

TRUST CHILDREN'S CENTER PREPARATION POLICY FOR REOPENING

INTRODUCTION

Trust Children's Center considers the health and safety of our children, their families and teachers our priority. With that in mind, we have drafted a Preparation Policy as we get ready to reopen TCC. This document provides you with the following information regarding steps that staff will take in order to keep children and families healthy and safe. 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. The purpose of this document is to outline the required steps to be taken as we reopen our facility.

KEEPING TRUST CHILDREN'S CENTER SAFE

The protocols and best practices that we follow, for protecting against COVID-19, are guidelines from our Public Health Department, Center for Disease Control and Prevention (CDC) 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.
- Disinfect 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, or
- 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 cleaning of toys, surfaces, tables, sinks, chairs and areas that are frequently used, such as bathroom and door handles. Sinks and toilets will be disinfected after each use, as much as logistically possible. We are stocking extra disinfecting wipes and disinfecting spray for additional cleaning throughout the day. We have purchased 4 air purifiers for the classrooms to remove contaminants from the air in the rooms and improve indoor air quality. The disinfectant we will be using both indoors and outdoors is rated to kill COVID-19.

Daily Check-In (Google Doc)

We will be sending out a google doc form through Remind each morning. This will help us with planning our day and it's a quick check-in to let us know how your child is doing. **Please be sure to fill out this form before 7:30 am.** This gives time to have all documentation ready before the drop off procedures start. We will not be able to accept children, if this form is not filled out daily. ***All TCC staff are required to fill out a daily questionnaire as well.

Daily temperature taking and other health practices

Children will have their temperature taken daily upon arrival. A designated teacher from each classroom will walk over to your vehicle and take your child's temperature. Once child has been cleared (child must have a temperature lower than 100.4F with no signs of illness) you can take your child to their designated gate for drop off. We have purchased two touchless thermometers to prevent the spread of germs and teachers will be wearing gloves and a mask. The thermometer will be wiped between each child and the gloves will be changed. Teachers will also spray the bottom of children's shoes with isopropyl alcohol before they walk into the center.

Drop-Off and Pick-Up's

Once children have had their temperature taken parents will drop-off at their designated classroom gate. Those assigned to the Infant/Toddler room will enter through the main gate located by the TCC parking lot. Those assigned to the Preschool room will enter through the side garden gate. One of their classroom teachers will be waiting to escort them to their classroom. At this time we are not allowing parents or any outside visitors into the center. For pick-ups please wait at the gate and one of the teachers will walk your child over. If you do not see a teacher outside, call the Infant Room: (805) 548-1291 or Preschool Room: (805) 548-1283. There will be bins set up at the gate with your child's name. Any belongings that need to be sent home (dirty clothes, notes, etc.) will be placed in the bin. Please be sure to check bin during pick-up. Please note that drop-off times are from 8:00 am-9:00 am and pick-up times are 3:30 pm -4:30 pm. Please be respectful of these times, as we will have a limited amount of staff onsite. We will not be able to check-in your child if you come after 9:00am. Please be patient and allow yourself extra time for pick-ups and drop-offs. With the new added procedures taking place, it may take us a little longer to do drop-offs and pick-ups. This will be on a first come first serve bases, so you may have to wait for others that are ahead of you. Please wait in your car until a teacher is ready to assist your family.

Please be sure to wash your hands and your child's hands before dropping off, prior to arriving for pick up and when you arrive at home.

Sign in and out sheet

To prevent the spread of germs, the teacher that is taking temperatures will write parent's name that is dropping off/picking up and initial. Parents must visually and verbally confirm that sign in/sign out is correct.

Snack and Lunches

We will have our regular snack times but will not be providing morning or afternoon snacks until further notice. Please plan on packing extra food for your child, two snacks and lunch. Preschool snacks and lunches should be appropriate for children to be able to open lunch box and containers on their own. For best health and safety practices 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. For preschool, please be sure to label am and pm snacks. This will help teachers know what your child should eat during these times. Teachers will be wearing gloves during all meal times. Children will be practicing social distancing during meal time.

For infants we will be heating up bottles in the bottle warmer. Bottle warmer will be disinfected between each use. Please be sure that all bottles are labeled with your child's name, the date, and amount of milk. Be sure that all lunch boxes and food containers are labeled. Teachers will wear gloves during bottle feeding times and meal times.

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 twice 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 disinfect cots when bedding is being washed. During nap time the cots will be placed 3 feet 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

Teachers will be encouraged to limit their public contact, as much as possible. While at work teachers will practice proper hygiene, including hand washing as outlined by the CDC. Teachers will also work in the same classroom with the same group of children to limit the exposure of germs. Teachers are mandated to wear masks all day. All teachers have been trained on all procedures needed to perform their tasks each day including cleaning, disinfecting, diapering if necessary, etc... Teachers have also had additional HIPAA training. Teachers will wear an apron or a smock that will be replaced if necessary, during the day.

It is critical that teachers do not report to work while they are ill and/or experiencing the following symptoms: Fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. TCC teachers who report to work ill will be sent home per these health guidelines.

A teacher who has a fever at or above 100.4 degrees Fahrenheit or refuses to get their temperature taken will be sent home.

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

- There is no fever for at least three (3) days without taking medication to reduce fever during that time; **AND**
- They have approval from their manager and/or Human Resources.
- They have a doctor confirm the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work.

Screening and Health Practices for Teachers

We will be taking teachers temperatures at the beginning of their shift. Teachers will also spray the bottom of their shoes with isopropyl alcohol before walking into the center. All teachers will be required to wear a clean apron daily.

Activities

Activities such as big buddies, group sensory exploration, outdoor sensory tables, in classroom cooking, outside visitors, dress up, school wide group activities and the use of the Creation Station will be put on hold until further notice.

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.

Staff will be required to wear mask all day. Preschool students, ages 2+, will be required to wear masks when indoors. Children will not be expected to wear masks while eating meals, resting, or during outdoor, socially distanced, play.

Toys, Materials, and Classroom Routines

We will put out a limited amount of toys and materials each day. All toys and materials will be cleaned and disinfected at the end of each day. We will not have dramatic play clothing or accessories available. It is recommend that children spend as much time outdoors as possible. We will modify our regular schedules and spend more time outdoors, if the weather permits.

Keep Us Updated

Personal Travel

If you or your family must travel outside of San Luis Obispo or Santa Barbara County, please notify Sarah Davis. If you or your family must travel out of the country, your child will need to be in quarantine for 14 days before returning to school.

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 **Sarah and Jessica via REMIND App**. These communications should no longer go through email or to your child's teacher. In order to keep communication clear, REMIND App will be the only accepted communication regarding illness. Sarah/Jessica, or the Supervisor of the Day, will document the illness and develop a "return to school" plan with you. We will notify your child's teacher of your child's absence as well.

Please note: 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.

Our daily questionnaire is an effective way for you to evaluate your child's health each day before you come to school. If you answer "yes" to any of the questions on our daily health questionnaire, please keep your child home and notify Sarah and Jessica via REMIND App.

We will be strictly enforcing our illness policy. If your child shows any symptoms, while at school, you will be notified immediately and be asked to pick up your child from school. It will be a supervisor that will contact you. If called, you must pick up your child within 30 minutes. While waiting your child will be isolated away from his/her peers and wait with a teacher. These symptoms include (but not limited to):

- fever of 100 and above
- vomiting
- diarrhea
- consistent runny nose of any color *
- 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 **72** hours, without fever reducing medication, before they may return to school.

We will no longer accept a doctor's clearance note for a child to return to school with any of the above symptoms. However, if your child is diagnosed with a communicable illness (ex. pink eye, impetigo, etc.), a doctor's clearance will be required to return to school.

*Allergies or teething symptoms will be addressed 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. We are trying to keep the same teachers with the same children so substitutes must be limited to emergencies. 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

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 that the Public Health department, CDC, and Community Care Licensing provides.

[CDC: Interim Guidance for Child Care Programs pg.40](#)

Final Note

This time has had its share of hardships that have affected every team member in our school in some way, as I am sure it has affected each of you. Through these challenging times our center and TCC Team remains strong. We truly appreciate all your love and support during this time. Your encouragement is the fuel that helps us navigate through this time of uncertainty.

The process of preparing for reopening has been very overwhelming to say the least. Our governing body has been vague and slow to create policies to help us reopen and serve you in the best way we can. Trying to piece together fact vs. opinion has been the driving force of making sure we are using quality information polices to plan and prepare for your return!

We firmly believe that we will not be able to fully establish the success of these steps until we see them in action. Since these are truly unprecedented times, many of these items will have to play out so we can see the weak links and the areas of needed improvement. Thank you for your patience as we walk through this together.

Please let us know if you have any questions. We are happy to help and understand your need for full clarity during this time.

Sarah Davis and TCC Staff

