

**Anna Bing Arnold Children's Center
Staff Classroom Manual
Addendum for Covid-19 Changes
August 2021**

Please note:

These requirements and guidelines are provided to us by the LA County Health Department and CA Community Care Licensing. Childcare providers must comply with more rigorous federal, state, or local requirements, if ordered.

TABLE OF CONTENTS

Social and Physical Distancing and Facial Coverings

Exclusion

- Illness Policy
- Staff Safety/Screening

How to Talk to Young Children about Physical Distancing

Healthy Hygiene

Drop-off and Pick-up Routines

Environment

Mealtimes

Tooth Brushing

Bathroom

Personal Items

Napping

Social and Physical Distancing and Facial Coverings

In the classrooms, the Center will:

- Rearrange indoor and outdoor spaces to encourage maintenance of healthy distances, using visual guidelines/reminders when necessary
- Keep classroom group sizes to the number recommended by Community Care Licensing
- Group children in as small of groups as possible
- Keep the same children and staff with the same group each day
- Keep classroom groups together and not allow mixing throughout the day
- Keep staff with their assigned classroom group throughout the day
- Open windows to air out the classrooms before and after children arrive and during the day whenever possible
- Have children aged two and older to wear masks indoors but not outdoors
- Provide masks for children if needed
- Have children outside as much as classroom routines and weather permits

For parents and other adults, the Center will:

- Have parents drop off and pick up children outside of the school at two designated arrival and departure areas
- Stagger drop off and pick up times for children
- Have parents wear masks at drop off and pick up times
- Require masks for all adults entering the school
- Require staff to wear masks while in the Center and in the classrooms **except when administration is alone in their office or when staff is outdoors**
- Provide masks for staff if needed
- Limit nonessential visitors to the Center
- Cancel or postpone the number of gatherings, group activities, and special events

Exclusion of any Child, Parent or Staff Member Showing Symptoms of COVID-19

The Center has put in place COVID-19 screening procedures for all staff, parents, and children. These include:

- Asking all individuals about symptoms that he or she or someone in their homes may have.
 - Symptoms primarily include:
 - Fever
 - Cough
 - Difficulty breathing
 - Other signs of illness within the last 24 hours

- Asking all individuals if they've come into contact with anyone with a suspected or confirmed COVID-19 case

The Center will EXCLUDE individuals showing signs of illness in the following manner:

- **All staff and families of children will be asked the following questions before entering the building:**
 - "Do any of the following questions apply to your child, you, or anyone in your household within the last 24 hours?":
 - Do you or your child have a temperature of 100.4 F or higher?
 - Have you or your child taken any fever reducing medications?
 - Do you or your child have a cough and have not consulted a medical provider?
 - Do you or your child have difficulty breathing/shortness of breath?
 - Do you or your child have any other signs of illness?
 - Have you or your child had any exposure to another individual with a suspected or confirmed COVID-19 case?
 - Staff, families, or children who answer "yes" to any of the questions, who appear unwell, or who have a temperature of 100.4 F or higher, **will be excluded from the Center**
 - Once questions have been answered and it is confirmed that the individual is healthy, a designated staff member will take everyone's temperature using a **non-touch infrared thermometer**
- **Illness Policy:**
 - If a child presents with a fever or shows any signs of illness during the day, he or she will be isolated in the office and parents will be called to come pick up immediately and within one hour. The child will be allowed to return to the Center when:
 - They are fever free for 24 hours without the use of a fever reducing medication
 - Have no signs of illness
 - Have a doctor's note clearing them to return
 - Children who have a parent or member of their household diagnosed with COVID-19 will be excluded from the Center for at least 10 days and can return with a negative COVID-19 test and a doctor's note of clearance
 - Staff and children in classrooms where a child has gone home sick or has become sick at home will be excluded for up to 10 days from the Center or until they have returned with a doctor's note of clearance

- Staff or children who show signs of illness during the period that they are quarantined will inform the Center and can return with a negative COVID-19 test and a doctor's note of clearance
- The Center will contact the local health department, as required and for guidance, and will complete the required sanitation and intensive cleaning
- **Staff Safety/Screening:**
 - Staff are instructed not to come to work if they have any signs of illness (as described above)
 - Teachers will wear masks, and wear gloves (when handling food and bodily fluids) that can be provided by the Center
 - If a staff member is exposed to COVID-19, they will be required to self-quarantine and stay at home for 10 days, or until they test negative for COVID-19 and have a doctor's note of clearance
 - If a staff member is diagnosed with COVID-19, they will inform they Center and the Center will call the local health department and follow their guidance, including:
 - The Center and/or any affected areas will be closed for the recommended number of days for intensive cleaning and sanitization.
 - The staff member will be allowed to return to work once they have been fever-free for 24 hours, do not have any symptoms of illness, have been quarantined for 10 days, and have a clearance note from a doctor.
 - All staff will complete any required health and safety training modules by California Department of Public Health (CDPH), California Department of Education (CDE), the Center for Disease Control (CDC), and other sources

How We Will Help Teach Young Children about Physical Distancing

Center staff will model and reinforce physical distancing in the following manners:

- Use visuals for spacing
- Model physical distancing when interacting with children, families, and staff
- Give frequent verbal reminders to children
- Create stories around physical distancing, handwashing, proper cough and sneeze etiquette, etc.

The Center will communicate with families about physical distancing in the following ways:

- Children will be encouraged to spread out within the space (outdoor activities encouraged)
- Curriculum will be intentionally planned to spread children out, including no shared sensory activities (e.g., water play, play doh, goop, etc.)
- In each classroom, the number of children will be limited in each area

- Visuals will be used to help children understand spacing
- Frequent verbal reminders will be provided for children about social distancing, along with meeting time and small group topics, as appropriate
- Staff will model appropriate distancing for the children and help them learn how to sneeze into a tissue, cough into their elbow, etc.
- CDE and CDC guideline handouts on social/physical distancing will be handed out to staff and families prior to re-opening

How to Support Young Children with Healthy Hygiene

Center staff will teach, model, and reinforce healthy habits and social skills in the following manners:

- We will explain to children why it's not healthy to share drinks and food, especially when sick
- We will practice frequent handwashing by teaching a popular song or counting to 20
- We will teach children to use tissues to wipe their noses and cough into their elbows and then to wash hands afterwards
- We will model and practice handwashing before and after eating, after coughing and sneezing, after playing outside, after using the restroom, and at other appropriate times

How to Support Young Children with Food Hygiene

Center staff will model and reinforce proper meal hygiene in the following manners:

- Family-style meals (children serving themselves) will be eliminated for now and food will be plated by a designated staff member
- Children will not be allowed to share drinks and food at any time
- Communal drinking fountains will not be used, and water will be provided to children through pitchers and coolers by a designated staff member
- Staff will explain germs and how to prevent sickness through planned curriculum activities, informal conversations through play, and placing books and posters throughout the classroom
- Proper handwashing techniques (e.g., counting to 20, turning off faucet with paper towel, etc.) will be discussed at meeting times, posters will be placed near all handwashing sinks, and then handwashing will be monitored through supervision and assistance
- Children will be spaced out and multiple tables will be used to ensure appropriate spacing between them to minimize the chance of food sharing/handling
- Food will be prepared in the commercial grade kitchen by staff who will be wearing face coverings, aprons, gloves, and hair enclosed in a hair net
- Food will be served in appropriate covered containers and be placed outside of the classrooms by kitchen staff for staff to retrieve
- Staff will leave the containers outside the classroom when meals are complete for kitchen staff to retrieve

Anna Bing Arnold Children's Center
Staff Classroom Manual Addendum
For Covid-19 Changes

- Staff will serve the children food and milk/water, wearing gloves, during mealtimes
- When serving the children, the food and drink, the serving utensils and milk/water pitchers will not touch the children's plates and cups
- Food will be covered when not being served, food
- Staff and children will wash their hands before and after mealtimes
- The tables will be cleaned with the Center EPA approved sanitizer, allowing enough time for the sanitizer to sit for 2 minutes before children sit down for mealtimes and when meals are complete
- Chairs will be cleaned after lunch by staff including the top, bottom, back, seat, and legs
- All dishes will be gathered immediately after mealtime and sent to be cleaned and sanitized
- As the Children's Center has a dish sanitizer, paper products will be used only when necessary

Additional Health Related Measures

In addition, Center staff will receive support in the following manner:

- Staff will receive training in proper techniques to practice healthy hygiene prior to start of work through handouts and conversation
- Staff members will use the hand sanitizers placed on the outside of the classrooms before touching classroom doors
- Staff members will bring a change of shirt and pants each day to change into, if needed
- Staff members will pull long hair back each day

During Drop-off and Pick-up:

- Center staff will conduct wellness checks of all children when arriving at the Center and in the classrooms
- Center staff will meet children at the entryway outside of the school for pick-up and drop off
- Center will sanitize pens between use

The Center will modify drop-off and pick-up procedures and communicate that to parents in the following manner:

- **Drop-off Procedures:**
 - Drop-off times will be staggered for families and children
 - A centralized location will be created at the entrance of the Children's Center with two tables for all children and parents to complete a health check and to sign-in
 - Parents will wait with their children in their cars if there is a line of three or more families waiting to check in

- The health check table and sign-in table will be managed by designated staff members, who will be wearing masks
 - Parents will be asked to wear a mask and maintain 6 feet (marked out by tape) while waiting for their turn for a health check and sign-in
 - If they do not have a mask, the Center will provide one.
 - Hand sanitizer will be available at the front door location, as well as in the classrooms
 - All families and children will be asked the health screening questions (discussed in question 3 of this document) and have their temperatures taken
 - This information will be recorded on a form.
 - If a child is approved to enter, the family will sign their child in and say goodbye at the door
 - A staff member (e.g., classroom teacher, director, assistant director, program coordinator) will bring the children, either 1) to the classroom, where a teacher will take them to wash their hands, or, 2) into the classroom to wash their hands
 - The staff member escorting the child also will wash hands before and after escorting each child
- **Pick-up Procedures:**
 - Pick-up times will be staggered for families and children
 - Parents will call the Center once they arrive to let us know that you have arrived
 - Staff will wash both the child and their own hands before walking the child to the designated pick-up area for the family to pick up their child
 - Staff will use hand sanitizer before re-entering the Center

The Environment

The Center will sanitize the environment in the following manner:

- Frequently clean and sanitize all touched surfaces.
- Use toys that are easy to clean and sanitize throughout the day
- Limit sharing of items
- Plan more individual play and solo activities and activities that don't require close physical contact between children
- Stagger indoor and outdoor play by adjusting schedules to reduce the number of children in the same area
- Designate a tub for toys to be put in after each use so they can be cleaned and wiped
- Follow CDC guidance for cleaning and sanitation of the Center
- Materials will be thoroughly sanitized at nap, at closing, and when needed (at least twice per day)
- Toys that come into contact with bodily fluids will be removed to a covered wash bin for sanitation and air-drying before made available to children

Anna Bing Arnold Children's Center
Staff Classroom Manual Addendum
For Covid-19 Changes

- Staff will wash hands after handling toys that have come into contact with bodily fluids
- Tables will be sanitized after each use and at least three times per day by staff
- The tops, sides, and shelves of the cubbies will be cleaned and sanitized once daily by staff
- Sinks and faucets will be cleaned and sanitized multiple times throughout the day by staff
- Classroom teachers will ensure that toys that cannot be cleaned and sanitized thoroughly will not be used
- Doorknobs and light switches will be sanitized repeatedly throughout the day by staff
- Bathrooms and offices will be thoroughly cleaned at regular intervals throughout the day by staff, with full sanitation of all adult restrooms twice daily and after closing
- Staff will sanitize the classroom restrooms (sinks, changing tables, toilets, doors, and light switches) during the day, and the facilities staff will complete at night, including completing other cleaning such as sweeping and mopping the floor

Tooth brushing

We will discontinue tooth brushing at the Center and encourage parents to regularly brush children's teeth at home.

Bathroom

- Sink and toilet handles will be sanitized between each child's use by staff during the day
- Staff will follow posted diaper procedures from CDC in each bathroom
- Staff will use gloves when assisting children in the bathroom and gloves will be disposed of properly after each use and changed between children
- Once completed, staff and children will wash hands for 20 seconds and use paper towel to turn off faucet and dry hands
- Posters of handwashing procedures will be posted at both child's and staff's eye levels

Personal Items

- Personal items allowed in the Children's Center will be clothes and bedding only, and one small stuffed animal or 'lovie' that fits into their cubby, when needed
- Each child will have their items labeled and placed in separate cubbies

Napping

- Staff will set up the children's cots spaced out six feet apart
- The head of each cot will be alternated
- Cots will be cleaned and sanitized after each use by staff
- Classroom teachers will wash hands when setting up cots and before putting them away

Anna Bing Arnold Children's Center
Staff Classroom Manual Addendum
For Covid-19 Changes

I understand that the Anna Bing Arnold Children's Center:

- Performs a detailed risk assessment and implemented a site-specific protection plan.
- Trains employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them.
- Implements individual control measures and screenings.
- Implements disinfecting protocols.
- Implements physical distancing guidelines.

Staff Member Name: _____

Staff Member Signature: _____

Date: _____