

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

February 1, 2021
to be updated as necessary

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. The continued implementation of those guidelines as well as the many changes throughout the pandemic 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 COVID-19 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 constantly changing, so any one of these guidelines or practices may change at any time. We will keep you updated as soon as possible.

We also want to reiterate how much we appreciate each and every one of you for your support and continued patience as we navigate the COVID-19 pandemic together. We are hopeful with the vaccine rollout this is the beginning of a new chapter that gets us closer to a more normal and missed lifestyle. We are also so happy for Educators and Childcare workers across the country to be included as a priority segment of the population for vaccines.

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

With gratitude to you all for your support and patience,

Elisa

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General Information

From June 1, 2020 until update, CCP will operate, from 8:00 a.m. to 4:30 p.m., Monday - Friday.

CCP will follow cohort guidelines as set forth by the Health Department and Community Care Licensing, while maintaining standard teacher to child ratios.

Health and Safety Measures:

1. Children (ages 2+) and Staff are required to wear face coverings while at CCP. Children will not be required to wear face coverings while eating, drinking, or napping. Face covering breaks for children will be taken outdoors when physical distancing allows it.
2. Children and caregivers are required to wear face coverings at drop-off and pick-up.
3. Staff, Children and caregivers will be asked daily Health Screening questions and have a temperature check upon arrival. If a staff member, child, or caregiver has a temperature at or above 99.9° F they will not be allowed to enter the program.
4. Health screens will be done throughout the day. If your child shows signs of illness a family member will be contacted to pick up the child immediately.
5. Children and staff will practice frequent hand washing and use sanitizer as a secondary preventative.
6. Bathrooms will be sanitized between uses.
7. Toys and surfaces will be sanitized between children.
8. Meals will no longer be served family style and will be plated for each child.
9. Doors and windows are to be open to allow for additional ventilation.
10. Only essential CCP staff and children are allowed inside our programs.
11. Drop-off and pick-up will be at the entrance to your classroom please follow traffic patterns as indicated by arrows and maintain 6ft. social distancing.
12. Conferences will be conducted virtually or outdoors with 6ft. social distancing.
13. Only essential items are allowed from home and must be taken home daily.

If a teacher is ill, only qualified CCP staff members 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.

Travel Policy:

California Travel Advisory, January 6, 2020, has stated that "Californians should avoid non-essential travel to any part of California more than 120 miles from one's place of residence, or to other states or countries." It goes on to further recommend quarantine post-travel, "All persons arriving in or returning to California from other states or countries, should self-quarantine..."

CCP will continue to require quarantine of 14 days for non-essential travel for distances more than 120 miles from one's place of residence and for travel out of State, for staff and children.

Travel that Would Require 14-day Quarantine

- Travel over 120 miles from one's residence
- Travel out of the State or Country
- Travel to an event that will have a large group in attendance, over 50
- If you will NOT be practicing social distancing and wearing face masks around groups of people other than those you live with.

Drop off and Pick Up:

In order to accommodate physically distanced drop off and pick-up procedures, each family may 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.

- Please arrive a few minutes before your scheduled drop-off time.
- Face coverings are required for everyone over the age of 2 at drop-off and pick-up.
- 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 each day (see below).
- 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.

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.

1. Have you or someone in your household experienced any of the following symptoms in the past 48 hours:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
2. Have you or your child taken any fever reducing medications in the prior 24 hours?
3. Within the past 14 days have you or someone in your household lived in the same house as, or have had close contact (6 feet or closer for a cumulative total of 15 minutes) with:

- Anyone who is known to have a confirmed case of COVID-19?
- OR
- Anyone who has any symptoms consistent with COVID-19?
4. Are you or anyone in your home isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
 5. Are you or anyone in your household currently waiting on the results of a COVID-19 test?
 6. Have you or your child traveled more than 120 miles from your home or out of State?

Families or staff that respond “yes” to any of the above questions are at risk of having or contracting COVID-19 and will not be permitted to attend without further information. Please refer to the supplementary information for scenarios regarding COVID-19 and seek medical attention if necessary.

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 until picked-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. CCP will follow procedures as stipulated by the Health Department and California Department of Education for closing classrooms and or centers due to COVID-19 exposures.

Cleaning and Sanitizing:

- The entire facility will be cleaned and sanitized nightly by our regular janitorial staff.
- During the day, our teachers will be 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.

CCP Environment & Curriculum

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 ensure 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.

Important COVID-19 Supplemental Information

Definitions:

Household: All individuals that live in the same house, regardless of relation.

Case: An individual who has tested positive for COVID-19.

Close Contact: A close contact is someone who was within 6 feet of a person with COVID-19 for at least 15 cumulative minutes while the case was infectious whether or not face coverings were worn.

Cases are considered infectious starting 2 days before developing symptoms or, for asymptomatic cases, 2 days prior to the date of their positive test. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

Isolation: Isolation is used to separate people infected with a contagious disease (such as those who are sick with COVID-19 and those who have tested positive for COVID-19 but do not have any symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, sick/infected individuals should separate themselves from others by staying in a specific “sick” room or area and using a separate bathroom if available.

Quarantine: Quarantine refers to the practice of separating individuals who have had close contact with someone with a contagious disease such as COVID-19 from others. This is meant to interrupt disease transmission as people can be contagious before they develop symptoms and in the case of COVID-19 can be contagious without ever developing symptoms. People who are in quarantine should stay home until it is safe for them to be around others. They should stay home, separate from others, and monitor their health.

Close contacts of confirmed COVID-19 cases should remain in quarantine for a full 14 days after the date of last exposure. If ongoing contact between the case and the contact is unavoidable, then quarantine should be extended through 14 days after the date the COVID-19 positive case completes his/her isolation.

Cases and Contact Tracing in the School Community:

In the tables below are some examples of responses to a variety of scenarios that can happen in our program. They follow procedures as set forth in the Pandemic Recovery Framework: Licensed Early Learning and Care Companion Document, January 8, 2021.

If you or someone in your household tests positive for COVID-19 we highly recommend talking to the contract tracers when they call you. San Mateo County offers many helpful services for COVID positive individuals and their families, such as housing assistance to help with isolation and quarantine if needed as well as meal delivery.

Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts to Known COVID-19 Cases:

Table 1:

Scenario	Immediate Actions
<p>Scenario 1: A student or teacher either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 99.9° F or above</p>	<ul style="list-style-type: none"> ● Send home ● Recommend testing (If positive, see Scenario 3; if negative, see Table 2) ● Classroom remains open
<p>Scenario 2: A family member of a student or teacher OR someone in close contact with a student or teacher (outside of the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> ● Send home ● Contacts should be quarantined for 14 days from the last exposure to the case ● Testing can be considered but will not shorten quarantine. <i>One cannot test out of quarantine.</i> ● Classroom remains open
<p>Scenario 3: A student or teacher tests positive for COVID-19</p>	<ul style="list-style-type: none"> ● The Site Supervisor immediately contacts the Executive Director who will notify the San Mateo County Communicable Disease Control Program (SMC CD Control) ● Case should be isolated and excluded from school until at least 10 days have passed since symptoms first appeared AND at least 1 day (24 hours) have passed since the last fever without the use of fever-reducing medications AND symptoms have improved. <ul style="list-style-type: none"> ○ If the case has <i>not</i> had any symptoms and remains symptom-free during his/her isolation period, the case still needs to wait until 10 days have passed since the positive sample was collected before resuming normal activities. ○ If the case is initially asymptomatic and develops symptoms during his/her isolation period, then the case should be isolated and excluded from school until at least 10 days have passed since symptoms first appeared AND at least 24 hours have passed since the last fever without the use of fever-reducing medications AND symptoms have improved. ● Quarantine and exclude the affected cohort/classroom for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control.

	<ul style="list-style-type: none"> • Testing of contacts can be considered. • Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time.
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Table 2: Steps to Take in Response to Negative Test Results

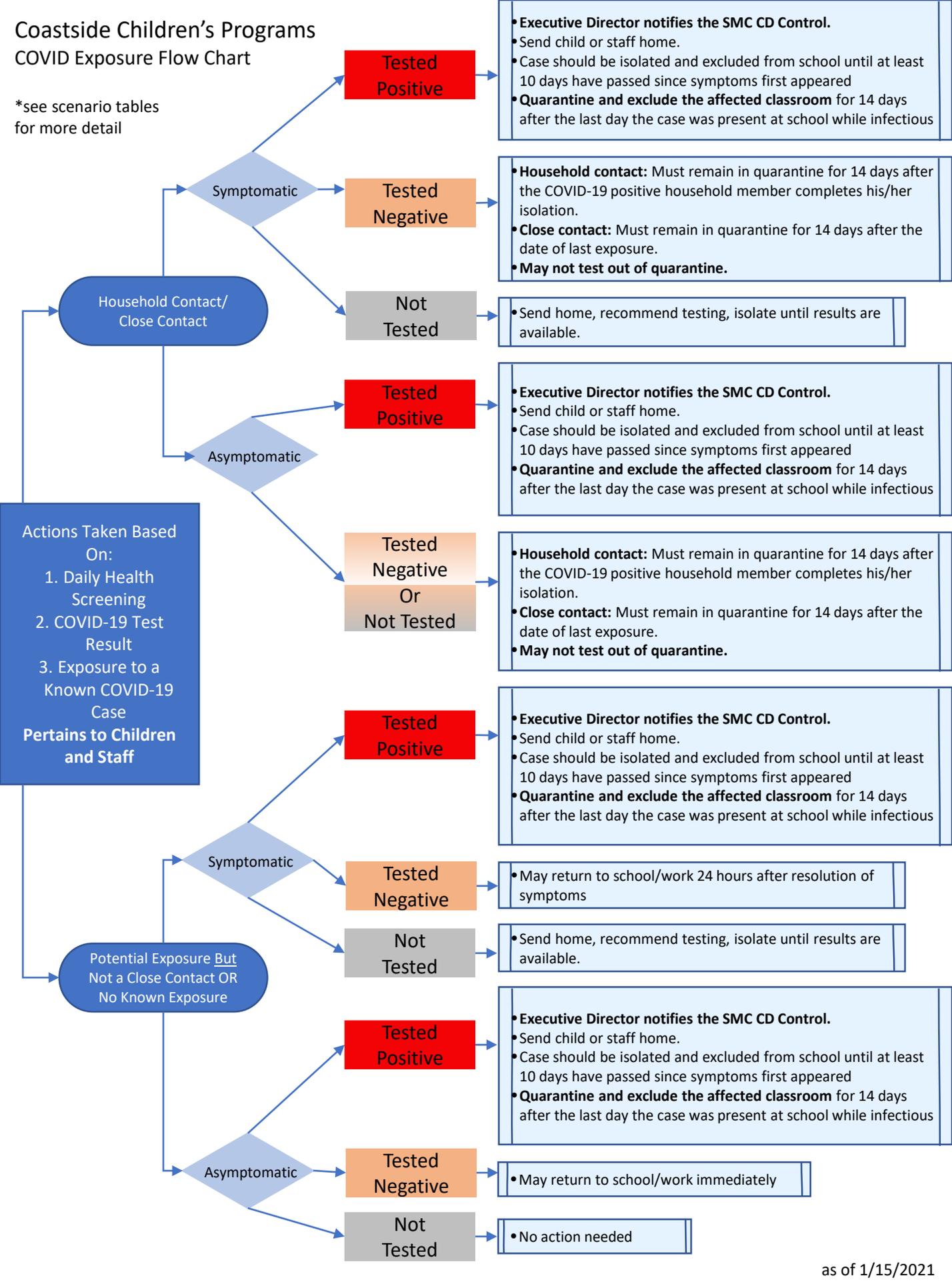
Scenario- symptomatic	Immediate Actions
A symptomatic student or teacher tests negative for COVID-19 and was a household close contact to a case	<ul style="list-style-type: none"> • Student/teacher must remain in <u>quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation.</u> One cannot test out of quarantine.
A symptomatic student or teacher tests negative for COVID-19 and was a non-household close contact to a case	<ul style="list-style-type: none"> • Student/teacher must remain in <u>quarantine for a full 14 days after the date of last exposure.</u> One cannot test out of quarantine.
A symptomatic student or teacher tests negative for COVID-19 without close contact to a known case	<ul style="list-style-type: none"> • Student/teacher may return to school based on the diagnosis and instructions given by the healthcare provider OR if at least 24 hours have passed since the last fever without the use of fever-reducing medications AND symptoms have improved.

Scenario- asymptomatic	Immediate Actions
An asymptomatic student or teacher tests negative for COVID-19 and was a household contact to a case	<ul style="list-style-type: none"> • Student/teacher must remain in <u>quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation.</u> One cannot test out of quarantine.
An asymptomatic student or teacher tests negative for COVID-19 and was a non-household close contact to a case	<ul style="list-style-type: none"> • Student/teacher must remain in <u>quarantine for a full 14 days after the date of last exposure.</u> One cannot test out of quarantine.
An asymptomatic student or teacher tests negative for COVID-19 without close contact to a known case	<ul style="list-style-type: none"> • Can return to school/work.

Scenario- other	Immediate Actions
A symptomatic student or teacher who is not a close contact to a known COVID-19 case tests negative for COVID-19 after Scenario 1	<ul style="list-style-type: none"> ● Student/teacher may return to school based on the diagnosis and instructions given by the healthcare provider OR if at least 24 hours have passed since the last fever without the use of fever-reducing medication AND symptoms have improved.
A symptomatic or asymptomatic student or teacher who is a close contact to a known COVID-19 case tests negative after Scenario 2	<ul style="list-style-type: none"> ● Student/teacher must remain in <u>quarantine for a full 14 days after the date of last exposure</u>. If ongoing contact between the case and the contact is unavoidable, then quarantine should be extended through 14 days after the date the COVID-19 positive case completes his/her isolation. One cannot test out of quarantine.
A teacher tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> ● Can return to school/work immediately.

Coastside Children's Programs COVID Exposure Flow Chart

*see scenario tables for more detail



Tested Positive

- Executive Director notifies the SMC CD Control.
- Send child or staff home.
- Case should be isolated and excluded from school until at least 10 days have passed since symptoms first appeared
- **Quarantine and exclude the affected classroom** for 14 days after the last day the case was present at school while infectious

Tested Negative

- **Household contact:** Must remain in quarantine for 14 days after the COVID-19 positive household member completes his/her isolation.
- **Close contact:** Must remain in quarantine for 14 days after the date of last exposure.
- **May not test out of quarantine.**

Not Tested

- Send home, recommend testing, isolate until results are available.

Tested Positive

- Executive Director notifies the SMC CD Control.
- Send child or staff home.
- Case should be isolated and excluded from school until at least 10 days have passed since symptoms first appeared
- **Quarantine and exclude the affected classroom** for 14 days after the last day the case was present at school while infectious

**Tested Negative Or
Not Tested**

- **Household contact:** Must remain in quarantine for 14 days after the COVID-19 positive household member completes his/her isolation.
- **Close contact:** Must remain in quarantine for 14 days after the date of last exposure.
- **May not test out of quarantine.**

Tested Positive

- Executive Director notifies the SMC CD Control.
- Send child or staff home.
- Case should be isolated and excluded from school until at least 10 days have passed since symptoms first appeared
- **Quarantine and exclude the affected classroom** for 14 days after the last day the case was present at school while infectious

Tested Negative

- May return to school/work 24 hours after resolution of symptoms

Not Tested

- Send home, recommend testing, isolate until results are available.

Tested Positive

- Executive Director notifies the SMC CD Control.
- Send child or staff home.
- Case should be isolated and excluded from school until at least 10 days have passed since symptoms first appeared
- **Quarantine and exclude the affected classroom** for 14 days after the last day the case was present at school while infectious

Tested Negative

- May return to school/work immediately

Not Tested

- No action needed

FAQ

1. How many children are in a classroom?
 - We have between 8-14 children in a class/cohort depending upon staffing. According to the State Cohort guidance we can have no more than 16 individuals in a cohort. We also maintain teacher to child ratios of 1:14 for school age and 1:8 for preschool.
2. Are children required to wear face masks?
 - Yes, children ages 2+ are required to wear facemasks, teachers will work with young children to teach proper mask use and teach why we wear a facemask. 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.
3. What will happen if there is a COVID-19 exposure in my child's class?
 - If there is a confirmed case of COVID-19 in a classroom the class will be closed for 14 days from last exposure. Please see the COVID-19 Scenario table and COVID-19 flow chart for more information.
4. Are your teachers vaccinated?
 - Currently Educators and Child Care workers are eligible for vaccines in phase 1B tier 1 of the vaccination roll out. Each Healthcare Provider is currently in different stages of vaccination and as soon as vaccines are available our teachers will have the opportunity to get vaccinated. At this time vaccination is a choice not a requirement, vaccination information pertaining to individuals is protected by HIPAA.
5. If my child's class is closed due to COVID will I be charged for the full month?
 - No, at this time if CCP is directed by the Health Department to close a classroom, center, or the program due to COVID-19 we will be issuing credits for the closure days (as applicable by contract type).
6. Will I get a refund if my child has to quarantine due to an exposure to COVID-19 in my home or if we travel?
 - No, we do not refund payments for child absences due to illness, self-quarantine/isolation, vacation, etc.
7. If the local elementary school closes or another Shelter-In-Place is ordered will you have to close too?
 - No, CCP is a childcare agency and is considered an essential business. We will remain open at all times to the best of our ability.

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 and caregiver 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, fee's will not be refunded.
- I understand that all program details are therefore subject to change without advance notice provided.
- I will also continue to abide by the program policies as established in the CCP Family Handbook.
- I understand that although CCP will take precautions to limit exposure to COVID-19, participating in CCP programs is done at my own risk.

Child's Name _____

Parent's Name _____

Parent's Signature _____ Date _____