

**The Anna Bing Arnold Children's Center
Parent Handbook**

Addendum for Covid-19

Effective August 2021 until Further Notice

**The Anna Bing Arnold Children’s Center
Parent Handbook Addendum**

Table Of Contents

Overview3
Enrollment Priority3
Planning.....3
Hygiene.....3
Arrival and Departure Procedures.....4
Health Screenings.....4
Classroom Space / Physical Distancing.....5
Mealtimes.....5
Children Showing Symptoms of COVID-19.....6
COVID-19 Symptoms6
Multisystem Inflammatory Syndrome (MIS-C).....6
Confirmed Case of COVID-197
Closing the Center if COVID-19 Cases Increase7
Child Care Fee Credit7
Termination of Enrollment8
Resources8

The Anna Bing Arnold Children's Center

Parent Handbook Addendum

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 herein 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 childcare program; as new data and practices emerge, the policies may be updated. The goal of the Children's Center is to meet and exceed the standards whenever possible.

Enrollment Priority

Prioritizing childcare spaces will remain consistent with the Children's Center Parent Handbook.

Planning

- The Children's Center has created stringent health and safety protocols to help protect staff, children, and family members based on Federal, state, and local guidelines, laws, and requirements.
- Due to COVID-19, entry to the Center is limited to administration, teachers, and personnel essential to the maintenance and running of the program. This includes:
 - Children enrolled in the program
 - 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.
- Signage promoting healthy practices including stopping the spread of germs and appropriate handwashing procedures will be 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 Center, families and staff will maintain social distancing.
- 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 Center, 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) will be stored in each child's cubby. 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 and Departure Procedures

- Drop-off and pick-up times will be staggered each day to minimize groups of children arriving at the Center simultaneously.
- Drop-off and pick-up times will be discussed with families prior to the start of school.
- Families are encouraged to wash their own hands and their child's hands before dropping off (e.g., at home) prior to coming for pick up, and as soon as they get home.
- All individuals over the age of two entering the Center must immediately wash their hands or sanitize their hands using the sanitizing stations. Sanitizing stations are in classroom entry ways and high-traffic areas and are out of the reach of children.
- Children must wash their hands in the classroom sinks upon arrival.
- Center 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.
- 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.
- At drop-off and pick-up times, 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 Center.
- Children 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 Center.

The Anna Bing Arnold Children's Center Parent Handbook Addendum

- 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. Individuals with a temperature of 100.4 degrees Fahrenheit or over will not be admitted into the Center.
- Upon arrival to the Center, Center staff 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 pickup within one hour.
- 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 groups 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.

Mealtimes

- Staff will utilize more tables to spread children out while eating.
- 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.

The Anna Bing Arnold Children's Center Parent Handbook Addendum

- 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 childcare 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 childcare.
- Written clearance for the child by a physician is provided.

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. Staff will be trained to identify the following symptoms which will exclude the child from childcare. 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

The Anna Bing Arnold Children's Center Parent Handbook Addendum

- 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:

- Center will call families will be called to pick-up all the children in the classroom used by the person who is sick.
- Center will open outside doors and windows to increase air circulation in the areas.
- Center will wait up to 24 hours or as long as possible for respiratory droplets to settle before cleaning and disinfecting.
- Center will 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 UAS's Human Resource Department and Cal State LA'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 close a classroom if we are unable to staff it appropriately due to a case of COVID-19.

Child Care Fee Credit

The Center may need to temporarily close a classroom for 2-5 days or more 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 areas. There will be no credit for childcare fees during these closure days.

If a classroom must close for 14 calendar days or more due to a COVID-19 exposure, it may be

The Anna Bing Arnold Children's Center

Parent Handbook Addendum

appropriate for full fee-paying families to receive a 50% credit of their childcare fees for the duration of the closure.

Termination of Enrollment

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

- Failure to comply with wearing a mask.
- 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/elcd/covid19.asp>