

# REOPENING PLAN BOARD PROPOSAL

**Mt. San Antonio College  
Child Development Center**

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2021

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## **Introduction**

### **Current Context**

Coronavirus disease 2019 (COVID-19) is a respiratory illness that is caused by the novel coronavirus. It spreads between people who are in close contact with one another (within about 6 feet) through droplets produced when an infected person coughs or sneezes. Some people with COVID-19 virus do not have symptoms or have mild symptoms, which means that they can spread it to others without knowing that they are infected. It may also spread when a person touches a surface or object that has the virus from the infected person on it and then touches their mouth, nose, or eyes before washing their hands.

People who are infected with COVID-19 can have mild to severe respiratory illness, with fever and cough that can develop into difficulty breathing. It can lead to serious illness and has caused thousands of deaths in Los Angeles County. Everyone is at risk for becoming ill with COVID-19, but some people are more vulnerable to serious illness due to their age, physical state, and/or health status. More information becomes available daily and can be found on the Los Angeles County Department of Public Health website.

### **“Safer at Home” Order**

The “Safer at Home” Order is a legal order issued by the Los Angeles County Health Officer to help slow the spread of Novel Coronavirus (COVID-19) and protect the most vulnerable members of our community. The order is changing on a continuous basis and the most current order can be found on the Los Angeles County Department of Public Health website.

Only Essential Businesses that are normally open to the public and certain Lower-Risk Non-Essential Businesses that are listed in the “Safer at Home” revised Order, may be open to the public. There are many types of businesses and services that may remain open to meet the needs of residents. Child care providers deliver care and supervision for our essential workforce and play a key role in helping to stop the spread of COVID-19 within our communities.

Once Los Angeles County moves into the appropriate phase of their COVID-19 response, this will allow all school and college districts to return to their physical campuses. However with certain special permissions some courses and college programs may be offered on campus with significant restrictions and safety protocols in place.

### **Communication**

The Mt. SAC CDC will visit the Department of Social Services Community Care Licensing Division (CCLD) COVID-19 Child Care Resources page to keep abreast of changing state guidance.

The Mt. SAC Child Development Center (CDC) will continue to communicate with our CCLD (Licensing) analyst to notify us of any new information. The Mt. SAC CDC will also communicate directly with all external funding sources; California Department of Education (CSPP and CCTR), U.S. Department of Education (CCAMPIS), Baldwin Park Unified School District Early HeadStart (EHS) to determine the impact to contracts, grants, or agreements during the COVID-19 emergency and phased reopening.

## **Risk Sharing Guidance**

All staff and families, including those who have members in their household with compromised immune systems, respiratory problems, hypertension, diabetes, heart problems, chronic kidney disease, or cancer will be asked to sign a document stating they are aware of the risks associated with COVID-19 (see appendix A and B).

## **Revision**

We will attempt to revise this document as new information is available. It is possible that new Executive Orders or public health guidance will be issued after this guidance is adopted.

## **Local COVID-19 Resources: Provider Information Notices**

The Provider Information Notices (PINs) section houses both CCLD-wide PINS that apply to all facility and program types and PINs that apply to specific facility and program types. PINs, which pertain to center based programs, are categorized as follows:

- Community Care Licensing Division (CCLD) (applies to all facility types)
- Child Care Program (CCP)

Note: All PINs are available in English. Some PINs have been translated into other languages.

### **Child Care Supply Needs**

The state has provided funding for PPE to child care centers that are currently open or reopening. The CDC will inquire about the availability of those funds prior to the reopening date and according to state application procedures.

In addition the CDC administrators will consult with college Custodial Services or appropriate committee to identify equipment and materials needed for sanitation and disinfection protocols as mandated by California.

CDC administration will continue to verbalize needs, and access all sources both external and internal as needed, including requesting additional funds for supplies from the California Department of Education as allowed under recent management bulletins and announcements.

## **Additional Resources**

### **Community Care Licensing Division Additional Resources**

The Additional Resources section provides a one-stop place for other COVID-19 resources that are in addition to PINs released by CCLD.

### **Center for Disease Control & Prevention**

Provides resources to plan, prepare and respond to the COVID-19 pandemic. Resources, guidance and information to support child care programs.

### **California Department of Education**

Information and resources regarding coronavirus (COVID-19) and California's response.

### **ELCD Management Bulletins**

The Early Learning and Care Division (ELCD) periodically issues Management Bulletins to provide legal and regulatory information to child development contractors and other interested parties.

### **Los Angeles County of Public Health**

Information and resources regarding “Safer at Home” Orders, prevention and social distancing guidelines.

## **Considerations before Reopening**

### **Financial Considerations**

The Mt. SAC Child Development Center primarily relies on public funds (grants, contracts, agreements) to operate. It is essential that the CDC remains in “good standing” with these funding sources, which includes operating when safe to do so and as allowed by local and state authorities. These funds provide direct childcare services to eligible adults (students and community members). Decisions to reopen the CDC must consider these funding sources. During the COVID-19 emergency orders by the state and county, the CDC has been able to continue providing remote services to children and families as approved by all public funding sources.

### **Licensing and State Standards Review**

In addition to Mt. SAC policies and procedures, all state and federal rules and regulations shall be upheld. A complete list of changes from Community Care Licensing Division (CCLD) due to COVID-19 can be found [cclld.ca.gov](http://cclld.ca.gov). All ratios for children must be followed. We will follow current CA Department of Social Services regulations regarding classroom size. Currently, the Covid-19 recommendation is no more than 16 people, including children and staff, in classrooms. All appropriate social distancing and mask coverings as dictated by public health guidance from the state and the Center for Disease Control will apply. COVID-19 related licensing regulations continue to change, it is essential to check the CCLD website in order to understand the most current rules for operations. We also receive Provider Information Notices (PIN's) directly from CCLD.

When reopening, we will complete an in-depth staff review of already required licensing and state rules and regulations: hand washing, washing and sanitizing, exclusion, universal precautions, etc. Additional precautions will be employed to prevent spread of COVID-19 outlined in the next section. Some rules and regulations will have to be altered during this time period (i.e. omitting family style meal service, cot distance while napping, etc.). See appendices for a policy/procedure document and a checklist.

## **Policies, Procedures and Other Considerations for Reopening Capacity**

We will pay close attention to the maximum enrollment levels allowed by current Public Health guidelines. As of January 2021 cohort size during the COVID-19 Pandemic is limited to no more than 16 individuals in one cohort, including children and staff. Depending on the size of the classroom, it is possible to have up to two cohorts in a single classroom and still achieve social distancing requirements. According to the Center for Disease Control, as of March 2021 children in group care and schools are advised to maintain a distance of no less than three (3) feet apart. Age groups, available teaching staff and which classrooms can be opened safely while maintaining social distancing will all be considered.

The Mt. SAC Child Development Center will reopen in accordance with guidance from the college, State Community Care Licensing, the Department of Public Health, and all aforementioned funding sources. The proposed date of return for staff is June 22, 2021 and July 6, 2021 for classroom cohorts. The operating hours of the CDC will need to change to shorten the length of the day. All dates can be changed as necessary and are contingent upon directives/guidance from the college and all other regulatory bodies mentioned.

Typical operating hours are 7:00 am – 6:00 pm, Monday thru Thursday and 7:00 am – 5:00 pm on Fridays. Operating hours will change to 8:30 am – 12 pm Monday thru Thursday, and during the summer session closed on Fridays. This will allow for more stringent sanitation/disinfection by CDC staff at the end of the day. In addition, families will be assigned to cohorts and each cohort will be assigned the days of the week they can attend in-person. The remaining days of the week will be for remote instruction and services.

## **New Policies and Enrollment**

- A letter with updated policies and procedures will be given to families and a signed copy will be kept in the child's file.
- The Center will work with the CDC accounting tech. to set up a payment system for family fees when fees are reinstated to adhere to social distancing guidelines.
- Enrollment and re-enrollment will be done virtually when possible.
- Families are still responsible for re-enrollment even when not receiving in-person services.
- Based on the number of children in a family, children may need to be re-grouped to meet state licensing recommendations.
- Each staff member will use cloth face covering at all times while in the workplace. Children are not required to wear a face mask at this time, due to their young age.
- All field trips and events will be postponed or cancelled until further notice.

## Staff

Staffing may need to be adjusted due to the following:

- Unmet child care needs of staff
- High risk family members in the staff's home
- High risk staff members

## Staff Vaccinations

All staff are strongly encouraged to get vaccinated as availability, eligibility and medical necessity allows. As of March 2021, classified staff at the CDC have been vaccinated, made appointments for vaccination, or will be contacting Human Resources regarding exemptions.

## Staff Training

- Staff are provided professional development, self-care, mental health, and other resources through individual campuses and Mt. SAC
- Staff may be provided time to work at the center before children arrive to evaluate, plan and set up classrooms to meet new guidelines
- All staff will receive an updated orientation of policies and procedures, including but not limited to:
  - Health & Safety
  - Proper handwashing
  - How to use gloves and other PPE
  - Preparation of cleaning solutions & disinfectants
  - Proper cleaning procedures
  - New screening & sign in procedures
  - New policies & procedures from Community Care Licensing
  - Recognizing signs and symptoms and responding to COVID-19
  - Confidentiality

## Safety Precautions While Children are Present

### Arrival and Health Screening of Staff

All staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100.4 degrees. Asthma and/or allergies should be considered when determining whether or not a child/staff can remain in school.

- Bring into the center as little as you possibly will need for the day.
- Staff must wear a mask at all times except when eating or drinking.
- The Center will provide a mask unless staff member prefers the use of their own mask.
  - Center masks will be washed or replaced daily.
  - Personal masks must be washed daily or a Center mask must be used.
- Complete screening process and sign-in.
- The screening process will include the following (social distancing and added protective measures will be followed):
  - Take temperature and have director or designee witness. A fever is considered 100.4 degrees.
  - Answering the daily screening questions (see appendix D)



If the staff or household family member has any signs of illness, the staff will be asked to go home.

- Staff will use the hand hygiene stations or hand sanitizers set up at the entrance of the facility.
- Staff bringing meals from home should be ready to eat as there will be no use of refrigeration or microwave until “Safer at Home” Orders have been lifted.
- Community rooms will not be used until “Safer at Home” Orders have been lifted. (staff break room, observation rooms, meeting rooms, etc.)
- Wash hands upon entrance to the classroom

## **Departure of Staff**

Once all children have departed each classroom’s materials will be disinfected by Center staff. Staff will make sure all personal belongings are taken home. The Child Development Center will then be cleaned and disinfected by custodial staff.

## **Cleaning and Disinfecting**

- Cleaning will occur throughout the day, including tabletops, bathrooms, and learning materials as used.
- A midday assessment of each classroom will occur as children are outside playing, additional cleaning will occur at that point as necessary.
- For soft surfaces such as carpeted floor and rugs
  - Disinfect with an EPA-registered disinfectant. These disinfectants meet EPA’s criteria for use against COVID-19.
- For electronics, such as tablets, touch screens, keyboards, and remote controls
  - Consider putting a wipe able cover on electronics.
  - Follow manufacturer’s instruction for cleaning and disinfecting.
  - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.
- For clothing, towels, linens and other items
  - Use the warmest appropriate water setting and dry items completely.
  - Wear disposable gloves when handling soiled laundry from a person who is sick.
  - Soiled laundry from a person who is sick can be washed with other people’s items.
  - Wash hands after starting the washing machine.
- Clean and Sanitize Toys
  - Toys that cannot be cleaned and sanitized should not be used.
  - All toys in use will be cleaned with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, rinsed again, and air-dried.
  - Be mindful of items more likely to be placed in a child’s mouth, like play food, dishes, and utensils

- Machine washable cloth items will be removed after a child finishes playing and will be laundered before next use.
- Set aside toys that need to be cleaned. Place in a separate container marked for “soiled toys.”
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and shall be placed outside to eliminate germs.
- Routine environmental cleaning will be performed.
- Any items that cannot be sanitized easily (dramatic play clothes, stuffed animals, etc.) will be removed from the classrooms temporarily.

### 3-Step Cleaning and Sanitization Mixing Ratios and Usage (using EPA approved solutions)

- Solutions - spray bottles used to apply mixture:
  - Soap solution – 1 tsp soap solution to 1 gallon of water, which equals to .0025% per 18oz bottle. Used for cleaning of surfaces prior to sanitizing with any bleach/water or sanitization solution.
  - Regular strength bleach – ¼ cup of bleach to 1 gallon of water. Used for sanitizing surfaces in all areas of the Center.
  - Special strength bleach – 1-1/2 cups of bleach to 1 gallon of water. Used for changing tables, bathrooms, door knobs, phones and other high contact surfaces and as necessary throughout the Center.
- Procedure - The responsibility of maintaining fresh solutions for all classrooms and areas is assigned to a Center staff who opens in the morning, with the help of Custodial staff in the evenings. Ensuring that the necessary supplies are available. Solution #1, 2 and 3 are mixed fresh daily. In an effort to maintain a consistent, frequent, and regular cleaning and sanitization schedule, all staff have access to supplies and have participated in training. Signage is displayed and periodic observation of practice is documented.

### Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious children, and they often need to be held. to the extent possible, when washing, feeding, or holding young children:

- Staff should wash their hands, neck, and anywhere touched by a child’s secretions.
- Staff should change the child’s clothes, as well as, their own if secretions are on clothing followed by handwashing.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Children and staff should have multiple changes of clothes on hand.
- Staff should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle- feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

## Hand Washing

All children and staff should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating, handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- Before and after using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- After blowing one's nose, coughing, or sneezing
- After using the restroom
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment like toys, computer keyboards, mouse, scissors, pens, etc.
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds
  - Turn water on and wet hands, remove from water
  - Add soap to hands and create friction to make bubbles
  - Scrub for 20 seconds, sing Happy Birthday or ABC's
  - Rinse hands under running water
  - Dry hands with single use paper towels
  - Turn off faucet with paper towels
- Sinks and toilets will be sanitized after each use

## Alcohol Based Sanitizers

Use of an alcohol based hand sanitizer (at 60% alcohol or higher) should only be practiced when soap and water method is not available. If a child needs to use alcohol based sanitizer, an adult/staff member must be physically present to observe and guide child in proper use.

## Respiratory Hygiene

All staff should cover coughs and sneezes with tissues or the corner of the elbow. Encourage children, when appropriate to cover coughs and sneezes with tissues or the corner of the elbow. Dispose of soiled tissues immediately after use, followed by handwashing.

## Eliminating Transmission Points

- Reduce common touch points by opening internal doors where possible.
- Install all no-touch disposal receptacle or remove lids that require contact to open for non-hazardous waste containers unless doing so creates an unsanitary environment.
- Frequent cleaning of all touch points.
- Secure all secondary doors and access points to minimize incidental contact.

- Wipe down commonly used surfaces throughout the day (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment).
- Staff should not share phones, desks, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.
- Staff should clean their personal workspace at the beginning and the end of every shift.

## **Social Distancing and Other Health Protection Strategies During COVID-19**

Social and physical distancing is a practice recommended by public health officials to slow down the spread of disease. It requires the intentional creation of physical space between individuals who may spread contagious and infectious diseases. It additionally requires canceling or postponing the number of gatherings and group activities, reducing all group sizes, and maintaining three to six feet of distance between every individual, as much as possible.

Specific to child care the Mt. SAC CDC will follow the distancing and safety guidelines below:

- Children should remain in groups as small as possible not to exceed current COVID-19 ratios.
- It is important to keep the same children and teacher or staff with each group and include children from the same family in the same group, to the greatest extent possible.
- Extend the indoor environment to outdoors, and bring the class outside, weather permitting.
- Open windows to ventilate facilities before and after children arrive.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6-feet separation, when possible.
- Find creative ways to use yarn, masking tape, or other materials for children to create their own space.
- Plan activities that do not require close physical contact between multiple children.
- Avoid gathering in larger groups for any reason, including outside play and lunch time.
- No switching or combining groups of children are allowed at this time.
- All children 3 years and older will wear face masks, coverings, or shields while indoors.

### **Outside Play**

- Classrooms will go outside on a rotation
- All equipment and bikes will be sanitized in between each class using the playground
- Always wash hands immediately after outdoor play time

### **Nap Time for Children**

- Napping for children older than 12 months will NOT occur at the CDC during the COVID-19 emergency and reopening. The Center will operate on a “Minimum Day” schedule which does not include a scheduled nap time. The exception will be infants

who follow individual nap schedules. In this case infants will have naps as needed. All napping supervision guidelines will be followed.

## **Nap Time for Infants**

- Families will provide a small blanket from home or the center will supply a small blanket that will be stored at the center for the duration of the Pandemic.
- All napping items will be washed on a daily basis.
- All mats/cribs will be disinfected daily.
- At nap time infants' mats/cribs are spaced out as much as possible, ideally 6 feet apart.

## **Meals and Snacks**

- Child and Adult Care Food Program (CACFP) guidelines should be followed for preparing and serving meals and snacks
- Food will be provided by vendor, and all preparation safety procedures MUST be followed by all staff, including vendor
- Individual meals will be plated before served, no family style serving permitted at this time
- All food will be prepared by vendor in the CDC kitchen for oversight of required guidelines for childcare and early education programs
- Chairs should be placed 3 to 6 feet apart when possible during meal times
- A meal schedule and location will be created to ensure social distancing is still achieved

## **Extra Clothing**

- Parents will be directed to bring in two sets of extra clothes for their children in case needed. Extra clothes should be brought in a clear zip lock bag. Children will not be permitted in the center without the extra clothes from home. This is essential to keep down on germs being passed in our classrooms.
- We will also instruct parents not to bring any backpacks or toys from home, and make sure children are dressed appropriately for weather.

## **Arrival and Health Screening of Children**

- All children are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100.4 degrees. Asthma and/or allergies should be considered when determining whether or not a child/staff can remain in school.
- Stagger arrival and drop off times according to revised operating hours of the CDC.
- Be patient as this extended drop-off process will take more time.
- Child care staff will meet outside the facility to screen children before admitting. The screening process will include the following (social distancing and added protective measures will be followed):
  - Taking the child's temperature. A fever is considered 100.4 degrees
  - No touch thermometers will be used
  - Answering the daily screening questions (see appendix D)

- If the child or family member has any signs of illness, the child will not be permitted to attend.
- The same parent or designated person should drop off and pick up the child every day.
- If possible, older people such as grandparents or those with serious underlying medical conditions should not drop off children, because they are more at risk for severe illness from COVID-19.
- Clean pens will be made available to parents. Pens will be disinfected after each use.
- Each family will have their own sign in/out form. Staff will assure that the family has completed the sign in/check in sheet.
- Children will use the hand hygiene station or hand sanitizer set up at the entrance of the facility.
- Parents who choose to observe their child while in care, must do so from the observation lab or administrative office as available and only upon request. ALL health/safety guidelines for arrival for staff must be followed by the parent in this instance. This is the only reason parents may be present in the facility during COVID restrictions, and ensures their parent rights are maintained.
- Children will be escorted into the building by available Child Development Center staff.
- Child Development Center staff will ensure children are washing hands as they enter the class.

## **Departure of Children**

- All children's blankets, "school shoes", extra clothes are to stay at the center to reduce the transmission of COVID-19 from home to school.
- Stagger pick-up times
- Children will be escorted out of the building by available Child Development Center staff.
- The same parent or designated person should drop off and pick up the child every day.
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.
- Clean pens will be made available to parents/disinfected after use.
- Each family will have their own sign in/out form. Staff will assure that the family has completed the sign out sheet.

## **Essential Functions**

- The operating hours for the CDC will change to allow for a shortened day and more stringent cleaning protocols by CDC staff, reinforced by Custodial Services.
- The Child Development Center will identify alternate supply chains for goods and services. Some goods and services may be in higher demand or unavailable. If, for some reason, there is not adequate PPE for the Child Development Center, cleaning supplies, paper supplies, the director or designee will close the center until proper materials have arrived.

## **Gloved hands will be reserved for the following times:**

- Universal Precautions
- Diaper changing
- Nose blowing
- Garbage removal
- The Director or designee will ensure vital essential services including state licensing, Mt. SAC employees or others that enter the building follow all procedures.
- The Child Development Center procedure for these persons to enter the building: ► Must wear a mask
- ► Temperature will be taken ► Screening questions
- If at all possible entrance will be when children are not present

## **Center Family/Staff Communication Plan**

- Communication is important for all center staff and families. Regular communication will continue through virtual means, email, phone and very limited face to face (only as needed).

## **Meetings**

- Events and meetings that require close contact can take place via Zoom during COVID-19.

## **Guidelines for Onset of Illness - Child**

If a child becomes sick during the day:

- A staff member will take the child to the isolation area and keep child comfortable until the family arrives.
- The child's family will be contacted and request pick up within an hour.
- All children enrolled from the family will be asked to stay home for the duration of illness.
- Families' maintain up to date emergency information, to include designated persons with permission to pick up a child.

## **Staff**

- Staff members who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be sent home.
- If a staff member is confirmed to have COVID-19, the Child Development Center will follow all guidelines set forth by Mt. SAC, State Community Care Licensing and the Department of Public Health. All those in contact will follow all guidelines and self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

## **Guidelines for Parents and Staff for Onset of Illness While at Home**

### **Child**

- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home.
- Follow the Child Development Center Illness Policy.
- If symptoms are consistent with COVID-19, please contact your child's pediatrician and ask for guidance. Due to the current pandemic we ask that you please notify the Child Development Center. This will allow us to take the necessary precautions to maintain everyone's health and safety during this time.

### **Staff or Household Family Member**

- Stay home.
- Follow local Public Health guidelines.
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face
- If symptoms are consistent with COVID-19, please contact your physician and ask for guidance. Due to the current pandemic we ask that you please notify the Child Development Center. This will allow us to take the necessary precautions to maintain everyone's health and safety during this time.

### **Children/Staff who've had Close Contact with a Person with Symptoms/Diagnosed with COVID-19**

- Follow guidelines set forth by local Department of Public Health.
- Child/Staff should not return to the Child Development Center until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local Public Health departments.
- Due to the current pandemic we ask that you please notify the Child Development Center. This will allow us to take the necessary precautions to maintain everyone's health and safety.



## **Mt. SAC Child Development Center has a Case of Covid-19**

- The Child Development Center will notify Campus Administration and follow Mt. SAC procedures.
- The Child Development Center will report the confirmed case to the local Department of Public Health, Community Care Licensing, and follow their specific guidelines.
- Determine if the child/staff member attended/worked at the program while symptomatic or before symptoms began as determined by the local Department of Public Health.
- Determine who had close contact with the child/staff member at the program during those days.
- Close off areas used by the individuals with COVID-19.
- Exclude the children and staff members who are determined to have had close contact with the affected/child/staff member for 14 days after the last day they had contact with the affected/child/staff member.
- Mt. SAC Custodial staff will clean and disinfect following Mt. SAC policies and procedures.
- Wait at least three days before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets and refer to local Department of Public Health guidelines.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the sick person, such as classroom, offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.

## **Dismissal of Children/Staff for 2-5 days**

This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and determine appropriate next steps. Local health officials' recommendations for the scope and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

Discourage staff, students, and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a park, or other public area.

## Resources to Support Needs during COVID-19

### Speaking to Children About COVID-19

Resources we are using to speak with children about the virus:

- [Talking to Children About COVID-19 \(Coronavirus\) - A Parent Resource](#)
- [Talking With Children: Tips for Caregivers, Parents, and Teachers During Infectious Disease Outbreaks](#)
- [CDC Guidance for talking with children](#)

## Resources for Families

### Books

Why We Stay Home

<https://www.youtube.com/watch?v=Qu07djSvLNq>

My Name is Corona Virus

<https://www.mindheart.co/descargables>

A Kid's Book About Corona Virus and Other Resources

<https://akidsbookabout.com/pages/covid-19>

What is Corona Virus

<https://theautismeducator.ie/2020/03/11/corona-virus-social-story/>

My Corona Virus Story

[https://qrcgcustomers.s3-eu-west-1.amazonaws.com/account4876975/6552153\\_1.pdf?0.85841887098649](https://qrcgcustomers.s3-eu-west-1.amazonaws.com/account4876975/6552153_1.pdf?0.85841887098649)

Not Forever But For Now

<https://www.youtube.com/watch?v=CypqpVrV-KE>

### Websites

PBS Kids

<https://www.pbs.org/parents/thrive/how-to-talk-to-your-kids-about-coronavirus>

## Appendix A:

Acceptance of New Procedures for Mt. SAC Child Development Center Staff

Mt. San Antonio Community College District (Mt. SAC) Child Development Centers

All staff must read, sign, agree and follow the policies and procedures in order to work in the Mt. SAC Child Development Center programs.

I have read and fully understand the policies and procedures for the Mt. SAC Child Development Centers during the COVID-19 Pandemic. I also understand that this document can be changed at any time with or without notice by the Center Director, their designee, or the Mt. San Antonio College Community College District.

I have limited the number of people I come into contact with and am abiding by “Safer at Home” to prevent the spread of COVID-19. I understand that the health, safety and the well-being of children, families, and staff rely on my due diligence to keep myself and family following social distancing rules set by the Governor, Department of Public Health and Mt. SAC at any given time.

Staff Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B:

### COVID-19 Pandemic Policy for New or Returning Families

Hello Families,

In order to reopen as safely as possible the Mt. SAC Child Development Center has established new policies and procedures. These policies are effective beginning on **INSERT DATE** and will be in place until our states' "Safer at Home" orders are lifted.

Please read each item below, sign, and return.

I, \_\_\_\_\_, parent of \_\_\_\_\_ agree to the following terms:

If I bring my child, it is because everyone in our home is healthy and symptom free, with no known exposure to COVID-19. I understand that the new drop off and pick up procedures will take more time. I will plan accordingly. I understand that only children, assigned staff and authorized individuals will be permitted in the center. I will not bring unnecessary items into the program. This includes the storing of car seats and strollers. If my child is being picked up at a time other than my scheduled pick up time, I will call ahead so my child will be ready.

I will wait for my child to be screened for signs of illness daily. Fever reducers will not be given to my child on any day of attendance, regardless of reason for fever reducer. If my child shows signs of illness during care, I, or another authorized person, will retrieve my child within 60 minutes.

I will wear a cloth face covering and follow proper social distancing while on Campus. I will thoroughly wash my hands and my child's hands before dropping off and prior to picking up. Only one guardian is permitted per family at drop off and pick up. I will explain the new drop-off procedures to my child ahead of time.

Tips:

- Use the walk/drive to school to as your "goodbye time."
- If you have any drop-off routines/rituals, talk about how those will be different, and ask for suggestions from your child.
- Make sure they understand that you will be staying outside, and that a staff member will be taking their temperature and bringing them to their classroom.

I have limited the number of people I come into contact with and am abiding by "Safer at Home" to prevent the spread of COVID-19. I understand this situation is fluid and subject to change per Mt. SAC, state, licensing, other local authority, and program needs. I understand that the center may need to close on short notice due to government order, child or staff illness, or other emergency.

I understand failure to follow these new safety guidelines may result in disenrollment.

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix C:**

## Sample Letter for New Families

Dear Family:

Welcome to our program! We understand times are stressful, but we want your experience to be an exceptional one and would love to hear about ways that we can support you in your important role as parents. As we strive to create a partnership with your family in this time of need, we encourage you to provide us with any feedback you might have about your experience.

As you prepare to transition your little one into the center, there are a few things that will help to make your transition as smooth as possible.

First, please fill out all the enrollment paperwork included for your child as completely as possible. In addition to be a licensing requirement, these documents give us a lot of helpful information about your child. We feel it is important to make you aware of the risk associated with group care at this time. The Center for Disease Control and Prevention (CDC) warns that older adults and those who have or have members in their household with compromised immune systems, respiratory problems, hypertension, diabetes, heart problems, chronic kidney disease, or cancer are at greater risk for more serious complications associated with COVID-19. Please make sure you sign the waiver stating that you understand this risk and include it in the paperwork you turn in.

Second, be sure that you bring with you the items listed on the enclosed checklist. Labeling these items will ensure that all teachers know what items are to be used with your child.

Third, feel free to talk over your transition thoughts and plans with the teachers so that they can be of assistance during your goodbye routine. We understand this is a very difficult time and we are here to support you. There are many ways that transitions into the center happen for families; let us know what works best for your family and how we can best support you during this time.

We are happy to have you join our center and look forward to creating a strong partnership with your family.

Thank You,

Mt. SAC Child Development Center

## Appendix D:

### Sample Daily COVID-19 Checklist

The purpose of this checklist is to provide additional health and safety requirements for LACCD Child Development Centers to implement that will help combat the spread of COVID-19.

DAILY TASKS	Complete	Initials
Prior to starting your work day, each staff member must take their temperature at home. If their temperature exceeds 100.4 F or if they have a cough, it is recommended that they isolate at home and follow local Public Health guidelines.		
Ensure all important signage is intact and clearly visible at designated points of entrance/exit. Ensure all other entryways are locked. <ul style="list-style-type: none"> <li>Establish a system to disinfect (hand sanitizer, wipes, spray bottle).</li> </ul>		
Wipe down all door handles and light switches with disinfectant. Sanitize all hard surfaces. Disinfect frequently touched items including classroom phones, keyboards, sinks, toilets, and faucets.		
Check all phone lines, email, and any other communication tools used for daily information sharing for messages regarding child, family, or staff illnesses since the prior day: <ul style="list-style-type: none"> <li>Follow up with any illness related calls and document the details shared.</li> <li>If someone at your center has a confirmed case of COVID-19, follow all Mt. SAC procedures immediately for next steps.</li> </ul>		
Ensure daily cleaning supplies and PPE equipment is refilled and accessible to staff in their program spaces. *Note any supplies that are in lower quantities and in need of purchasing. Allow extra time to secure additional items.		
ARRIVAL OF STAFF		
<ul style="list-style-type: none"> <li>As staff arrive to program (stagger arrival times if possible), have them report to a designated area to take their temperature. If their temperature exceeds 100.4 F or if COVID-19 symptoms are present, it is recommended to ask them to follow Mt. SAC COVID-19 procedures.</li> <li>Daily staff screening with temperatures will be documented.</li> <li>No one with a fever or COVID-19 symptoms will enter the center.</li> </ul>		
Ensure staff have access to PPE: <ul style="list-style-type: none"> <li>Items may include masks, gloves, and hand sanitizer.</li> <li>It is recommended that those with long hair tie it up and</li> </ul>		

away. <ul style="list-style-type: none"> <li>• Staff should only work in their assigned space.</li> </ul>		
<ul style="list-style-type: none"> <li>• Have staff place personal items in a designated spot away from others' personal items.</li> <li>• Have designated locations for individual staff's personal food/beverage items. All items should be sanitized.</li> <li>• All staff will bring an extra change of clothing to keep on site for clothing that might become soiled.</li> </ul>		
Communicate important updates around child illness in each of the operational classrooms. Review program plans for the day to ensure each classroom is isolated in their daily plans and movements around the building.  Review support staff plans for the day to ensure staff breaks, lunches, and/or planning time is in isolated location.		
<b>ARRIVAL OF CHILDREN</b>		
Prepare for child arrival by wearing PPE. <ul style="list-style-type: none"> <li>• If possible, consider designating and assigning separate entrances for specific groups of children to avoid long lines or overlap in drop offs and pickups. For example, all children with last names A-M or ages 0-2 are dropped off at one entrance and all children with last names N-Z or ages 3-5 are at the second entrance.</li> </ul>		
<b>OPERATIONS</b>		
Hand sanitizing stations should be set up at each entrance being used. Children will be supervised when using hand sanitizer.		
All pens will be disinfected after each use.		
Take children's temperatures mid-day or as needed. <ul style="list-style-type: none"> <li>• If a child has a temperature above 100.4 F, they should be isolated outside of the classroom setting and their family called for an immediate pick up.</li> </ul> If a child is found with symptoms and a staff person has touched the child, the staff person should change clothes or any other PPE that have been in contact with the ill child prior to continuing work.		
<ul style="list-style-type: none"> <li>• A posted sanitation schedule is recommended.</li> <li>• If immediate cleaning cannot take place, a system to ensure the items are inaccessible to others is needed.</li> </ul>		
<ul style="list-style-type: none"> <li>• Bathroom fixtures will be disinfected after individual use.</li> </ul>		
<ul style="list-style-type: none"> <li>•</li> </ul>		
<ul style="list-style-type: none"> <li>•</li> </ul>		

## Appendix E:

### Center for Disease Control School Decision Tree

## Appendix E:

### Center for Disease Control School Decision Tree

#### CHILD CARE PROGRAMS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist directors and administrators in making (re)opening decisions regarding child care programs during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community. Child care programs is a term that refers to both child care centers and family child care.

##### Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect children and employees at higher risk for severe illness?
- ✓ Are you able to screen children and employees upon arrival for symptoms and history of exposure?

ANY  
NO



##### Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, sanitization, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible. For family child care, monitor distance between children not playing together and maintain distance between children during nap time
- ✓ Adjust activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all employees on health and safety protocols

ANY  
NO

MEET  
SAFEGUARDS  
FIRST

##### Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of children and employees daily upon arrival, as feasible
- ✓ If feasible, implement enhanced screening for children and employees who have recently been present in areas of high transmission, including temperature checks and symptom monitoring
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if children or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
- ✓ Monitor child and employee absences and have a pool of trained substitutes and flexible leave policies and practices. For family child care, if feasible, have a plan for a substitute caregiver if provider or a family member in the home gets sick
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY  
NO

MEET  
SAFEGUARDS  
FIRST

ALL  
YES

OPEN  
AND  
MONITOR



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



## Appendix F:

### Children and Staff Health Screening Form

[illegible]

## Appendix G :

Sample Signage and Posters for Mt. SAC Child Development Center



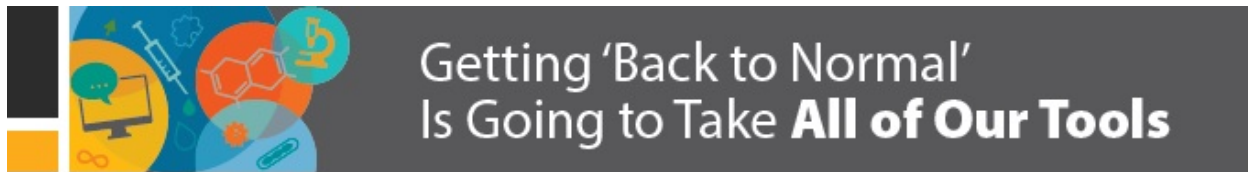
**Appendix G :**

Sample Signage and Posters for Mt. SAC Child Development Center



**Appendix G :**

Sample Signage and Posters for Mt. SAC Child Development Center



If we use all the tools we have, we stand the best chance of getting our families, communities, schools, and workplaces "back to normal" sooner:

Get vaccinated.



Wear a mask.



Stay 6 feet from others,  
and avoid crowds.



Wash  
hands often.



12/09/20

[www.cdc.gov/coronavirus/vaccines](http://www.cdc.gov/coronavirus/vaccines)



## Appendix G :

Sample Signage and Posters for Mt. SAC Child Development Center

### Facemask Do's and Don'ts

For Healthcare Personnel

#### When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

#### When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T allow a strap to hang down. DON'T cross the straps.



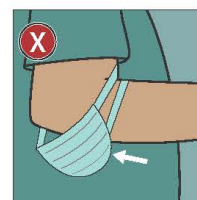
DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

#### When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away\*, and clean your hands again.

\*If implementing limited-reuse: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.

Additional information is available about how to safely put on and remove personal protective equipment, including facemasks:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>.



CS 316480A June 2, 2020 11:30 AM

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)