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## COVID-19

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COASTAL COMMUNITY PRESCHOOL | 900 High Street, Santa Cruz, CA 95060

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## Introduction

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another.
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Knowing these facts, CCP has implemented many new safety measures for families, children and teachers to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

CCP may revise this document as conditions change in the community. CCP will notify the teachers, staff, and parents when changes to the policy occur.

## Social Distancing Strategies

CCP staff and families will use ongoing guidance from local health officials to determine a set of strategies appropriate for CCP. We will use preparedness strategies and consider the following social distancing strategies that may be implemented during Covid-19.

- Classrooms will include the same group each day, and the same teachers will remain with the same group each day for the duration of our summer and/or regular program.
- Cancel or postpone special events such as festivals, holiday events, and other preschool social gatherings.
- Consider whether to alter or halt daily group activities that may promote transmission.
  - Keep each group of children in a separate classroom.
  - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
- Staggering arrival and drop off times and have CCP staff come outside the facility to pick up the children as they arrive. The plan for curbside drop off and pick up will limit direct contact between parents and staff members and adhere to social distancing recommendations with ground demarcations indicating appropriate social distances.

## Guidelines for onset of illness at Coastal Community Preschool

### Child

- If a child becomes sick during the day. The first teacher will remove the child to a designated area and keep the child comfortable until the family can arrive.
- The second teacher will immediately call the child's family and request an immediate pick up.

### Child-Zero symptoms

- If a child has a persistent cough/runny nose, they must go home. They may return to school 2-5 days with a note from the doctor and a negative COVID-19 test result.
- CCP must treat every symptom as listed above as a possible risk for COVID-19.
- If a child has allergies, they may return to preschool with a note from their physician stating their allergy. They must not have a continuous runny nose.
- Refer to your parent handbook for guidance regarding other illnesses.

## Employee

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will be immediately separated from other employees and children and sent home. If an employee is confirmed to have COVID-19 infection, the CCP board of directors will be informed within two hours of receiving notice of confirmed COVID-19 infection and the full CCP community (staff and parents) will be notified by email and OneCallNow the same day.

## Guidelines for onset of illness while at home

### Child

- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. Follow our current Illness Policy to understand the return to school policy. If symptoms are consistent with Covid-19, please phone your child's pediatrician and ask for guidance. Please immediately phone us and share that guidance so that CCP will know how to proceed with our next steps of notification of school community and/or County public health authorities, appropriate group/classroom closure, and disinfection.

### Employee

- Stay home: Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Stay in touch with your doctor.
- Stay away from others: As much as possible, you stay away from others. You should stay in a specific "sick room" if possible, and away from other people and pets in your home. Use a separate bathroom, if available.
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face

## Children/Staff who have symptoms or have had close contact with a person known to have been diagnosed with COVID-19 or exhibiting symptoms

- Children or employees who have symptoms or have had close contact with a person known to have been diagnosed with COVID-19 must stay home until they have a negative COVID-19 test result and may return with a note from their doctor confirming the negative test result and indicating they are no longer contagious.

Per the [California Department of Public Health](#) and the CDU, a close contact is someone who was within 6 feet of a person with COVID-19 for at least 15 minutes without wearing a mask. This usually includes household members, intimate contacts, and caregivers, but can include others.

## If a CCP Child, Employee, or Member of a Child or Employee's household has a case of Covid-19

- CCP will report the confirmed case to Santa Cruz County Department of Public Health and follow their specific

guidelines.

- CCP will report the confirmed case to the state Department of Public Health.
- CCP will determine the date of symptom onset for the child/staff member.
- CCP will determine if the child/staff member attended/worked at the program while symptomatic or during the 14 days before symptoms began.
- CCP will identify what days the child/staff member attended/worked during that time.
- CCP will determine who had close contact with the child/staff member at the program during those days.
- CCP Program Director and Administrative Director will notify the CCP school community (including staff) by email and OneCallNow notification by the end of the same day that the school is notified.
- The “Group” of Classroom to which the student or employee was assigned close until the following conditions are met:
  - a. A confirmation from a licensed healthcare provider that the affected community member’s initial positive test was incorrect and that person has not been diagnosed COVID-19, or a doctor’s note confirming the affected individual is not contagious and safe to return to the community is presented to the Administrative Director; or
  - b. In the absence of either of the above, a 14 day period expires following the last day the affected individual(s) were on the CCP premises. Note that after this 14 day period and Group classroom reopens, the affected individual(s) may not themselves return without presenting a doctor’s note to the administrative director confirming the affected individual(s) are not contagious and safe to return to the community.
- CCP will discourage staff, students and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend’s house, a favorite restaurant, or the local shopping mall.
- CCP will close off areas used by the individuals with COVID-19.
- Open outside doors and windows to increase air circulation in the area.
  - If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait as long as possible.
  - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
  - Continue routine cleaning and disinfection.
  - When cleaning:
    - Wear disposable gloves for all tasks in the cleaning process, including handling trash.
    - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
    - Wash hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a sick person.

## Health Screening Of Children/Staff

All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100.1 degrees per CCP school policy.

### Children and Parents

- Perform hand hygiene.
- Staff will wear a mask and gloves while checking the child's temperature.
- Check each child’s temperature upon arrival. Currently a fever is considered 100.1 degrees per CCP policy.

- A no-contact Thermometer will be used.
- Staff should wash their hands and anywhere touched by a child's secretions.
- Show the temperature to the parent, and have the parent write in the correct column the child's temperature.
- Children should have multiple changes of clean clothes on hand in a bag put in their cubby at the preschool.
- Parents to complete daily healthcare check-in.

## Staff member

- Staff should expect to have a healthcare check-in daily.
- Staff must take their own temperature using a CCP no-contact thermometer.
- Staff must answer the questions on Student/Staff Questionnaire and have the director or designee witness temperature reading.
- Staff must return CCP no-contact thermometer to the staff assigned area.

## During the day- prevention of Covid-19

### Arrival of children

- Stagger arrival/drop off times and childcare providers pickup children outside the facility as they arrive.
- Curbside drop off/pick up will limit direct contact between parents and staff members adhering to social distancing recommendations.
- The same parent or designated person should drop off and pick up the child every day.
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, due to increased risk for severe illness from COVID-19.
- Each family will sign-in their child on their classrooms clipboard located outside.  
There will be jars for clean and dirty pens. Pens will be cleaned before each family uses them.
- Parents should use the hand hygiene station set up at facility entrance.
- Upon arrival, each child should be wearing a mask (see mask policy pg. 7)
- Upon arrival, children will go straight to the classroom/bathroom to wash hands, assisted by staff.
- Staff will check each child's temperature upon arrival.
- Families must complete a daily healthcare check.
- If a child or parent has any of the identified symptoms set by CDC guidance, the child will not be permitted to attend.
- Families will hand child's lunch to designated group staff members, who will disinfect and wipe down the lunch and place it in designated group lunch storage areas.
- Staff will ensure that each family has completed the sign-in/check-in sheet.
- Children will leave shoes outside of the classroom door.

### Arrival of Staff

- Bring in to the preschool as little as you possibly will need for the day.
- Staff must wear a mask all day excluding meal times and/or break time.
- Have temperature taken in presence of a director or designee witness.
- Wipe your lunch bag down and place in the refrigerator or other designated space.
- Put their other items away.
- Clock in.
- Wash hands and put on your mask.

- Leave shoes outside the classroom door –staff may choose to change into inside-only shoes.

## CCP Child Face Mask Policy

Our local and state public health departments strongly encourage children aged 2 and up to wear face masks in public places if they are unable to socially distance themselves from other children or adults outside of their immediate family members.

Moving in line with best practices for the health and safety of our community, we are requiring children (aged 3 and up) and adults to wear masks when on preschool property. Masks will be required of children (aged 3 and up) while inside of the preschool. While outside in the play yard or on the covered deck, face masks will be optional for children. We will also encourage children to advocate for when they need a break from wearing their masks so they do not rely on teachers prompting them.

While we will strongly encourage children to wear their masks and socially distance themselves from each other, we will not *force* any child to wear one if it is proving harmful to their mental and emotional well-being. We will provide flexible and safe play alternatives for children should mask-wearing prove to hinder or negatively impact their engagement with peers, staff, and/or the environment.

## Departure of children

- CCP will practice staggered pick up similar to drop off practices.
  - Upon arrival into the parking area, the family will notify the preschool of their arrival by phone.
  - The staff member will gather the child's things.
  - The staff member will have the child wash his/her hands.
  - Staff members will take child's belongings, and clipboard to the family who will complete the pickup time in the parking lot or drop off area.

## Departure of Staff

Once all children have departed and preschool classroom is cleaned:

- Wash hands.
- Take all belongings home.
- Take masks home to be washed prior to reuse.
- Wash all clothing before re-wearing to preschool.

## Various times of the day

- All children's blankets, extra clothes are to stay at the preschool until the end of the attending week to reduce the transmission of Covid-19 from home to school.
- Classroom size is no more than 12 children.
- At nap time, ensure that children are spaced out as much as possible, ideally 6 feet apart. Practice head to toe in order to further reduce the potential for viral spread.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures. Teachers wipe down and clean toys throughout the day.
- The break room will have a cleaner bottle for staff to use before and after use of the table if the employee eats lunch.



- No touch trash cans are installed in all in-use classrooms.
- Use of cloth face covering for each staff person at all times while in the workplace is mandatory.

## Midday and throughout the day cleaning

- Clean with soap and water, then sanitize with Pro-San keeping the surface wet for a period one minute.
- Use disinfectant Hydrogen Peroxide after snack time, after lunch and at the end of the day.  
Disinfectant Hydrogen Peroxide should stay on surfaces for 10 minutes.
- Follow the instructions on the label to ensure safe and effective use of the products.
- Precautions such as wearing gloves during use of the products are optional.

## Soft surface cleaning

For soft surfaces such as carpeted floor, rugs, and drapes:

Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.

Launder items (if possible) according to the manufacturer's instructions.

Use the warmest appropriate water setting and dry items completely or

Disinfect with Hydrogen Peroxide solution.

## Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls:

Consider putting a wipeable cover on electronics.

Follow manufacturer's instruction for cleaning and disinfecting.

If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

## Laundry

For clothing, towels, linens and other items:

Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

Wear disposable gloves when handling dirty laundry from a person who is sick.

**Remove gloves, and wash hands right away.**

Children's nap items & preschool nap sheet will go home, in a large zip lock bag supplied by the school, at the end of the week and must be laundered by the family and returned the next return to school day.

## Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves.  
Clean with water and soap, rinse, sanitize, rinse again, and air-dry.
- Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Classrooms will not share toys with other classroom groups. Each classroom will have designated bins of toys for outside play as well as designated water tubs for play. Classroom teachers are responsible for cleaning and disinfecting toys each day and throughout the day.
- Set aside toys that need to be cleaned in clearly marked designated bins.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission but may be wiped down if deemed appropriate.
- **No toys are to be brought from home unless it is ONE stuffed animal for naptime use only.**

## When holding a Child

It is important to comfort crying, sad, and/or anxious children, and they often need to be held. To the extent possible, when holding and comforting our CCP children:

- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo (optional).
- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag.
- Children and staff should have multiple changes of clothes on hand in the preschool.

## Group Size

Group size during the Covid-19 Pandemic is to limit no more than 12 children in one classroom.

## Hand washing

All children, staff should engage in hand hygiene at the following times:

Arrival to the facility and after breaks

Before and after preparing food or drinks

Before and after eating or handling food

Before and after administering ointment and sunscreen

After diapering

After using the toilet or helping a child use the bathroom

After coming in contact with bodily fluid

After playing outdoors or in sand

After handling garbage

After blowing one's nose, coughing, or sneezing

After using the restroom

Before coming in contact with any child

After touching or cleaning surfaces that may be contaminated

After using shared equipment like toys, computer keyboards, mouse, scissors, pens. etc

All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds

- Turn water on and wet hands, remove from water
- Add soap to hands and create friction to make bubbles
- Scrub for 20 seconds, sing Happy Birthday or ABC's
- Rinse hands under running water
- Dry hands with single use paper towels
- Turn off faucet with paper towels

## Alcohol based sanitizers

Use of an alcohol based hand sanitizer should be practiced when soap and water method is not available. If a child needs to use alcohol based sanitizer, an adult/staff member must be physically present to observe and guide the child in proper use.

## Respiratory Hygiene

- All staff must cough and sneeze with tissues or the corner of their elbow.
- Encourage children to cover coughs and sneezes with tissues or the corner of their elbow.
- Dispose of soiled tissues immediately after use.

## Eliminating transmission points

- Reduce common touch points by keeping internal doors open where possible.
- Frequent cleaning of all touch points.
- Secure all secondary doors and access points to minimize incidental contact.
- Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Staff should not share phones, or other work tools and equipment, when possible.  
If shared, clean and disinfect equipment before and after use.
- If a sick employee or child is confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

## Preschool Family/Staff Communication Plan

- Communication is important for all preschool staff and families.
- Regular communication will continue through email by the director as well as face to face from teachers.
- Urgent communication will continue using the OneCallNow system

## Determine how CCP will operate if absenteeism spikes amongst staff

While CCP ensures that the same staff person(s) remain with the same children over the course of the Summer Program and/or regular school year, it is possible that absenteeism may increase amongst employees (those who are sick or who stay home to care for sick family members, etc.)

- CCP will monitor and respond to absenteeism to provide consistency for families and children.
- CCP will work to provide substitute teachers designated to each classroom.
- CCP will cross-train staff to perform essential functions so the workplace can operate even if some key employees are absent.

## Travel

We are currently following the State of California's guidance regarding travel outside of the State of California. There are some extra requirements for certain states. Please familiarize yourself with these requirements before traveling. Your choices can affect our staff and the health of our CCP children.

Please notify your teacher or the directors if you plan to travel.

## Clarification on Tuition for 2020-2021 School Year

There have been many questions regarding payment of tuition if CCP has to close due to Covid-19 exposure or shelter-in-place orders.

- If CCP has to close mid-month due to a mandated shelter-in-place order, tuition for that month is required and will not be refunded. If CCP cannot re-open the following month(s), in lieu of tuition, CCP will ask for donations to help cover operating expenses.
- If CCP reopens in the middle of the month after a closure, a prorated tuition amount will be determined for that month's payment installment.
- If CCP has to close a classroom group due to possible Covid-19 exposure, tuition is still required and will not be pro-rated or refunded. CCP will re-open the classroom as soon as it is safe to do so.

Please be reminded that CCP is a non-profit preschool. We operate on a very fine line and lost expected revenue has a great impact on our ability to operate and our staff. Donations to our preschool are tax deductible.

## Acceptance of new procedures for children/families/staff

(revised August 17, 2020)

### Coastal Community Preschool

Any family or staff attending or working at Coastal Community Preschool must read, sign, and agree to follow the above set policy and procedures.

I have read and fully understand Coastal Community Preschool policy and procedures for Covid-19. I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to keep myself and family following Social Distancing rules set by the Governor and Santa Cruz County at any given time.

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Family/Staff Signature

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Child's name

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Date

**\*\*\*\*\*Return this portion to CCP on first day of arrival on the preschool campus\*\*\*\*\***