



CHILD DEVELOPMENT CENTER LAB PROGRAM

COVID-19 RE-OPENING HEALTH AND SAFETY PLAN



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DROP OFF AND PICK UP

Drop off and pick up will take place in the walkway between the court yard and outside preschool playground gate.

Please use the walk way to the right (if facing front entrance) of the CDC building. You will walk to the far right of the building and up the walkway towards the preschool playground. A health screening and sign in/out will take place at this location. Please leave a six foot distance between you and other people. Do not let your child/ren congregate with other children while waiting.

Parents should take their child's temperature prior to coming to the center.

Before your child may enter the center, a health screening will be completed by asking several protocol questions. Honest answers must be given to each of these questions. A temperature check will be taken using a touchless thermometer.

Once your child has passed the health screen you will sign them in using the brightwheel app.

You will meet a staff member by the gate entering the courtyard (to the left of the sign in/out table). Your child will be walked/carried to their assigned classroom. Once this transition has taken place, you will walk down the stairs, through the walk way and out to the parking lot.

You will pick up your child in the same manner as drop off. Your child will be walked out by a staff member once you have signed them out using the brightwheel app. If no one is at the table, please call the front desk at 945-424-1560 or 925-596-5717.

We ask that the same person(s) drop off and pick up your child to eliminate the number of people coming to the center. Anyone over the age of 12 must have on a mask.

HEALTH SCREENING FOR CHILDREN

Parents and children will be asked if they or anyone in their household, have in the last 24 hours exhibited any of the following symptoms that cannot be explained by a pre-existing condition.

• Fever, Chills, or repeated shaking/shivering	• Feeling unusually weak or fatigued
• Cough/sore throat	• Loss of taste or smell
• Runny or congested nose	• Muscle pain
• Shortness of breath	• Headache
• Difficulty breathing	• Diarrhea

Children's temperatures will be taken using a touchless thermometer. A visual scan for signs/symptoms of illness will be conducted prior to the child entering the center. A child will be excluded from the program if they have a temperature of 100 degrees or higher and/or exhibit any of the symptoms listed above.

Staff will wear a mask and gloves and remain behind a physical barrier while assessing children.

Children who pass the screening will be taken to their classroom by a staff member. Upon entering the classroom the child and staff member will wash their hands (staff member can use hand sanitizer, if necessary).

A child that exhibits symptoms or develops a temperature of 100 degrees or higher while at the center will be sent home. Parents will be called and have a half-hour to have their child picked up. The protocol found in the isolation and quarantine section will be followed.

PERSONAL BELONGINGS

Children will not be allowed to bring personal items into the classroom, except for the following:

- Lunch box with an outer surface that can be cleaned
- Sippy cup or water bottle
- Crib sized sheet and blanket. A stuffed animal may be brought but must be kept in the child's cubby until rest time. These items must be brought to the center in a reusable plastic bag. Do not bring large pillows or sleeping bags.
- Change(s) of clothes that are in a reusable plastic bag.

Please write your child's name on all personal belongings.

CLASSROOM ENVIRONMENT

Many of the interest areas in the classrooms have been enlarged to offer more space for children to play. Each area will allow for 2-3 children to play together at a time. As children rotate through the areas, materials will be cleaned and/or rotated. Children will socialize with their peers in smaller groups versus having large group activities where children sit/stand right next to each other. We will make changes to the environment based on the children's interests. All cloth materials will be removed.

Outdoor equipment will be cleaned between uses by children. A limited amount of children will be allowed on the climbing structure at one time, children will not be able to double up on bikes, and small toys will be sanitized between uses or put in the "soiled" bucket. Other activities will be set up to offer social interaction with small groups of children.

Indoor and outdoor surface areas, including equipment, will be cleaned with Oxivir TB (EPA 70627-56) or a hydrogen peroxide solution.

MEAL TIMES

A staff member will clean and sanitize the tables before children sit down. Children will wash their hands and then sit at an assigned space. We will not be practicing family style dining or self-service. All paper products will be used and given to the children individually by staff.

During lunch and snack, children will sit together with 2-4 children at a table. They will be served by a staff member. When children are done eating, they will leave their items on the table and wash their hands. A staff member will repack their lunch box, throw away garbage, and sanitize the area. Children are not allowed to leave the table once they have sat down (except to use the restroom). Staff will get children whatever they need.

Staff will wash their hands before, during, and after meal service. They will wear gloves at all times when assisting children with meals. Gloves will be changed, as needed throughout the meal service.

REST TIME

Cots or mats will be placed 6 feet apart from each other with children's heads and feet in opposite directions. Staff will remove children's sleeping items from their cubby and place them on their cot/mat. A cot/mat will be assigned to each child and sanitized each day. It is not recommended that children bring a stuffed animal from home; however if they need to, this item must be kept in the child's cubby except during rest time.

GROUP SIZE AND STAFFING

There will be a maximum of 12 children in each group until Alameda County increases this number. Each group will have the same teachers and additional staff, such as substitutes and floaters, will be limited as much as possible. Children from the same household but different age groups will not be together.

The staff to child ratio will be 1:6 for toddlers and 1:8 or 1:10 for preschool. Children will be grouped based on parent drop off and pick up times and availability in the classrooms. Having these practices in place will allow for appropriate and accurate contact tracing, if needed.

Child-teacher interactions are fundamental to quality care. It is expected that toddlers will be held and children will be played with. At the same time, teachers will adhere to wearing masks, frequent handwashing for themselves and the children, and other precautions in order to keep the center safe.

If LPC Early Care and Education lab classes are offered on-site, lab students will be assigned to the same classroom with the same children. Lab students will receive a screen check before entering the center and a copy of this plan prior to their first day in the classroom.

HYGIENE AND SANITATION

Staff and children will wash their hands for 20 seconds in duration at sinks in the classroom and bathroom. Hands must be washed upon entering the classroom, after using the bathroom, before and after meals, changing diapers or soiled clothes, after sneezing or coughing and frequently throughout the day.

- Handwashing guidelines

- Wet hands with clean, running water and apply soap.
 - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - Scrub your hands at least 20 seconds.
 - Rinse your hands well under clean, running water.
 - Do not turn off the water at this time.
 - Dry your hands using a paper towel.
 - Turn off the water using the paper towel you used to dry your hands.
- Hand sanitizer guidelines
 - Hand sanitizer must contain 60% alcohol and be kept out of reach of children.
 - Apply hand sanitizer product to the palm of one hand (read label instructions for the correct amount).
 - Rub hands together.
 - Rub the product over all the surfaces of your hands and fingers until dry, approximately 20 seconds.
- Specific times to wash hands
 - Upon arrival to the classroom.
 - When entering the classroom from being outside.
 - Before, during, and after preparing food.
 - Before and after eating.
 - Before and after caring for someone that is sick.
 - Before and after treating a cut or wound.
 - Before and after administering medication.
 - After using the restroom.
 - After changing diapers or soiled clothing.
 - After assisting someone using the restroom.
 - After wiping/blowing your nose, coughing, or sneezing.
 - After touching garbage.

Staff will clean and disinfect the classroom throughout the day. High touch surfaces, such as door-knobs, toilets, sinks, chairs, tables, etc. will be cleaned as part of the daily routine. Janitorial service will clean and disinfect common areas nightly.

Cleaning products will be used that meet the EPA guidelines. It will be mixed to the proper concentration and put in spray bottle with legible labels. Staff will spray the entire surface and allow the product to sit according to the recommendations and then wiped with a paper towel. Children will be able to assist with the spraying of soap and water. All cleaning products will be kept out of reach of children.

Each night an electrostatic spray will be used in each classroom. This spray uses a specialized solution that is combined with air and atomized by an electrode inside the sprayer. The spray contains positively charged particles that are able to aggressively adhere to surfaces and objects. An EPA approved disinfectant will be used.

Toys that need to be cleaned will be placed in a dirty/soiled toy bin and washed and sanitized before being put back into the environment. Items that have been exposed to bodily fluids will immediately be removed from the environment until they have been sanitized. Items that can go into the dishwasher will be washed at the end of the day. Cloth toys will be removed from the environment. Toys that cannot be sanitized will be rotated out of the environment for a minimum of five days. Toys and materials in the classroom will be routinely cleaned as children move among the interest areas.

Each child will be given an individual bin that will include art and sensory materials that they can use at any time. The items in the bins will not be shared amongst children.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Face coverings will be provided to all staff or they can use their own and will be required at all times. Staff will wear a smock or apron while in the classroom. A clean face mask and smock/apron should be used each day or changed/cleaned when exposed to droplets through cough or sneeze.

Children will not be required to wear face masks; however if parents choose to have their child wear one, we will support and encourage the child to keep it on.

IF SOMEONE BECOMES SICK

An isolation area will be available for anyone that shows signs of the virus or any other illness. This area will be cleaned and sanitized before and after use.

If COVID-19 is confirmed in our center the following steps will be taken:

- COVID Workplace will be contacted at covidworkplace@acgov.org or 510-764-7836.
- Community Care Licensing will be contacted at 510-622-2602.
- ACPHD will work with the center to determine next steps, including whether an extended dismissal is needed to stop or slow the further spread of COVID-19.
- The Center Director and staff will help identify adults or children who may have had close contact within 6 feet of the ill individual for more than 15 minutes during the time period between two days prior to when the individual's symptoms appeared, and the last time the ill individual was in the center.
- Families of children and staff that have been impacted will receive a letter via email and/or a message sent via brightwheel.
- The children and staff in the impacted classroom will be quarantined and interviewed for contact tracing purposes.
- If the center remains open, the impacted room will be completely disinfected and remained closed until the quarantine period is over.
- Names of children or staff affected will not be shared with other enrolled families, staff, or the public.
- Names of children or staff affected will be shared with the LPC President's Office and Chabot Las Positas Community College District.

While waiting for a COVID-19 test result, the individual being tested should quarantine at home. Because every case is different, COVID Workplace will be contacted at covidworkplace@acgov.org or 510-764-7836 to discuss the situation. If a child is not tested but has a medical evaluation, they may return before 10 days have passed if the symptoms have resolved AND a medical evaluator provides a letter indicating that 1) an alternative diagnosis has been made, and 2) the symptoms are NOT due to COVID-19.

If a child gets tested and the results are negative, they can return after the child is feeling better and symptoms have subsided. The child must have at least 3 consecutive days with no fever, without taking medicines (acetaminophen or ibuprofen) before they can return.

ISOLATION AND QUARANTINE

The CDC Lab Program will follow the Alameda County Health Care Services Agency's recommendations for isolation and quarantine. If you have any reason to believe your child or someone in your household has been exposed or has a confirmed case of COVID-19, contact the center immediately.

Home Isolation and Quarantine Instructions for People with Coronavirus-2019 (COVID-19) Infection and their Household or Close Contacts:

1) If you have a lab confirmation of or a doctor's diagnosis of COVID-19, you are subject to the Health Officer Order of Isolation at <http://acphd.org/media/564567/covid-19-isolation-instructions-english.pdf>

2) If you or a household member come in close contact to a person with COVID-19, you are subject to the Health Officer Order of Quarantine at <http://acphd.org/media/564579/covid-19-quarantine-instructions-english.pdf>

Home Isolation Instructions:

If you or your child has been diagnosed with COVID-19 you must follow these home isolation steps to prevent the spread of disease. If you or your child test positive, please expect a call from us and your local health department to see how you are feeling and to conduct contact tracing. If you or your child has been tested because of suspected COVID-19 symptoms and are awaiting test results, follow these isolation instructions until the test results arrive.

Stay home until you are recovered:

- Most people with COVID-19 will have mild illness and can get better with proper home care without the need to see a provider. If you are 65 years and older, pregnant, or have a health condition such as heart disease, asthma, lung disease, diabetes, kidney disease, or a weakened immune system, you are at a higher risk of more serious illness or complications.
- Do not go to work, school, or public areas.
- Stay home until at least 10 days after you first became ill AND at least 3 days after you have recovered. Recovery means that your fever is gone for 72 hours

without the use of fever-reducing medications (e.g. Tylenol®) and your respiratory symptoms (e.g. cough, shortness of breath) have improved.

- If you never became ill but have COVID-19, stay home for at least 10 days following the date of your test.
- People in your home, your intimate partners, and caregivers are considered “close contacts” and should follow the home quarantine instructions. This includes persons who had close contact with you from 48 hours before your symptoms began until you isolated yourself.

What happens if you can't separate yourself from others?

- Anyone who continues to be in close contact will need to begin a new quarantine cycle of 15 days from the last day they had close contact, or from the date you are released.

Home Quarantine Instructions:

If you or your child live in the same household OR had close contact with someone diagnosed with COVID-19 (including contact from 48 hours before they experienced any symptoms until they self-isolated) you must follow these home quarantine steps. It can take 2-14 days to show symptoms, so you may not know for up to 14 days if you or your child is infected or not. It is critical to stay home and monitor your own health and the health of your child during this time to prevent passing on the potential infection to anyone else.

Stay home to see if symptoms develop:

- You or your child's last day of quarantine is 15 days from when you or your child were last in close contact with the person with COVID-19. If you or your child continue to have close contact, the 15-day quarantine period will have to restart.
 - Close contact means that you or your child have been within 6 feet of the person with COVID-19 for more than 15 minutes or touched body fluids or secretions without using the appropriate precautions.
 - If you or your child are unable to avoid close contact, you or your child must stay in quarantine until 15 days from when the person with COVID-19 completes their isolation period. This is likely to be at least 24 days total.

If you or your child develop symptoms:

- COVID-19 symptoms include cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat or loss of taste or smell.
- If you or your child develop symptoms, you may have COVID-19 and you should follow the home isolation instructions.
- Monitor your or your child's symptoms closely and seek medical care if symptoms become severe.
- Stay home. Do not go to work, school, or public areas.
- Do not bring your child to the center.

- Separate yourself and your child from others in your home. Stay in a specific room and away from other people in your home as much as possible. It is very important to stay away from people who are at higher risk of serious illness.
- Use a separate bathroom, if available.
- Do not prepare or serve food to others.
- Do not allow visitors into your home.
- Do not use public transportation, ride-shares or taxis.

PREVENT THE SPREAD

- Cover your coughs and sneezes. Cover your mouth and nose with a tissue or sneeze into your sleeve – not into your hands – then throw away the tissue into a lined trash can and immediately wash your hands.
- Wash your hands often and thoroughly with soap and water for at least 20 seconds – especially after coughing, sneezing, or blowing your nose, or after going to the bathroom. Alcohol-based hand sanitizer with a minimum content of 62% alcohol can be used instead of soap and water if the hands are not visibly dirty.
- Avoid sharing household items. Do not share dishes, cups, utensils, towels, bedding and other items with people in your home. After using these items, wash them thoroughly with soap and water. Laundry may be washed in a standard washing machine with warm water and detergent; bleach may be added but is not necessary.
- Clean and disinfect all “high-touch” surfaces every day. High touch surfaces include, e.g. counters, tabletops, doorknobs, fixtures, toilets, phones, tv remotes, keys, keyboards, tables, and bedside tables. Also, clean and disinfect any surfaces that may have body fluids on them. Use household cleaning and disinfectant sprays or wipes, according to the product label instructions.

STAFF TRAINING

All staff and lab students will be provided a copy of this plan electronically or in a hardcopy format. Staff will receive training on these protocols and sign an acknowledgement form that they have read and understand these guidelines.

Staff and lab students will be trained on handwashing by watching the CDC video. <https://www.cdc.gov/handwashing/videos.html>

Staff will also view the following videos:

- Key times to wash your hands: https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/1533015330wash_hands.mp4
- Key times to wear gloves: https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/1693816938wear_gloves.mp4
- Key times to clean and sanitize toys: https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/66906690clean_sanitize_childcare.mp4

- Taking care of your daily health during COVID-19: https://www.cdc.gov/video/socialmedia/317985_NonCovidClinicalCare-low-res.wmv
- How to wear a cloth face mask: https://www.cdc.gov/wcms/video/low-res/coronavirus/2020/1350135020317296_How-to-wear-face-covering.mp4
- Face coverings do's and don'ts: <https://www.cdc.gov/video/socialmedia/Cloth-Face-Covering-Dos-Donts.mp4>

Staff will follow the same screening criteria as the children.

PARENT COMMUNICATION

Ongoing communication will take place with parents via the brightwheel app and/or email. Parents can contact their child's teacher by sending an email or calling the classroom number. Please remember that teachers will be in the classrooms with children and may not be able to engage in long conversations. You can make an appointment for extended conversations and/or conferences. There will be no in person one-to-one conversations with staff at this time.

PARENT HANDBOOK

Items covered in this re-opening plan supersede the parent handbook until rescinded. Items in the handbook, not addressed in this plan will be followed and enforced. Please refer to the parent handbook (revised 2020) for other policies and procedures not covered in this plan.

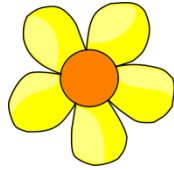
NOTES

8/7/2020

CENTER INFORMATION

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**RECEIPT AND ACKNOWLEDGEMENT
OF
THE LAS POSITAS COLLEGE
CHILD DEVELOPMENT CENTER LAB PROGRAM
COVID -19
RE-OPENING HEALTH AND SAFETY PLAN**

I received and reviewed a copy of the LPC Child Development Center Lab Program COVID-19 re-opening health and safety plan on _____ (Date).

As an enrolled family of LPC Child Development Center Lab Program, as stated by this re-opening health and safety plan:

- ✓ I acknowledge that I am responsible for familiarizing myself with the re-opening health and safety plan;
- ✓ I understand that the re-opening health and safety plan has valuable information and I will use it to help answer questions I might have. I will speak with the Center Director if further clarification is needed;
- ✓ I agree to uphold and follow the regulations and standards of the Center;
- ✓ I agree to comply with and abide by the policies and procedures in the re-opening health and safety plan;
- ✓ I understand that the re-opening health and safety plan is an addendum to the family handbook;
- ✓ I understand that withholding or misrepresenting information may result in immediate termination with no refund of paid tuition.

Child's Name _____

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____ **Date** _____

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