



## COLLEGE OF THE CANYONS – CENTER FOR EARLY CHILDHOOD EDUCATION

### RETURN TO SCHOOL PLAN

We are pleased to share our *Return to School Plan* with you. This plan has been written for our Center families and Center staff and reflects the directives, guidance, and recommendations from the Los Angeles County Department of Public Health (LACDPH), California Center for Disease Control (CDC), California Department of Education – Early Learning and Care Division (CDE-ELCD), and Community Care Licensing (CCLD). It also reflects guidelines and considerations from the *COVID-19 UPDATE GUIDANCE: Child Care Programs and Providers*, a collaboration between the California Department of Public Health (CDPH), California Department of Social Services (CDSS), and the State of California Department of Industrial Relations (Cal/OSHA). Additionally, we have customized all this guidance with the best practices and standards that are foundational to our program and have provided you with Center-wide procedures, protocol, and routines.

As the above public health guidelines change, this plan will change to ensure the most current guidelines are being followed at all times. In addition, as we begin to implement these guidelines our plan for procedures and routines may change. Any updates to this *Return to School Plan* will be communicated to you.

We are committed to providing quality care and education for infants, toddlers, and preschool children and will continue to model an exemplary developmentally appropriate and culturally sensitive learning lab environment for families and Early Childhood Education students. Young children learn by being actively engaged not only with the materials, but with the environment, with children, and with adults. Our curriculum will continue to be both planned and emergent to best meet the needs and interests of the children, individually and the group as a whole.

We take great pride in serving as a laboratory school for students who are studying Early Childhood Education. As a laboratory school, the Center supports the ECE academic department and continues to collaborate with faculty to support student pathways. Please know adult students will not be on site until further notice. However, we are working with our ECE academic department to support students. The pandemic situation has brought educators together to look through another lens of opportunities to ensure student access, success, and engagement. This journey holds new possibilities such as virtual observations and Center tours with narrative,

Zoom and conference calls for student assignments involving direct contact with administration and adjunct faculty master teachers.

The way we implement our program will look different, but our commitment and approach to learning in the early years, best practices, and quality standards will not be sacrificed.

The following are action steps the College of the Canyons, Center for Early Childhood Education (CECE) laboratory school staff will take to mitigate the spread of the COVID-19 virus to the best extent possible. For any COVID-19 related inquiries, please contact our designated COVID-19 Liaison Maria Calderon, College of the Canyons, Director, Human Resources Programs at 661-362-5563.

### **GROUP SIZE AND STAFFING**

The LACDPH increased maximum class size (class size is synonymous with cohort and includes all children enrolled in a classroom across a week) to 12 children with attention to physical space for maintaining physical distancing directives. The size restrictions could change as the CDPH, LACDPH, CCLD, and CDE-ELCD guidance and directives change, and as we determine what is appropriate for our program. For the time being, our classes will consist of no more than 12 children in a room across a week and no more than two teachers per room per morning or per afternoon.

For example, a preschool classroom may have 5 children enrolled on Monday through Friday, 3 enrolled on Monday, Wednesday, Friday, and 4 children enrolled on Tuesday, Thursday, and 2 teachers who are Monday through Friday. Therefore, this particular classroom would be at cohort capacity of 12 children and two teachers. Likewise, a classroom may consist of an increased combination of enrolled options, such as 4 enrolled on Monday through Friday, 3 enrolled on Monday, Wednesday, Friday and 5 enrolled on Tuesday, Thursday, and 2 teachers who are Monday through Friday.

The CDE-ELCD recognizes local public health departments may have different requirements for cohorts and in that case, programs funded by the CDE-ELCD should follow the more stringent requirements. Because LACDPH guidelines are currently more restrictive than CDE-ELCD guidelines regarding class size, our full-day classrooms will have fewer children than would be allowed under the statewide rules during the period this guidance from LACDPH is in effect. Even looking solely to CDE-ELCD regulations, during this pandemic period, classroom sizes will be much smaller as compared to our pre-COVID-19 days.

## **ARRIVAL & PICK-UP PROCEDURES**

All Center staff have reached out to families to nurture relationships, communication, trust, and strong partnerships. We have made personal phone calls, emails, Zoom meetings, and mailings. We are planning for the arrival and pick-up routines to take place at the sign-in/out stations. This will greatly reduce the number of adults coming and going from inside the Center and reduce the risk of exposure. The following include specific procedures to follow as you arrive at the Center:

1. All adults (parents/guardians/Center employees) MUST wear a face covering or you will be asked to leave the site. Please put your face covering on BEFORE you get out of your vehicle or come onto the premises. In addition to face coverings, Center employees may also wear a face shield.
2. The LACDPH at this time states that children who are 2 through 8 years old should use face coverings with adult supervision to ensure the child can breathe safely. You are your child's first teacher. We encourage you to teach your child about appropriate use of face coverings and about how to properly wear a face covering without touching the outer part, how to remove it properly, and how and where to store it. We will also encourage and support both you and your child in this learning process. It is required that your child wear or bring a face covering and Ziplock bag/container to school and to wear it to the best of their ability and development.
3. If no one is at the Sign-in/out Station upon arrival, please call 661-362-3501 or 661-362-3556 and a teacher or Center staff member will meet you at your Sign-in/out Station. Please put these direct Center phone numbers in your cell phone contact list. We will let the teachers know you are here. Please know Center staff are required to follow arrival and pick-up protocols and procedures and will bring your child to/from the Sign-in/out Station.
4. You will see physical/social distancing signage/posters at all locations. Please adhere to the 6-foot physical distancing, and any other directives, when you and your child(ren) arrive.
5. The Sign-in-out Station table will be at the entrance nearest your classroom. The Sign-in/out Stations locations are as follows:
  - Pink Room – Near ramp at entrance;
  - Green Room – In front of the main building nearest the emergency exit door closest to the classroom;
  - Yellow Room – In the front of the main building near the walkway to the emergency exit door closest to the classroom;
  - Red and Blue Room – In front of the main building;

- Canyon Country Room – Side entrance of main building;
  - Purple Room – Single gate entrance of the side of building; and
  - During rainy weather, the Sign-in/out Stations may be closer to the building while maintaining compliance with Center protocols, guidelines and routines.
6. If possible, the same parent/caregiver should drop off and pick up the child every day. Please avoid designating those at high risk to bring or pick up your child.
  7. At the Sign-in/out Station families will be greeted by teachers, who are required to follow physical distancing guidelines. Before interacting with any materials at the Sign-in/out Station, please clean your hands with the hand sanitizer available at each station. Your Sign-in/out Sheets, family mailbox/file box and your child’s work file will be located at the Sign-in/out Station. Your classroom lesson plan and the Center monthly menu will also be available to you.
  8. Please **bring a pen** with you to sign-in and out to prevent contamination spread. Extra pens will be available as needed. It is a good idea to keep extras in your car.
  9. The new family mailbox/file box will serve as your personal mailbox. The regular family mailboxes inside the building will not be used during physical distancing. All written Center communications will be filed in your personal “mailbox file.” In order to minimize others handling the file folders and to ensure confidentiality, teachers will directly give you the items that are in your mailbox file.
  10. If you have a child in the Pink Room, you will be asked to complete a Daily Log. The log will be on your individual sign-in/out sheet clipboard. These primary caregiver binders will be available at the Sign-in/out Station and will be taken to the classroom after arrival for the caregiver to also include information about your child’s day. At pick-up time the clipboards will be brought out to the Sign-in/out Station and available for you to read about your child’s day and sign-out.
  11. Please label personal items brought to school with your child’s name (*see Things to Bring to School checklist section*) in an enclosed 1-gallon Ziplock bag also labeled with your child’s name. Teachers will sanitize the Ziplock bags at the Sign-in/out Station and will place these in a sanitized basket to take with them when they are ready to go to the classroom.
  12. Please bring a durable water sippy cup/thermos/flask (whichever is most appropriate for your child) and label it with your child’s name. Teachers will sanitize the exterior of the container at the Sign-in/out Station and place it in a sanitized basket/bin to take to the classroom. Following handwashing, the water bottles will be put in a classroom location accessible to the children. The Center has bottled water and will refill during the day as needed. Prior to staff refilling water bottles they will follow food handling procedures, such as handwashing and wearing gloves. Your child’s water sippy cup/thermos/flask will

be sent home each day and must be cleaned at home before it is brought back to class. Please remember to bring this with you each day.

13. Directors, Site Supervisor, and Teachers are highly experienced in helping with transitions and will have many ways to help both you and your child adjust with the beginning of the year and new routines.
14. Please help us keep everyone safe and say your goodbyes at the Sign-in/out Stations or at the walkway. If during the first few days either you or your child are distressed, only one parent/guardian at a time will be allowed to enter the classroom and you will need to leave within 10 minutes. You must maintain physical distancing, wear a face covering, and observe all other Center protocols while inside.
15. If you want to check in and see how your child is doing, please know you can call the front office at (661) 362-3501 or (661) 362-3556 any time and we will transfer the call to the appropriate classroom.
16. The teachers will also communicate with you through a new App, "Bloomz," that will be in use this year. You will receive information about the App on the first day of school. Teachers will send messages and photos of your child through the App as another way to share the amazing things your child is doing at school. Please allow time for teachers to share this information with you or respond to any other phone/email correspondence as they are even busier than usual with added responsibilities related to health and safety compliance. They will connect with you as soon as they can. They need to take care of themselves too.

### **DAILY HEALTH SCREENING & REPORTING ABSENCES/ILLNESS**

Please note, we are required to follow LACDPH's "Decision Pathways for Children Screened for Symptoms and Exposures Prior to Entry into an Educational Institution," which determines when an ill child, or child exposed to COVID-19, must be sent home or stay away from campus and when they may return to school after a COVID-19 related absence. You can review those procedures here:

<http://publichealth.lacounty.gov/media/Coronavirus/docs/education/ScreeningEducationSettings.pdf>.

#### **Daily Health Screening:**

1. As part of your daily routine, we ask families to complete a health check at home before coming to school, including taking your child's temperature and checking for COVID-19 symptoms (*see page 6*). **FOR THE HEALTH AND SAFETY OF OUR CHILDREN AND STAFF, DO NOT COME TO SCHOOL SICK.**

2. The health screenings will take place at the Sign-in/out Stations. Please remember to adhere to the 6-foot distancing when you and your child(ren) arrive. There may be a line; however, with the individual classroom Sign-in/out Stations and the maximum class sizes in place, the arrival routine moves along quickly. Please allow time and be patient as everyone will be going through these procedures. Avoid congregating with other adults and families, especially those who are not in your same cohort.
3. Teachers will be there when you arrive at the Sign-in/out Station. At the Sign-in/out Station the first step is a verbal Health Screening. This verbal Health Screening will be conducted by the teacher/Center staff and includes a list of questions related to COVID-19 exposure and symptoms. Students who do not pass the screening will be sent home.
4. After passing the health screening, the next step is a temperature check. Students with a temperature at or above 100.4 degrees Fahrenheit will be sent home. Please know your child's temperature will be taken with a no-touch thermometer. Teachers will also conduct a visual wellness check. We think children may be more comfortable to see their parent/guardian have their temperature taken first, so do not be surprised if we ask to take yours first. You will be a model for your child.
5. As mentioned in the Arrival Procedure section, before families sign-in and out at the Sign-in/out Station, please clean your hands with hand sanitizer available at each station.
6. After following these steps your child will be ready to go with the teacher to the classroom. When the teacher and child(ren) first enter the classroom, the teachers assist the child(ren) with handwashing as appropriate to their development and skill. Afterwards they are ready to begin their day.

### **Reporting Absences & Illness:**

1. We ask that families have a plan in advance and to arrange for back up childcare should a member of their household or their child exhibit COVID-19 symptoms or test positive. If a child is going to be absent, the parent or child's guardian must call the Center office at 661-362-3501 to report reason for absence. If the child has one or more symptoms consistent with COVID-19 symptoms, the parent or child's guardian will be asked to speak with the Center Director and contact their physician or seek medical guidance for further evaluation and possible COVID-19 testing and report back to the Center Director at 661-362-3556.
2. COVID-19 symptoms may include:
 

<ul style="list-style-type: none"> <li>▪ Fever</li> <li>▪ Cough</li> <li>▪ Shortness of breath or difficulty breathing</li> <li>▪ Chills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Repeated shaking with chills</li> <li>▪ Fatigue</li> <li>▪ Muscle pain</li> <li>▪ Headache</li> <li>▪ Sore throat-<i>continued page 7</i></li> </ul>
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- Congestion or runny nose
  - Nausea or vomiting, diarrhea
  - New loss of taste or smell
3. If your medical provider confirms your child does not have symptoms consistent with COVID-19, you will be required to report that status to the Director and have a doctor's note stating the illness and when your child can return to school.
  4. If your medical provider is not consulted or confirms your child has symptom(s) of COVID-19, even if it is suspected the symptoms are related to a common cold, and your child receives a negative COVID-19 test result, then your child can return when: (1) your child has been fever-free for 3 days without the use of fever-reducing medications (e.g., Tylenol, acetaminophen, ibuprofen, etc.), (2) has improved symptoms, and (3) is able to participate in regular school activity when they return. If no fever is present, your child will need to stay home for 3 days from the first day of symptoms and until symptoms have improved and your child is able to participate in regular school activity when they return. You may email your doctor's note to the Center Director or bring it with you when you return back to school. In each case, a parent or the child's guardian must report the child's status and have approval from ~~to~~ the Director prior to returning.
  5. If your medical provider is not consulted and your child is not tested, or your child tests positive, the parent/guardian is required to report status to the Director, and child stays isolated at home until fever free 24 hours, improved symptoms, and 10 days from symptom onset.
  6. If your child has been a "close contact" (close contact means someone who spent a cumulative 15+ minutes within six feet of a COVID-19 positive individual in a 24-hour period, or who had direct contact with a positive individual's bodily fluids like a sneeze or sharing a beverage) of a COVID-19 positive individual, your child must quarantine at home for 14 days from their last close contact with the COVID-19 positive individual. A negative test does not reduce the quarantine period. After the 14-day period, your child may return to campus unless they develop symptoms, in which case you should follow the above protocols relating to children with symptoms.
  7. Staff will follow similar quarantine and isolation guidelines, including being excluded from campus for a quarantine period after an exposure to someone with COVID-19, and a minimum 10-day isolation period if staff test positive.

### **Illness at School:**

8. If your child becomes ill during the day and has a temperature of 100.4 degrees or higher, cough, or other COVID-19 symptoms, they will be removed from the classroom population to an isolation area, and parents/guardians will be notified to pick up the child IMMEDIATELY. As appropriate the teacher and child will wait at the designated Sign-in/out Station until the child's parents/guardians arrive. Otherwise, our designated

Isolation Room is our staff office. Staff occupying that office space will sanitize their workspace and relocate to another office area prior to the child entering. The windows will be opened for increased air circulation. The teacher will remain with your child, physically distanced whenever possible, and will provide care and comfort. For the safety of everyone, if you are not able to pick up your child within a reasonable amount of time, we ask you to contact a designated person that you have authorized and listed on your emergency card to pick up your child. If you, a guardian, or your child's other parent are not reachable within a 15-minute period, we will contact the first person listed on your emergency card. When you or your designated person arrive, please call the front office (661) 362-3501 or (661) 362-3556 so the teacher and child can meet you at the Sign-in/out Station. After the Isolation Room is used the staff office will be quarantined until a fogging sanitation is completed.

**All Children & Staff:**

9. In addition to the "Decision Pathways for Employees Screened for Symptoms and Exposures Prior to Entry into an Educational Institution" guidance, we are also required to follow LACDPH's quarantine and isolation guidelines. In the event of a conflict between guidelines, we will follow the stricter set of rules.
10. Child(ren)/staff cannot return until they meet the LACDPH criteria to discontinue home isolation or quarantine, as applicable. Except in the case of a misdiagnosis, isolation will always last at least ten days and quarantine will always last at least 14 days. The Center will update this guidance if public officials revise applicable quarantine and isolation orders. Further instructions will be provided to impacted staff and families at the time they are notified of the requirement to isolate or quarantine.
11. Childcare programs must exclude any child, parent, guardian, or staff showing symptoms of COVID-19. Staff will discuss with parent/guardian and refer to the child's health history form and/or emergency card to identify if the child has a history of allergies. Allergy related symptoms are not a reason to exclude the child or staff from the program. You will be required to provide a doctor's note confirming that you or your child's condition is not related to COVID-19.
12. Please note all Center employees must have their temperature taken upon arrival. All Center employees must also complete an online COC Employee Health Assessment PRIOR to coming to campus. The employee is required to forward their COC Employee Health Assessment submission email to the Director or specified Center email address as directed. The Director will manage and oversee up-to-date organization of employee health assessments for use of contact tracing when needed.
13. In addition, all Center employees will wash their hands in the restroom immediately upon entering the building. Staff will use hand sanitizer when handwashing is not



practical. Sanitizer must be rubbed into hands until completely dry. *Note: frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty.* Pump bottles of hand sanitizer will be available in office areas, kitchen, classroom pass through spaces, classroom office/kitchenette areas, AND at the Sign-in/out Stations.

14. As stated above, if a child or employee were to develop a fever or symptoms during the day that were consistent with COVID-19 symptoms and were sent home, they would be asked to contact their physician or seek medical guidance for further evaluation and possible COVID-19 testing and report status to the Center Director at 661-362-3556. The individuals possibly exposed and our college Center Administrator would be notified by phone call. The Center would also contact the LACDPH for guidance as needed. Individuals who test positive for COVID-19 will be contacted by LACDPH's Case and Contact Investigation Program to collect information and issue an isolation order. The Center will not disclose the identity of ill individuals when contacting potentially exposed persons.
15. If there were a *confirmed* COVID-19 case at the Center, the LACDPH would be contacted immediately. The Center would then contact our COC Human Resources, Center Administrator, and families/employees who were possibly exposed by phone. The LACDPH automatically deems individuals to be exposed if they are in the same class or cohort as a confirmed COVID-19 case. Possibly exposed families would be given an exposure form or email containing all information, as well as information as directed by the LACDPH, including instructions to get tested for COVID-19 and inform the Center of the result to aid in determining next steps. All families at the Center would be informed if there was an identified case, including the directives or recommendations given by the LACDPH. Please know the identity of individuals with suspected or identified cases will not be disclosed and will be kept confidential.
16. If three or more confirmed COVID-19 cases occur within a 14-day period at the Center and are determined to be epidemiologically linked, we will contact the LACDPH immediately and work with the LACDPH's Outbreak Management Branch to investigate and determine appropriate next steps. The LACDPH may instruct the Center to temporarily cease operations for safety reasons if a cluster of three or more cases is identified.
17. The Center may choose to cease operations even if there are fewer than three confirmed cases, or if the cases cannot be determined to be epidemiologically linked. We take the possibility of infection spread very seriously and will make decisions about continued operations based on our and the LACDPH's assessment of the likelihood that remaining open endangers students and staff. Closures are likely to be temporary in nature, may cover only a portion of classes or the Center's facilities, and are primarily

instituted to allow families and staff to receive testing so that the risk of spread can be more accurately determined.

18. To help keep everyone safe and healthy, we ask our families and Center staff to consider the choices they make outside of the Center as these choices directly affect our program. We encourage all families and staff to follow state and local orders regarding physical distancing, travel, and gatherings.

### **CLASSROOM PHYSICAL DISTANCING**

The following includes a description of the program changes made to ensure physical distancing to the best extent possible:

1. Teachers have rearranged furniture and play spaces to maintain 6-feet of separation between individuals.
2. Teaching teams have created and defined learning spaces, so children will recognize and come to understand the visual distance. Teachers will encourage children to the best extent possible and will let the children know that they created these special spaces just for them. We believe the re-designed spaces will help the children learn this practice, while at the same time allowing them to socialize with adequate physical space between themselves and others. Tables have been visually prepared to encourage physical distancing. For example, tables that once had 4-6 chairs now have 2 chairs and have a table set up that is inviting for 2 children.
3. Teachers have prepared individual curriculum material “kits” specifically for each child for each area of the classroom. These “kits” will be presented in a variety of ways by use of washable baskets, containers, or crates.
4. The indoor and outdoor classroom curriculum “kits” are developmentally appropriate to each group of children.
5. Teachers have developed schedules and routines in both the indoor and outdoor classroom that are developmentally appropriate and easy for children to understand. As the year continues, teachers may adjust their schedules as they assess what has worked and what may work better.
6. Classrooms will not co-mingle. Each classroom, children and staff, will function as a cohort with stable groups of children (and staff to the fullest extent possible). Unless absolutely necessary, children and staff will not be transferred between classrooms once assigned.
7. Teachers whose classrooms share yard spaces will coordinate outdoor classroom “days” that these spaces will be in use. All tables, play equipment, materials, and frequently touched surfaces will be disinfected at the end of the day so it is ready for the next group

the following day. Surfaces, play equipment, and materials will not be shared between children to the extent feasible, and will be disinfected between uses when possible.

### **CENTER OFFICE PHYSICAL DISTANCING**

1. There will be times when you need to come into the Center. We encourage you to call whenever possible; however, when you must come into the Center, please remember to be mindful and enter the building one at a time, wear a face covering at all times, and to maintain 6-foot physical distancing. Time inside the building is limited to no more than 10 minutes. The primary contact numbers for the front office are (661) 362-3501 and (661) 362-3556.
2. The following includes some items that may need to be completed in person:
  - To request Center forms/paperwork or request a meeting, please call the front office.
  - Returning forms or Center paperwork.
  - Bring prescribed or over-the-counter medication.
3. When paying your tuition, we encourage you to pay by check or through your bank “Bill Pay.”

### **HANDWASHING, MEALTIME, REST TIME (CHILDREN & ADULTS)**

1. After the teacher and your child enter the classroom, they will wash hands. Teachers will use this time as an opportunity to help your child learn self-help skills, reinforce healthy habits, and monitor proper handwashing. Teachers have many ways to help the children learn about handwashing and may sing songs, count, or possibly have a digital timer to motivate developing these skills. They model and support learning handwashing skills before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.
2. Our Nutrition Specialist and Nutrition Assistants will also follow mealtime guidance, as well as include enhanced sanitation/disinfecting procedures, and wear gloves at all times. The following include specific meal preparation guidelines:
  - The program will be using paper goods and disposable plastic utensils as much as possible, following CDC and LACDPH COVID-19 food handling guidelines.
  - The meals will be prepared in serving bowls/plates in the kitchen according to the Child and Adult Care Food Program (CACFP) Meal Pattern and then covered and/or plastic wrapped.
  - In the main building, the nutrition staff will deliver the meal carts to the hallway classroom door. Nutrition staff will call teachers in the Pink Room and Purple

Room to let them know the meal carts are being delivered to the classrooms and will be pushed inside the classroom.

- At mealtimes the teachers will utilize more tables to ensure physical space between children.
  - Teachers and children will wash hands prior to and after mealtime as usual.
  - Teachers will wear gloves during mealtime as usual. Paper cups will be used for beverages. Teachers will pour milk at breakfast and full day children will also be served milk at lunch. Your child's water thermos may be used during the afternoon snack.
  - Children's water thermoses will be accessible to them throughout the day (*see the Things to Bring to School checklist*).
  - Teachers will plate the meal at the meal cart and give the meal to each child one by one.
  - Children will not be allowed to share or touch each other's food.
  - Mealtime may be implemented outdoors according to classroom schedules, space, and weather.
  - When mealtime is finished the teachers will push the carts into the hallway or exterior door. Kitchen staff will pick up the carts immediately and dispose of trash and disinfect the meal carts, pitchers, and any necessary supplies.
3. The full day children have a rest time following lunch as usual. The cribs/rest mats are required to be 6 feet apart, with heads in opposite directions. Rest time mats and personal items used at rest time will be bagged to ensure items are separate from others.
  4. The staff lounge will not be used for breaks until further notice. There is a table in an open area in the main hallway with a microwave and coffee maker including signage for specific requirements such as handwashing, one at a time, 6-foot physical distancing, sanitizing area, and taking what is being prepared to their break area. Teachers are not to be in the same space while eating/drinking. Teachers' break areas will be in areas nearest their classroom or at their designated Sign-in/out Stations. Co-mingling between classroom staff is limited to essential activities and all staff are required to maintain 6-foot physical distancing. Center staff will find creative ways to connect with each other through phone calls, messaging, Facetime, Zoom, etc.
  5. The staff office will be restricted to no more than 2 staff and physical distancing of six feet must be maintained. Staff are required to follow LACDPH guidelines when arriving for temperature checks, checking mailboxes, or when using shared equipment like the copy machine. Teachers will make reservations for office work. The staff office windows are to be opened as appropriate for ventilation and closed before leaving the room.

## **HYGIENE & CLEANING PRACTICES**

1. Doors and windows will be opened as much as possible. When the Center air conditioning is in use, we will use a setting that brings in fresh air. When cleaning, teachers will air out the space before children arrive and will plan to do thorough cleaning when children are not present.
2. Center staff will attend and complete:
  - Mandatory Full Staff Zoom Reopening Meeting
  - Part 1: Annual Integrated Pest Management (IPM) Training Online
  - Part 2: IPM Cleaning, Sanitization, and Disinfecting Zoom Training
  - CACFP Nutrition Zoom Training.
3. A video will be created to provide a visual guide for cleaning/sanitizing/disinfecting inside/outside environments and staff will be required to review it as training.
4. Designated Center staff/teachers will sanitize Sign-in/out Station table surfaces, pens, file tote boxes, and other materials that may be used for check-in and display.
5. Center staff will be responsible for following sanitizing procedures in the adult restrooms after each use. These are the same procedures completed in the children's restrooms.
6. Designated Center staff will disinfect frequently touched adult common area surfaces such as door handles, light switches, sink handles, adult bathroom surfaces, counters, tables, and other commonly used items.
7. Designated Center staff will clean and disinfect all high-touch surfaces, such as sink knobs, toilet handles and seats, tables, and door handles.
8. In the classroom, teachers will designate a container for toys that need to be cleaned, sanitized, or disinfected before being introduced back into the environment.
9. Designated classroom teacher will clean/sanitize toys and materials before indoor and outdoor classroom "kit" rotation. Soft shared items have been removed from the environment.
10. Individual book "kits" will be quarantined for 48 hours before being introduced back into the environment.
11. The water fountains both inside and outside will not be used until further notice (*see the Things to Bring to School checklist*). The water fountain will be covered, and water turned off.
12. Teachers provide and facilitate learning experiences in many different ways. They plan curriculum for each child and for the group as a whole. They read books and sings songs about hygiene and healthy practices and engage with children in helping them to learn about taking care of their bodies, including how to use a tissue, or cough/sneeze inside their elbow. Once again, the teacher will model and support learning handwashing skills after eating, after coughing or sneezing. The Center encourages parents to incorporate

these practices at home to foster their child's understanding and compliance with healthy behaviors.

13. The preschool classrooms may have a box of tissue for each child labeled with their name and kept in their cubby.
14. In the past, the full day children brushed their teeth after lunch as part of their routine in preparing for rest time. This practice will be discontinued until further notice.

### **ESSENTIAL PERSONAL PROTECTIVE EQUIPMENT (PPE) AND SUPPLIES**

Center staff will:

1. Wear face coverings (face shields are available to wear in addition to face coverings);
2. Frequently wash hands, and always do so after coughing, sneezing, using the restroom, eating, or taking a break;
3. Use hand sanitizer when handwashing is not easily accessible (at least 60% ethyl alcohol preferred or at least 70% isopropyl alcohol) located at: Sign-in/out Stations, facility entrance and hallway, and areas of the classroom that are out of reach of children. Staff may also carry portable hand sanitizers in apron pockets.
4. Wear gloves for tasks such as serving food, handling trash, or using cleaning and disinfectant products. A new pair of gloves must be used for each task.

### **FAMILY CHECKLIST OF THINGS TO BRING TO SCHOOL**

1. Please bring a container for your child's face covering labeled with their name, or a plastic zip lock baggie. This will be a sanitary place for your child to keep their face covering at mealtime, during face covering breaks, or rest time.
2. Please bring a pen for signing in/out.
3. Depending on what is most appropriate for your child, please bring a durable water sippy cup/thermos/flask labeled with your child's name. The exterior of the container will also be sanitized at the Sign-in/out Station prior to the teacher and child going to the classroom.
4. Extra clothing, diapers/pull-ups/underwear (*please see the Classroom Beginning of the Year Packet that teachers will provide for you. The packet will have additional items that are specifically for your child's classroom, and may include specific classroom plans, and how to best contact them*).
5. The Center provides rest time mats and sheets for full day children. If your child has a blanket or specific comfort item, please let the teacher know. Again, these must be

labeled and enclosed in a labeled 1-gallon Ziplock bag. Please remember the bag will be sanitized at the Sign-in/out Station.

\*\*If you have any questions about the Return to School Plan, please contact our designated COVID-19 Liaison Maria Calderon, College of the Canyons, Director, Human Resources Programs at 661-362-5563.

**Return to School Plan – Family Acknowledgement of Receipt**

**SIGNATURE of PARENT or LEGAL GUARDIAN:**

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**PRINTED NAME of PARENT or LEGAL GUARDIAN:**

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**NAME of CHILD:** \_\_\_\_\_

**NAME of ADDITIONAL CHILDREN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_, 20\_\_



**Return to School Plan – Center Staff Acknowledgement of Receipt**

**SIGNATURE of Employee:**

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**PRINTED NAME of Employee:**

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**DATE:** \_\_\_\_\_, 20\_\_