

Welcoming Back Our Children's Center at Caltech Community

Operation plans in the time of COVID-19

The Children's Center at Caltech decided to close its doors on March 17, 2020 to keep in line with COVID-19 orders from the Los Angeles County Office of Education, and the Los Angeles County Department of Public Health.

We are committed to protecting the health and safety of the entire CCC Community and we believe that by acting immediately, we contributed to the critical national effort to slow the growth of new cases in the larger community and beyond.

We understand that closure has taken a toll on families that are going to work or working remotely, and have decided it's time to reopen its doors and welcome our children back.

When the Safer at Home guidelines for California and Los Angeles county were legislated, Community Care Licensing, the Department of Health, and the California Department of Education issued revised standards for the operation of early child care programs. These standards are implemented to reduce the chances of disease transmission in a group care setting.

The following expectations and procedures are in place so we can meet appropriate health standards.



Parents

Expectations

We all bear a great responsibility to each other and our whole community to prevent the spread of COVID-19. We must adhere to strict expectations and procedures until further notice.

- Parents will comply with any and all state, county or local safer-at-home orders
- Parents (and children) will not participate in any group gatherings
- Parents will limit child's contact outside of care to persons living in each household
- Parents will follow any recommendations from the CDC that limits children's risk for exposure including wearing a mask in all public areas and remaining 6ft from all other people
- Parents must eliminate non-essential travel and notify the center if they do travel

Parents

Procedures

Parents must be willing to make changes and adaptations as directed by the CCC.

Parents must:

- wear a mask at drop off and pick-up.
- drop off their children outside in our designated area.
- wait until their child's health check is completed and the child is cleared to enter.
- follow social distancing procedures and stay 6ft from others (except their child).
- notify CCC staff if their child has taken any fever-reducing medication within the past 24 hours.

Children

Procedures

NO ONE should be near the center if they show any symptoms of illness and must be fever-free for 72 hours before returning

- Children will be signed in outside the building in our designated area.
- CCC staff will take and record each child's temperature.
- After health check clearance, children will enter the building with their teacher.
- Children must sanitize hands at arrival, and must wash once inside the classroom.
- Children must bring all personal items, including lunch, and change of clothes in a backpack to be taken home daily.

Face Covering for Children

It is unlikely that young children will be able to effectively wear a face-covering in a manner that might contribute to the effective reduction in virus transmission. While not recommended, if requested and provided by a parent, children in child care may wear a cloth face-covering if the child:

- Is over 2 years old
- Is able to remove the cloth face-covering themselves without assistance
- Is able to avoid touching the cloth face-covering
- Brings several face-coverings to change throughout the day

Additional guidelines for children:

- Infants and sleeping children should NEVER wear a face-covering
- Children 2-5 years must be supervised if wearing a face-covering
- If the cloth face-covering is creating discomfort or resulting in the child touching their face frequently, we may remove the face-cover.

(Constantly touching or adjusting the cloth face covering will not be effective and could potentially result in increased transmission.)

- A face-covering is not a replacement for frequent hand hygiene.

Classroom

- Limited group size (until further notice): 10 children per group with 3 teachers
- Only staff necessary to maintain ratio compliance will be inside of classrooms
- We will try to maintain a stable group as much as possible; children will be in the same classroom or group with the same adults for the duration of their day
- Technology platform will be used for events, and large group activities with children and adults such as:
 - Parent-Teacher Conferences, Parent-Teacher Dialogues
 - Back to School Night, Meetings with teachers and directors
- Daily activities and curriculum support maintaining physical distance between children as much as possible
- Promote curriculum activities that do not require close physical contact between multiple children and limit item sharing

Lunch and snack procedures

Children eat snacks (2) and lunch in their designated spaces and follow these guidelines:

- Daily: children bring cold lunch and the CCC will provide snack
 - We will not be heating up lunches to prevent transmission
 - Reusable lunch boxes/bags are not permitted
 - We will provide water and milk in disposable cups
 - Consider pre-packaged foods and disposable utensils
- Children/staff wash hands before and after eating snack and lunch
- Children will be spaced away from other children, as much as possible
- Staff will use disinfectant to clean tables before and after every meal

Infant feeding protocols will be discussed 1:1 with primary caregiver

Healthy Hygiene

- All children and staff will engage in handwashing at following times:
 - Arrival and departure from center
 - Before and after:
 - Eating
 - Napping
 - Diapering/toileting
 - Moving from indoor to outdoor and vice versa
 - After coming in contact with bodily fluid (wiping noses, etc)
- Children will be supervised in handwashing, as needed.
 - After assisting children with handwashing, staff will also wash their hands.

Staff

- Staff need to use the 6ft social distancing when entering and leaving the building
- Staff will enter through various designated entrances
- Staff must wash hands when entering the building
- Staff temperature will be taken upon arrival
- Staff will stay with their group of children throughout the day
- NO volunteers or tours on site
- Service-workers must wear masks
- Delivery will be delivered to the loading dock.

Protective Measures for Staff

The CDC has recommended the use of cloth face-coverings to potentially slow the spread of virus transmission.

- Cloth face-covering will be provided by the CCC
 - Staff must wear face-coverings daily when with children
 - Staff will change their mask when necessary
 - CCC will have back-up adult face-coverings available
 - It is essential to continue frequent and consistent hand hygiene
 - Gloves will be used in bathrooms and diaper changes
 - Infant teachers will be provided with smocks
 - Smocks will be changed if/when soiled with bodily fluids

Criteria for Excluding Children and Staff

- Children/staff who present a fever 100.4 or above
- Children/staff that show any COVID-19 symptoms
- Childhood illnesses outlined in our parent handbook are also cause for exclusion
- If someone in the child/staff member's household is sick with a fever, shortness of breath, child/staff will be excluded for 14 days

Preparing and cleaning of the building

- Our center underwent a complete and thorough deep cleaning during the closure
- Door knobs, light switches, and high touch surface will be sanitized throughout the day by staff
- Common space toilets and sinks will be sanitized throughout the day by staff
- Playground equipment will be wiped with a disinfectant between groups by staff
- Daily janitorial crew will disinfect each classroom every evening
- Adult bathrooms will be cleaned in the evening and once after meal breaks

Cleaning classrooms and use of materials

- Teachers will maintain the daily sanitizing of the classroom materials

Procedures for a Confirmed or Suspected Case of COVID-19

- If a case of COVID-19 is confirmed at the facility, we will follow the following procedures:
 - Immediately close the center – parents will be notified via ParentSquare emergency alert to pick up their child.
 - Contact the local public health authority and follow recommendations of 14 day closure and deep clean
- If a parent/staff reports COVID-19 exposure, we will:
 - Contact the local public health authority and follow recommendations
 - Notify the parents and staff of the exposure (we will not release names)

Please note:

- The center may need to close if child care cannot safely be provided due to a high number of staff being out of work.
- Immunocompromised and vulnerable populations should seek advice from a medical professional before participating in our program

Community and Parent Agreements

- Stay informed about COVID-19 and follow guidelines from the public health authorities
- Know the signs and symptoms of COVID-19 in children and adults
- Plan ahead for the eventuality that the center is forced to close:
 - Distance learning will keep us connected, as it has
 - Communication with staff and parents via Parent Square
- Director will inform the licensing analyst and our local Child Care Resource and Referral Agency if we must close because of a disease outbreak.



Thank you for reviewing some of our initial opening plans. We hope these changes and extra precautions bring peace of mind that the CCC is preparing to do its best to protect the health of our whole community. We are willing to make adjustments as the COVID-19 pandemic continues and different protocols are recommended, or to streamline procedures.

