

Parent Handbook COVID-19 Addendum

Effective August 2020 until rescinded

Overview

This plan is in place to minimize the spread of COVID-19 and to ensure the safety of children, staff, and families. Social distancing with young children is a challenging effort. However, the policies set forth aim to keep children and adults safe and healthy, while ensuring children are in a nurturing and responsive environment. These guidelines are based on the best available public health data at this time, and the practical realities of managing a child care program; as new data and practices emerge, the policies may be updated. The goal of the ASI Children's Center is to meet and exceed the standards whenever possible.

Enrollment Priority

Prioritizing child care spaces will remain consistent with the 2018 Parent Handbook.

- State funded families will be the first to be offered child care.
- Sac State students who must attend courses or degree required activities such as clinical, labs, fieldwork would be next.
- Faculty and staff will be offered remaining child care slots.

Scheduling

Flexible scheduling will not be an option. Schedule changes may not be allowed during the contract period and will be reviewed on a case by case basis for space availability. Child care schedules must be in block scheduling to accommodate limited classroom capacity.

- The blocks of days are:
 - Option 1 - **Monday, Wednesday, and Friday**, or
 - Option 2 - **Tuesday and Thursday**, or
 - Option 3 - **Monday, Tuesday, Wednesday, Thursday, and Friday**
- The days will be scheduled as:
 - Option 1 - **Full Day**, or
 - Option 2 - **AM Half Day**, or
 - Option 3 - **PM Half Day**
- A Full Day of child care is between 6.5 hours per day to 9 hours per day.
- The AM Half Day is scheduled from 8:00 a.m. - 12:45 p.m.
- The PM Half Day is scheduled from 1:00 p.m. - 5:45 p.m.
- A combined schedule of Half Days and Full Days will not be allowed.
- Parents may drop off and pick-up their child any time within their approved schedule.

Examples of schedules allowed:	
Monday, Wednesday and Friday	8:00 a.m. to 5:00 p.m.
Tuesday and Thursday	8:00 a.m. to 12:45 p.m.
Monday through Friday	8:00 a.m. to 5:00 p.m.

Examples of schedules not allowed:		
Monday and Wednesday	8:00 a.m. to 5:00 p.m.	<i>The schedule must include Friday</i>
Tuesday Thursday	8:00 a.m. to 12:45 p.m. 8:00 a.m. to 5:45 p.m.	<i>The schedule cannot combine Half Days and Full Days</i>
Monday Wednesday	8:00 a.m. to 12:45 p.m. 1:00 p.m. to 5:45 p.m.	<i>The schedule cannot combine AM Half Days and PM Half Days</i>

Planning

- The Children’s Center created health and safety protocols to help protect staff, children, and family members. Individuals who are at higher risk for severe illness will limit time in the facility in addition to following all health and safety precautions put in place.
- Due to COVID-19 the Center is not serving Sac State volunteers, service learning students, or observers. Entry to the facility is limited to families and personnel essential to the maintenance and running of the program. This includes:
 - Children enrolled in the program
 - Caregivers/family members picking up, dropping off, and/or otherwise involved in the care of the child
 - Non enrolled siblings who must remain under the supervision of their adult and may not interact with other children or play with materials
 - Program Staff
 - Government regulator officials
 - Maintenance workers
- Events such as festivals, holiday events and special performances will be postponed/cancelled. Campus field trips will be limited and will avoid highly populated areas of campus.
- COVID-19 specific resources including information about social distancing, symptoms, Multisystem Inflammatory Syndrome, and when to seek medical assistance will be provided to families. Families may request resources available in their preferred language.
- Signage promoting healthy practices including stopping the spread of germs and appropriate handwashing are posted throughout the facility.
- Classroom curriculum includes activities which promote health and model/educate children on handwashing, social distancing and health and safety.
- While waiting for entry into the facility (and when in interior and exterior spaces) families and staff will maintain social distancing using the floor markers. Visible A-frame signage will also support physical distancing. Families and staff will adhere to the maximum capacity posted for each room.
- Families are encouraged to limit the number of individuals with authorization to pick-up and drop-off from the facility. Whenever possible, the same adult should be dropping off and picking up. Those authorized should be informed of the center’s procedures.

Hygiene

Personal Hygiene

- Every adult and child two years of age and older will wear face coverings, when indoors, outdoors, and/or when a six-foot physical distance from others cannot be maintained. Individuals without face coverings will not be allowed into the facility.
- Upon entry to the facility, families will sanitize their hands and wash their children’s hands with soap and water when their child enters the classroom daily.
- Hand sanitation stations are conveniently located throughout the Center to allow for individuals to sanitize as needed after touching high-traffic services.

- Staff and children must follow recommended handwashing procedures. Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. Hand washing procedures are posted at all sinks.
- All personal items will be labeled and stored in their individual cubby to ensure personal items are self-contained.
- Children's bedding (sheets and blankets, sleeping bags) will be stored in each child's cubby, or bag. Bedding will be sent home weekly to be laundered by the family.
- All personal toys will remain at home.

Educating Children on Hygiene

- Families and classroom staff will use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Families and staff will teach children to avoid contact with one's eyes, nose and mouth, and use tissue to wipe their nose and to cough/sneeze inside their elbow.
- Families and staff will model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.
- The center will discontinue tooth brushing in the classroom.

Arrival Procedures

- Families are encouraged to wash their own hands and their child's hands before dropping off (i.e. at home), prior to coming for pick up, and as soon as they get home.
- When waiting for entry to the facility and while passing through the office and other shared spaces, families will follow social distancing protocol adhering to floor markers.
- All individuals over the age of two entering the facility must sanitize their hands using the sanitizing stations. Sanitizing stations are located in classroom entries and high-traffic areas and are out of the reach of children. Families and children must wash their hands in the classroom sinks upon arrival.
- Whenever possible families and staff will meet at the designated classroom entry way to pick-up and drop-off children.
- Entry ways are clearly marked and visible designating where families should stop when entering the classroom.
- During high traffic arrival and departure time, exterior gate will be used to help mitigate traffic flow and will be monitored by office/admin staff. In addition, doors will be propped open to reduce families' contact with door handles/knobs.
- Families and classroom staff must enter and exit through doorways one at a time to allow for social distancing. Individuals exiting a space will have the right-of-way.
- One family at a time will be allowed in each classroom entry way. Siblings must remain in close proximity to the entry way with their adult. They must maintain social distancing, avoid physical contact and interaction with other children, and may not have contact with toys and materials.
- Families must provide their own pens when signing children in and out.
- Whenever possible, the same parent should drop off and pick up the child every day. Those with authorizations should be informed of the center's procedures for picking up and dropping off. Older or at risk-individuals are discouraged from picking up and dropping off children.
- In the classroom, staff and families will keep interactions brief. Staff and families are encouraged to communicate via phone or email for extended conversations.

Health Screenings

- The center will exclude any child, adult, or staff showing symptoms of COVID-19.
- Families should complete a health check on themselves and their children prior to arrival at the facility and sign off on the health screen log when dropping the child off for care.
- Children and family members who are sick, exhibiting symptoms of COVID-19 or have been in close contact with someone who has tested positive or exhibits symptoms of COVID-19 will not be allowed in the facility.
- Temperature screenings will take place for children entering the facility. Temperatures will be taken using a no contact thermometer which will be disinfected between each use. Temperatures will be logged. Individuals with a temperature of 100.4 degrees Fahrenheit or over will not be admitted into the program.
- Upon arrival in the classroom, teachers will complete a visual health screening and will ask families questions about the child's health and well-being including COVID-19 related symptoms within the last 24 hours.
- Children will be monitored throughout the day for signs of illness. Children who become ill while in the program will be isolated using the designated special care room. Parents will be contacted for pick up and will be required to pick up or have a designated representative to pick up within one hour.
- Parents are required to take their child's temperature at home before coming to the center.
- Parents must disclose any COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Children must be fever free without the aid of medication for 24 hours before returning to care if no other COVID-19 symptoms are present.

Classroom Space / Physical Distancing

- Classroom staff will implement developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6 feet of separation, when possible.
- Children may not visit other classrooms. Teaching staff will remain in their assigned classrooms with their assigned children unless otherwise instructed.
- During nap time, cots and mats will be placed 6 feet apart with heads in opposite directions.
- Whenever possible, staff will reduce time spent indoors by bringing children outside, if weather permitting, while maintaining physical distancing.
- Staff will offer more opportunities for individual play and will plan activities that do not require close physical contact between multiple children.
- Indoor and outdoor play will be staggered and schedules adjusted to reduce the number of children in the same area. Classrooms will not merge and children in shared spaces will not co-mingle.
- Outdoor play equipment is cleaned routinely. Materials brought outside will be disinfected prior to being rotated back into the play space.
- Staff will support children with social distancing through use of visual cues with children and giving frequent verbal reminders when appropriate
- Class sizes will be limited per state licensing requirements. If the state increases the permitted group size, or grants a waiver, we may increase the group size accordingly.

Meal Times

- Staff will utilize more tables to spread children out or use name cards to ensure adequate spacing of children.

- Staff and children will practice proper handwashing before and after eating.
- Children will only be allowed to touch their own food.
- Tables will be cleaned and disinfected immediately following meals.
- Meals are provided and will be individually plated by the teaching staff wearing gloves. Children may no longer serve themselves.
- Meals will be served outdoors, if space and weather allow.

Children Showing Symptoms of COVID-19

If a child is showing symptoms of COVID-19, the parents will be called to pick up their child. The child may return to child care if:

- The child has not had a known risk of exposure, and
- The parents have sought medical advice and their child has been released to come back to child care.

COVID-19 Symptoms

In addition to temperature screenings, staff will provide health checks for children entering the program.

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or Runny Nose
- Diarrhea
- Nausea or vomiting

Multisystem Inflammatory Syndrome (MIS-C)

The CDC identified the MIS-C which is associated with COVID-19. Families and staff will be trained to identify the following symptoms which will exclude the child from child care. All children may not have all the same symptoms.

- Fever
- Abdominal pain
- Vomiting
- Diarrhea
- Neck pain
- Rash
- Bloodshot eyes
- Feeling extra tired
- Trouble breathing
- Pain or pressure in the chest
- New confusion
- Inability to wake or stay awake

- Bluish lips or face

Confirmed Case of COVID-19

If a COVID-19 case is confirmed in a child or staff member, the individual's classroom will be closed to allow for the following procedures:

- Families will be called to pick-up all the children in the classroom used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible for respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as the classroom, bathrooms, and materials.
- If more than seven days have passed since the person who is sick visited or used the facility, additional cleaning and disinfecting is not necessary. Continue routine cleaning and disinfecting.

If an individual becomes ill due to COVID-19, they may return only after being released by a medical professional, and under the following circumstances:

- At least 3 days (72 hours) have passed since the individual last had a fever without the use of fever-reducing medication.
- The individual no longer has respiratory symptoms (e.g. cough, shortness of breath) and
- At least 10 days have passed since symptoms first appeared.

The Children's Center will work cooperatively with ASI's Human Resource Department and Sacramento State's Health Center to document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

Closing the Center if COVID-19 Cases Increase

- We reserve the right to close the center as necessary if there is a surge of COVID-19 cases in our area.
- We reserve the right to deny parents from entering the facility if there is a surge of COVID-19 cases in Sacramento County and surrounding communities.
- We reserve the right to close a classroom if we are unable to staff it appropriately due to a case of COVID-19.

Child Care Credits

The Center may need to temporarily close a classroom for 2-5 days, if a child or staff member attended the Center before being confirmed as having COVID-19. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the center, and for staff to clean and disinfect the affected facilities. A credit for child care fees during these closure days will not apply.

If a classroom has to close down for 14 calendar days or more due to a COVID-19 exposure, it may be appropriate for full fee paying families to receive a 50% credit of their child care fees for the duration of the closure. The credit will be applied upon approval from the Director and Executive Director.

Withdrawal

If you choose to withdraw your child, a 30-day written notice must be provided to the Director prior to the last day of attendance. Please ask for the Withdrawal Form at the front desk. If a 30-day written notice is not provided, 30 days of child care fees will be assessed in lieu of notice. Pre-paid child care fees shall be reimbursed if a written notice is provided to the director at least 30 days prior to the last day of attendance. The registration fee is non-refundable.

Termination of Enrollment

Refusal to follow the guidelines established in this addendum can be grounds for termination of services. Examples include but are not limited to:

- Failure to comply with wearing a mask.
- Failure to comply with washing their hands or child's hands upon arrival to the classroom.
- Failure to accurately disclose symptoms and/or illnesses.
- Administering fever reducing medications without notifying the center.
- Repeated exposure to COVID-19.

Resources

- California Department of Social Services, Community Care Licensing, Child Care Page: <https://www.cdss.ca.gov/inforesources/child-care-licensing>
- California Division of Occupational Safety and Health (Cal/OSHA): <https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Childcare-Programs-Guidance.pdf>
- California Coronavirus (COVID-19) Resources: <https://covid19.ca.gov/>
- California Department of Pesticide Regulation Health Schools Act information: <https://apps.cdpr.ca.gov/schoolipm/>
- Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
- California Department of Education, Early Learning and Care COVID-19 Resources: <https://www.cde.ca.gov/sp/cd/re/elcdccovid19.asp>
- COVID-19 Updated Guidance: Child Care Programs and Providers: <https://files.covid19.ca.gov/pdf/guidance-childcare--en.pdf>

Parent Handbook COVID-19 Addendum Acknowledgment

I, _____ certify that I have read, understand, and agree to comply with the provisions listed in this COVID-19 Addendum in addition to the 2018 Parent Handbook. I acknowledge that failure to act in accordance with the provisions listed within this document could result in termination of care. I acknowledge that it is my responsibility to follow all procedures contained in this document, and Center notifications, as guidance changes. If it is determined that my family unnecessarily or repeatedly exposes another employee, child, or their family member to COVID-19, **child care will be terminated.**

Child Name: _____ **DOB:** _____

Parent Name: _____

Parent Signature

Date