



Covid-19 Addendum  
to Coastside Children's Programs  
Family Handbook

*Current as of June 25, 2020;  
to be updated as necessary.*

*When State, County, and Community Care Licensing directives  
become available.*

## Partnering with You During Covid-19

Dear Families,

Guidance from the State, San Mateo County Health Department, Community Care Licensing, have been providing us with a framework regarding operations during COVID-19. Implementing those guidelines has changed many parts of our days, from arrival to mealtimes, to departure. However, we hope that being together, while not as physically close as before, will benefit your children in ways that we may now appreciate more than ever. We look to you for support as we continue to implement the new, and hopefully temporary, regulations and procedures that you will read in the next few pages.

We have decided to use the term, “physical distancing” in place of “social distancing” throughout this document. The reason to use “physical distancing” in this context is to emphasize that one of our goals at school, as always, is social interaction. We want to both encourage social interaction and limit physical contact. For the purposes of this document, physical distancing means maintaining six-foot distance between people. The goal is to prevent airborne droplets from getting into a person’s nose or mouth, as that is how a person can become sick.

As you know, information and instructions regarding Covid-19 are rapidly changing, so any one of these guidelines or practices may change at any time. We will keep you updated as soon as possible.

As always, please call or email me any time: 650-726-5691 or [elisa@coastsidechildren.org](mailto:elisa@coastsidechildren.org).

With gratitude to you all for your support and patience,

Elisa

## **General Information**

From June 1, 2020 until update, CCP will serve 12 children per group, from 8:00 a.m. to 4:30 p.m., Monday - Friday.

Currently, CCP has only enough teaching staff to cover this schedule with consideration for additional cleaning and sanitizing needs. And 12 is the largest number of children permitted in one group.

The fee for services is non-refundable. This means that if you decide not to have your child participate for one or more days, or if your child is absent for any reason, or if CCP is required to close due to a government-ordered shut-down or due to staffing issues, fee's will not be refunded.

## **Staffing, Students and Curriculum**

Each onsite staff member will complete the same health check that each family will complete daily. Which will include health questions and a temperature check. If their temperature is above 99.9 degrees Fahrenheit, they will not be allowed to work.

If a teacher is ill, only qualified CCP staff member will substitute. If we do not have an adequate number of staff available, a classroom and/or center may be closed for the day.

There will be no 'co-mingling' of adults or children that are not assigned to the classroom group. This means we will be unable to welcome adults (family members, volunteers, interns, tours and other staff) or unenrolled children (siblings, staff children) into the classroom or yard during operating hours.

Staff members will wear masks, except while they are drinking or eating. When eating or drinking, staff members will maintain a minimum 6-foot distance from any other person or child.

Staff will model physical distancing when interacting with families, and other staff.

Children who attend CCP may not attend any other preschool or camp programs while enrolled in our program.

UPDATED - Beginning July 8<sup>th</sup>, Children at CCP will be required to wear facemasks, teachers will work with children to teach proper mask use and teach why we wear a facemask (or shield). If a child is developmentally unable to wear a mask they will not be forced, we require those children wear face shields. If your child has a medical reason as to why they cannot wear a facemask please bring in a doctor's note. We will require that those children wear face shields.

Staff and Children that have traveled outside the area will have to quarantine for 14 days prior to returning to CCP.

## UPDATED 7/1/2020- Travel that Would Require 14-day Quarantine

- 1) Plane travel
- 2) Travel out of the State or Country
- 3) Travel to an event that will have a large group in attendance, over 50
- 4) If you will NOT be practicing social distancing and wearing face masks around groups of people other than those you live with.

The environment at CCP is prepared to encourage physical distancing at all times. Each child will have his or her own collection of scissors, glue, tape, paper, and other materials to make things. Children will also be provided with individual sensory time with sand, water, playdough, etc. We will relax physical distancing as updates are provided. As best practice, CCP follows the stricter policies of regulations and guidelines to help insure the safety of our children and staff.

Our curriculum will have a variety of themes as well as a strong focus on reminders of three basic practices at CCP, and how they relate to keeping everyone well and healthy:

- Respect Yourself
- Respect Others
- Respect the Environment

At this time, respecting yourself includes washing hands for no less than 20 seconds upon arrival at school, before *and* after eating, before *and* after using the toilet, after any messy play, after crying, after touching one's face, and after any event which involves bodily fluids. There are many other ways to respect yourself (using a tissue!).

Respecting others, for staff, includes wearing a mask. For children, respecting others might include a mask. It definitely includes handwashing as outlined above, using a tissue, covering coughs or sneezes with your elbow, and giving body-space to peers. Respecting others at this time provides an opportunity for learning measurement, beginning with 6 feet.

Respecting the environment (and others!) includes talking about germs and how they spread so we can increase our knowledge of how the natural world works. Staff are using scripted stories and books about Covid-19. There will be opportunities for children to create visual reminders, signage about distancing, handwashing, proper etiquette for sneezes, coughs, etc.

To do before arrival at school:

- Apply sunscreen for your child at least 30 minutes before.
- Provide a hat, sunglasses, a water bottle labeled with your child's name, and several full changes of clothing daily in a bag marked with your child's name that can be fully zipped.

## **Drop off and Pick Up**

In order to accommodate physically distanced drop off and pick up procedures, each family and child will receive a scheduled appointment between 8:00 a.m. and 8:45 a.m. for drop off and 3:50 p.m. and 4:30 p.m. for pick-up.

### **Drop-Off Procedure:**

- Please arrive a few minutes before your scheduled drop-off time.
- Put on your own mask; gather your child, his or her water bottle, bag with changes of clothing, and a mask if desired.
- Please stand with your child on the designated tape marks on the ground.
- Please wait until the teacher is ready to receive you.
- You will verbally complete the health questionnaire below each day.
- The staff member will take you and your child's temperature. Any temperature of 99.9 degrees Fahrenheit or higher will and/or a yes to any of the health questions will exclude your child from attending school.

In order to accommodate physically distanced pick-ups, we ask that you follow physical distancing requirements and wait on the designated marks until the teacher is ready to receive you.

## **Health and Hygiene Practices**

### **Health Questionnaire**

Staff and families will be required to respond to the following questionnaire daily upon arrival. Should any staff or family member respond yes to any of the following questions, the staff member or the child will not be allowed to participate in the program.

- Do you or your child live with anyone, or have you or your child had close contact with anyone, with signs of communicable illness including, but not limited to: fever, cough, difficulty breathing, or any flu-like symptoms?
- Do you or your child live with anyone, or have you or your child had close contact with anyone, who has been diagnosed with COVID-19 within the last 14 days?
- Do you or your child have a fever, cough and/or shortness of breath? (Fever is 99.9F/ 37.7C or above measured using a forehead thermometer).
- Have you or has your child taken any fever reducing medications in the prior 24 hours?
- Do you or your child have any signs of communicable illness such as a cold or flu?
- Have you or your child experienced diarrhea or vomiting within the past 24 hours?
- Have you or your child traveled in the last 14 days?
- Has your child participated in any other childcare or camp programs?

## **Signs of Illness during Program**

Children will be monitored for signs of illness throughout the day. If your child shows signs of illness, we will immediately separate him or her from the group and require a surgical mask be worn until pick-up.

A family member must be able to come pickup your child without delay (within 30 minutes) if they are exhibiting any of the following symptoms:

- Headache or tiredness, unable to participate in routine activities or need more care than staff can provide
- Fever with behavior changes, difficulty breathing, coughing, unusually tired, persistent crying, etc.
- Open sores, rash, signs of infection, etc.
- Runny nose with colored mucus
- Diarrhea or vomiting

A child excluded from the group based on any of the above criteria will not be able to return to CCP until the family speaks with the Site Supervisor and provides the requested documentation. Please do not arrive for drop off after illness without prior approval.

Any positive Covid-19 diagnosis of staff or enrolled children will be communicated to all families and staff promptly. Such a diagnosis may cause temporary school closure for cleaning and sanitizing.

## **Cleaning and Sanitizing:**

The entire facility will be cleaned and sanitized nightly by our regular janitorial staff.

During the day, we will have one teacher dedicated to cleaning and sanitizing materials, adhering to guidelines set by San Mateo County Health Department and the CDC.

We use cleaning solutions approved by the EPA and designated as effective against Covid-19 virus.

High-touch surfaces, such as tabletops, chairs, door handles, will be cleaned and sanitized often throughout the day. Toilets and sink handles will be sanitized between each use.

Materials that are shared or mouthed by children will be placed in a bin, cleaned and sanitized before the next use.

Nap cots will be placed 6 feet apart. We will clean and sanitize cots daily.

All food will be served individually. We will have a distanced seating plan.

## **We will continue to:**

- Monitor all updates on guidance for childcare centers.
- Post signage of COVID-19 risk assessment and preventative measures.
- Restrict visitors including parent visits.
- Implement physical distancing practices including no hugs or shaking hands.
- Teach and model physical distancing greetings.

**Additional Information in the event that a student, staff member or someone close to them contracts Covid-19. CCP will follow these guidelines from the San Mateo County Pandemic Recovery Framework for Schools:**

### **Case, Contact, Contacts to Contact**

Public health uses the words Case, Contact, and Contacts to Contact to mean the following within a pandemic context, which applies to the current COVID-19 situation:

- Case: A case refers to a person who tests positive
- Contact: A contact refers to a person who has come in close contact with a case
- Contacts to Contact: Contacts to Contact are people who may have been in proximity to a contact



### **Cases and Contact Tracing in the School Community**

In general practice, if students, teachers, and staff present with symptoms of fever and/or respiratory infection, send them home immediately. Separate them from others in an isolation space or “sick room” established on campus until they go home.

- When a school has a confirmed **Case**: San Mateo County Health Department recommends school administrators take the following steps if **one** student, teacher or staff member is confirmed positive for COVID-19:
  - Provide the district/school leader with a formal exposure notice
  - Work with the infected individual to confirm they are under medical care and have a plan to self-isolate according to the county health department protocol
  - Confirm other members of the household who are also part of the school community remain at home in self-quarantine per the county health department guidelines
  - Take immediate measures to sanitize and disinfect the school property impacted by the case
  - Determine whether cleaning measures can be implemented without temporarily closing the school campus or if temporary closure is necessary
  - Consult with Health Department officials if needed
  - Communicate with the school community that a confirmed *Case* has been identified and outline the actions being taken to ensure a safe return to school
  - Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws
  - Once steps of the protocol are completed, resume school operations

- When a school community has a confirmed **Contact**: San Mateo County Health Department recommends school administrators take the following steps if **one** student, teacher or staff member is confirmed to have been in **direct and close Contact** with someone who is confirmed positive for COVID-19:
  - Work with the Health Department and the Contact Tracing team to confirm the *Contact* will remain at home in self-quarantine per the county health department guidelines
  - Take immediate measures to sanitize and disinfect the school property impacted by the *Contact*
  - Determine whether cleaning measures can be implemented without temporarily closing the school campus or if temporary closure is necessary
  - Consult with Health Department officials if needed
  - Communicate with the school community that a confirmed Contact has been identified and outline the actions being taken to ensure a safe return to school
  - Maintain privacy of health and medical information for all individuals at all times per the ADA and FERPA laws
  - Once steps of the protocol are completed, resume school operations
  
- When a school community has individuals who suspect they may be **Contacts to a Contact**, San Mateo County Health Department recommends the following steps:
  - The school principal or district administrator should gather enough information from the individual to confirm their status as a *Contact to a Contact*
  - Advise the individual identified as a *Contact to Contact* to continue practicing hygiene protocols and to closely monitor their health, staying alert to onset of fever or flu-like symptoms
  - If the person is not feeling well or is experiencing cold, flu, or other symptoms, they should stay home from school or work and contact their primary care provider

Send students, teachers, and staff who present with fever and/or respiratory infection symptoms home immediately. Separate them from others until they go home. When feasible, identify a “sick room” through which others do not regularly pass.

## COVID-19 Admission Agreement

I agree to abide by all guidelines set forth in the Coastside Children's Programs (CCP) Family Handbook Addendum, Covid-19 guidelines, including the following agreements:

- My child will not participate in any other summer camp, summer school, or child care programs.
- My child will have their temperature taken daily and will not be allowed to remain at school if their temperature is over 99.9F/37.7C.
- I will abide by the check in and check out procedures outlined by CCP staff.
- I or another authorized adult will be available at all times to pick up my child within 30 minutes if staff determine s/he shows signs of illness.
- I understand that, after payment is made, it is non-refundable and non-transferable. This means that should I decide not to participate at CCP, my child is absent from CCP for any reason, or CCP is required to cancel school due to a government ordered shutdown, fee's will not be refunded.
- I understand that all program details are therefore subject to change without advance notice provided.
- I understand that although CCP will take precautions to limit exposure to COVID-19, CCP cannot guarantee that my child will not be exposed to the virus or become ill.

Child's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_