

## **2022 TRUST CHILDREN'S CENTER COVID-19 POLICIES**

**Updated: 3/24/2022**

Trust Children's Center considers the health and safety of our children, their families and teachers our priority. This document provides you with the following information regarding steps that staff will take in order to keep children and families healthy and safe. It is critical that we stay in compliance with all state and county health and safety guidelines, in order to continue operating and providing care during this time. This is to be considered a working document as we continue to monitor COVID-19. As things change, we will provide updates to you.

### **PURPOSE**

Trust Children's Center is taking proactive steps to protect our center in response to the COVID -19 pandemic. It is the goal of Trust Children's Center to operate effectively and ensure that all staff, children, and families are safe within our center.

### **KEEPING TRUST CHILDREN'S CENTER SAFE**

The protocols and best practices that we follow, for protecting against COVID-19, are guidelines from San Luis Obispo Public Health Department and the State of California Community Care Licensing Division. We, as a private program, have also made decisions for policies that we feel align with our own philosophies. Below are simple everyday practices that can be used both at home and in the center to protect against bacteria and viruses:

- Wash your hands frequently.
- Sanitizing surfaces often.
- Avoid contact with people who are sick.
- Cover your coughs and sneezes with a tissue or the inside of your elbow.
- Avoid touching your face.
- Avoid touching others, including shaking hands.
- Stay home when you are sick.

If you meet any of the following criteria, please consider the risk if you are going to pick-up/drop-off a child at our program:

- Older than 60 years old.
- Pregnant.
- Have underlying health conditions, including those with compromised immune systems or respiratory conditions like severe asthma.
- Have symptoms of COVID-19 (fever, cough, shortness of breath).
- Have been in contact with someone with COVID-19 in the last 14 days.
- Have returned from travel from anywhere outside of the US.

### **WHAT WE WILL DO**

## Cleaning

Trust Children's Center will ensure a clean environment, including regular sanitizing of toys, surfaces, tables, sinks, chairs and areas that are frequently used, such as bathroom and door handles. Sinks and toilets will be sanitized daily. We are stocking extra disinfecting wipes and sanitizing spray for additional cleaning throughout the day. We have 4 air purifiers for the classrooms to remove contaminants from the air in the rooms and improve indoor air quality.

## Daily Health Check-In

Daily health and wellness questions will be part of each morning sign in. Once you log into your ProCare account each morning, at school, you will be prompted to answer a series of health and wellness questions about your child.

## Daily temperature taking and other health practices

We ask that YOU take your child's temperature each morning before coming to school. As part of the health questions, at sign in, you will have to attest that your child does not have a temperature over 100 degrees. A visual wellness check will be done as your child enters school each day. Temperatures will be taken anytime throughout the day if a child is exhibiting any signs or symptoms of potential illness.

## Drop-Off and Pick-Up's

Parents are permitted inside our facility for drop off and pick up. We ask that you enter through your child's designated classroom gate. Those assigned to the Infant/Toddler room will enter through the gate located by the TCC parking lot. Those assigned to the Preschool room will enter through the side garden gate, on Earthwood Ln. If you have children in both classrooms, you may use the shared gate. Before entering, hand sanitizer and alcohol spray for the bottom of shoes is available. Your child's belongings should be placed in the cubby daily. Items must be small and able to fit easily inside the cubby. Any belongings that need to be sent home (dirty clothes, notes, etc.) will be placed in the cubby. Please be sure to check cubby during pick-up. Please note that drop-off times are from 8:00am-9:00 am and pick-up times are 3:30 pm-5:00pm. Please be respectful of these times, as our teachers have schedules to follow. Your child must be at school, signed in, no later than 9:00am. Late fees will be assessed if you sign out your child after 5:00pm. If you have children in both classrooms you will need to arrive in time to pick BOTH up before 5:00pm. Our teachers have a small window of time to get all closing duties done, so they can get home to their families. For those of you worried about congestion at pickup, it is suggested that you arrive between 3:30-4:00pm. Siblings are permitted to come into the facility with parents at drop off or pickup. While inside our facility siblings must stay directly with parent and not touch any school items such as toys, books, tables, chairs, etc.

**If you have a child in the preschool classroom, please be sure your child washes their hands immediately upon arrival to school each day. If you have a child in the infant/ toddler classroom, teachers will assist children with handwashing, to avoid you having to walk through the classroom.**

**We ask that you make drop off and pick-up be as brief as possible, as to help cut down on the amount of people onsite at a time. Also, during this time, we ask that you not sit down to visit with your child and others. We are trying to limit the amount of things that non-TCC members touch.**

## Sign in and out

Use your ProCare app for touchless signing in and out daily.

### Snack and Lunches

We will be providing afternoon snacks daily and a morning snack activity on Tuesdays (only). Please plan on packing morning snacks and lunch. Preschool snacks and lunches should be appropriate for children to be able to open lunch box and containers on their own. We cannot prepare or heat up any snacks or lunch for infant, toddler, or preschool children. Please be sure to have lunch boxes labeled with your child's name. Teachers will be wearing gloves during any food preparation. Children will be practicing social distancing during meal time, to the best of our ability.

For infants we will be heating up bottles in the bottle warmer. Bottle warmer will be disinfected as needed. Please be sure that all bottles are labeled with your child's name, the date, and amount of milk. We cannot accept bottles that are not properly labeled. This is a state licensing regulation. Be sure that all lunch boxes and food containers are labeled.

### Tot-Cot mats and nap time

To prevent the spread of germs, TCC teachers will be washing the children's tot-cot mats at least once per week, more often if soiled. We will wash on a high sanitizing cycle and use fragrance free and dye free laundry soap. We will also sanitize cots when bedding is being washed. During nap time the cots will be placed spread apart with the head of each bed alternating to lessen the possible spread of germs. Only bring a blanket or lovey if needed during naptime. If a nap item is needed it must be machine washable and be able to stay at school. We ask that you keep all other toys and items at home.

### Teachers

While at work teachers will practice proper hygiene, including hand washing as outlined by the CDC.

All teachers have been trained on all procedures needed to perform their tasks each day including cleaning, sanitizing, diapering if necessary, etc. Teachers will wear a clean apron or a smock daily, which will be replaced if necessary.

It is critical that teachers do not report to work while they are ill and/or experiencing the following symptoms including, but not limited to: fever, cough, sore throat, runny nose, congestion, body aches, headache, vomiting, diarrhea, chills and fatigue. TCC teachers who report to work ill will be sent home.

A teacher that has been sent home can return to work when:

- They have approval from their manager and/or Human Resources.
- Symptoms have subsided.
- They have a doctor confirm the cause of an employee's fever or other symptoms is not COVID-19 or contagious and releases the employee to return to work.

### Activities

Activities such as group sensory exploration, outdoor sensory tables, in classroom cooking, outside visitors, dress up, and some school wide group activities have resumed while continuing to keep in mind best practices of all health and safety.

### Physical and Emotional Safety, Social Distancing, and Wearing Masks

Teacher will talk to preschool children about staying healthy and safe during the Covid-19 pandemic. We will discuss with children what social distancing means and what that may look like when out in public

spaces. We will implement social distancing during structured activities such as circle time, meal times, and nap time. We will encourage social distancing as much as possible, but we will not force this upon children during playtime, as we believe that this goes against our school philosophy and may cause children unnecessary stress. We want to keep children physically and emotionally safe.

#### Toys, Materials, and Classroom Routines

Toys and materials will be cleaned and sanitized at the end of each day. More often if necessary.

### KEEP US UPDATED

#### Household Risks

If someone living in your household has been diagnosed with coronavirus, has been in close contact with someone that has the virus, or has traveled to and returned from a country identified as having heightened risk as determined by the CDC please notify Sarah Davis immediately.

#### Child is Sick

If you have any concerns about your child's health or if your child is showing any symptoms of illness, please notify the school Director (Sarah Davis) and Site Supervisor (Jessica De La Cruz), via email. **It is the responsibility of parents to be open and honest about any illnesses children or other close family members may be experiencing. Open communication is an important factor in keeping all children, staff, and families safe and healthy.**

#### Illness Policy

**We strictly enforce our illness policy.** If your child shows any symptoms you will be notified immediately and be asked to pick up your child from school. If called, you must pick up your child within 30 minutes. These symptoms include (but not limited to):

- fever of 100 and above
- vomiting
- diarrhea
- continual mucus, runny nose
- pink eye (conjunctivitis)
- unexplained rash
- deep, continual cough
- impetigo
- sore throat
- Showing continuous signs of discomfort that disables the child from participating in their daily routine. In these instances, we are not able to provide one on one care.

Your child must be symptom free for **48** hours, without fever reducing medication, before they may return to school and in some cases we may ask that your child be cleared by your doctor before returning to school. Siblings of sick child will be assessed on a case by case basis.

## IF WE NEED TO CLOSE A CLASSROOM OR THE CENTER

### Staffing and Ratios

We will not be sure from day to day what number of staff may be unable to work due to illness. We must always maintain proper teacher child ratios. If your child's classroom does not have a proper ratio when you arrive, we may have to turn you away for the day. We will work diligently to keep you posted in the evening when we know a teacher will be out sick. It is really important to consider Trust Teachers and keep your child home when they are sick.

### If there is a possible or confirmed case of Covid-19 or other illness outbreak

We will notify local health officials, families, and staff immediately while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. We will then follow the guidelines from the San Luis Obispo Public Health department and the State of California Community Care Licensing provides. At this time (3/24/2022) the protocol for licensed child care centers is that all unvaccinated members must immediately quarantine for 5 days. Also ALL members must get tested on day 5 after last known day of exposure, and watch for symptoms.

**\*\*\*Tuition will not be refunded if the school, or a classroom, must close due to an illness outbreak, natural disaster or other unforeseen emergency.**

**Please sign this agreement acknowledging that you understand and will adhere to all policies and procedures described in this document.**

These policies will be in place until further notice. **Any and all policies can change with very minimal notice depending on state and local guidelines.** Please read each item below, digitally sign, and submit on ProCare. Please email questions to [sarah.davis@trustchildrenscenter.com](mailto:sarah.davis@trustchildrenscenter.com).

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_ wish for my child(ren) to continue attending Trust Children's Center.

I affirm I understand that there is a risk my minor(s), myself or my family could contract COVID-19 due to exposure to other children at the school, school employees or agents, or the environment of the school as a result of my and/or child(ren)'s participation. I knowingly and voluntarily agree on behalf of myself and/or my minor(s) to assume this risk and to the maximum extent permitted by law I release and hold harmless Building Bright Futures, Inc. dba Trust Children's Center and Trust Automation, Inc. for any claims, losses, or injuries arising from enrollment of my minor(s) and exposure to COVID 19.

The following list is true for my family:

- I will use ProCare's touchless sign in and out system.

- I will not bring unnecessary items into the program. This includes toys from home and the storing of car seats and strollers.
- If I bring my child, it is because everyone in our home is healthy and symptom-free, with no known exposure to COVID19 or other illnesses.
- I will bring my child during the designated drop-off time. (8:00-9:00am)
- I will pick up my child during the designated pick-up time. (3:30-5:00pm)
- 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 30 minutes.
- If my child is in the preschool classroom, I will thoroughly wash my child's hands immediately upon arrival at school. If my child is in the infant/ toddler room, I will hand them off to one of the teachers so that they can wash their hands upon arrival.
- I understand this situation is fluid and subject to change per local, state, federal, licensing authority, and program needs.
- I understand that my child(ren) may be required to quarantine at home after returning from travel outside of the country.
- I understand that my child may be required to quarantine due to a possible exposure of COVID-19 at Trust Children's Center.
- I understand that Trust Children's Center may be required to close for an extended period of time, with very little notice, and that a refund will not be given.
- I understand failure to follow these safety guidelines may result in termination of my child being enrolled at TCC.

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Parent/ Guardian Signature

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Date