



Child Education Center

COVID-19 Handbook

Introduction

The Child Education Center has provided high quality childcare services to the broader Bay Area for over 30 years. During the challenging and uncertain times of the COVID-19 pandemic we are staying committed to providing these same high quality services in addition to following strict health and safety precautions. The following handbook has been compiled and created using the guidelines provided by Centers for Disease Control and Prevention and Alameda County Department of Health.

CEC Planning

The Child Education Center has put plans in place to support the protection of staff, children, and their family members who are at higher risk for severe illness. We ask that parents be sure we have their most up to date contact information as we will constantly be sharing information and guidelines with parents and caregivers. All CEC staff have been trained on how to communicate with families on the following:

- Enhanced sanitation practices
- Physical distancing guidelines
- Use of face coverings
- Screening practices
- COVID-19 specific exclusion criteria.

All this information has also been provided for you to review in this Handbook.



Cleaning

CEC will be utilizing fresh outdoor air as much as possible, for example all classroom window will remain open throughout the program day windows, and children will spend extended periods of their day outdoors. Here are a few of our daily cleaning practices.

- Airing out the space before children arrive;
- Daily deep cleaning when children are not present by a professional cleaning company
- Frequent [cleaning and disinfecting of](#) all high-touch surfaces, such as sink knobs, toilet handles, tables, door handles.
- Designated containers for toys that need to be cleaned, sanitized, or disinfected before being introduced back into the classroom environment.
- Multiple toys and manipulatives accessible that are easy to clean and disinfect throughout the day.
- Older children will be provided individually labeled bins with art materials

- Toys that may be put in a child’s mouth will be cleaned and sanitized frequently. Toys that are difficult to clean (e.g. soft toys) have been removed from the classroom

CEC will only be using cleaning products that have been approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list “N”](#) and follow product instructions. To reduce the risk of asthma related to disinfecting, we aim to select disinfectant products on the N list with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid). We will also do such cleaning when children are not present . All staff using cleaners or disinfectants will be required to wear gloves and/or eye protection as required by the product instructions. All products are kept out of children’s reach.



Hygiene

CEC will implement and enforce strict [handwashing guidelines](#) for all staff and children. Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly. We want to make the experience fun for children so we encourage them to sing a 20-second song while washing hands.

CEC Staff will also:

- Use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Teach children to avoid [contact with one’s eyes, nose and mouth](#), and use tissue to wipe their nose and to [cough/sneeze](#) inside their elbow. Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.
- label and keep children’s personal items in a separate bag to ensure personal items are separate from others.
- Children will only be allowed to use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Children bedding will be kept separate, and stored in individually labeled cubbies and/or bags.
- Cots and mats are labeled for each child. Bedding that touches a child’s skin will be sent home to be cleaned weekly.



CEC Arrival and Pick Up Procedures:

- Please be sure to download PROCARE app for sign-in and sign-out
- Parents/caregivers are to wear mask during drop off
- parents/caregivers to meet at the facility entryway for pick-up and drop-off of children.
- Parents/caregivers will not be granted entry on campus until further notice
- Children will have the temperature checked and parents will be asked basic health status questions about the child.
- Parents/caregivers will use a touchless check-in procedure through Procure
- Hand sanitizer, gloves and mask will be available to parents if needed.
- If possible, the same parent/caregiver should drop off and pick up the child every day, avoid designating those at high risk.
- Arrival and drop off times will be set, and we ask that families adhere to the posted times. If a parent needs to pick up outside of these hours, we are requesting 48 hour written notice.
- A staff member from each class will escort children in or out of facility (if parent/caregiver are comfortable with this option) and signing their child in and out for arrival.



Health Screening

- CEC must implement screening procedures for all staff and children before they enter the facility. All individuals will be asked about **COVID-19** symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Anyone who has an affirmative response on any of these points will be excluded from care and individuals ability to return will be based on current health guidelines and also left to the administration as to what best for the broader CEC community
- CEC will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- Staff will conduct visual wellness checks of all children upon arrival and ask health questions when concerned.
- Take children's temperature each morning and before dismissal with a no-touch thermometer.
- Administration will monitor staff and children throughout the day for signs of illness; send home children with a fever of 100 degrees or higher, cough, or other

COVID-19 symptoms after isolating from the general room population and notify parents.

- CEC is required to exclude any child, parent, caregiver, or staff showing symptoms of COVID-19. Staff should discuss with parent/caregiver and refer to the child's health history form and/or emergency card to identify if the child has a history of allergies, which would not be a reason to exclude.
- If a child is found to be sick on campus they will be isolated from the group and parents are asked to pick up the child within the hour.
- Sick staff members and children are not to return until they are well.
- If a child has been excluded for COVID related symptoms, upon return they will be monitored for these symptoms for one full week including an additional midday temperature check.



Coronavirus Symptoms and Procedures

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If a staff or child develops symptoms on-site:

- The individual will immediately be separated from others until able to leave CEC
- The staff member or child's parent/caregiver shall inform CEC immediately if diagnosed with COVID-19

If a staff member, child, or household member is confirmed to have COVID-19:

- CEC will report this immediately to any agencies required by licensing, including the local public health department
- Temporary closure of CEC is possible, and will be based on recommendations of the local public health department and licensing agency.
- Deep cleaning and sanitization will be performed.
- Families will be informed which classroom is of concern so that they may take the necessary precautions in consultation with their physician.
- Staff and children in direct contact with the individual will be notified and required to self-isolate for 14 days OR obtain COVID-19 testing (return if documented negative)

- COVID-19 positive individuals may return to CEC once cleared by the local department of public health (typically, >7 days from onset of symptoms, afebrile, with two consecutive negative tests 24 hours apart)
- Families that fail to comply with reporting procedures may be disenrolled from CEC.

If a staff member, child, or household member has to be isolated because of COVID-19:

- CEC administration will need to be contacted immediately
- Child will be allowed to return one full week after completion of at home isolation. During this period the staff, child or household member will need to remain symptom free.



Group Size and Staffing

- CEC will be keeping stable enrolled groups of no more than 12 children and will keep the same children and teachers with each group. Children will be further divided to create smaller groups within their stable grouping on a daily basis.



Daily Procedures

- CEC will continue to provide developmentally appropriate activities for children. Teachers will create smaller group activities and rearrange furniture and play spaces to maintain 6 feet of separation, when possible.
- For napping, cots, cribs, and mats will be 6 feet apart, with heads in opposite directions.
- CEC will greatly reduce time spent indoors by bringing children outside, weather permitting while maintaining physical distancing.
- Children will be given more opportunities for individual play.
- All outdoor play equipment will be cleaned and disinfected between use by different groups of children.
- Teachers will be working with children to help them understand all new health related changes

Mealtimes

- Please bring food that can be kept in thermos or refrigerated only
- We are a NUT FREE CAMPUS
- Children will conduct meals in a socially distanced manner

- Proper handwashing will occur before and after eating. CEC will use paper goods and disposable plastic utensils when possible, following CDC and CDPH COVID-19 food handling guidelines.
- Children or staff will not be able to share or touch each other's food.
- Cleaning and disinfecting of tables will happen immediately after meals.
- Staff will use gloves and mask to handle utensils, and keep food covered to avoid contamination.
- CEC will implement outdoor meal times if weather allows.

Children's Belongings

Caterpillars and Busy Bees: Please bring these items for your baby

- One the first day of the week: Bedding and pillow (if needed), these will be sent home at the end of every week
- Daily: **ONE BAG** with milk, lunch with personal utensils (if needed), two change of clothes.

Crickets and MB Classroom: Please bring these items for your child

- On the first day of the week: blankets and pillows (if needed), these well be sent home at the end of every week
- Please NO WATER BOTTLES
- Daily: **ONE BAG** with lunch (refrigerated or thermos) and one change of clothes

Daily Schedules by Classroom

Caterpillars/ Busy Bees	Crickets	Might Butterflies
8 am - Health Check/Free Play	8am Health Check/Hand washing/Activity Centers	8am Health Check/Handwashing/Activity Centers
8:30 - Diaper Check	9:00 - Diaper Changes	9:30 – Handwashing/ Snack
9:00 - Bottle	9:30 – Handwashing/ Snack Time	9:45 - Inside Activities
9:30 - Nap	10:00 - Circle Time	10:00 - Morning Meeting
11:00 - Diaper Check	10:30 - Outdoor Exploration	10:30 - Art, Science, and Math
11:15 - Singing and Moving!	11:45 - Diaper Check and Handwashing	11:00 - Activity Stations
12:00 - Lunch and Bottle	12:00 -Handwashing/Lunch	11:45 – Handwashing/Outside Time

12:30 - Diaper Check	1:00 - Nap Time	12:30 - Lunch
12:45 - Nap	3:00 - Circle Time and Diaper Changes	1:30 – Handwashing/Nap/ Outside Time
2:15 - Diaper Check	3:40 – Handwashing/ Snack	3:30 – Handwashing /Closing Circle/Outdoor Exploration
2:30 - Bottle	4:00- Outdoor Exploration	5:00- Site Closed
2:45 - Stories and Playtime	5:00- Site Closed	
4:00 – Nap, Bottle, Free Play		
5:00 – Site Closed		

Parent Participation Hours

- \$50 purchase from classroom amazon wish list
- No laundry or toy parents
- Fruit Parent (fruit deliveries on Friday only)
- Campus maintenance or gardening
- Please check with administration for additional parent participation options

Resources

- California Department of Social Services, Community Care Licensing, Child Care Page: <https://www.cdss.ca.gov/inforesources/child-care-licensing>
- California Division of Occupational Safety and Health (Cal/OSHA): <https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Childcare-Programs-Guidance.pdf>
- California Coronavirus (COVID-19) Resources: <https://covid19.ca.gov/>
- California Department of Pesticide Regulation Health Schools Act information: <https://apps.cdpr.ca.gov/schoolipm/>
- Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

CEC Administration Contact Information

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