



# Redding Rancheria Head Start & Child Care

1950 Redding Rancheria Road, Redding, CA 96001

530-225-8925 fax 530-225-8930

## **COVID-19 SAFETY PLAN**

(updated 8-18-20)

\*\* This is a fluid situation. We will keep you updated as changes are made. We communicate regularly with local authorities and the CDC on recommendations to determine local disease levels in our community.

### **Understanding the Risk**

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

### **Access to Child Care Facilities**

- Staff, children, parents, and caregivers must not enter the workplace if they have symptoms of COVID-19 or have been identified by public health as a close contact of a person with a confirmed case of COVID-19. Signage is posted at entrances to remind people not to enter the site if they have symptoms associated with COVID-19.
  - Staff members with symptoms of COVID-19 must be excluded from work, stay home, and self-isolate until they have been assessed by a health care provider to exclude COVID-19 or other infectious disease, and their symptoms have resolved.
  - Communicate to parents and caregivers the requirement for them assess their children daily for the presence of symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease prior to drop off. Parents and caregivers must keep their children at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
  - Or students and staff may return without a doctor's note after 3 days with no symptoms, without using symptom reducing medication.
- Staff are trained about the symptoms associated with COVID-19 and the protocols in place in the event that a child becomes ill while at the facility.
- All staff will have their temperature screened and 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.
- Telephone and/or video conferencing will be used when possible to meet with parents, and community members.

- Nonessential visitors will be limited within the facility.
- School Events: TBD

### **Child Pick Up & Drop Off**

- Drop off and pick up will take place outside of the facility at the front gate.
- Physical distancing is supported at drop-off and pick-up areas by markers on the ground.
- Multiple entrance and exit points are available (see entrance and exit gates).
- At drop off we will conduct a visual wellness check of all students and take students' temperature with a no-touch thermometer. Staff will be gloved and masked during this procedure. 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. If the answer is yes, they will not be permitted to enter.
- Staff, children, and visitors are required to wash their hands or use alcohol-based hand sanitizer at the gate upon entering the facility. Hand sanitizer is kept out of the reach of children and use is supervised.
- If a parents or caregivers must enter the child care setting for drop off or pick up they will be directed to maintain physical distance from workers and other children, and practice hand hygiene. Where this is not possible, for example when transferring a very young child between a parent and a worker, plan and communicate in advance to ensure that time spent in close proximity is minimized.
- If parents or caregivers have to enter the facility at pick up or drop off, only one parent or caregiver may enter the facility.
- Avoid close greetings such as hugs and handshakes.

### **Hand Hygiene and Respiratory Etiquette**

- Hand washing, hygiene and respiratory protocols established for everyone in the workplace.
- Hand hygiene stations at the gate and the entrance to each building. Alcohol-based hand sanitizer stations are provided where a sink is not available. Handwashing sinks are located inside each classroom and in all adult and child bathrooms, as well as on the playground.
- Staff are required to wash their hands regularly throughout the day, including:
  - When they arrive at the workplace and before they go home
  - Before and after handling food (raw, cooked or pre-packaged), preparing bottles or feeding children
  - Before and after giving or applying medication or ointment to a child or self
  - After changing diapers
  - After assisting a child to use the toilet
  - After using the toilet
  - After contact with body fluids (e.g., runny noses, spit, vomit, blood)
  - Before and after placing personal protective equipment
  - After cleaning tasks
  - After handling garbage
  - Whenever hands are visibly dirty

- Support children to wash their hands regularly throughout the day, including:
  - When they arrive at the workplace and before they go home
  - Before and after eating and drinking
  - After a diaper change
  - After using the toilet
  - After playing outside
  - After handling pets and animals
  - After sneezing or coughing
  - Whenever hands are visibly dirty
- Education and direction provided to workers and children to:
  - Cough or sneeze into their elbow sleeve or a tissue.
  - Throw away used tissues and immediately perform hand hygiene.
  - Not touch their eyes, nose or mouth with unwashed hands.

### **Physical Distancing**

- Workers should maintain a distance of at least 6 feet from each other. Where this is not possible staff will plan and communicate the work task in advance to ensure that time spent in close proximity is minimized.
- Occupancy Limits are established and posted for common areas such as break rooms, laundry rooms, and kitchens.
- Common areas are rearranged to allow at least 6 feet of physical distance between each worker.
- Staff break times will be staggered.
- Children will utilize outdoor classroom whenever possible.
- We will adhere to the principle of physical distancing where possible, by:
  - Minimizing the frequency of direct physical contact with children.
  - Forming a number of separate play areas in order to space children apart. Note that children who live in the same home do not need to maintain physical distance from each other.
  - Creating smaller groups of children and keeping these groups separate from each other.
  - Minimizing the number of different workers that interact with the same child or group of children.
  - Children do not mix with other classrooms.
  - Organizing snack/meal areas to space children apart.
  - Organizing nap areas to space children 6 feet apart and placing children head-to-toe or toe-to-toe.
  - Staggering snack/meal and nap times.
  - Use outdoor space for various activities, including snack/meal time, while adhering to physical distancing and hygiene principles.

### **Cleaning & Disinfecting**

- Toys are removed from the workplace that have surfaces that are not easily cleaned, such as plush stuffed animals.

- Personal comfort items (e.g., blankets, stuffed animals) must remain at the school and not go back and forth between home and school.
- No book bags, food or other items will be brought into the school.
- Unnecessary items are removed from the workplace to reduce surfaces that could become contaminated.
- The Redding Rancheria Public works dept. has developed and implement a cleaning and disinfection schedule and procedures in accordance with the CDC.
  - General cleaning and disinfecting of the workplace will occur at least once a day.
  - Frequently-touched surfaces should be cleaned and disinfected at least twice a day.
- Toys and objects that children have placed in their mouths will be set aside, in a “to be washed” bin, until they are cleaned and disinfected.
- Cots will be disinfected after each use, blankets and sheets will be laundered weekly. Students will not share these items.
- Diapering stations will be cleaned and disinfected after each use.
- Use of drinking fountains will be suspended. Each child will be given a reusable, personal water bottle to keep at school which will be sanitized regularly.
- ZONO sanitizing system will be used on a regular basis.
- Garbage containers will be emptied daily at a minimum.
- We will maintain an adequate supply of cleaning and disinfection products and materials.
- The bus will be cleaned and disinfected daily and between transporting students.
- The air filters and filtration system is updated to ensure optimal air quality.
- We limit sharing of supplies and equipment (e.g., pens, telephone, tablets, computer mouse) between staff and students.
- We will provide adequate amounts of high touch materials, such as art supplies, in order to minimize sharing between children.
- No tooth brushing allowed at school until further notice.

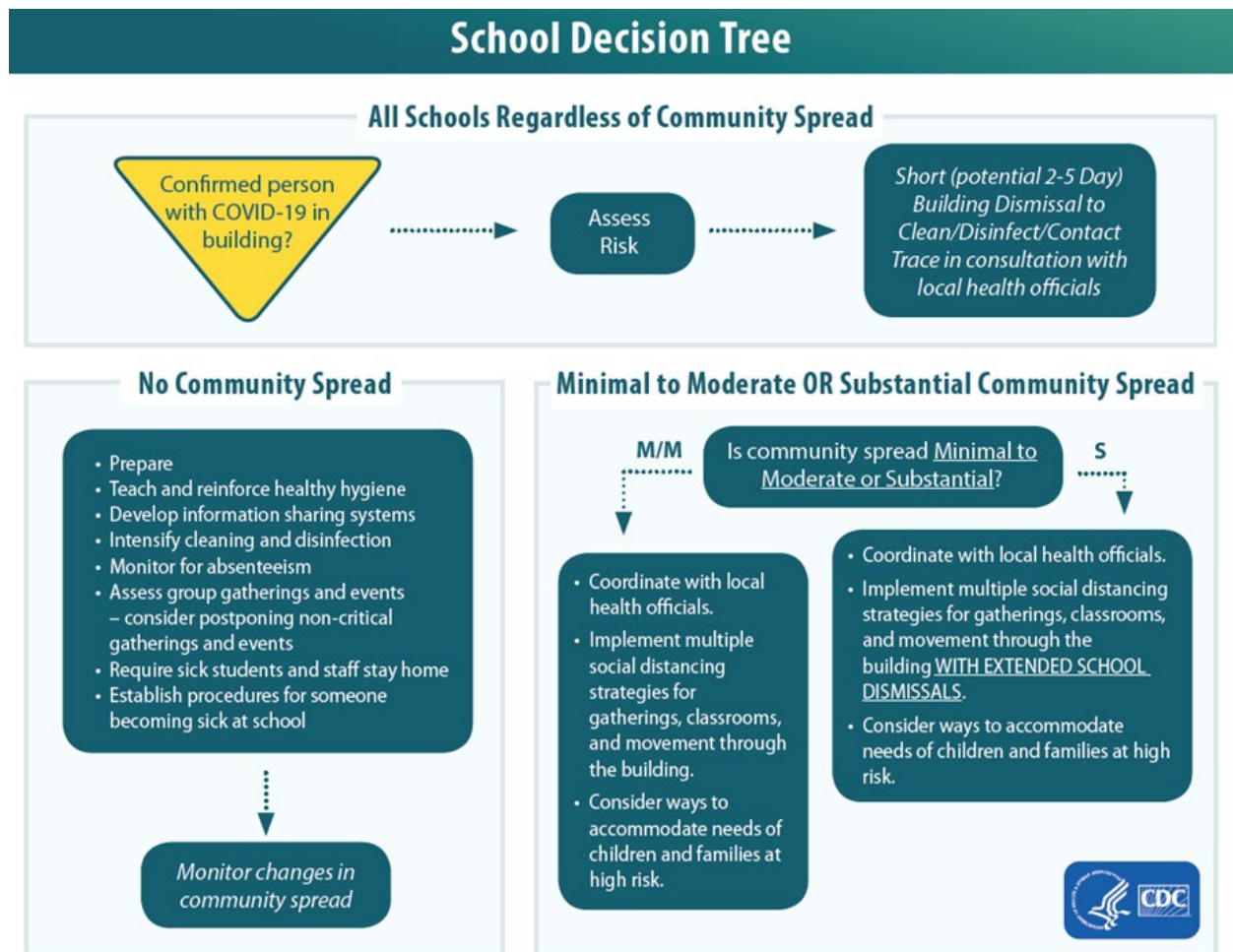
### **Use of Personal Protective Equipment (PPE) & Testing**

- Personal protective equipment, such as masks or face shields, will be worn by all teachers and staff at all time when they are in contact with children or parents/ caregivers. Children are not required to wear masks. It is however recommended by the CDC to have children above the age of 2 years old wear face coverings while inside public spaces and near other people to reduce the spread of respiratory droplets from coughs and sneezes. Staff will encourage children to wear masks during school at parent/ caregiver request.
- Staff will wear disposable gloves when cleaning body fluids (e.g., runny nose, vomit, stool, urine) and when diapering.
- PPE's are required for workers who are responsible for cleaning and disinfection.
- Staff will implement testing for Covid-19 as capacity permits and is practicable based on county levels and local precautions.

### **Meals & Snacks**

- No sharing of food or drink allowed by staff or children.

- No self-serve and family-style meal service. Snacks and meals will be provided directly to children in individual servings.
- Children are not allowed to participate in food preparation.
- No food provided by parents and caregivers.
- Food service worker will wear gloves and mask when preparing and handling food.
- Reusable dishware, glasses, and utensils must be cleaned and sanitized after each use.



**CDC recommendation when a confirmed case has entered the school, regardless of community transmission:**

Any school in any community might need to implement short-term closure procedures regardless of community spread **if an infected person has been in a school building.**

**We will coordinate with local health officials.** Once learning of a COVID-19 case in someone who has been in the school, we will immediately notify local health officials. These officials will help administrators determine a course of action for their program.

**Dismiss students and most staff for 2-5 days.** This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the

school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the scope and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events.
- Discourage staff, students, and their families from gathering or socializing anywhere.

**Communicate with staff, parents, and students.** We will coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure through one call, phone calls, email and Class Dojo.

- We will maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

**Clean and disinfect thoroughly.**

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas used by the ill persons, focusing especially on frequently touched surfaces.

**Make decisions about extending the school dismissal.** Temporarily dismissing child care programs and K-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities.

- During school dismissals (after cleaning and disinfection), child care programs and schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school should be made in collaboration with local health officials.
- Child care and school administrators will work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions. School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions may change as the local outbreak situation evolves.
- Administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

**We will implement strategies to continue education and related supports for students.**

- Ensure continuity of education and special education through distance learning.
- Consider alternatives for providing essential medical and social services for students.

**If Someone Becomes Sick at School**

- Staff and students will be monitored throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- Most common COVID-19 symptoms include:
  - Fever
  - Dry cough
  - Tiredness

Less common symptoms:

- Aches and pains
- Sore throat
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or smell
- a rash on skin, or discoloration of fingers or toes

Serious symptoms:

- Difficulty breathing or shortness of breath
- Chest pain or pressure
- Loss of speech or movement

On average it takes 5–6 days from when someone is infected with the virus for symptoms to show, however it can take up to 14 days.

- Policies will not penalize students and families for missing class due to illness.
- The Health & Disability Coordinator's office will be utilized as a quarantine space in the event of an ill child or staff member until arrangements are made to go home. They will not be in contact with any other students at this point.
- For serious injury or illness, we will call 9-1-1 without delay and seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- Local health officials, staff and all families will be notified immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- Areas used by any sick person will be closed off for cleaning and disinfection.
- Sick staff members and students will be advised not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.
- All students, including students with IEP's, will have access to instruction when out of class such as, continuing online speech services, providing Learning Tablets as availability allows, homework packets and communication through Class Dojo.

**Considerations for Partial or Total Closures**

- 1) Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly. Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly. We will coordinate with local public health officials and Redding Rancheria Executive Team to determine a course of action.

- When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, refer to the CDPH Framework for K-12 Schools, and implement the following steps: In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- We follow State and local orders and health department notices daily regarding transmission in the area or closures and adjust operations accordingly.
- Communication plans for school closure include outreach to students, parents, teachers, staff and the community.
- We will continue education to the greatest extent possible through distance learning with the use of homework packets, Class Dojo App, Hatch Preschool Curriculum Tablets, and Talk Path speech services.