



# Highlands Recreation District

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[www.highlandsrec.ca.gov](http://www.highlandsrec.ca.gov)

*"A Community Place to Learn, Grow & Play"*

February 27, 2020

Dear Highlands Recreation District Families,

I hope this email finds you well. This email shares procedures and policies the Highlands Recreation District are enforcing to maintain the safety of all participants, staff, and our community with regards to potential Novel Coronavirus (COVID-19) exposure and transmission. These policies and procedures have been adapted from recommendations of the Centers for Disease Control and Prevention (CDC), California Department of Public Health, and the San Mateo County Health Department.

Consistent with the guidance provided by the CDC, we are asking that travelers (families and staff) returning from mainland China arriving in the United States to voluntarily quarantine themselves and exclude children from childcare and preschool settings for 14 days, beginning the day after they left China. CDC guidance on returning travelers is available here:

<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

At this time the health risk to the general public in San Mateo County from COVID-19 remains low, but child care centers and preschools can and should take common-sense precautions to prevent the spread of all infectious diseases. These precautions are our current standard operating procedures as prescribed by licensed childcare facilities and are helpful to prevent the spread of other common illnesses such as influenza and gastroenteritis. Therefore, we recommend all families and staff take every day preventative actions:

- Stay home when sick.
  - Remain at home until fever (100.4 degrees F or greater using an oral thermometer) has been gone for at least 24 hours without the use of fever-reducing medicines or other symptom altering medicines (e.g., cough suppressants).
  - Seek immediate medical care if symptoms become more severe: e.g., high fever or difficulty breathing.

Use "respiratory etiquette":

- Cover cough with a tissue or sleeve.
- At our site we provide adequate supplies (such as tissues) within easy reach.
- We encourage staff, children and participants to wash hands frequently.
  - Encourage handwashing by children, and staff through education, scheduled time for handwashing, and the provision of adequate supplies.
- Routinely clean frequently touched surfaces with a bleach and water mixture as dictated by licensing regulations.
- Separate sick infants, children, and staff from others until they go home. When feasible we will identify a "sick room" through which others do not regularly pass (in the EEC this is the Director's Office).

We have posted CDC informational signs regarding handwashing procedures and "respiratory etiquette" around our site. Lastly, we are planning on how to manage a potential closure should the need arise.

Please contact me with questions or concerns.

Sincerely,

Cathy Haas  
General Manager