



COVID-19 SAFETY PROTOCOLS, SOCIAL AND PHYSICAL DISTANCING, AND HEALTHY PRACTICES

These Policies and Protocols were developed following California Department of Social Services (CDSS) and California Department of Education (CDE). Our goal is to continue to provide quality care and education for children while limiting the spread of COVID 19.

Starting June 1st, 2020, all teachers/staff and parents/guardians entering Universe of Colors premises, must implement the following:

- Parents/guardians and Universe of Colors Staff must sign a Waiver ASSUMPTION OF RISK / WAIVER OF LIABILITY / INDEMNIFICATION AGREEMENT Relating to COVID-19 previous dropping of their child and/or entering the facility.
- Adults must need to wear a mask during drop off, pick up and during diaper changing or other moments where social distancing is not possible.
- At all times parents/guardians and teachers must model social distancing when interacting with children, families, and staff.
- Include Role-play what social distancing looks like by demonstrating the recommended distance in the classrooms and giving frequent verbal reminders to children.
- Create and develop a scripted story around social distancing, as well as handwashing, proper etiquette for sneezes, coughs, etc.

-Before coming into the facility:

- Parents/Guardians and Universe of Colors staff must do a self-screening every day before entering the facility. If you have a temperature of 100.4 F/38 C or higher, have difficulty breathing, flu like symptoms, have a cough, or have been in contact with someone infected you must stay home.

- Drop off:

- Starting June 1st all drop off will be at the yard door. Arrival starts at 8am. Please do not arrive later than 9am to avoid disruptions.
- Only one parent/guardian is allowed at the entrance and must stay 6 feet apart from others while outside waiting for their turn to enter the facility.
- Staff must explain to parents and caregivers that all visits should be as brief as possible.
- Each morning staff is required to ask parents/guardians the following questions:
 - (1) If your child has a temperature, 100.4°F/38°C or higher. Or had any temperature on the last 24 hours and have taken any fever reducer within 24 hours.
 - (2) If your child has flu-like symptoms or Covid-19 symptoms.
 - (3) If you or a family member have traveled outside of our area in the last 14 days.

(4) If you or your child have come in contact with a person diagnosed with Covid-19.

(5) If you know of any other reason that you or child might pose a Covid-19 risk.

- Visually screening the child: Each morning the greeting Teacher must visually screen the child, checking for clean hair, clean clothes, and socks and take the child's temperature.
- Visually screening the child's backpack or lunch box. All changes of clothes must be properly packed inside a zip log bag with the name of the child.
- If anyone has a temperature of 100.4°F/38°C or higher they must be excluded from the facility.
- Parents/Guardians must sign in their child with their pen or if provided by us one use hand sanitizer before and after using the pen. The teacher must disinfect the area where the parent signed up.
- Parents/Guardians must remove the child's shoes. If a child must wear shoes inside please bring an extra pair, this way the child will have inside shoes and outside shoes.
- The teacher will take the child to wash their hands, supervising the appropriate use of water, soap, and make sure their hands are completely dry. Then proceed to escort the child to the classroom or to the yard (weather permitted).
- Personal toys should be kept at home until further notice.

-Inside the classroom:

- Classrooms will be divided to keep separated 2 groups in the same classroom. Each group will not exceed 10 children and must remain with the same teacher all day.
- During circle time each child will have a labeled squared on the carpet and activity will be a group activity to avoid children touching common surfaces.
- During Table time, each child will have a designated seat with their name displayed on the table (label).
- Teachers must have multiple toys and manipulatives accessible that are easy to clean and sanitize throughout the day.
- Teachers must limit the amount of sharing and will be offering more opportunities for individual play and solo activities, such as fine motor activities (i.e., drawing, coloring, cutting, puzzles, and other manipulatives).
- Teachers will be planning activities that do not require close physical contact between multiple children.
- Each child will have their labeled kit with materials. This kit has all the necessary materials for art and other activities: scissors, glue, crayons or markers, tape, etc. The kit must be disinfected after each use.
- Staff will monitor themselves and children throughout the day for any signs of possible illness, including taking everyone's temperature.
- • If staff or a child exhibit signs of illness, teachers must follow the facility procedures for isolation from the general room population and notify the parents/guardians immediately to pick up the child. (See Sick Child Policy).
- All teaching materials will be disinfected and stored after each use.

-Use of the bathroom:

- Children 4 years old and up must use bathroom #2 (right hand to the sink). Teachers must supervise appropriate hand washing and disinfect the bathroom after each use.
 - Children 2-3.9 years old must use bathroom #1 (left hand to the sink). Teachers must supervise appropriate hand washing and disinfect the bathroom after each use.
- When diapering a child, [wash your hands](#) and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:
- 1) Prepare (includes putting on gloves).
 - 2) Clean the child.
 - 3) Remove trash (soiled diaper and wipes)
 - 4) Replace diaper.
 - 5) Wash child's hands.
 - 6) Clean up diapering station.
 - 7) Wash hands.

After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering area with a fragrance-free bleach that is EPA-registered as a sanitizing or disinfecting solution. If other products are used for sanitizing or disinfecting, they should also be fragrance-free and EPA-registered. If the surface is dirty, it should be cleaned with detergent or soap and water before disinfection.

-Snack and lunch

- The table must be clean up and disinfected before and after snack/lunch.
- Each group will eat inside their classroom.
- Parents/Guardians are advised to send meals/snacks that do not require heating up or changing containers for heating up.
- Parents/Guardians are advised to send disposable forks or spoons.

-Nap

- Our school will not be offering naps during June or July 2020 (subject to modification).
- When arranging beds, they must be 6 feet apart arranging the head of each bed alternately, in opposite directions, to lessen the possible spread of illness between children from coughing or sneezing.
- Beds must be disinfected after each use.

-Playtime inside and outside.

- The yard will be divided in half.
- When outside playing children will play in separate groups (Spanish & English).
- When playing with commonly used toys these must be disinfected before the next group to uses them.
- Children will spend more time outside with directed and previously plan activities. Creativity is the key, for example, using a hula hoop to encourage social distancing, jump rope, etc.

- Plan activities that do not require close physical contact between multiple children.
- Designate a tub for toys that need to be cleaned and wiped after use.

-Pick up.

- Parents/guardians must line up at pick up time outside of the yard gate, keeping 6 feet distance from other adults and wait for the teacher to bring their and child and belongings.
- Sign out their child with their pen or if provided use Hand sanitizer before and after.

Note: The COVID-19 pandemic is a challenging and fluid situation. Federal, state, and local orders and guidance may change frequently.