

E Center Head Start

Guidance for Childcare and Preschool Settings during COVID – 19

The following guidelines have been adapted from Community Care Licensing and the Centers for Disease Control and Prevention. These guidelines support staff, families and children. Signs and symptoms of COVID-19 will be posted in classrooms and common areas.

Encourage all parents and staff to take established COVID-19 preventive actions:

Staff:

- A screening of employees will be completed upon arrival prior to entering the center. This will include documentation of individual temperatures. The screener will have facial covering.
- Staff who have symptoms of fever, chills, muscle aches, sore throat, coughing or shortness of breath should stay home until all symptoms have been gone for 72 hours.
- Staff must wash hands or use hand sanitizer immediately upon entering the building/classroom.
- Wash hands frequently. Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Frequently sanitize frequently touched surfaces. Clean surfaces that are frequently touched – such as shared desks, countertops, kitchen areas, electronics, and doorknobs.
- Staff's work space: staff should be sanitizing their work space regularly throughout the day.
- When possible designate one door for staff and families and a separate door for deliveries. Have hand sanitizer available upon entry and exit of the classroom/building.
- Maintain social distancing of 6 feet or more at all times. When social distancing is not possible, then face coverings should be worn. Limit socializing in common areas. In order to achieve this goal, E Center will stagger staff start and end time schedules to limit close contact between staff.
- Use "respiratory etiquette". Cover cough with a tissue or sleeve. Provide adequate supplies within easy reach, including tissues and no-touch trash cans.
- Limit any non-essential visitors from coming to centers. This includes coordinators, Child and Family Consultants and volunteers.
- Staff will need to bring a change of shirts on hand, so that they can change if their clothes become soiled with bodily fluids or child secretions.

Parents:

- Use "respiratory etiquette". Cover cough with a tissue or sleeve. Provide adequate supplies within easy reach, including tissues and no-touch trash cans.
- A screening of parents will be completed upon arrival prior to entering the center. This will include documentation of individual temperatures. The screener will have facial covering.

- Maintain social distancing of 6 feet or more at all times. When social distancing is not possible, then face coverings should be worn. Limit socializing in common areas. Entering the building will be staggered based on the number of individuals arriving at the same time.
- Use hand sanitizer prior to entering the classrooms.
- No toys or blankets from home will be able to be left in the classrooms.
- Parents will need to bring a change of clothes for their children.

All Classrooms:

- Parents should keep sick children home.
- Health checks will happen prior to a child entering the site. This will include taking the temperature of the child. If the child is free of fever, chills, muscle aches, sore throat, coughing or shortness of breath, the family will drop the child off at the door and will not be able to enter the classroom with their child.
 - If child is asleep a parent can enter with the child and place them in a crib or on a mat.
- Classroom will be sanitized while children are outdoors.
- Outdoor time will be staggered, so that only 1 classroom is on the playground at a time. Sanitize outdoor materials between classrooms (sites may need to limit the number and types of outdoor items available during this time).
- Use “respiratory etiquette”. Cover cough with a tissue or sleeve. Provide adequate supplies within easy reach, including tissues and no-touch trash cans.
- Limit any non-essential visitors from coming into your child care. This includes coordinators, Child and Family Consultants and volunteers.
- Stagger meal times, so that only half of the classroom is eating together.
- Teachers will pass out all needed items for the mealtime; teachers will serve each child at their table, and will pick up the child’s plate and clean the table for the child. Food will be kept on the carts to minimize cross-contamination.
- Whoever is designated to serve the meals for that day should not be changing diapers.
- Per licensing, no tooth brushing, this will be temporarily be removed from our daily routine.
- All bathroom fixtures should be sanitized after each individual use.
- Blankets: children should be using blankets from school and should be washed at the end of each day.
- Wash hands frequently. All staff and children must wash hands upon entering the classroom. Encourage hand washing by children and staff through education, scheduled time for handwashing, and the provision of adequate supplies.
- Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Routinely clean frequently touched surfaces and toys. Clean surfaces that are frequently touched – things such as shared desks, countertops, kitchen areas, electronics, and

doorknobs. Items that children place in their mouths will be placed in a tub to be sanitized before returning to the classroom.

- Toys from home will not be allowed in the classrooms.
- Separate sick infants, children, and staff from others until they can go home. When feasible, identify a “sick room” through which others do not regularly pass.
- Keep children home when sick. Remain at home until fever has been gone for at least 72 hours without the use of fever-reducing medicines.

Infant and Toddler Classrooms:

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

- Staff will wash their hands, neck, and anywhere touched by a child’s secretions.
- Staff will change the child’s clothes if secretions are on the child’s clothes and wash their hands again.
- Staff will change their shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes will be placed in a plastic bag to be taken home or washed in a washing machine at the end of the day.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.
- Staff will 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

Communication with Staff, Parents, Public Health and Licensing

- Staff and Parents will be informed if any changes are made to this process and without sharing any confidential information if any staff, parents or children test positive for COVID-19.
- If child, parent or staff is with symptoms, they should quarantine at home and seek medical advice from their primary care provider.
- Public Health will also be notified if anyone tests positive for COVID-19. We will follow all guidance provided by Public Health.
- California Child Care Licensing will be notified of any classroom or center closures

The Centers for Disease Control and Prevention has recommended since early April 2020, the use of facial coverings when social distancing is not possible. E Center will provide masks and gloves for staff use.