

# *Canyon Rim Children's Center, Inc.*

*"Dedicated to the individuality of children."*

## **Covid-19 Safety Plan**

**July 2021**

- Train all staff on safe daily operating procedures, preventative actions, Covid-19 symptoms, transmission, and sick leave policies.
- Include Covid-19 symptom information, testing, vaccine, and travel information in weekly email announcements to staff and families. Continue to update with any relevant developing information.
- Provide and make available a reference folder with written, up to date Covid-19 information for staff.
- Prepare classrooms, materials, and operations for restricted use as outlined below.
- Recommend 2 week modified self-quarantine for families before starting school.
- Orient families to CRCC - Provide information on plan for drop off/Pick up procedures, face coverings, health check, Covid safety plan, travel guidance, sick policy/decision tree, etc.
- Have staff video chat with children to assist in acclimating children/families into the program.
- Inquiry visits of potential, new families offered electronically with opportunity for Q&A. If possible, intake paperwork submitted electronically. Practicing strict social distancing and current safety protocols tour 1 family at a time, by appointment only. Inquiring families will be toured by the Assistant Director, temperatures taken upon arrival, masks must be worn, families will not be allowed inside the classrooms but will be able to view classrooms in session, through windows.

*Detailed plans in each major area below (1. Personnel/staffing, 2. Building/facility, 3. Operations, 4. Cleaning/sanitation, 5. Containment/exposure plan) are in progress and subject to ongoing revision as guidelines emerge.*

### **1. Personnel/Staff Structure**

- All staff members are fully vaccinated. Any future staff members, interns or substitutes will be required to show proof of being fully vaccinated.
- Limit volunteers, interns, observers. All must provide proof of full vaccination status.
- 2-3 teachers per stable group, plus 2-3 support staff members not assigned to a classroom, will cover incidental changes to health order (as group size can be increased), safety protocols, and emergency absence coverage.
- Daily, 1 of the 2 teachers assigned to each stable group will carry out non-teaching duties including but not limited to, cleaning & sanitation, escorting children to and from parent's car & parent communication.
- Assistant Director and 1 additional administrative staff member will oversee management of sign in process, scheduling parent arrivals for drop off and pick up, if needed. Managing communication and notification about arrival, in addition to ongoing regular center administrative work.
- Staff and families/children (including anyone in the same household unit) planning to travel, must follow CDC guidance for vaccinated or unvaccinated individuals.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

# *Canyon Rim Children's Center, Inc.*

*"Dedicated to the individuality of children."*

## **2. Building/Facility**

- Increase ventilation opening doors and windows. Keep doors and windows open while running A/C, if needed.
- Increase outdoor time as much as possible.
- Signs reminding parents about “no entry” and face covering policy, will be posted at front gate.
- Sign-in supply station will include– hand sanitizer, disinfecting wipes, clipboards, thermometer, gloves, masks.
- Admin Office – max 2 people in office at any time. Limit personal belongings.
- Provide individual covered bins or sealable bags for personal belongings (children & staff). Personal belongings not in a covered bin, do not enter classroom spaces.
- Adult bathroom – typically located in church will not be accessible. Staff will use children’s bathroom, dead bolting door while in use. Cleaning supplies provided for sanitation between each use.
- Child bathrooms – Handwashing station available. Cleaning supplies provided for sanitation between uses.
- Outdoor areas – hand sanitizer available at both ends of all yards. Groups schedule use of yard at different times. Tricycles and equipment wiped down between groups.
- Outdoor sinks (upper & lower) - handwashing station available. Cleaning supplies provided for sanitation between uses.
- Provide individual wired baskets attached to fence outdoors or on shelving in classrooms, to store/separate each child’s water bottle or personal items – baskets to be disinfected regularly.
- Classrooms – rooms set up and arranged to encourage physical distancing as much as possible. Limit chairs at each table. Cleaning supplies provided for sanitation between uses.
- If needed, furniture, tape, and shelving will be used to promote individual play and ensure adequate visual supervision.

## **3. Operations**

- 7:30 – 8:00 AM & 5:00-5:30 will be used by one staff member assigned for opening and closing the center along with any additional sanitation of facility.
- Limit operating hours for children’s attendance - 8:00 AM to 5:00 PM Monday through Friday to ensure:
  - Adequate staffing at all times of operation
  - Daily opening preparation and closure of facility
  - Separation of each cohort
- Enroll only Monday through Friday, 5 day a week schedules, to maintain stable groups, until such guidance is lifted.
- If needed, Parent arrivals may be scheduled for 30-minute windows to minimize crowding at drop off/pick up times.

# *Canyon Rim Children's Center, Inc.*

*"Dedicated to the individuality of children."*

- Detailed protocols are reviewed and signed by parents & staff prior to enrollment or re-enrollment.
- Staff members health screened & surveyed daily.
- Staff practice arrival protocol when leaving/reentering the classroom for any reason. Staff rescreened and surveyed upon return from breaks of any length.
- Parent dropping off child is to wait & stay with child outside of car. A designated staff member will approach for interview/wellness check before admitting each child.
- A designated teacher (masked), from each group, greets parent & child at car, in parking lot and performs wellness survey, temperature check and visual check for signs of illness. Once child meets all safety protocols, parent signs the child in, initials a wellness acknowledgement using their own pen and teacher escorts the child into the facility.
- Child should wear a mask upon arrival. Child will be gently encouraged to wear a mask during indoor time (naptime & mealtimes are the exception). If/when mask is removed it is secured in individual labeled zip lock bag or compartment. Child's personal belongings (nap items, change of clothes, diapers, wipes) secured in individual labeled covered plastic container or sealed bag (sanitized daily or as needed).
- Teacher (masked) escorts child to restroom to supervise & assist with hand washing & then to the classroom or playground.
- Wellness checks are performed on each child throughout the day. Temperature may be taken & documented, including at arrival, before and after nap & before child leaves the facility.
- Outdoor play- Groups schedule use of play yards at different times or at the same time when a barrier is present between play yards.
- Face covering may be removed outdoors for fully vaccinated staff and children. All individuals will wear face coverings indoors, regardless of vaccination status (with exception of nap and mealtimes).
- During naptime, children will be placed head-to-toe with as much space between cots as possible.
- Indoor play – items that cannot be sanitized are removed. Limit sharing of materials to the extent possible. Create individual supply of art & writing supplies.
- Child bathrooms - Teacher accompanies child to assist with toileting or diapering and to supervise thorough handwashing. Staff on cleaning duty (see personnel) sanitizes all surfaces touched by child and caregiver including toilet seat, flush handle, sink faucet, soap dispenser, paper towel dispenser, light switch, door handles, etc.
- Parent picking up child is to call ahead upon arrival, wait & stay by the car, until designated teacher (masked) brings the child & belongings to the appropriate car.
- Parent signs the child out using their own pen and assists the child into the car.
- Teachers will carry cell phones/walkie talkies for communication with other staff members or admin, to allow for communication, but limit exposure outside of their group.

# *Canyon Rim Children's Center, Inc.*

*"Dedicated to the individuality of children."*

## **4. Cleaning and Sanitation**

- All staff members will complete online training from the Department of Pesticide Regulation.
- Outdoor areas: Tricycles & equipment wiped down between groups. Staff on cleaning duty to wipe down all surfaces including, tables, chairs, swings, ladders, slides & climbing equipment, and all surfaces that can be reasonably sanitized before the next group's scheduled play time.
- Classrooms - Staff on cleaning duty wipe down surfaces and tables at regular intervals and whenever observed to be touched or soiled. Toys that come into contact with bodily fluids removed to a covered wash bin for sanitation and air drying before made available.
- Bathrooms, classrooms, kitchen, and offices thoroughly cleaned at regular intervals throughout the day, full sanitation of all restrooms after each use and after closing nightly.
- Follow [CDC guidance for cleaning and sanitation of Child Care Centers](https://nrckids.org/CFOC/Database/3.3)  
<https://nrckids.org/CFOC/Database/3.3>

## **5. Containment / Exposure Plan**

- Any child or staff member showing signs or symptoms of a contagious disease or illness must be excluded or isolated.
- A child who begins to display any Covid-19 symptoms, while in care, will be isolated from their cohort, supervised carefully outdoors (weather permitting) and parents notified. Child will need to be picked up from the center within 30 minutes of contacting parent, as referenced in the CRCC Parent Handbook.
- Covid-19 Decision Tree will be referenced and used as a guide to determine follow up action.  
[https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/covid19/Community\\_Sector\\_Support/ChildCareServices/Childcare%20COVID%20Decision%20Tree.pdf](https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/phs/Epidemiology/covid19/Community_Sector_Support/ChildCareServices/Childcare%20COVID%20Decision%20Tree.pdf)
- CDC guidance on cleaning and disinfecting the facility will be followed every day and if/when someone is sick.
- If Covid-19 is confirmed:
  - Follow CDC isolation and cleaning guidance
  - Inform local health department
  - Inform Community Care Licensing
  - Communicate any exposure via email and or text/phone to potentially exposed families and staff.
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/childcare-providers-quick-guide-print.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

# *Canyon Rim Children's Center, Inc.*

*"Dedicated to the individuality of children."*

- **Additional resources:**

- <https://www.sdcoe.net/student-services/early-education/Documents/Administrator%20Resources.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/childcare.html>
- <https://www.sdcoe.net/student-services/early-education/Pages/san-diego-county-child-care-and-development-planning-council.aspx>
- <https://www.cdss.ca.gov/inforesources/cdss-programs/community-care-licensing/child-care-licensing/covid-19-child-care-resources/faqs-for-licensed-child-care-facilities-and-providers>