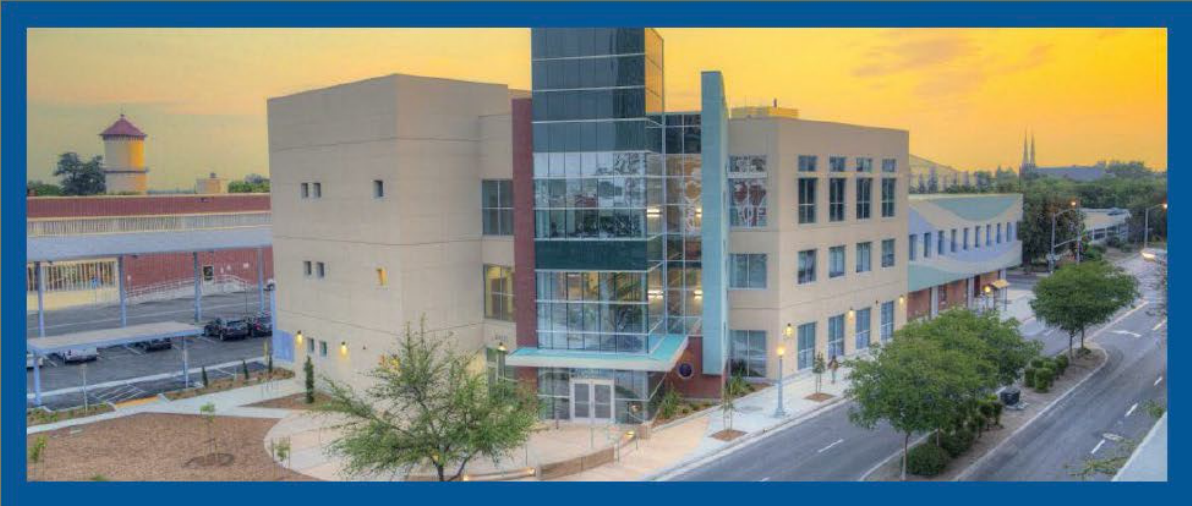


# Office of the Fresno County Superintendent of Schools

## LIGHTHOUSE FOR CHILDREN: CHILD DEVELOPMENT CENTER DISTANCE LEARNING AND REOPENING PLAN



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## **Introduction**

**Background and Rationale:** This guidance document has been developed to ensure that the Lighthouse for Children Child Development Center (LFC CDC) is as safe as possible to mitigate the spread of COVID-19. The Office of Fresno County Superintendent of Schools (FCSS) is committed to supporting the health and safety needs of our children, families, and staff while making every effort to maintain high quality standards. This document provides information regarding physical distancing and safe and healthy practices to prevent the exposure to health-related illnesses, effective July 1, 2020, until further notice. It is important to recognize that as a public entity the LFC CDC must follow more rigorous requirements than that of federal, state, or local authorities; moreover, because the LFC CDC is in the Lighthouse for Children (owned by First 5 Fresno County, or F5FC) – the LFC CDC must also comply with F5FC requirements. The guidance provided within this document is subject to change as updates are received from the Public Health Department, Fresno County Superintendent of Schools Jim Yovino, and F5FC.

We recognize that during these are unprecedented times, the LFC CDC has a responsibility to continue providing quality care and education services for families in need of childcare. We ask for patience, support, and understanding from parent/guardians, staff members, and visitors as it essential to ensure we bring the guidance within this document to fruition in support of our continued health and safety practices.

## **Section 1 - Staffing**

### **FCSS Employee Toolkit**

Staff serving these programs should be considered 'essential' and will follow all guidelines for all FCSS staff as outlined and updated regularly in the FCSS COVID-19 Safety Toolkit. FCSS Staff employed at the LFC CDC will also follow all guidelines within the LFC CDC COVID-19 Safety Plan and the First 5 Fresno County Lighthouse for Children (LFC) COVID-19 Safety Guidelines; moreover, staff will abide by the guidelines which are most restrictive.

### **Health Champion - Site Supervisor**

Although health and safety are the responsibility of all the LFC CDC staff, the Health Champion will oversee all health and safety practices at the LFC CDC. The Health Champion is responsible for ensuring the safety of all staff and children in the LFC CDC and is responsible for reminding/monitoring staff and children to do simple things like washing hands covering a cough, wearing a mask properly, etc. The Health Champion should be mindful of the mental health of staff and children while providing support in upholding the guidance provided within this document.

### **Staff Education and Training**

All LFC CDC staff will implement high-quality health and safety practices including but not limited to the following COVID-19 basic guidelines for the operations of essential childcare facilities:

- Prevention of infection and spread of the disease
- Hand washing
- Hygiene
- Personal protective equipment
- Signs and symptoms of COVID-19 infection
- Avoid touching eyes, nose, and mouth
- Limiting close contact with others as much as possible
- Coughing and sneezing etiquette
- Safely using cleaners and disinfectants on surfaces and objects, which includes:
  - The hazards of the cleaners and disinfectants available for use at the worksite
  - Wearing personal protective equipment (such as gloves)
  - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees or children at the facility
- The importance of staying home when staff are sick or are experiencing any COVID-19 symptoms in addition to excluding sick children, monitoring self and children for signs and symptoms of illness throughout the day and sending sick children home.
- The employer's plan and procedures to follow when children become sick at the facility
- The employer's plan and procedures to protect employees from COVID-19 illness

To ensure all LFC CDC staff, receive the training needed to maintain the health and safety practices described above all LFC CDC staff receive health and safety training upon hire, and as needed throughout the year.

### **Health and Safety Education for Children**

The LFC CDC teaching staff ensures curriculum and educational methods include teaching children how they can help prevent the spread of illness, including but not limited to the following:

- Frequent hand washing and procedures.
- Encouraging children to maintain as much distance as possible from others during play.
- Communicating with their teacher if they feel sick.
- Coughing and sneezing etiquette (cover coughs and sneezes with a tissue or sleeve; not hands).
- Discouraging children from sharing food, drinking cups, eating utensils, paper towels, etc.

### **LFC CDC Hours of Operation**

The LFC CDC has resumed our normal hours of operation, 7:00am – 5:30pm.

However, please keep in mind that each classroom hours of operation are based on the availability of staff to ensure ratios are always met.

Thus, parents/guardians are expected to follow their child's contracted hours of enrollment for child drop off and pick up to ensure the LFC CDC maintains compliance with staffing ratios. If you need to change your child's contracted hours of enrollment or if you need a copy of your schedule of contracted hours, please communicate with the Site Supervisor. Children must arrive no later than 9am unless a doctor's note is provided as proof of appointment for the child or proof of a court order is on file.

Additionally, classrooms with children of the same ages may be combined to ensure proper teacher to child ratios are always met. If you have any questions about combining classrooms, please speak with the Site Supervisor.

## **Section 2 - Access Control**

FCSS employees, LFC CDC children, families, and visitors who are sick with any illness, are showing signs or symptoms of illness, or have tested positive for COVID-19 should stay home and may not enter the LFC CDC building. FCSS staff must contact the COVID-19 Hotline via phone or email and their direct supervisor when they are experiencing COVID-19 related symptoms.

### **LFC CDC Classroom Observations/Visitor Limitations**

As part of our strategy to limit the spread of COVID-19, visitors in the LFC CDC classrooms will be limited until further notice. All children, staff, parents/guardians, or any other person showing signs and symptoms of illness, will be denied entry to the LFC CDC.

Additionally, to ensure the safety of staff and children – parents/guardians, and other visitors will be limited to no more than 10 minutes inside the CDC classrooms and must wear a face mask at all times. However, parents/guardians and visitors can use the observation room or the observation windows for child observations that exceed 10 minutes.

### **LFC CDC Open Door Policy**

The LFC CDC has an open-door policy that extends to parents/guardians when their child is in care. Parents/guardians can visit their child's class or observe their child through the observation window/room unannounced at any time. At this time, measures are being taken to reduce the spread of COVID-19 therefore only one parent/guardian will be allowed in each classroom at a time to observe and a mask must be worn at all times. Additionally, visits are limited to no more than 10 minutes inside classrooms, regardless of vaccination status.

## **Health Screening for Employees, Children, Parents/Guardians, and Visitors**

### **Employee Screening**

All FCSS employees must "self-certify" their health prior to entering their assigned

work location and follow the guidance provided in the FCSS COVID-19 Safety Plan.

### **Parents/Guardians & Visitor Screening**

All parents/guardians, and visitors must "self-certify" their health prior to entering the LFC CDC.

### **Child Screening**

Parents/Guardians will need to continue certifying their child's health before their child reports to school daily. Additionally, upon entry into the LFC CDC the child must pass a daily health check before the child is accepted. The daily health check will be completed by an authorized LFC CDC representative before the parent/guardian may sign-in the child in for the day.

Parent/Guardians are asked to observe their child for signs and symptoms of illness prior to arriving at the LFC CDC and keep sick children at home. When children are absent for any reason parents/guardians must notify, the LFC CDC Office Assistant and share a reason for the child's absence.

Additionally, the LFC CDC staff are responsible for observing children for signs and symptoms of illness throughout the day and must report any observed illnesses to the Site Supervisor immediately, then isolate the child, and contact his/her parent/guardian for pick up as soon as possible. When the child's parent/guardian cannot be reached the LFC CDC, staff must use the child's Identification and Emergency form (LIC700) to contact another authorized representative to pick up the child. When a parent/guardian or other authorized representative listed on the child's Identification and Emergency Information form (LIC700) is contacted to pick up a child, the child must be picked within 1.5 hours of contact.

Parents/Guardians are responsible for ensuring the Identification and Emergency Information form (LIC700) is always up to date and must identify at least two alternate adults that could pick up their child/ren in the event of an emergency or if there is a need to pick up their child from school. A fillable version of the Identification and Emergency Information form (LIC700) is available and can be sent to families electronically.

Proper identification will be requested from any authorized representative before picking up a child. The LFC CDC staff cannot and will not release children to anyone under the age of 18 years old or who appears under the influence of any intoxicants (such as drugs and alcohol).

### **Communication with Parents/Guardians**

Clear communication is essential to ensure that parents understand these policies. Therefore, the LFC CDC Site Supervisor is available to answer any questions parents/guardians have. Regarding LFC CDC Policies and Procedures. Additionally, LFC CDC staff will inform parents and guardians that children should stay home if:

- They are sick.

- Have been in contact with someone who has tested positive for COVID-19 and the child is experiencing COVID-19 symptoms.
- The child tested positive for COVID-19.

Additionally, LFC CDC staff will review the FCSS Student COVID-19 Illness and Quarantine Guidelines below with families as needed.

<b>FCSS Student COVID-19 Illness and Quarantine Guidelines – subject to change at any time</b>		
<b>Student A</b>	<b>Student B</b>	<b>Student C</b>
Any student who has tested positive for COVID-19, regardless of vaccination status, previous infection, or lack of symptoms	Any student who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results	Any student who believes they have been a contact with a COVID-19 positive person at home, school, or in the community*
Isolation: ✓ Stay home at least 5 days. Isolations can end after day 5 if symptoms are not present or are resolving and a diagnostic specimen collected on day 5 or later tests negative. ✓ If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10. ✓ If fever is present, isolation must continue until the fever resolves for 24 hours without the use of fever-reducing medications. ✓ If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10. Wear a well-fitted mask around others for a total of 10 days especially in indoor settings. ✓ Antigen tests preferred.	With symptoms: Isolation until the following requirements have been met: ✓ 24 hours* (1 day) with no fever (without the use of fever-reducing medications) <b>and</b> ✓ Symptoms have improved  *Student B should: <ul style="list-style-type: none"> <li>• have a negative test for SARS-CoV-2 (not needed for children under 2 years old), <b>OR</b></li> <li>• a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic health condition (e.g., allergies or asthma) <b>OR</b></li> <li>• at least 10 days have passed since symptom onset.</li> </ul>	If student C: ✓ is or becomes symptomatic, regardless of vaccination status, refer to <b>Student B</b> . ✓ is asymptomatic, regardless of vaccination status, Student may return to school.  *Testing is recommended. <ul style="list-style-type: none"> <li>• If Student C receives a negative test result, they may return to school.</li> <li>• If Student C receives a positive result, see <b>Student A</b>.</li> </ul>
For more information on COVID-19, please refer to the Fresno County Department of Public Health website "Information for Day Cares" at <a href="https://www.co.fresno.ca.us/departments/public-health/health-messages-for-schools/daycare">https://www.co.fresno.ca.us/departments/public-health/health-messages-for-schools/daycare</a> or call 559-600-3332.		

The LFC CDC staff will share resources with families as needed/requested by the parent/guardian. Additionally, parents/guardians are encouraged to share when their child is experiencing COVID-19 related symptoms or has tested positive for COVID-19 with the LFC CDC Site Supervisor as needed.

### **Criteria for Classroom/School Closure**

Purpose: To provide guidance on the criteria for classroom and school closure.

The Fresno County Department of Public Health (FCDPH) considers an outbreak two or more positive COVID-19 cases in a classroom or three positive COVID-19 cases within a school. School administration and FCDPH will consult about classroom and/or school closures. The decision to close a classroom or school will be made by FCSS leadership based on the guidance provided by Fresno County Department of Public Health. The specific criteria are outline by the FCDPH which can be found here:

<https://www.co.fresno.ca.us/home/showpublisheddocument/59398/637686844010761734>.

### **In-Person Events**

The LFC CDC recognizes that there are now options for safely gathering for in-person events. However, in-Person events are at the discretion of LFC CDC management and virtual options will be explored first.

### **In-Person Events at the LFC**

When/if the LFC CDC hosts an in-person event at the LFC we must the following protocols set by First 5 Fresno County. Therefore, FCSS employees, students, parents/guardians, and visitors must follow the COVID-19 protocols as determined by the entity having jurisdiction in our case First 5 Fresno County Lighthouse for Children who set the COVID-19 protocols for the event if permitted.

### **FCSS In-Person Events**

At all events where FCSS is the entity having jurisdiction to set COVID-19 protocols, masks are strongly encouraged, but not required. Students and visitors who were in close contact with a COVID-19 positive person and are not symptomatic, may attend the event, but must wear a mask. Any mega-event, as defined by CDPH will follow the mega-event guidance.

### **Active Participatory Learning**

While accounting for the visual supervision of all children, LFC CDC teachers must arrangedevelopmentally appropriate activities for smaller group activities and play spaces when possible. Furthermore, teachers may continue to find creative ways to use shelves as dividers, masking tape, or other materials for children to create their own space. The LFC CDC staff will continue following the guidelines below, when possible, to support optimum physical distancing in the LFC CDC classrooms:

- Master Teachers should separate children based on their primary care groups when possible
- Limit the number of children in defined areas of the classroom including table activities and mealtimes.
- Remind children not to touch their faces and wash their hands after use if materials are being shared. Use trays to provide children with adequate materials in defined areas at tables.
- The use of water activities, sensory tables, sand play, play dough, and other sensory items must be closely monitored by the LFC CDC teaching staff, and all necessary health and safety precautions must be taken.
- LFC CDC teachers must minimize time standing in lines by planning for time efficient transitions.

### **Resting Period**

- Teachers must arrange at least 36 inches in between each cot.
- Children should be arranged on cots in a head toe manner, to lessen the possible spread of illness between children from coughing or



sneezing.

### **Section 3 - Health and Safety**

#### **Who Can Get COVID-19?**

It is important to note that everyone can potentially get COVID-19.

#### **COVID-19 in Children and Adults**

Children and adults are at risk of getting the COVID-19. Each child and adult that attends the program will undergo a daily health screening and will be monitored throughout their stay for the following:

- Fever of 100.4 or higher
- Shortness of breath
- Sore throat
- Fatigue, or being unable to take part in activities as normal
- Complaining of not feeling well
- Vomiting
- Abnormal stools such as diarrhea
- Runny nose or eyes
- Coughing
- Other signs and symptoms based on public health recommendations

#### **Hygiene**

Hands must be washed frequently. All individuals should be discouraged from touching their eyes, ears, mouth and face. Hand washing with soap is preferred over an alcohol-based hand sanitizer. All staff and children are washing hands for at least 20 seconds - scrubbing their fingers, under the fingernails and between the fingers. LFC CDC staff should make this a fun activity for children by singing songs or playing games. Increased hand washing is one key at slowing the spread of this virus. Hands should be washed frequently throughout the day, including:

- When employees/children arrive at the facility and before they leave the facility.
- Before and after handling food, feeding a child including giving a child a bottle, or eating.
- Before and after using the toilet, changing a diaper, or helping a child use the bathroom (also wash the child's hands after helping the child use the bathroom or changing their diaper).
- After helping a child wipe their nose or mouth or tending to a cut or sore.
- After working in children's play areas.
- Before and after administering medication to a child.
- After handling wastebaskets or garbage

On occasions, when soap and water are not immediately available, hand-sanitizing products with at least 70% alcohol may be used. It is critical to store hand sanitizer out of reach of children. Even after using sanitizer, hands should be thoroughly washed with soap and water as soon as possible.

## **COVID-19 Testing**

Testing is one layer in a multi-layered approach to COVID-19 prevention. For more information about testing, including where to get access to free testing, please see:

- [Updated COVID-19 Testing Guidance](#).
- [Covidtests.gov](https://www.covidtests.gov) for free at-home tests. Every home in the U.S. is eligible to order free at-home COVID-19 tests, through the U.S. Department of Health and Human Services and the U.S. Postal Service. The tests are free. Orders will usually ship in 7-12 days.
- Low or no-cost COVID-19 tests are available to everyone in the U.S., including the uninsured, at health centers and select pharmacies nationwide. Additional testing sites may be available in your area. Contact your health care provider or your state or [local public health department](#) for more information.
- [Find a testing site online](#), call (833) 422-4255 or 211, or visit [covid19.ca.gov](https://covid19.ca.gov) to learn more about testing options in California.

## Types of COVID-Testing

- Diagnostic Testing is the testing of people with COVID-19 symptoms or who have been exposed to a person with COVID-19 to determine if they have been infected with COVID-19.
- Diagnostic Screening Testing is regular testing at a frequency of at least once a week for the purpose of identifying individuals who are asymptomatic but COVID positive so that measures can be taken to prevent further transmission. In childcare programs, diagnostic screening testing can help promptly identify and isolate people who have COVID-19, identify exposed people so appropriate action can be taken, and identify clusters of cases to reduce the risks to staff and children in care.
- Diagnostic Screening Testing can be used to help evaluate and adjust prevention strategies and provide added protection for childcare programs that are not able to provide optimal physical distance between children.

## **Tooth brushing**

All tooth brushing for children in the LFC CDC will be suspended until further notice. However, the LFC CDC staff will encourage parents/guardians to regularly

brush their child's teeth at home.

### **Breastfeeding in Classrooms**

The LFC CDC is committed to providing ongoing support to breastfeeding mothers. Mothers are welcomed and encouraged to breastfeed on-site at the center throughout the day.

### **Masking Guidance**

Updated March 11, 2022, the Governor of California and officials have dropped the face covering requirements in classrooms including childcare centers. However according to the Guidance for Child Care Providers/Programs provided by the CDPH, "...providers have the right to require face masks in their facility and the use of masks must be allowed by all individuals who want to use them."

First 5 Fresno County who operates the Lighthouse for Children, maintains the following guidance: ***"we will still require masks to be worn when a young child is present by both client and provider. Otherwise, masking is strongly recommended and encouraged when moving through the Facility and interacting with others. With no COVID-19 vaccine available for children ages four and under, we maintain the requirement of masking in the presence of young children at the Lighthouse for Children (First 5 Fresno County Masking Policy)."***

Therefore, in compliance with the FCSS COVID-19 Safety Toolkit all FCSS employees, students, and visitors, at the LFC CDC must follow the COVID-19 protocols as decided by our partnering entity First 5 Fresno County Lighthouse for Children that has the jurisdiction to set the COVID-19 protocols for the location.

Face covers are required for all FCSS employees while at work except while supervising children outdoors on the play yard or eating. The following must be followed at all times:

- Wash hands.
- Wear a mask while in the LFC CDC. Masks may be removed when outdoors, eating, or drinking.
- Do not touch the face covering after putting it on; remove mask touching only the straps.
- Wash your hands.
- Cloth face coverings must be washed, at the end of the day. When cloth face covers are changed, place it in a bag or bin until it can be laundered with detergent and hot water and dried on a hot cycle. If you must readjust your cloth face covering while wearing it, wash your hands immediately after putting it back on and avoid touching your face.

Discard cloth face coverings that:

- No longer cover the nose and mouth.
- Have stretched out or damaged ties or straps.
- Cannot stay on the face.
- Have holes or tears in the fabric.

In compliance with the LFC Mask Policy masks must be worn by all children 2 years old and up, however the personal rights of children will not be violated to maintain this requirement, nor will masks be required for children when there is a health-related reason on file from the child's physician or it possess a health/safety concern.

Children receiving services at the LFC CDC shall have rights that include, but are not limited to, the following:

- To be accorded dignity in his/her personal relationships with staff and other persons.
- To be accorded safe, healthful, and comfortable accommodations.
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication, or aids to physical functioning.

Therefore, we do/will not force children to wear masks; however, we encourage children to wear them while in our care if they are over two years old. If/When a child declines to wear a mask after being offered one, we will respect their choice at the time it is offered. However, we will encourage children to wear a mask throughout when a child initially declines while it remains a requirement in the LFC facility.

We ask that parents/guardians support this building requirement by ensuring your child has on a mask upon entering the LFC CDC or before entering your child's classroom. Masks are available in multiple locations throughout the LFC CDC including in classrooms.

The LFC CDC staff must include face-covering activities as part of classroom curriculum to teach children how to where face covers, their purpose, allow children to become comfortable wearing face coverings consistently, removal, etc. If a parent requests their child not wear a face cover at all, teachers should remind parents/guardian of the following:

- Children can be encouraged to wear a face cover, but the LFC CDC staff cannot force a child to wear a face cover and will not violate the child's rights in our childcare program.
- The LFC CDC provides disposable masks for all children however, parents/guardians have the option to provide masks for their child if they prefer a mask not provided by the program.
- If the child's is wearing a cloth face mask provided by the parent/guardian and it becomes contaminated, it will be removed and placed in a zip lock bag in the child's cubby to go home. If the child has an extra face cover, the child's teacher will support the child with putting it on or provide the child with a disposable face cover.

- If the child continuously touches his/her face, the child's face cover maybe removed due to additional health concerns.
- Children will not be permitted to wear face covers during the resting/nap period.
- Children under 2 years old will not be permitted to wear face covers at the LFC CDC due to the Center for Disease Control and Infection and American Academy of Pediatrics (AAP) recommendations.
- LFC CDC staff must ensure the use of face masks does not cause children to overheat in hot weather. LFC CDC staff encourage children to remove their mask while outdoors.
- See [CDPH Masks for Kids: Tips and Resources](#).

**Essential Protective Equipment and Supplies used at the LFC CDC**

Use the chart below for a quick reference to protective equipment and supplies to use in childcare environments.

<b>Items</b>	<b>LFC CDC Staff</b>	<b>Children</b>
<b>Face Coverings/Face Masks</b>	<b>Required</b> Masks are available at masking stations located throughout the LHC and LFC CDC	<b>Required</b> Masks are available at masking stations located throughout the LFC and LFC CDC
<b>Gloves</b>	<b>Yes</b> , for tasks such as serving food, diapering, handling trash, laundry of an ill person, or using cleaning and disinfectant products.	<b>No</b>
<b>Hand Sanitizer</b>  Should contain at least 60% ethyl alcohol (preferred) or at least 70% isopropyl alcohol (a neurotoxin and eye irritant).  WARNING Do not use any products that contain methanol.	<b>Yes, Optional</b>  Note that frequent handwashing is more effective than the use of hand sanitizers.	May be used under adult supervision only and must be kept out of children's reach. Call Poison Control if consumed: <b>800-222-1222</b>  Note that frequent handwashing is more effective than use of hand sanitizers. Sanitizer must be rubbed into children's hands until completely dry. Hand sanitizer is not recommended for children under 24 months.

**LFC CDC Child Check-In/Out Procedures and Daily Child Health Screenings**

Effective Monday, March 14, 2022, the LFC CDC will no longer have Arrival/Departure Check-In Stations in the front lobby. **Parents/Guardians will resume dropping off children in their classrooms and picking up children from in their classrooms; however, only one parent will be permitted in the classroom at any time.**

An LFC CDC daily check in and/or out expectations:

- Teachers will meet parents/guardians at their child's classroom door upon drop off daily to maintain open communication between parents/guardians and teachers.
- Teacher will complete the daily health check on each child and receive essential information about child before parents/guards are permitted to sign children in and leave.
- Parents/guardians should continue planning 5 -10 minutes each morning for Child Health Checks and communication with their child's teacher.
- Parents/guardians should use the classroom viewing windows, or the observation room when they want to observe their child when other parents/guardians are waiting to check in or out daily.
- Only one parents/guardians is permitted in the classroom at a time.
- Please exhibit patience when another parent/guardian is checking in or out their child.
- Recognize that the first priority for teachers is the care and supervision of children at all times. Please be mindful of their need to support our youngest learners and schedule a phone call or meeting as needed.
- Children should be in good health before arrival daily and not have restrictions that preclude them from actively engaging in class indoors and outdoors.

## **Section 4 - Food Safety/ Meal Service**

### **Food Service/Preparation**

Currently, no evidence suggests food is associated with the transmission of the COVID-19. Unlike foodborne viruses such as norovirus and hepatitis A, which often spread through contaminated food, COVID-19 is a virus that causes respiratory illness. Foodborne transmission is not expected.

Therefore, individuals handling food should continue to practice standard food safety hygiene practices, including washing hands often with soap and water for at least 20 seconds and staying home when sick. Food handlers should increase the frequency of cleaning and sanitizing per the Center of Disease Control and Infection Environmental Cleaning and Disinfection guidance of all hard surfaces, including tables and countertops that are used by employees for food preparation and service.

### **Preparing Meals on Site**

LFC CDC staff who prepare meals must monitor food handler health and hygiene to include frequent hand washing and no bare hand contact with ready to eat foods. Gloves should be used as a way to protect food but remember hands must be washed before putting on gloves and in-between tasks.

### **Meal Service**

The LFC CDC will use disposable bowls, plates, cups, and eating utensils for all meals until except in the infant room. As a result, the LFC CDC teachers must wash all tableware and utensils using a commercial dish machine or by using soap and water in a three- compartment sink and dipping in a bleach solution then air-drying.

Food Safety Considerations:

- Keep food covered to avoid contamination.
- Stagger meal periods so that physical distance can be maintained.
- Utilize more tables to spread children out and ensure adequate spacing of children.
- LFC CDC teacher will need to ensure tables *and chairs* are washed and sanitized as needed.
- Adults and children must wash their hands (20 seconds with warm water and soap) before and after eating.

### **Section 5 - Cleaning and Disinfecting Considerations**

LFC CDC Staff utilize the NAEYC Cleaning, Sanitizing, and Disinfection Frequency Table in their classroom for cleaning, sanitizing, and disinfection purposes. Staff cleaning must follow the disinfectant manufacturer's instructions:

- Use the proper concentration of disinfectant.
- Maintain the sanitizer/disinfectant for the required wet contact time.
- Follow the product label hazard warnings and instructions for personal protective equipment (PPE) such as gloves, eye protection, and adequate ventilation as needed.
- Use disinfectants in a well-ventilated space. Extensive use of disinfectant products should be done when children are not present, and the facility thoroughly aired out before children return.

Childcare facilities must have a Safety Data Sheet (SDS) for each chemical used in the facility.

### **Washing Clothes, Holding, or Feeding a Child**

It is important to comfort crying, sad, and/or anxious infants and toddlers by holding them. When washing, feeding, or holding very young children:

- LFC CDC teachers must protect themselves daily by wearing a button-down, scrub top provided by the program. The scrub top must be washed after each off your scrub top before breaks or getting into your car to drive home. Place it in a laundry basket to launder at the end of the day.
- Change clothes when soiled or after comforting a child where secretions

may have transferred onto your clothes. Bring a couple of changes of clothes to work.

- LFC CDC working directly with children or food, must wear hair up off the collar in a ponytail or other up-do.
- LFC CDC staff should wash their hands, neck, and anywhere touched by a child's secretions.
- LFC CDC staff must change a child's clothes if secretions are on the child's clothes. Therefore, parents are required to maintain at least 2 changes of clothes in the CDC for their child in the event of an accident, which are to keep it in a child's basket in their cubby and should not be shared with other children. Teachers cannot accept plastic bags from parent due to the safety hazard.
- Contaminated clothes must be placed in a bag or washed in a washing machine.
- LFC CDC staff must 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

### **Cleaning, Sanitizing and Disinfecting Defined**

Cleaning refers to the removal of dirt and impurities, including germs from surfaces. Cleaning alone does not kill germs. However, removing the germs decreases their number and therefore, any risk of spreading infection. First, clean the surfaces, removing any contaminants, dust, or debris. You can do this by wiping them with soapy water (or a cleaning spray) and a hand towel or disposable paper towel. Then apply a surface-appropriate disinfectant. The quickest and easiest way to do this is with disinfecting wipe or disinfectant spray.

### **Cleaning**

LFC CDC staff should mix a teaspoon of fragrance-free dish soap in a spray bottle of water and use the solution to spray surfaces. Then use a paper towel to rinse and wipe away any residue that is remaining. If a cloth was used to clean the area, place it in the laundry basket after use, do not use on multiple surfaces.

### **Sanitizing**

Reduces germs on inanimate surfaces to levels considered safe by public health codes or regulations. Sanitizing may be appropriate for food service tables, high chairs, toys, and pacifiers.

### **Disinfecting**

Destroying or inactivating most germs on any inanimate object, but not bacterial spores. Disinfecting may be appropriate for diaper tables, door and cabinet handles, toilets, and other bathroom surfaces.

LFC CDC staff must follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time. If using wipes, pay attention to the directions on the label, as it will state how long



the surface must remain wet to be effective. Note: keeping the surface wet may require several applications.

### **Playgrounds**

LFC CDC staff should ensure children play in areas that are less likely to be contaminated and areas where children can spread out and maintain physical distancing while maintaining active supervision.

### **Carpets**

Disinfecting carpets is not necessary or recommended for respiratory viruses. Viruses do not live long on soft surfaces. Thorough vacuuming with HEPA filter equipped vacuums will help remove dust and particles. Teachers thoroughly clean and disinfect carpets with appropriate chemicals if there is blood, urine, feces, or vomit.

### **Ventilation**

Ventilation is an essential part of maintaining good indoor air quality. Therefore, LFC CDC staff are:

- Encouraged to open windows as appropriate and safe
- Provided each classroom with a portable high-efficiency air filtration unit that are to be used daily.

### **Cleaning, Sanitizing, and Disinfection**

The LFC CDC staff will continue using the NAEYC Cleaning, Sanitizing, and Disinfection Frequency Table to minimize the potential for the spread of germs in the program.

### **Bathrooms**

- Teach children to use a tissue when using the handle to flush the toilet.
- Wash hands for 20 seconds and use paper towels (or single use cloth towels) to dry hands thoroughly.

### **Toys and Other Equipment**

Toys with hard surfaces that are easily wiped down and clean are preferred. Soft materials, such as clothes or plush stuffed animals must be washed weekly. Shared experiences, such as waterplay tables or sandboxes, will be used by LFC CDC staff in accordance with the health and safety procedures.

Each classroom will maintain a designated bin for separating mouthed toys/toys for cleaning. When a child is done with a mouthed toy, remove it, place it in a toy bin that is inaccessible to other children, and wash hands. Clean and disinfect toys before returning to the children's area. In addition, clean and sanitize all toys at the end of the day.

### **Infant Room Shoe Covers**

LFC CDC will continue our existing practices. Adults and children entering the Infant room must remove or cover their shoes before entering a play area used by infants.

## **Laundry**

LFC CDC parents/guardians will be advised that blankets will not be brought back and forth from home. Instead, they will be encouraged to bring one blanket for their child to remain at the LFC CDC in the child's cubby. If a parent/guardian does not bring a blanket, the child can borrow one from the LFC CDC. As a result, LFC CDC teaching staff will wash all child blankets as needed when dirty or soiled.

When handling laundry for children in care, staff should adhere to the following guidance:

- To minimize the possibility of dispersing virus through the air, do not shake dirty laundry. When transferring items from the laundry bin to the washer, shake items as little as possible to minimize virus dispersion.
- Launder items using the warmest appropriate water setting for the items and dry items completely.
- Clean and disinfect hampers or other carts for transporting laundry according to the guidance above for other hard or soft surfaces.
- Gloves should be worn when handling dirty laundry and hands must be thoroughly washed after touching contaminated items.
- While handling laundry, keep your hands away from your face throughout the entire process.
- It is okay to combine the laundry of multiple classrooms. Dirty laundry that has been in contact with an ill person can be washed with other people's items as well. The Center for Disease Control and Prevention states that as long as you take measures to safely handle contaminated items, there is no need to do a separate load for those linens and clothes.
- Always set the washing machine using the sanitize option.

## **Electronics/Other Teacher Supplies**

For electronics such as tablets, touch screens, keyboards, phones, and remote controls, remove visible contamination. Follow the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider using alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid the pooling of liquids.

## **Section 6 – Distance Learning Plan**

### **Plan to Provide Quality Services**

Our primary focus is staying connected with the children and families. We will continue to provide distance-learning services for families when classrooms or the program closes due to FDPH recommendation.

The LFC CDC priorities include:

1. Maintaining consistent and open communication with children and families.
2. Providing virtual learning opportunities for children.

### 3. Connecting families to community resources.

Additionally, the LFC CDC has adopted a Teach, Learn, and Connect model (TLC). Our Child Development Center staff will be using this model during the distance-learning period.

- ✓ **Teach:** Provide children with learning opportunities to the greatest extent possible, a minimum of once a week.
- ✓ **Learn:** Expand your learning on available distance learning resources and future your knowledge on Early Childhood best practices.
- ✓ **Connect:** Connect with Children: Establish communication with children.

Connect with Colleagues: Establish communication with colleagues. Master Teachers and Teacher Assistants will continue reaching out to the children and families participating in distance learning services at minimum one a week through various methods of communication when the center is closed due to a COVID-19 outbreak such as:

1. Phone calls, Text, emails
2. Virtual meetings (whole class or one on one) via ZOOM, Microsoft Teams, or other virtual face-to-face platforms.
3. Sending messages or videos to parents/children via Learning Genie.
4. Sending activities to families via Learning Genie regularly.
5. Sending a Monthly Home Activity Plan to support children across all developmental domains including songs/chants, a nutritious recipe, and a parent resource.

Our goal is to stay connected with children and families to ensure that learning continues at home and families have support available in accessing essential resources and services during this distinctive time.

### **Meeting the Needs of Families**

The LFC CDC staff will continue contacting families a minimum of once a week. Staff are documenting outreach efforts by completing a communication log regularly. The communication log will be shared with the Site Supervisor as requested, who will support teachers in reaching families.

Additionally, the LFC CDC staff will continue surveying families regarding any referrals or resources that may be needed for families including but not limited to referrals/resources for support with any of the following categories:

- a. Child's learning, development, school readiness
- b. Basic family needs - food, water, counseling, electricity, etc.
- c. Medical/Dental
- d. Nutrition
- e. Other

If a parent requests a referral for services, the Site Supervisor/Master Teacher will work together to connect the parent with the requested resource(s). Teachers will work closely with families to ensure essential needs are being met with the support of the Site Supervisor.

### **Supporting Families with Educational Activities during a COVID-19 Program Closure**

The LFC CDC teachers may:

- a. Create monthly developmentally appropriate home activity calendars for families that includes a daily activity to do with their children at home.
- b. Send out other activities daily via Learning Genie that families can do at home with their child/ren.
- c. Create individualized learning plans following every child assessment and share the plans with parents/guardian to continue supporting children at home in areas identified on the DRDP in need of further support. The family interest/input section and the Child Interest Parent Section must be complete with the parent/guardian to ensure planning is a collaborative process and parent input is added.

### **Section 7 – Social Emotional Support for Children**

The LFC CDC teachers will continue supporting the social emotional needs of children due to COVID-19 pandemic by:

- 1. Understanding that reactions to the pandemic may vary by child.** Children's responses to stressful events are unique and varied. Some children may be irritable or clingy, and some may regress, demand extra attention, or have difficulty with self-care, sleeping, and eating. New and challenging behaviors are natural responses, and adults can help by showing empathy and patience and by calmly setting limits when needed. Focus first on secure relationships and emotional safety and prioritize social and emotional competence alongside academics is fundamental to quality education.
- 2. Ensuring the presence of a sensitive and responsive caregiver.** The primary factor in recovery from a traumatic event is the presence of a supportive, caring adult in a child's life. Children can benefit greatly from care provided by sensitive and responsive teachers who can offer consistent, care that helps protect them from a pandemic's harmful effects.
- 3. Providing age-appropriate information.** Children tend to rely on their imaginations when they lack adequate information. Adults' decisions to withhold information are usually more stressful for children than telling the truth in age-appropriate ways. Adults should instead make themselves available for children to ask questions and talk about their concerns. For example, provide opportunities for kids to access books and other activities on COVID-19 that present information in child-friendly ways.
- 4. Create a Socially and Emotionally Safe Environment** by utilizing strategies from the Teaching Pyramid and practicing the 3 Rs described below:
  - a. Reassurance** - Teachers and other adults should reassure children about their safety and the safety of loved ones and tell them that it is adults' job to ensure their safety.
  - b. Routines** - Teachers and other adults should maintain routines to provide children with a sense of safety and predictability by ensuring classroom

staffing and daily classroom schedules for learning, play, and meals are consistent. Teacher should utilize Teaching Pyramid tools as needed to support children with their social emotional needs (i.e., feeling chart, social stories, visual schedules, etc.).

- c. Regulation** - Teachers and adults should support children's development of regulation. When children are stressed, their bodies respond by activating their stress response systems. To help children manage these reactions, it is important to both validate their feelings (e.g., "I know that this might feel scary or overwhelming") and encourage them to engage in activities that help them self-regulate (e.g., exercise, deep breathing, mindfulness or meditation activities, regular routines for sleeping and eating). In addition, it is essential to both children's emotional and physical well-being to ensure that families can meet their basic needs (e.g., food, shelter, and clothing).

### **Practice Self Care**

LFC CDC staff should create opportunities to take care of themselves. The well-being of children depends on the well-being of their parents, teachers, and other adults. Teachers must take care of themselves, so they have the internal resources to care for others. To this end, teachers can engage in self-care by staying connected to social supports, getting enough rest, and taking time for restorative activities (e.g., exercise, meditation, reading, outdoor activities). We need to pay close attention to our own social-emotional needs to be the community of adults who best serve our young learners. If you find yourself overwhelmed by negative thoughts, find ways to reframe your thinking.

- Focus on the Positive
- Encourage Creativity

### **Section 8 – Social Emotional Support for Teachers & Parents/Guardians**

Recommendations to support self and others during the COVID 19 pandemic:

#### **Foster Supportive Adult Relationships**

All adults need opportunities to process emotions, share challenges, and offer support to one another. Your colleagues are also adjusting to new and difficult ways of working and taking care of our youngest learners. Adults can benefit from feeling connected with their co-workers. A safe space should be provided in the LFC CDC so that teachers can build on personal connections and mutual support from other staff who need to decompress during their breaks, upon arrival daily, or prior to departure at the end of each day. The Health Champion should also be available as needed to support the individual and group needs of the team.

#### **Build Connections by Prioritizing Relationships**

Connecting with empathetic and understanding people can remind you that you're not alone in the midst of difficulties. Focus on finding trustworthy and compassionate individuals who validate your feelings, which will support the skill of resilience.

Accept help and support from those who care about you. Whether you go on a weekly date night with your spouse or plan a lunch out with a friend, try to prioritize genuinely connecting with people who care about you.

### **Practice Mindfulness**

Mindful journaling, yoga, and other relaxation practices or meditation can also help people build connections and restore hope, which can help deal with situations that require resilience. When people journal, meditate, or ruminate on positive aspects of life and recall the things to be grateful for, even during personal trials.

### **Look for opportunities for self-discovery.**

People often find that they have grown in some respect because of a struggle. For example, after a tragedy or hardship, people have reported better relationships and a greater sense of strength, even while feeling vulnerable. That can increase their sense of

self-worth and heighten their appreciation for life.

## **Section 9 – Supporting Parents During Covid-19 Pandemic**

The LFC CDC staff will ensure parents are well informed of CDC practices during the COVID 19 pandemic through:

### **Open Communication**

- Sharing updated program policies and procedures with enrolled families 1-2 weeks prior to the CDC reopening to serve children. Send parents a survey for feedback on program policy changes.
- Maintaining open communication with parents regarding changes to program policies -temporary and permanent.
- Posting COVID 19 program guidelines in a designated location of the CDC that is visible for parents/guardians and other visitors.

### **Cultural Sensitivity**

Maintaining culturally and linguistically sensitive and supportive relationships with parents to process emotions, share challenges, offer support, and collaboration of program changes during the COVID 19 pandemic. Remember that parents are also adjusting to new policies and procedures established by the LFC CDC due to the COVID 19 pandemic. All LFC CDC information will be translated in the parents/guardian's home language as needed.

### **Parent Resources**

Provide parent with resources for various types of support such including but not limited to the following:

- The **Disaster Distress Helpline**, [1-800-985-5990](tel:1-800-985-5990), is a 24/7, 365-day-a-year, national hotline provides immediate crisis counseling for people who are experiencing emotional distress related to any natural or human-caused disaster. This toll-free, multilingual, and confidential crisis support service is available to all residents in the United States and its territories. Stress,

anxiety, and other depression-like symptoms are common reactions after a disaster. Call **1-800-985- 5990** or text **TalkWithUs to 66746** to connect with a trained crisis counselor.

- **Help Me Grow Fresno County** (Phone: 1-866-KIDS-HMG), can support you if you have questions about your child's development, behavior, learning or health.
- Fresno County's "**Information and Referral Helpline**" (Phone: 211) can provide you with community resources to assist your family, such as utility assistance and supplemental food and nutrition programs.
- **All 4 Youth** is a partnership program between The Fresno County Department of Behavioral Health and Fresno County Superintendent of Schools for children and youth ages 0-22 years old experiencing difficulties that affect them at school and at home. All 4 Youth is designed to enable youth and their families to access behavioral health services at school, in the community or in the home. The goal of All 4 Youth is to remove barriers and increase access to a positive healthy environment in which to live and learn. Call (559) 443 – 4800 for more information.

### **Section 10 – Online Resources for Families / Educators**

This is a list of free resources to support families during the COVID-19 (COVID-19) pandemic. Information for educational professionals who work with families is also included. Resources are grouped by topic:

- About COVID-19 (COVID-19)
- Managing Stress and Anxiety
- Advice for Parents
- Talking to Children
- Daily and Weekly Tips for Families
- Enrichment and Home Learning Activities
- Collections Of Resources From National Organizations
- Tips And Tools For Educators

#### **About COVID-19 (COVID-19)**

##### [COVID-19 Information and Resources](#)

Graphic poster with basic information and resources. Source: CT Commission on Women, Children, Seniors, Equity and Opportunity

##### [COVID-19: Multilingual Resources for Schools](#)

Multilingual fact sheets and infographics about COVID-19. Source: Colorín

Colorado

[Just for Kids: A Comic Exploring the New COVID-19](#) Source: Malaka Gharib/NPR

#### **Managing Stress and Anxiety**

### [Talk It Out](#)

When it builds up, talk it out. For parents and caregivers who need someone to listen, to understand and to talk your feelings out. Trained counselors answer the Talk it Out Line at 1-833-258-5011. Source: Talk It Out Connecticut

### [Stress and Coping](#)

Information for parents to reduce stress in themselves and their children. Source: Center for Disease Control and Prevention

### [Coping with Stress During 2019-nCoV Outbreak](#)

Graphic poster with tips for adults. Source: World Health Organization

### [Helping Children Cope with Stress During 2019-nCoV Outbreak](#)

Graphic poster with tips for supporting children. Source: World Health Organization

[Helping Children Cope With Changes Resulting From COVID-19](#) Source: National Association of School Psychologists

### [Helping Children Cope with Emergencies](#)

Age-based tips and resources for helping children. Source: Center for Disease Control and Prevention

## **Advice for Parents**

### [Parents - Being "Good Enough" Right Now is OK](#)

Tips and resources for parents to take care of themselves and their families during an uncertain time. Source: Anxiety and Depression Association of America

### [Self-Care in the Time of COVID-19](#)

For parents, prioritizing your own well-being benefits your whole family. Source: Child Mind Institute

Also in Spanish: [El autocuidado en los tiempos del COVID-19](#) Dar prioridad a su propio bienestar beneficia a toda su familia.

### [Tips For Homeschooling During COVID-19](#)

Tips to keep kids engaged (print and audio). Source: NPR

[Selecting The Best Resources For Your Child](#) Source: Families in Schools  
Also in Spanish: [Seleccionando los mejores recursos para su hijo](#)

### [7 Guiding Principles for Parents Teaching from Home](#)

Understanding the "why" behind teaching practices can help parents create meaningful and effective at-home learning opportunities during the pandemic. Source: Edutopia

[A Parent's Guide to Surviving COVID-19: 8 Strategies to Keep Children Healthy and Happy](#) Simple strategies can help parents with children under 10 to manage both learning and work during the COVID-19 outbreak. Source: Brookings



[From a Teacher: You Don't Have to Strive for Perfection When Homeschooling Your Kids](#) What teachers wish parents knew about home learning during COVID-19 related school closures. Source: Today

### **Daily and Weekly Tips for Families**

[Daily Digest: COVID-19 Home Learning Resources](#)

Daily suggestions for easy-to-use activities and resources to support learning at home. Source: South Dakota State Family Engagement Center.

[Get Daily Advice about COVID-19](#)

Sign up to receive daily tips in your inbox about how to support kids during the COVID-19 crisis. Clinicians share advice about structuring the day when kids are stuck at home, managing behavior, balancing work and child care, practicing mindfulness, and much more. Source: Child Mind Institute

[PBS Kids Daily](#)

Daily newsletter with activities and tips you can use to help kids play and learn at home. Source: PBS Kids

["One Great Thing" Each Day for Learning at Home](#)

Every day, Ednavigator shares a great tip, book, activity and e-learning resource to support family learning. Source: EdNavigator

[COVID-19 Tips for Stay-at-Home](#)

Provides tips and resources for successful distance learning, including links to activities to bring the family together. Parents can sign up for daily tips. Source: Prepared Parents

[Weekly Grade-Based Newsletters](#)

Weekly newsletters for home learning with grade-level information. Source: Great Schools

[30 Days of Good Things for Young Children](#)

Activities that support learning and development in academic, physical and social emotional growth. Source: Good Things for Young Children

Also in Spanish: [30 días de actividades maravillosas para niños](#)

### **Enrichment and Home Learning Activities**

[Keep Learning: Resources to Support Families and Student Success](#)

List of curated learning resources by grade level and subject. Source: Families in Schools

Also in Spanish: [Sigam Aprendiendo: Recursos para apoyar a familias y el éxito de los estudiantes](#)

[Make Learning Fun and Easy \(STEM Home Activity Guide\)](#) Source: National Inventors Hall of Fame

### [Parent Toolkit - A One-stop Shop Resource for Parents](#)

Includes information on every aspect of a child's development, pre-k through high school, inside and outside the classroom. Source: Parent Toolkit

### [Scholastic Learn at Home](#)

Day-by-day projects to keep kids learning and thinking; for grades preK to 9. Source: Scholastic

### [CreatED At-Home Learning: Creative Resources for Families and Teachers](#)

Creativity-infused activities for exploring new skills in art, math, reading and science with children, all while making family time a learning adventure; grades preK to 8. Source: Crayola

### [PBS Kids 24/7 Channel](#)

Programs for kids ages 2-8. Available online and also on CT Public Television in Connecticut (check local listings). Source: PBS

### [Learning Hero Roadmap](#)

Tips to keep kids on track when school is closed with links to videos and grade-level activities that support learning at home. Source: Learning Heros

### [Home Reading Helper](#)

For pre-k through 3rd grade. Fun activities for families to elevate children's reading at home. Activities by grade level and specific reading skills. Source: Read Charlotte

### [Enriching Activities for Children To Do While Parents Are Working](#)

A database of activities created by parents for ages 0-18. Parents can search the activity list by age, level of parental involvement, indoors or outdoors, and whether or not it requires screens. Source: Enrichment Activities

### [Free Online Events and Activities for Kids at Home](#)

Authors, artists, musicians, and creators of educational tools are offering free lessons, tours, story times and concerts. This site is updated regularly as new events are announced.

Source: Common Sense Media.