



COVID-19 Policies and Procedures for EEC Fall 2020

The Highlands Recreation Early Education Center has implemented the following guidelines and policies during the COVID-19 Pandemic. **These guidelines and policies may change as additional information becomes available.**

How you can help outside School

- Commit to social distancing and maintain stable “bubble” for your family.
- Take temperature of all children and parents immediately *before* drop off each day. **Anyone with a fever of 100.4 or who has any symptoms below must be excluded.**
- All parents and children over the age of 13 must wear a mask or face covering at drop off and pick up. Masks or face coverings must be washed each night or have multiple face coverings.
- Wash hands *before* arriving to the EEC
- Dress your child in clean clothes each day they attend school.
- Disinfect lunch boxes daily.

If a EEC Child, family member or employee is confirmed with COVID-19

- Confidentiality of a child, family member or employee with a confirmed case of COVID-19 will be maintained.
- San Mateo County Health Department and California Licensing Regional Office will be contacted.
- Exposure notices will be distributed.
- Depending on circumstances the site or classroom may be closed for a specific time for cleaning and disinfecting.

Drop off

- **We will have a staggered start time, families will be assigned a time to arrive between 8:00am-9:00am.**
- Due to the number of families needing to check in, **families must arrive within 5 minutes of their scheduled drop off time. Otherwise they must wait until after 9:00am to arrive.**
- Each family will proceed to the check-in table at the **Multi-Purpose Room (MPR)** to complete a health check.
- **Monkey Families will proceed straight to the Monkey room for their check in process.**

- Each child will have their own sign in/out sheet. A pen will be provided to you that must be left in your child's folder.
- Parent's and Child's temperature will be checked and then parents will fill out checklist. Following successful check in, parents will walk their child(ren) to the classroom. Drop off should be kept brief to avoid crowding near classroom doors. **Markers spaced 6 feet apart will be set up for families to line up while waiting to bring your child to the classroom door.**
- If families are planning to come after 9:00am, due to appointments or other circumstances, please text Director Kay at 650 279-0495 and Assistant Director Kristen at 612 581-1361
- In order to limit crowding, please avoid (when possible) bringing siblings or family members at drop off and pick-up.
- Please add any helpful notes on your check in form that you would like communicated to your child's teachers.

Pick Up

- Parents are required inform staff of a pick up time on your sign in sheet. ***Pick up time must be before 5:30.*** You may proceed to your child's classroom, but must wait at the door. Your teachers will bring your child to you. If your pick up time has changed during the day please call the office or text Director Kay at 650 279-0495 and Assistant Director Kristen 612 581-1361. Standard policy for late pick ups apply. If crowding becomes an issue at pick up, the EEC may need to assign pick up times.

Hours of Operation

- Staff: 7:30-6:00
- Children: **8:00-5:30**

Masks

- Parents and children over the age of 13 must wear masks at drop off and pickup. Teachers and staff members must wear at all times.
- Children under the age of 2 must not wear a mask. Children between the ages of 2-5 may wear a mask if provided and if feasible.

Symptoms and Exclusions

Children who are sick or who are showing symptoms of COVID-19 will be isolated in the Fitness Room. Parents must come and pick up children within 30 minutes of notification. Children's temperatures will be checked before entering the classroom, in the middle of the day and as needed. **Children whose family members show symptoms of COVID-19 must remain at home for 14 days or until the child or family tests negative.**

Symptom/Diagnosis	When Child/Staff/Families will be sent home/excluded	When Child/Staff/Families may return
Fever 100.4	Immediately	Children/Staff/Families may return after the following scenarios: <ul style="list-style-type: none"> • 3 days since resolutions of fever, AND at least 10 days have passed since the onset of symptoms • Or if child/staff/family member test negative for Covid-19
Child/Staff/Families has any COVID Symptoms: Cough Shortness of Breath Sore Throat Fatigue Diarrhea Stomach Cramping Nausea	Immediately	Children/Staff/Families may return after the following scenarios: <ul style="list-style-type: none"> • 3 days since resolutions of symptoms, AND at least 10 days have passed since the onset of symptoms • Or if child/staff/family member test negative for Covid-19
Child/Staff/Families Has Been in Contact with someone under Quarantine for a suspected case of COVID-19	Cannot attend until 14 days after contact or after contact person has been tested and proven to be NOT positive.	Cannot attend until 14 days after contact or after contact person has been tested and proven to be NOT positive.
Child/Staff/Families Has Been in Contact with someone with a confirmed case of COVID-19	Cannot attend until 14 days after contact	Cannot attend until 14 days after contact
Family/child/Staff has traveled internationally in the last 14 days	Until person who traveled has been home for 14 days	After 14 days of returning

Non- Covid-19 Illness Policies

Chicken Pox	When lesions are noticed or present	When all lesions are dried and crusted. Typically takes 6+ days
Cold Symptoms Runny Nose Stuff Nose Sneezing Watery eyes Cough (see above)	If accompanied by Fever (see fever criteria) or if child is unable to participate	At least 24 hours if no fever present and child is able to participate
Diaper Rash	If sores are oozing and leak body fluid outside the diaper	When exclusion criteria is resolved
Hand, Foot & Mouth Syndrome	When lesions are noticed or present	When blister free
Head Lice	When nits/eggs are noticed or present	When exclusion criteria is resolved

Irritability	If irritability cannot be redirected and/or prevents child from being able to participate	When child is able to be redirected
Itching	If itching is suspected to be caused by any of the following: Scabies, Impetigo or Ringworm	When exclusion criteria is resolved or with a doctor's note stating the child is not contagious
Lethargy	If lethargy prevents participation	When exclusion criteria is resolved
Mouth Sores	When sores cause drooling	When exclusion criteria is resolved or with a doctor's note stating the child is not contagious
Pink Eye (Conjunctivitis)	<ul style="list-style-type: none"> • When discharge is noticed • Pinkish/red swollen or irritated eyes 	When exclusion criteria is resolved or with a doctor's note stating the child is not contagious, unless, at least 5 days has passed and no visible sign of infection
Rash	<p>When unidentified rash is noticed and is accompanied by:</p> <ul style="list-style-type: none"> • Behavior change • Fever • Has oozing/open wound • Child is unable to participate 	When exclusion criteria is resolved or with a doctor's note stating the child is not contagious
Strep Throat	If child has a positive strep culture	After at least 24 hours of antibiotic medicine
Vomiting	Immediately	When vomiting subsides for 24 hours

Classroom Materials

Removed from the Classroom

- All soft furnishings and stuffed animals
- All dress up clothes
- All materials that can not be easily cleaned (except books)

One-time Use

- Ice packs (ice cubes in snack size ziploc bags). Closers will prepare for following day. These will be thrown away after each use.

One per Child

- Bedding, stored in the child's nap cubby
- Spare clothing, stored in the child's cubby
- Lunch box and snack, stored in the child's cubby
- Water bottles, stored in the water bottle carrier in each classroom. In order to decrease shared surfaces (water fountain). **Children MUST bring a water bottle.**
- Any lovies will be stored in cubbies and must not be shared. **No other toys from home will be allowed**

Cleaning Procedures

Before Each Use

- Tables
- Changing Tables

After Each Use

- Tables
- Changing Tables
- Toilets
- All sinks, door and cabinet handles
- Any high touch area

AS NEEDED

- Floors
- Trashcans

3x a Day: (Before children's arrival, middle of the day, end of the day)

- All toys that have been mouthed (placed in basket after use) including pacifiers
- Countertops
- Phone Receivers
- Changing Tables
- Diaper pails
- Bathroom door frames
- Lightswitches
- Ipads

Daily

- Floors
- Computer keyboards

Weekly

- Playground
- Infant crib sheets (parents, 5 sent home at the end of the week)
- Preschool bedding (parents)
- Activity shelves
- Nap mats
- Any toy not rotated

Handwashing

- Wash Hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Supervise children when using hand sanitizer. Sanitizer should not be used for children under 2.
- All children, parents and staff must wash hands at the following times:
 - ✓ Before arrival to center
 - ✓ Before and after handling food or feeding children.
 - ✓ Before and after administering medication or sunscreen
 - ✓ Before and after using the toilet, and assisting a child with toileting or diapering
 - ✓ After handling animals or animal waste
 - ✓ Before and after sensory play
 - ✓ Entering a classroom
 - ✓ After coming into contact with a bodily fluids (sneezing, coughing)
 - ✓ After handling garbage (staff must wear gloves)

Program Structure

- **Classroom staff and ratio**

Each preschool classroom will have two staff members and 15 children. One floating teacher and the Director will be supporting staff breaks and absences. In the infant room, the number of children will be 4 with two staff members. Siblings will be placed in the same class when possible. During staff absences, additional substitutes may be called in to cover in the classrooms if needed. The EEC may need to implement a slightly shortened day in order to cover required ratios if substitutes are not available.
- **Classroom and Yard Set-up**

Classrooms will be arranged to encourage individual activities and social distancing. The preschool bathroom will be divided so as not to share sinks or toilets between classes. The kitchen and staff room will be closed. The preschool yard will also be divided and children will get ½ the yard for the week (swapping the following week). This will allow us to decrease the amount of shared equipment, and allow for both classrooms to spend time outside which is best practice in mitigating the spread of infectious disease.
- **Snack and Lunch**

Children will bring their own snack each day. Please remember to pack all necessary utensils for your child's lunch as we will not be able to provide spoons or forks. The EEC will still provide spoons and bowls for children the Monkey room.
- **Social Distancing**

As per San Mateo County regulations, young children and staff do not need to social distance. Staff will social distance with each other with children when possible.

- **Nap Mats/Sheets**

Mats and cribs will be placed 6 feet apart. The Infant room requires sheets to be changed daily. Every Friday, 5 sheets will be sent home to be laundered, and must be returned the following Monday. Preschool children nap sheets will be sent home on Friday to be laundered, and must be returned on Monday. Due to the limited amount of sheets for mats, if your child's sheets are not returned within a month, you may be charged \$50 per sheet for replacement.

Visitors

- No visitors are allowed at the EEC at this time. Please do not bring siblings or family members outside your household (when possible) to drop off and pick up unless they are enrolled in programming.

Parent Communication

Due to the policies and procedures in place during the COVID-19 pandemic, in person communication between children's teachers and parents is limited and brief. Staff will work with families on their preferred method of communication, which could be through seesaw, email, or notes on the sign in/out sheets. Staff will continue to share daily activities via the white boards now placed outside the classrooms. Please do not hesitate to reach out to us with any questions or concerns.