



EXTENDED CHILD CARE OF SONOMA COUNTY

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Temporary Policies for Extended Child Care Centers in Response to the COVID-19 Pandemic

INTRODUCTION

Extended Child Care has developed temporary policies for children, families and staff. This temporary guidance has been developed for our licensed child care centers in response to the COVID-19 pandemic. This includes guidance required by California’s Community Care Licensing Division, Sonoma County Department of Public Health and national, state, and local executive order recommendations for best practices during this health emergency, as well as guidance from the Center for Disease Control (CDC).

COVID-19 information and guidance is fluid, changes almost daily and therefore this document may change frequently. This is uncharted territory for us so we will begin procedures and will most likely need to adapt and be flexible as we go.

Throughout the crisis, we have vowed that all our decisions would be based on a set of guiding principles that are consistent with our mission:

- Protect the health and safety of our families and staff
- Support the livelihood of our staff
- Continue to foster and maintain relationships with the children and families in our community
- Implement a realistic process that will allow us to continue face to face care in a safe, clean, healthy environment

Using the above principles as guides, together, we can continue to ensure ECC is a safe, healthy and happy place for children to thrive. Thank you.

Please Note:

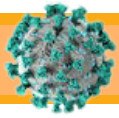
It is important to us to be very transparent and honest with our families. There is a possibility your child may not be admitted to care due to illness and/or need to be tested for COVID-19, and there is a possibility of child care being shut down if someone were to contract COVID-19. If this were to happen, we would **NOT** be able to issue refunds. By signing up for care, you acknowledge and agree to this risk.

When signing up for care, you are responsible for the tuition as we are holding space for you once you commit. We have a no refund policy for child care. **If you choose to sign up for care, you are doing so with the full knowledge that all child care fees are non-refundable with NO EXECPTIONS.**

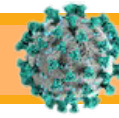
Failure to comply with ALL protocols and procedures related to COVID-19, may result in ECC staff refusing to accept your child into care, and may also result in termination of care.

COVID-19 information and guidance is fluid, changes almost daily, and therefore policies and procedures may change frequently.

What you should know about COVID-19 to protect yourself and others



www.cdc.gov/coronavirus



Know about COVID-19

- **Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.**
- **The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.**
- **COVID-19 symptoms can range from mild (or no symptoms) to severe illness.**

Know how COVID-19 is spread

- **You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.**
- **You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.**
- **You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.**

Protect yourself and others from COVID-19

- **There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.**
- **Stay home as much as possible and avoid close contact with others.**
- **Wear a cloth face covering that covers your nose and mouth in public settings.**
- **Clean and disinfect frequently touched surfaces.**
- **Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol.**

Practice social distancing

- **Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.**
- **If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.**
- **Get deliveries and takeout, and limit in-person contact as much as possible.**

Prevent the spread of COVID-19 if you are sick and Know your risk

- **Stay home if you are sick, except to get medical care.**
- **Avoid public transportation, ridesharing, or taxis.**
- **Separate yourself from other people and pets in your home.**
- **There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.**
- **If you need medical attention, call ahead.**
- **Everyone is at risk of getting COVID-19.**
- **Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.**

Parents, Staff and Children...

If you have been exposed to COVID-19 Isolate and Quarantine

- If you tested positive for COVID-19 or if you develop a fever, cough, or shortness of breath, you should stay away from others (isolate yourself). If you need medical advice, call a health care provider or nurse line. It is important to CALL ahead BEFORE going to see a health care provider, urgent care, or emergency room in order to limit the spread of COVID-19. Tell them your symptoms and where or how you might have been exposed.
- If you don't have symptoms but know you have been in close contact with someone who has been diagnosed with COVID-19 or has symptoms (fever, coughing, shortness of breath), you should quarantine yourself.

If you are diagnosed with COVID-19

- Contact the center immediately.
- If you have a positive test result for COVID-19, Sonoma County Department of Health may contact you to collect information about your exposures and give you more information about preventing transmission to others. You may get a call from them before you have been called with test results.

PRE-OPENING PROCEDURES

These temporary pre-opening procedures are to help ensure our centers have a plan and are prepared during the COVID-19 pandemic.

- Ensure collaboration with Sonoma County Department of Health, the Community Care Licensing & School District Leadership
- Review cleaning/disinfecting procedures with center staff, maintenance staff and custodians
- Ensure we have approved disinfectant on site
- Ensure staff have Personal Protective Equipment (PPE) on site
- Post required signage on campus, at classroom entrances and in classrooms
- Created staffing plan taking into consideration high risk staff
- Training as needed to include information on special health care needs, medications, infectious disease, and review of COVID-19 signs and symptoms
- Communication plan for parents and staff including new procedures such as drop-off/pick-up, health checks and guidelines for if/when a child becomes ill

DAILY PROTOCOLS & PROCEDURES

These temporary processes are to help ensure our program has a plan and is prepared during the COVID-19 pandemic.

- Drop-Off / Pick-Up Non-Rainy Days
- Drop-Off / Pick-Up Rainy Days
- Screening for Illness
- Screening for Illness: Exclusion & Isolation
- Face Coverings for Children, Caregivers and Staff
- Personal Protective Equipment (PPE)
- Social Distancing, Group Size & Outdoor Play
- Meals, Water, Snack Time and Food Preparation,
- Cleaning Process, Schedule and Supplies

DROP-OFF & PICK-UP PROCEDURES – NON-RAINY DAYS

- **Only staff and children may enter the classrooms and play yards**
- **Parents will drop-off and pick-up children curbside.** Families must remain in their vehicle until they are called. The parking lot may only be used for drop-off and pick-up. No loitering please.
 - Children will be dropped off curbside and nobody except staff and children will be allowed in the play yards and classrooms.
 - A designated ECC staff member will be stationed curbside each morning between 8:00 AM and 8:30 AM for drop off.
 - **DROP-OFF:** Parents that need to drop off after 8:30 will call the center when they arrive to parking lot, **and will wait in their vehicle.** ECC staff meet you in the parking lot for drop-off and health check.
 - **PICK-UP:** When you arrive to the parking lot, **remain in your vehicle,** call the center and wait for an ECC staff to walk your child out.
 - **Drop-off before 8:00 AM and pick-up after 6:00 PM ARE NOT ALLOWED.** This rule will be strictly enforced, and violations may result in a termination of care.
 - Parents are asked to wear face masks at drop-off and pick-up.
 - ECC staff will be responsible for signing children in and out each day.
- **Curbside Health Check Stations** will be set up and used every morning for staff and children before they enter the building.
 - Non-contact thermometers disinfected with alcohol (after each use) will be used for temperature checks during arrival each day.
 - All staff completing curbside health checks and check-ins will be wearing a face mask, disposable gloves and a face shield.

DROP-OFF & PICK-UP PROCEDURES - RAINY DAYS

These procedures only apply during the COVID-19 pandemic and on rainy days. When it is not raining, ECC staff will continue to conduct Curbside Drop-Off in accordance to previously established procedures.

- **DROP-OFF:** When parents arrive to the parking lot, they will remain in their vehicle and call the center to notify staff that they have arrived. If a parent gets a busy signal, they **DO NOT** leave their vehicle. If the line is busy, they keep calling until they get an answer.
- Parents will be required to answer health screening questions over the phone. ECC staff will log responses on a Child Health Screening Form.
- Upon completion of the health screening, ECC staff will radio to the child's classroom cohort teacher to confirm readiness to receive the child. If the child's cohort teacher is engaged with another parent, then the parent on the phone will be asked to remain in their vehicle until clear.
- When a parent is cleared to do-so, they will escort their child to the child's designated classroom.
- The classroom teacher will complete the temperature check by using a non-contact thermometer that is disinfected with alcohol (after each use). The temperature will be recorded on a designated tracking sheet.
- If the child does not have a fever, they will be signed into the classroom.
- **PICK-UP:** When you arrive to the parking lot, remain in your vehicle, call the center and wait for an ECC staff to clear you to enter the campus to receive your child.
- **DROP-OFF & PICK-UP:**
 - Parents/guardians are asked to not enter the classrooms. In the event that this is necessary, you will be required to have your temperature checked before entry. You will not be allowed to go beyond the doorway, and the time you are in the classroom must be kept to a minimum.
 - **MASKS MUST BE WORN AT ALL TIMES WHEN YOU ARE ON CAMPUS. NO EXCEPTIONS.**

SCREENING FOR ILLNESS

- **ALL children and staff will receive a health screening before entering the premises.** For the duration of the COVID-19 pandemic, we will have a **zero-tolerance illness policy**. If a child, or a staff member is sick; or has been exposed to anyone who has been sick regardless of the illness, they will be excluded from the center until they are deemed not contagious and safe to return with a doctor's note. If there was a fever, then they must also be fever free for 72 hours without fever reducing medication.
- **Parents will be required to answer questions upon arrival.** ECC staff will log responses on a Child Health Screening Form.
- **All ECC staff will be required to use answer questions upon arrival.** The Supervisor will then document the result in the Staff Health Screen Form.

The Question all staff and families will answer each day are below:

1. In the past 24 hours, have you been in contact with anyone confirmed to have COVID-19?
 - Yes
 - No

A YES answer, child and/or staff will not be allowed into the center.

2. Have you had any of the following symptoms?
 - Cough
 - Fever (above 100 degrees)
 - Chills
 - Sore throat
 - Feeling achy
 - Shortness of breath/difficulty breathing
 - Vomiting/Nausea
 - Headaches
 - Loss of smell or taste
 - Tingling or numbness
 - None of the above

YES, to any of the above symptoms during curbside check in and the child and/or staff will not be allowed into the center.

Temperature check.

- A temperature above 100 degrees, when read at curbside screening, will not be admitted into care and/or for work.

SCREENING FOR ILLNESS: EXCLUSION, ISOLATION & RE-ENTRY

- If a child or staff is ill, it will be logged on the health screening form and they will not be accepted that day.
- If a child or a staff has a temperature between 99.2-100.3 degrees, we will monitor their temperature throughout the day, every one hour – if it goes up to 100.4 degrees, we will require that they go home.
- If a child develops a cough or other COVID-19 symptoms, they will be isolated and parent will be notified.
- If we call you to pick up your child you need to arrive within 30 minutes.
- **There will be a designated space for isolating sick children in the event of illness.**
 - Isolation area will be disinfected after use
 - Staff supervising sick child will use Personal Protective Equipment (PPE)
 - If there is more than one sick child at a time, children will be kept 6 feet apart
- If a child or staff is absent, we ask that you call and give a reason; if they are ill it will be logged on our illness log.
- **If your child, or any member of the immediate household, has been diagnosed with COVID-19 please inform us ASAP. We will do the same if a staff member has been diagnosed with COVID-19.**
- **For any positive COVID-19 diagnosis, ECC will notify school district/school site leadership (Superintendent and Principal) and the County health Department. Client confidentiality will be maintained.**
- **Exclusion Criteria:**
 - Cough
 - Sore throat
 - Shortness of Breath
 - Fever
 - Muscle pain
 - Chills
 - Headache
 - Close contact with someone with COVID-19 or symptoms of COVID-19

- **Re-Entry After a Positive COVID-19 Diagnosis (Children and ECC Staff)**

- If a positive case of COVID-19 is in the household child/staff cannot return until:
 1. 10 days after household's positive test; **and/or**
 2. Negative test for child or staff (in some cases a retest may be denied by doctor); **and**
 3. Doctor note stating the household's COVID-19 is not contagious and it is safe to return to the center.

IN ADDITION

- **Emergency contact information will be required to be on file for every child so families can be contacted quickly due to sick child or a necessary closure.**

- All emergency contact and enrollment will need to be current and on file one week prior to the child's first day. If we do not have required paperwork by the child's first day they will not be accepted until it is turned in

- **Signs will be posted to alert people to not enter the building if they are experiencing symptoms such as:**

- Fever, dry cough, shortness of breath, sore throat
- Signs will be posted at each entrance
- Hand washing signs will be posted at sinks

FACE COVERINGS FOR CHILDREN, CAREGIVERS & STAFF

Children will be required to wear a cloth face covering or a face mask

- Children are required to wear a face covering when inside a classroom and when in close (within 6 feet) proximity to each other and staff when outdoors.
- It is the parent's responsibility to supply the mask or cloth face covering.
- **ALL neck gaiters, bandanas and face masks with vents or valves are NOT allowed.**
- **ALL cloth face coverings MUST be clean at the start of each day. Disposable face masks must be new at the start of each day.** Failure to comply with this requirement may result in the child not being accepting into care.

ALL Staff will be supplied with disposable face masks

- ECC staff will be required to wear an agency provided disposable mask when inside a classroom and when in close (within 6 feet) proximity to each other and children when outdoors.

Parents and Caregivers are asked to wear a face mask when in their vehicle

- ECC requests that all parents and caregivers dropping off and picking up children wear a mask even while they remain in the car. Staff will need to speak with you, and we ask that you respect this request.
- All parents and caregivers will be required to wear a mask when on campus during rainy day drop off.
- Please follow distance protocols (at least 6 feet)

PERSONAL PROTECTIVE EQUIPMENT

ECC Staff responsible for drop-off and health screenings will wear the following:

- Face shield
- Disposable face mask
- Disposable nitrile gloves

While in the classroom, ECC Staff will wear the following:

- Disposable face mask

While outside, ECC Staff will wear the following:

- Disposable face mask
- Face masks may be removed for a “break” when there is social distancing space of at least six feet between the staff and other employees and children.

Disposable Nitrile Gloves

- Staff are required to wear disposable nitrile gloves when conducting tasks such as food handling, handling trash, using cleaning and disinfecting products, and when conducting health screenings.

SOCIAL DISTANCING, GROUP SIZE & OUTDOOR PLAY

- There will be no more than 14 children in each classroom cohort.
- Cohorts will not be combined.
- To the extent possible, staff will remain with the same group of children throughout the day.
- Children and staff within the same cohort are allowed to commingle and are **not** required to maintain a six-foot distance from each other. However, activities will be structured to minimize and/or avoid close physical contact.
- Different cohorts of children will be kept separate and will not share common areas at the same time with other groups.
- Playground/play area schedules will be maintained to ensure only one cohort at a time, and when possible, bathrooms will be designated. Only one child at a time in the bathroom.
- Children will play outside whenever possible and weather appropriate.
- Outdoors play structure use will be determined at each center and only with school district approval. Washing of hands or use of sanitizer will be require before and immediately after using the play structure.
- Sensory activities will be provided in disposable bowls or small containers and will be discarded or disinfected after each use.
- Each group/classroom will have their own outdoor equipment.
- All field trips are discontinued.
- No special events or guests will be scheduled for the program.

MEALS, WATER, SNACK & FOOD PREP

Meals & Snacks

- ECC will provide meals and snacks daily.
- Breakfast “snacks” (granola bars, cold cereal, fresh fruit, etc.) will be provided each morning and served in the classroom.
- Staff assigned to groups of children will not be responsible for making lunches. All lunch meals will be made off site or in a designated facility away from center staff and children. Lunches will be delivered to each classroom and disposable plates, cups and utensils will be used.
- If a family wishes to provide a lunch for their child, ECC will only accept that lunch if it is packaged in disposable bags and/or containers. **We will not accept food from home that is in containers that cannot be thrown away at the center.**

Drinking water

- Drinking fountains will be taped off and not used
- Personal water bottles should stay at home.
- Children will use disposable cups for drinking water.

Last Update: December 2020

CLEANING PROCESS, SCHEDULE & SUPPLIES

Each center will have the following supplies available

- Hand sanitizer
- Hand soap
- Cleaning sanitizers and disinfectants including U.S. Environmental Protection Agency (EPA) approved disinfectants for use against emerging enveloped viral pathogens that can be used during the 2019 novel coronavirus (COVID-19) outbreak.
- Face coverings
- Paper Towels
- Toilet Paper
- Facial Tissues
- Dish soap
- Disposable gloves
- Thermometers
- Other daily supplies as needed

- **Staff Will determine surfaces commonly touched and will complete surface cleaning with disinfectant at the end of each day.**

- **Hard to clean toys and materials will not be used**
 - Each item that is used will be cleaned and disinfected each day
 - Toys from home are not allowed

Hand Washing & Hand Sanitizer

- **All groups will have easy access to hand washing sinks with soap and paper towels.**
 - All persons will be required to wash their hands upon entering the center

- **All groups will have easy access to sanitizer.**
 - All persons will be required to use hand sanitizer throughout the day

Last Update: December 2020

Distance Learning & Independent Study Support Policy

- Extended Child Care provides supervised Distance Learning and Independent Study time each day. Children are encouraged to take part, but participation is not mandatory.
- To the best of Extended Child Care's ability, Distance Learning supports will be scheduled in alignment with classroom teachers synchronous (live) instruction time. When this is not possible, ECC will make sure children have access to asynchronous (recorded lessons) instruction.
- Distance Learning and Independent Study time is supervised by staff members, but sustained one-on-one time is not available due to the number of children needing help at this time.
- School work & project time is supervised by staff members, but sustained one-on-one time is not available due to the number of children needing help at this time.
- Individual school work & projects are not checked for accuracy or and completion by staff members.
- Completion and submission of classwork and projects is the responsibility of each family.
- The Distance Learning and Independent Study area is a quiet area, but absolute silence is not possible due to the children's questions being asked and answered, and the children arriving and departing from the area.
- To help minimize noise, headsets will be provided when children are engaged in synchronous and/or asynchronous instruction.