

UCUC Preschool
Policies Regarding Coronavirus Pandemic
Updated July 6, 2020
Service Agreement Addendum

UPDATED HEALTH EXCLUSION POLICY:

- Any person with a fever of 100.0 degrees or higher or with any other signs of illness will not be allowed into the building. Children who become sick while at UCUC Preschool will be isolated and sent home. Parents must pick up their children within 30 minutes of being contacted. Sick staff should leave the premises as soon as possible.
- Per CDPH, if ANY member of your household is ill, children and staff should stay home until cleared by a doctor to attend childcare. Most primary care physicians will conduct virtual visits to determine if additional testing is necessary. If a member of your household tests positive for COVID-19 or has symptoms of COVID-19 the child must not attend childcare for 14 days.
- Per CDPH and CDC, children and staff with ANY illness must stay home until they are fever free for at least 72 hours without the use of fever reducing medications, AND symptoms have improved, AND at least 10 days have passed since symptoms first appeared.
- Anyone who has traveled outside the state must not attend childcare for 14 days.
- Should a child or family member, living in the same household, have a fever of 100 degrees or higher, the parent must provide proof of two negative covid-19 tests for the child (2nd test to be done greater than 24 hours from the 1st test) before being admitted back into the program.
- Should a teacher or family member/roommate in the same household have a fever of 100 degrees or higher, the teacher must provide proof of two negative covid-19 tests (2nd test to be done within 24 hours from the 1st test) before returning to work. Work assignment is subject to licensing regulations.
- Should you think or know that your child has had COVID-19 and has demonstrated symptoms the child can return to being with others after:
 - 72 hours (3 days) with no fever and
 - Respiratory symptoms have improved (e.g. cough, shortness of breath) and
 - 10 days since symptoms first appeared
 - Doctor's note clearing child for attendance

IF SOMEONE IS OR BECOMES SICK WHILE AT UCUC Preschool:

- UCUC Preschool will isolate sick children waiting to be picked up. A cot and minimal toys will be available for children to use in this area. A parent or guardian needs to pick up a sick child within 30 minutes of being notified.
- If old enough, the sick child will wear a mask to reduce transmission.
- If a sick child has been isolated at UCUC Preschool, we will clean and disinfect surfaces in the isolation room after the sick child has gone home.
- We will not administer fever reducing medications for any reason, unless directed by a doctor.
- **If COVID-19 has been confirmed by a positive test or presumed positive by a health care professional (for either a child or staff), UCUC Preschool will do the following:**
 - Notify families and staff of the exposure while respecting the individual's right to privacy
 - Report the confirmed case to the San Diego County Department of Public Health, California Community Care Licensing, and Center for Disease Control and follow their specific guidelines
 - Report the confirmed case to our DHS consultant
 - Determine the date of symptom onset for the child/staff member

- Determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began
- Identify what days the child/staff member attended/worked during that time
- Determine who had close contact with the child/staff member at the program during those days
- 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
- UCUC Preschool may initially be closed for 2-5 days for children and some staff. This individual short-term closure allows time for local health officials to gain a better understanding of the situation. UCUC Preschool will follow the recommendation of CDPH regarding the length of the closure, which may be up to 14 days or longer.

PHYSICAL DISTANCING

- When feasible, staff members and children 2 and older should wear face coverings within the building. Children will be encouraged but not forced to wear masks if it causes a disruption. Masks should NOT for any reason be put on babies and toddlers under age 2 because of the danger of suffocation. Children will not wear masks during meals or nap time.
- As much as possible, rooms will be limited to 14 people (including children and staff). As much as possible, classes will include the same group of children each day, and the same staff will remain with the same group of children each day. If limiting a room to 14 people is not possible, we will always continue to follow classroom ratios as mandated by DHS.
- We have canceled events such as gatherings, holiday events, and special performances until CDC guidance changes.
- We have altered some daily group activities that may promote transmission.
 - Groups will be kept in separate rooms and will not be mixed for snack, lunch, opening and closing times, or extracurriculars.
 - Hallway transitions and restroom use will be staggered.
- We will limit deliveries from outside vendors and all deliveries will be received outside of the facility.
- Social distancing will be observed throughout the program to the extent possible within small groups of children.

STUDENT RATIOS AND GROUPS

- 1:12 Adult to student ratio for Preschool
- The same adult will remain with the group to the extent possible
- The children will remain with the same small group
- Children from the same family will be in the same group to the degree possible when developmentally appropriate.
- One group at a time will use community areas (multipurpose rooms and outdoor classroom).

DROP-OFF AND PICK-UP PROCEDURE

- Parents will continue to use Brightwheel on their personal devices for sign-in and sign-out in order to reduce contact between individuals.
- We will limit direct contact between parents and staff as much as possible. Families should maintain a distance of at least 6 feet from others while on the premises.
- Families will wait in a socially distanced line until a staff member is available to perform a daily health screening and bring the child(ren) into the building. Staff will only assist one family at a time to limit potential exposure between families.
- Families will be told which school entrance to use via communication from the teacher.

- Families are asked to walk their child to the classroom door wearing a mask; remain 6 feet from the door when checking in their child
- Staff will greet children outside the main entrance and at the gate (pending classroom) as they arrive and will walk all children to their classroom, and at the end of the day, walk all children back to their designated pick up locations (Gate or Big Room).
- Families will remain with their child until the child's temperature has been taken and a brief health check has been completed
- If possible, the same designated household member should drop off and pick up the child every day. If possible, only a member of the household should drop off and pick up. 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.
- Families will be asked to remain outside and not enter the classrooms.
- Children and staff must wash hands with soap and water immediately upon entering their classroom.

DAILY HEALTH SCREENINGS

- **We will conduct mandatory temperature screenings upon drop-off every day. Anyone with a fever of 100.0 degrees or ANY signs of illness will be sent home. Parents should be on the alert for signs of illness in their children and keep them home when they are sick. Children and staff will continue to screen at regular intervals, keeping a log of temperatures throughout the day.**
- Families and staff are asked to self screen at home for fevers and symptoms before coming to the facility.
- The staff conducting the daily health screening will wear appropriate PPE such as a mask and face shield. If at any time contact is required between staff and the child, staff will sanitize their hands and use disposable gloves. Staff will use a clean pair of gloves for each child requiring contact. After each screening, staff will remove and discard the gloves, and sanitize hands again.
- As much as possible, staff will stand at least 6 feet away from the parent/guardian and child.
- Staff will take temperatures of all household members upon arrival using a non contact thermometer. Staff will use a clean pair of gloves for each child and will thoroughly clean the thermometer between each check. If staff uses a non-contact (temporal) thermometer and does not have physical contact with the child, staff do not need to change gloves before the next check. Thermometers will be cleaned with an alcohol wipe or isopropyl alcohol on a cotton swab between each client. The same wipe or swab can be reused as long as it remains wet.
- The parent/guardian should confirm that the child does not and has not recently had fever, cough, shortness of breath, sore throat, or any other signs of respiratory illness.
- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness.
- If a child has environmental/seasonal allergies, this must be documented by the child's pediatrician. This will help UCUC Preschool staff to determine if a child's runny nose, for example, is related to allergies or a communicable illness. If a child shows any related symptoms and this information is not documented by a doctor, the child will not be permitted into the program while he/she is symptomatic.

MAINTAINING A SANITARY ENVIRONMENT

UCUC Preschool will Intensify cleaning & disinfection efforts by taking the following measures:

- Follow a schedule for cleaning and disinfecting. This will include our routine cleaning schedule as well as additional deep-cleaning.
- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This will also include cleaning objects & surfaces such as doorknobs, light switches, sink handles, countertops, toilets, tables, chairs, cubbies, and playground structures.

- Use all cleaning products according to the directions on the label. We always use EPA-registered disinfectants. If surfaces are dirty, they will be cleaned using soap and water prior to disinfection. We will follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- All cleaning materials will be kept secure and out of reach of children.
- Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

CLEANING AND SANITIZING TOYS

- Children are not to bring any materials, resources, backpacks, toys or electronics from home; only items requested by the teacher during orientation.
- Toys that cannot be cleaned and sanitized will not be used.
- Frequently mouthed items, such as play food & dishes will not be used.
- Hard-to-clean items such as dress up costumes and plush toys will not be used.
- Designate a container for toys that need to be cleaned, sanitized, or disinfected before being introduced back into the classroom environment.
- Toys that have been in a child's mouth will be set aside until they are either cleaned by hand by a person wearing gloves or washed in the dishwasher.
- Toys will not be rotated or shared between groups unless they are washed and sanitized between one group and another. This includes outside toys.
- Children within a group may play with common toys and use common materials, however they will be sanitized throughout the course of the day
- Per the CDC, books and other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. We will continue to disinfect books daily.
- Introduce fresh air as much as possible. When cleaning, air out space before children arrive; plan to do thorough cleaning when children are not present.

CLEANING PROCEDURE FOR CONFIRMED OR SUSPECTED COVID-19 EXPOSURE

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting.
- Wear necessary PPE such as masks & gloves.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick was at the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.
- Staff will be following OSHA and State Licensing guidelines for cleaning and disinfecting areas used by children and staff.
- Custodians will be cleaning and disinfecting each classroom nightly

WASHING, FEEDING, & HOLDING CHILDREN

It is important to comfort crying, sad, and/or anxious toddlers and children, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Childcare providers can protect themselves by wearing an over-large button-down, long sleeved shirt or apron/smock and by wearing long hair up off the collar in a ponytail or other updo.

- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.

- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- **Toddlers and children and their teachers should have multiple changes of clothes on hand.**
- Staff should wash their hands before and after handling food.

HEALTHY HAND HYGIENE

All children, staff, and volunteers 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 or handling food, or feeding children
- Before and after administering medication or medical ointment
- 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
- After handling garbage
- Wash hands with soap and water for at least 20 seconds.
- Assist children with handwashing.
- After assisting children with handwashing, staff should also wash their hands.
- All personal items must be labeled and stored in a separate container. Personal items must be kept separate from one another.

FOOD PREPARATION

- Snack will be prepped and served following CDC and CDPH Covid-19 food handling guidelines.
- Food or drink substitutions due to allergies or sensitivities must be sent in original packaging and kept at school, unless other arrangements have been made with the director.
- Children will not serve themselves at mealtimes.
- Staff will serve each child's meal so that multiple children are not touching the same serving utensils. No family style snack will be provided.
- As much as possible, children will be spaced out during meals and will not sit directly across from one another.
- Children and staff may not touch or share each other's food.
- Staff will clear the table to prevent younger children from accidentally touching dishes in the dirty dish tub.
- Staff should ensure children wash hands immediately prior to and immediately after eating.
- Staff should wash their hands before preparing food and after helping children to eat.
- Meals will take place outdoors, weather permitting.
- All children must bring labeled water bottles. Children staying for lunch must bring a labeled lunch box. Labels must be on the outside and clearly visible to staff.

REDUCING OUTSIDE SOURCES OF CONTAMINATION

- Backpacks, blankets, toys, and other personal items are not allowed.
- Because young children spend so much of their day playing on the floor, staff and children will store their shoes in a designated location outside of their classroom. Shoes will be worn in restrooms and outside when riding bikes. You are encouraged to send your child in shoes that are "slip on" or otherwise easy to put on.

STAYING HEALTHY AT HOME

- Talk about masks and practice wearing them at home. Reassure your children that they are normal, not scary, and that we wear them to help keep ourselves and each other safe.
- Continue to practice social distancing & wearing masks while out in public.

- With increased handwashing, skin may become dry or cracked. We recommend frequently applying lotion to your children’s hands at home.
- Self-isolate if you are exposed to illness or after traveling out of state.
- Try to maintain healthy eating and sleeping habits.
- Notify UCUC Preschool of any health concerns.

CLOSURES

UCUC Preschool strives to provide safe childcare during this pandemic and beyond. We reserve the right to close for any reason that we feel is in the best interest of the safety of our staff and children. This may include, but is not limited to, mandates from state or local public health officials, difficulty obtaining the supplies & equipment necessary for care, or increased student and/or staff absenteeism. **No reductions are provided in monthly tuition for days when the Preschool is closed for holidays, parent-teacher conferences, staff training/planning, natural disasters, unavoidable emergency or maintenance or for days children don’t attend due to illness, vacation or any other absences. All fees are nonrefundable.**

Updated July 6, 2020. These policies may be changed at any time. UCUC Preschool will communicate any policy changes as they occur.

I have read and understand the re-opening plan policies above. I agree to follow and support these policies, and understand they may change as state and local guidelines change.

Parent/Guardian Signature

Date