- Meals will be delivered to classrooms in individually wrapped single serve plates. "Family Style" meal service is discontinued at this time.
- Milk and drinks will be provided to children in individual containers.
- Tables will be cleaned, disinfected and sanitized before meals are served.
- Staff and children will be required to wash their hands prior to sitting down at the table and eating.
- Chair and table placements will support social distancing requirements.
- When possible, meals will be enjoyed outdoors.

Other Considerations:

- **Masks:** Children can bring their own clean mask to school or the center will provide a clean mask for use at school. A mask clip (binky-clip) will be provided to all children to secure their mask to their clothes while not in use (eating, drinking, napping...)
- **Hand Washing:** Hand washing sinks, soap and paper towels are available in each classroom for children and teachers. Everyone must wash their hands regularly while at the center (at a minimum, upon entering the classroom, before and after eating, after use of the bathroom, before and after diapering/assisting with toileting, before napping, after sneezing, coughing or nose blowing).
- **Water Fountains:** Access to drinking fountains will no longer be available. Staff will ensure the availability of water and disposable cups for children upon request.
- **Napping:** Cots will be arranged at least 6 feet apart in a head to toe and toe to head direction between children. Children will not wear masks when napping.
- **Cubbies:** Children will have their own cubby where individual learning materials, personal items and or jackets will be stored.
- **Backpacks:** Personal bulky items (such as backpacks and stuffed animals) will not be allowed in the center.
- **Visitors:** No visitors are permitted in the classrooms. Only teaching staff and children assigned to the learning cohort will have access to their classroom.
- **Events and Field Trips:** There is a moratorium on all family events and field trips until further notice.
- **Family Orientation:** Center and Classroom Orientation is planned via Zoom for all parents. Attendance at both are required prior to starting in-person care and education.

Sick Child/Exclusion Policy

Children are expected to be in good health and able to participate in the planned daily activities. To reduce the spread of illness, please keep your child home when they have an unexplained rash, sore throat, diarrhea, vomiting, stomachache, earache, swollen glands, fever over 100° or a strong cough.

A health screening will be completed by the family and a health check will be performed by staff daily. Children may be sent home or not admitted into the program if they disclose or display obvious signs of illness or the following:

- COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing).
- Contact with person displaying symptoms or diagnosed with COVID-19
- Waiting for COVID-19 testing results

If necessary, families will be notified and required to pick child up from school immediately (within 30 minutes). While awaiting pick-up, the child will remain in a designated isolation area in the office under visual supervision of a staff member.

Children with a confirmed COVID-19 infection may not return to the center until a negative test and a doctor's note allowing child to return to group care is submitted to the Center Director.

Covid-19 Confirmed Infection Plan

The center will work in collaboration with the college and district to follow all appropriate Covid-19 confirmed infection reporting protocols. The Orange County Health Care Agency, the California Department of Education, and California Community Care Licensing will be notified immediately for further guidance. All directives from officials will be followed in coordination with all HIPAA and FERPA laws.

If a child or staff member is diagnosed with COVID-19, the classroom and or center will close immediately. Children will initially be dismissed for 1-2 days to allow time to gain a better understanding of the COVID-19 situation and its impact on the program.

The officials will help determine appropriate next steps, including:

- Determining need for extended dismissal duration
- Assistance with contact tracing
- Recommending needed quarantines
- Guidance for deep cleaning, disinfecting, and sanitizing