

THE CHILD UNIQUE MONTESSORI SCHOOL
MONTESSORI ELEMENTARY SCHOOL OF ALAMEDA

Covid-19 HEALTH PRACTICES

"Without change there is no innovation, creativity, or incentive for improvement. Those who initiate change will have a better opportunity to manage the change that is inevitable."

-William Pollard

These protocols have been developed taking in the most current information to date concerning communicable diseases, especially covid-19. The information has been informed by the CDC, the Alameda County Health Department, other county health departments, the Department of Social Services, Community Care Licensing Division, and the appropriate best practices of Montessori Education.

Due to our evolving understanding of how Covid-19 affects adults and children, we have chosen to take a more restrictive position in our practices. Additionally, these guidelines are more restrictive due to the impossibility of maintaining a six-foot distance from children in a preschool setting. The more restricted guidelines are for the protection of the teacher. These more restrictive guidelines are indicated in **green font**. As information about Covid-19 becomes clearer, these may be adapted in the future.

Table of Contents (add to list as needed)

EMPLOYEE PROTOCOL FOR ENTERING SCHOOLpg 3-4
ENTERING CLASSROOM/CLOCKING IN	
ENTERING SCHOOL OFFICE	
MAKING COPIES	
COMPUTER/COPIER USE	
STUDENT ARRIVAL/DEPARTURE PROTOCOLSpg 5-16
ARRIVAL/DEPARTURE PROTOCOLS ALL CAMPUSESpg 5
PACIFIC CAMPUSpg 6-8
ENCINAL CAMPUSpg 9-11
TAYLOR CAMPUSpg 12-14
DEPARTURE PROTOCOLS AT ALL CAMPUSES pg 15-16
CLOSING END OF DAY PROTOCOLpg 17
CLASSROOM PROTOCOLpg 18-21
WORKTIME AND LESSONS WITH CHILDREN: Changes within Academic Areaspg 22
LUNCHTIME PROTOCOLpg 23-24
DIAPERING PROTOCOLpg 25-27
NAPTIME PROTOCOLpg 28
BATHROOM ASSIGNMENTSpg 29
WASH YOUR HANDS THE RIGHT WAY, USE OF HAND SANTITIZER & GLOVES.....	pg 30-31
DISINFECTION / SANITIZATION PROTOCOLpg 32-35
ADDITIONAL RESOURCES (Links)pg 36
(Preparing for Covid-19 Pandemic, Step by Step Cleaning, Disinfecting, Handwashing, Social Distancing for Childcare, OSHA Req'd Training)	
APPENDIX	
DAILY WELLNESS CHECK (2 versions)pg 37-38
FACE MASKS: PROPER WEARING, CLEANINGpg 39-40
CLASSROOM CHECK LIST FOR SUPERVISORpg 41-42

EMPLOYEE PROTOCOL FOR ENTERING SCHOOL

TEACHERS AND STAFF PRE-ARRIVAL and ARRIVAL PROTOCOL

Before coming to work please do a complete self-assessment

- Take temperature
- Overall wellness check (as early as when you wake up)
- Cloth mask required on or away from campus

TEACHERS AND STAFF ARRIVAL PROTOCOL

- Covid-19 testing required every other week
- Mask covering nose and mouth required
 - N95 mask for use on campus is strongly recommended. (Please be aware that cloth masks protect others from the person wearing the mask. An N95 mask offers better protection for you.)
- *Wear your Face Covering Correctly* (instructions from the CDC)
 - Wash your hands before putting on your face covering
 - **Put it over your nose and mouth** and secure it under your chin
 - Try to fit it snugly against the sides of your face
 - Make sure you can breathe easily

ARRIVAL ON CAMPUS

- Use hand sanitizer located by the door
- Have temperature taken and logged before entering building / Take again at lunchtime
- Put away personal belongings
- Put on indoor shoes
- Wash hands
- Disinfect the faucet, sink, toilet, toilet handle and door after **every** use
 - Do not place wipes into the toilet
- Clothing options:
 - Scrubs, smock, lab coat for use in school only, if desired
 - Or change of clothes, in case your clothes are soiled
- Teachers should have their own pen/pencil to use during the day. If they must use school pens/pencils the pen/pencil must be disinfected after use.

Greet other staff members with enthusiasm and remember to maintain 6' distance from each other

ENTERING CLASSROOM / CLOCKING IN

- With the exception of office personnel, clocking in will occur in classrooms
 - Time Clock application will be on tablets in each classroom
 - Teachers sign-in on their classroom tablet

- Sanitize tablet after signing in / option: cover in zip-loc bag for easy disinfecting
- Disinfect touched door knobs
- This process should occur when clocking back in after lunchtime

ENTERING SCHOOL OFFICES

- Sanitize hands before entering office
- With the exception of office personnel, leave personal items outside of office
- Office personnel should limit personal items to purse and drink container
- Limited number of people in office at any given time
 - Taylor Office max 2 - with a third person for a limited time
 - Encinal Office max 2 - with a third person for a brief time
- Office work time will be scheduled to maintain appropriate allowable number in office
- No outside individuals, including parents, are allowed in the office

MAKING COPIES

- Bulk copying: Teachers will pre-plan and request bulk copies from Room Parent
 - Limited copies: Office Max (using classroom allotment), use classroom laptop to send copy request to office, or use copier in office after hours

COMPUTER/COPIER USE

- Use of staff or classroom laptop computer and copier requires gloves, as follows:
 - 1) wash hands 2) sanitize hands 3) put on new gloves
 - Sanitize printer controls and computer keyboard after use
 - Dispose of gloves.
- Replenishment of paper in printer:
 - Restock with a full ream of paper and dispose of paper wrapper
 - Sanitize drawer handles after replenishing.
- Receiving items from Parents:
 - Go out to greet Parent from a distance, acknowledge Parent warmly.
 - Receive goods then maintain 6' distance



STUDENT ARRIVAL/DEPARTURE PROTOCOLS ALL CAMPUSES

Arrival and drop off at all campuses will be done with **limited contact** protocols.

This means:

- Maintaining social distancing consistent with CDC recommendations, including avoiding direct, **close up** face-to-face contact
- Because children cannot see your face, exhibit extraordinary joy
- Limiting the conversation with Parent to greeting and short answers
- Consider greetings in place of hugging (recognize that some children need contact; in its absence where there must be an absence, over emphasize smile, or other expressions:
 - Consider a body movement in place of hugging
 - Note movements made in other countries
 - <https://www.nationalgeographic.com/travel/2020/03/ways-people-around-world-say-hello-without-touching-coronavirus/>
- Arrival and departure protocols involve hand and face washing hygiene
 - Hygiene refers to behaviors that can improve cleanliness and lead to good health, such as [frequent hand washing](#), [face washing](#), and bathing with soap and water. In [many areas of the world](#), practicing personal hygiene etiquette is difficult due to lack of clean water and soap. Many diseases can be spread if the hands, face, or body are not [washed appropriately at key times](#). Source: <https://www.cdc.gov/healthywater/hygiene/index.html>
- Children and adults will wear slippers indoors.
 - Children will wear croc-like plastic/rubber shoes that are disinfected daily
 - Adults may wear cloth slippers, but should wash them weekly
- Sign-in Packet is a jumbo zip-loc bag with the following contents.
(Note: Bag should be changed every Monday morning!)
Contents:
 - Sign-in Sheet / Tablet
 - Small Hand Sanitizer
 - Gloves in zip-loc bag
 - Pens in zip-loc bag



STUDENT ARRIVAL PROTOCOLS AT PACIFIC CAMPUS

Parents will use valet service to extent possible; Greeters at cars to sign-in and take child

Note: Table in outer courtyard may be used for parents/children with separation challenges

ARRIVAL TIMES

- Arrival times are delineated for all children, to stagger drop off
 - Early arrival students (7am - 8am) are considered staggered
 - Early parents walk to the door; maintain six (6) foot distance from others
 - Staggered Drop off: a) 8-8:15 b) 8:15-8:30 c) 8:30-8:45 d) 8:45-9:00
 - will be determined according to parent need
 - Parents who miss their drop off times, will come during the next period
 - There will be no drop offs from 9:00 - 9:15am
 - Greeters will be assisting with any necessary transition, disinfection.
 - Parents who arrive after 9:00, notify teacher via app and walk to classroom door
 - Greeter will resume sign-in at 9:15, as necessary and as possible
 - Parents who walk or bike to school, should wear mask
 - maintain six (6) foot distance from Greeter and other parents

WALK-UP DROP-OFF LOCATIONS before 8:00am and after 9:15am

- **Toddler 1** enter through gate, wait in courtyard
- **Preprimary cohort 1** go to main front door, wait on porch
- **Preprimary cohort 2** enter through gate, wait in courtyard

VALET PROCESS

- Cars pull up in front at curb (two cars at a time; driveway used for separation challenges)
- Greeter(s) greet and receive students as follows:
 - Prepared with sanitizer, sign-in sheet or tablet, gloves, many pens in zip-loc bag
- Parent stays in car, wears mask
 - With glove on, offer Parent hand sanitizer
 - Sign-in Sheet process:
 - Hand Parent sign-in sheet to sign with their own pen
 - if they do not have their own pen, provide pen to keep
 - Take clipboard back, and set in bag
 - Tablet process:
 - Hold tablet for Parent while Parent uses their phone to scan the QR code
 - Parent enters their password into their phone which registers on tablet
 - Staff member should confirm receipt of registration
 - Assist child to get out of car:
 - Assist child to unbuckle seat belt, if Parent has not done so
 - Assist child out of seat and to ground, safely, or allow them out safely
 - Use hand sanitizer for the child's hands
 - Ensure that they have their lunch, if needed

- On child's level, Greeter does well check (takes less than 1 minute):
 - Check temperature with hands free thermometer
 - (NOTE: elevated temperature based on child's own baseline temperature)
 - If temperature is normal, child is given visual wellness assessment
 - Check eyes, face, skin (redness, flushed, clammy)
 - This can be done while giving the child sanitizer



Signs to Observe:

- General mood and changes in behavior
- Fever or elevated body temperature
- Skin rashes, unusual spots, swelling or bruises
- Complaints of pain and not feeling well
- Signs/symptoms of disease (severe coughing, sneezing, breathing difficulties, discharge from nose, ears or eyes, diarrhea, vomiting etc.)
- Reported illness in child or family members

Use your senses . . .

- **LOOK** - for signs
- **LISTEN** - for complaints
- **SMELL** - for unusual odor
- **ASK** - if the child has a fever (over 100.4 F)

California Childcare Health Program
cchp.ucsf.edu

COVID-19- 04/2020

- Assure that child has a face mask.
 - According to the Center for Disease Control, “Children 2 years and older should wear a mask over their nose and mouth when in public settings where it’s difficult to practice social distancing.” Therefore, all students over the age of 2 years old are required to wear a mask while at school and while on walking field trips, except while eating and drinking.
- Allow child to wave goodbye to their parent/guardian
- Remove glove(s) and dispose of them

- Taking the child *by the hand with your ungloved hand*:
 - Preprimary Cohort 1 Greeter walks child up the stairs to front door;
 - Preprimary Cohort 2 Greeter walks child to back porch eastside door;
 - Toddler 1 classroom Greeter walks child up the ramp to westside door
- Greeter returns to receiving area, puts on fresh gloves and awaits next child
- Teacher greets child; child removes shoes, put on crocs
 - Lunch box left in child's marked space.
 - **MUST NOT TOUCH OTHER LUNCH BOXES**
 - Teacher oversees hand and face washing
- Children are directed to independent, separate, quiet activity or 'reading' in view, to enable teacher to greet at door, while overseeing class

When Greeters have completed arrival process; clipboard/tablet, outer large zip-loc, small zip-locs, hand sanitizer bottle, and outside separation table should be disinfected. Sign-in sheets and tablets go to individual classrooms.



STUDENT ARRIVAL PROTOCOLS AT ENCINAL CAMPUS

Parents will use valet service to extent possible; teachers at cars to sign in and take child

Note: Table in outer courtyard may be used for parents/children with separation challenges

ARRIVAL TIMES

- Arrival times are delineated for all children, to stagger drop off
 - Early arrival students (7am - 8am) are considered staggered
 - Early parents walk to the door; maintain six (6) foot distance from others
 - Staggered Drop off: a) 8-8:15 b) 8:15-8:30 c) 8:30-8:45 d) 8:45-9:00
 - will be determined according to parent need
 - Parents who miss their drop off times, will come during the next period
 - There will be no drop offs from 9:00 - 9:15am.
 - Greeters will be assisting with any necessary transition, disinfection.
 - Parents who arrive after 9:00, notify teacher via app and walk to classroom door
 - Greeter will resume sign-in at 9:15, as necessary and as possible
 - Parents who walk or bike to school, should wear mask
 - maintain six (6) foot distance from Greeter and other parents

WALK-UP DROP-OFF LOCATIONS AT CAMPUS before 8:00am and after 9:15am

- **Primary 1** enter the right (west) side gate, wait at the side classroom door
- **Cultural Room Cohort** wait at the front door
- **Primary 2** enter through the main (left) side gate, wait at rear classroom door

VALET PROCESS

- Cars for Primary 1 pull up in front at curb
- Cars for Primary 2 pull into parking lot right side (two cars at a time)
 - driveway left side used for separation challenges
- Greeter(s) greet and receive students as follows:
 - Prepared with sanitizer, sign-in sheet or tablet, gloves, many pens in zip-loc bag
- Parent stays in car, wears mask
 - With glove on, offer Parent hand sanitizer
 - Sign-in Sheet process:
 - Hand Parent sign-in sheet to sign with their own pen
 - if they do not have their own pen, provide pen to keep
 - Take clipboard back, and set in bag
 - Tablet process:
 - Hold tablet for Parent while Parent uses their phone to scan the QR code
 - Parent enters their password into their phone which registers on tablet
 - Staff member should confirm receipt of registration
 - Assist child to get out of car:
 - Assist child to unbuckle seat belt, if Parent has not done so
 - Assist child out of seat and to ground, safely, or allow them out safely
 - Use hand sanitizer for the child's hands

- Ensure that they have their lunch, if needed
- On child's level, Greeter does well check (takes less than 1 minute):
 - Check temperature with hands free thermometer
 - (NOTE: elevated temperature based on child's own baseline temperature)
 - If temperature is normal, child is given visual wellness assessment
 - Check eyes, face, skin (redness, flushed, clammy)
 - This can be done while giving the child sanitizer



Use your senses . . .

- **LOOK** - for signs
- **LISTEN** - for complaints
- **SMELL** - for unusual odor
- **ASK** - if the child has a fever (over 100.4 F)

California Childcare Health Program
cchp.ucsf.edu

COVID-19- 04/2020

- Assure that child has a face mask.
 - According to the Center for Disease Control, “Children 2 years and older should wear a mask over their nose and mouth when in public settings where it’s difficult to practice social distancing.” Therefore, all students over the age of 2 years old are required to wear a mask while at school and while on walking field trips, except while eating and drinking.
- Allow child to wave goodbye to their parent/guardian
- Remove gloves and dispose of them

- Taking the child *by the hand with your ungloved hand*:
 - Lunch box left in child's marked space.
 - **MUST NOT TOUCH OTHER LUNCH BOXES**
 - Primary 1 classroom Greeter walks child to west side gate
 - Makes eye contact w/teacher through window
 - Teacher receives child at side door
 - Child washes hands and goes to quiet work
 - Teacher directs child to change from shoes to crocs
 - Aide checks into Primary 1 in case assistance is needed
 - Cultural Room Cohort classroom Greeter walks child to west side gate
 - Makes eye contact w/teacher through window
 - Teacher receives child at side door
 - Teacher directs child to change from shoes to crocs
 - Child washes hands and goes to quiet work
 - Primary 2 classroom Greeter walks child through main gate to class
 - Teacher greets child at the door
 - Teacher directs child to change from shoes to crocs
 - Teacher directs child to aide at bathroom to wash hands
- Children are directed to independent, separate, quiet activity or 'reading' in view, to enable teacher to greet at door, while overseeing class
- Greeter returns to receiving area, puts on fresh gloves and awaits next child

When Greeters have completed arrival process; clipboard/tablet, outer large zip-loc, small zip-locs, hand sanitizer bottle, and outside separation table should be disinfected. Sign-in sheets and tablets go to individual classrooms.



STUDENT ARRIVAL PROTOCOLS AT TAYLOR CAMPUS

Parents will use valet service to extent possible; teachers at cars to sign in and take child

Note: Designated table in outer courtyard may be used for parents/children with separation challenges

ARRIVAL TIMES

- Arrival times are delineated for all children, to stagger drop off
 - Early arrival students (7am - 8am) are considered staggered
 - Early parents walk to the door; maintain six (6) foot distance from others
 - Staggered Drop off: a) 8-8:15 b) 8:15-8:30 c) 8:30-8:45 d) 8:45-9:00
 - will be determined according to parent need
 - Parents who miss their drop off times, will come during the next period
 - There will be no drop offs from 9:00 - 9:15am.
 - Greeters will be assisting with any necessary transition, disinfection.
 - Parents who arrive after 9:00, notify teacher via app and walk to classroom door
 - Greeter will resume sign-in at 9:15, as necessary and as possible
 - Parents who walk or bike to school, should wear mask
 - maintain six (6) foot distance from Greeter and other parents

WALK-UP DROP-OFF LOCATIONS AT CAMPUS before 8:00am and after 9:15am

- **Toddler 2** enter the Hall wait at classroom door
- **Primary 3 and 4** wait at classroom door
- **LE MEISA** wait at classroom door
- **UE MEISA** (balcony classroom) wait at Hall door to watch child reach stair way door.

VALET PROCESS

- Cars pull up into inside school parking lot (up to four cars at a time)
 - Cars come up and veer left in front of lunch tables
- Greeter(s) greet and receive students as follows:
 - Prepared with sanitizer, sign-in sheet or tablet, gloves, many pens in zip-loc bag
- Parent stays in car, wears mask
 - With glove on, offer Parent hand sanitizer
 - Sign-in Sheet process:
 - Hand Parent sign-in sheet to sign with their own pen
 - if they do not have their own pen, provide pen to keep
 - Take clipboard back, and set in bag
 - Tablet process:
 - Hold tablet for Parent while Parent uses their phone to scan the QR code
 - Parent enters their password into their phone which registers on tablet
 - Staff member should confirm receipt of registration
 - Assist child to get out of car:
 - Assist child to unbuckle seat belt, if Parent has not done so
 - Assist child out of seat and to ground, safely, or allow them out safely

- Use hand sanitizer for the child's hands
- Ensure that they have their lunch, if needed
- On child's level, Greeter does well check (takes less than 1 minute):
 - Check temperature with hands free thermometer
 - (NOTE: elevated temperature based on child's own baseline temperature)
 - If temperature is normal, child is given visual wellness assessment
 - Check eyes, face, skin (redness, flushed, clammy)
 - This can be done while giving the child sanitizer



Use your senses . . .

- **LOOK** - for signs
- **LISTEN** - for complaints
- **SMELL** - for unusual odor
- **ASK** - if the child has a fever (over 100.4 F)

California Childcare Health Program
cchp.ucsf.edu

COVID-19- 04/2020

- Assure that child has a face mask.
 - According to the Center for Disease Control, “Children 2 years and older should wear a mask over their nose and mouth when in public settings where it’s difficult to practice social distancing.” Therefore, all students over the age of 2 years old are required to wear a mask while at school and while on walking field trips, except while eating and drinking.
- Allow child to wave goodbye to their parent/guardian
- Remove gloves and dispose of them
- Taking the child *by the hand with your ungloved hand*:
 - **Primary** classroom Greeter walks to front door of classroom;
 - **Toddler** classroom Greeter walks child through door to the teacher

- Lunch box left in child's marked space.
 - **MUST NOT TOUCH OTHER LUNCH BOXES**
- **Elementary** students store items in locker, check-in with teacher, and go to the bathroom to wash hands and face
- Greeter returns to receiving area, puts on fresh gloves and awaits next child
- Teacher greets child; sends/accompanies child to remove shoes, put on crocs, put away lunchbox
 - oversees hand and face washing at sink

Cars exit to the right and out of the lot, yielding to traffic

Children are directed to independent, separate, quiet activity or 'reading' in view, to enable teacher to greet at door, while overseeing class

When Greeters have completed arrival process, clipboard, outer large zip-loc, small zip-locs, hand sanitizer bottle, and outside separation table should be disinfected.



STUDENT DEPARTURE PROTOCOLS AT ALL CAMPUSES

TEACHER WILL BE IN CLASS

- Parents will contact the school via app or call to indicate their pending arrival
 - The teacher informs Greeter and assists the child to get ready for departure
 - Assist child to gather items
 - Assist child to change into outside shoes
- Valet 2:30pm-4:00pm
 - **Greeter** will pick up child from the classroom.
 - Parents who walk up, will wait in designated spot for a Greeter
 - Parents stay in car, wear mask - until Greeter and child are present
 - Greeter walks child to the waiting area and has Parent sign-out on tablet
- Morning 11:30am pick up and late afternoons between 4pm – 6pm
 - Parent should come to child's classroom door to meet child. (see below***)
- Sign-out Process
 - With glove on, offer Parent hand sanitizer
 - *Sign-out Sheet process:
 - Hand Parent sign-out sheet to sign with their own pen
 - if they do not have their own pen, provide pen to keep
 - Take clipboard back, and set in bag
 - *Tablet process:
 - Hold tablet for Parent while Parent uses their phone to scan the QR code
 - Parent enters their password into their phone which registers on tablet
 - Staff member should confirm receipt of registration
 - The Parent will exit the car to receive child; Greeter will offer the child to the Parent
 - Parent must put the child in the car seat
 - Greeters will **NOT** put the child in the car seat
 - Greeter will say goodbye with enthusiasm
 - Greeter disinfects clipboard
 - Greeter washes hands
- If Parent is walking to school:
 - Parent uses app or calls into classroom/office
 - Parent arrives at school, wearing a mask, wait at 6' distance
 - Greeter/aide brings child outside; holds onto child while Parent signs out
 - Offers Parent hand sanitizer
 - Follows instructions for sign-out above*
 - Gives child to the Parent

When Greeters have completed departure process, clipboard, outer large zip-loc, small zip-locs, and hand sanitizer bottle should be disinfected.

*** WALK-UP DROP-OFF LOCATIONS

PACIFIC CAMPUS: before 8:00am and after 9:15am

- Toddler 1 enter through gate, wait in courtyard
- Preprimary cohort 1 go to main front door, wait on porch
- Preprimary cohort 2 enter through gate, wait in courtyard

ENCINAL CAMPUS: before 8:00am and after 9:15am

- Primary 1 enter the right (west) side gate, wait at the side classroom door
- Cultural Room Cohort wait at the front door
- Primary 2 enter through the main (left) side gate, wait at rear classroom door

TAYLOR CAMPUS: before 8:00am and after 9:15am

- Toddler 2 enter the Hall wait at classroom door
- Primary 3 and 4 wait at classroom door
- LE MEISA wait at classroom door
- UE MEISA (balcony classroom) wait at Hall door to watch child reach stair way door.



CLOSING END OF DAY PROTOCOL

EACH CLASSROOM SHOULD BE LEFT DISINFECTED AND READY FOR THE NEXT DAY:

- Between 2pm-3pm, morning teacher should disinfect a portion of the classroom that will not be used during the late afternoon
- Between 5:15pm-6pm, afternoon teacher disinfects used materials

FINAL DISINFECTION AT END OF THE DAY BY CLOSING TEACHER:

- Clipboards and any used pens
- Disinfect all final materials used
- Disinfect all doors and door knobs
- Disinfect classroom tablet keypad or zip-loc bag

FINAL DISINFECTION BY DESIGNATED CLOSING PERSON:

- Disinfect all doors and door knobs
- Disinfect fridge and microwave handles
- Disinfect alarm buttons and keypad



CLASSROOM PROTOCOL

PERSONAL SUPPLIES SHELF

- Students will have a space on a shelf with personalized:
 - Pencils
 - Set of Colored pencils

HEALTHY AIRFLOW

- Keep windows open as much as possible for fresh airflow
 - This does not mean having rooms lower than required temperature
- Avoid unnecessary interior overheating
- Use air purifiers and fans safely, where and when needed for air circulation

HEALTHY DISTANCING

Positive Image Healthy Distancing (our term) is explained as follows by California Licensing Division (*italics ours*): “social or physical distancing requires the *intentional creation of physical space between individuals* who may spread contagious and infectious diseases” (CCLD Pin 20-07-CCP).

- Children should be kept in small group cohorts, without mingling with others from a different cohort. “Children should remain in small groups with the same children in a cohort fashion to the extent possible. It is important to *keep the same children and teacher or staff with each group.*” (CCLD Pin 20-07-CCP)
- Room Set-Up:
 - Shelves should be used to positively, but intentionally separate children
 - Clear small dividers may be used for reading, snack or individual tables
 - Tall, natural trees can be used as dividers
 - Unless tables are long with Lucite dividers between, all table should be individual
 - Individual children's tables
 - Snack set up
 - Child has autonomous decision making
 - Snacks must be individually wrapped or in separate container labeled with child's name
 - Circle/Group time:
 - Circle should be held outdoors
 - Children should be spaced appropriately
 - Utilize chalk or potholders if needed, to mark space
 - Children and teacher should be masked during a song circle
 - **Note: Eliminate all singing unless all children and teacher are masked**
 - Indoor-Outdoor classroom
 - Use outdoor shelves and tables in a supervised way
 - Circle (outdoor calendar, weather reporting)
 - Set up gardening (planting, harvesting, watering), water painting, outside partner snack on long table (children at farthest ends)

“Arrange developmentally appropriate activities with smaller group activities, rearrange furniture and play spaces when possible to maintain 6-foot space, when possible.” (CCLD Pin 20-07-CCP)

STUDENT TRANSITIONING FROM PLACE TO PLACE

- Allow plenty of time for smooth uncrowded transitions
- Ensure that children have washed their hands and straightened a shelf
 - Or dust using ‘one-time use’ dusting mitts for both hands and discard for washing
- Transitioning to Outdoors
 - Eliminate lining up students. Only line up students in case of emergency
 - For transition there should be a “sender” and “receiver”:
 - Without interrupting the work period “Sender” sends children gently, one at a time to clean up and wash hands
 - Designate disinfecting person inside bathroom, with one child entering in one stall at a time
 - Observe hand washing for twenty seconds (teach them to count to 20 or a poem that lasts twenty seconds)
 - Disinfect the faucet, sink, toilet, toilet handle and door after:
 - every child
 - every time
 - Do not place wipes into the toilet
 - “Receiver” stands where children can be in view as they approach
 - NOTE: Children should not be sitting for prolonged periods of time waiting.
 - Use the designated office person for the classroom when available
 - Use classical music, story, and movement during transition, taking care of spacing
 - Eliminate singing unless children and teacher are masked
- Transitioning to Indoors
 - Eliminate lining up students. Only line up students in case of emergency
 - For transition there should be a “sender” and “receiver”:
 - “Receiver” stands where children can be in view as they approach and supervise hand washing
 - Without interrupting the outdoor play, “Sender” sends children gently, one at a time to wash hands
 - Establish waiting area on benches with spacing or separate chairs, if too many children are waiting to wash hands.
 - Put blue tape on bench to denote seating spots
 - Consider telling a story, sending a child after each few lines
 - Receiver is inside bathroom. Bathroom limit is one child per stalls available. No children may wait inside bathroom
 - Observe hand washing for twenty seconds (teach them to count to 20 or a poem that lasts twenty seconds)

- Disinfect the faucet, sink, toilet, toilet handle and door after:
 - every child
 - every time
 - Do not place wipes into the toilet
- NOTE: Children should not be sitting for prolonged periods of time waiting.
 - Use the designated office person for the classroom when available
 - Use classical music, story, and movement during transition, taking care of spacing
 - Eliminate singing unless children and teacher are masked

TAKE ALL CHILDREN'S TEMPERATURE THROUGHOUT THE DAY

1. On arrival
 2. Around 10:30 am
 3. Before Lunch
 4. After nap
- **And** anytime a child might appear feverish

OVERSIGHT IN CLASSROOM

- Be alert to students needing to put “Yield” signs on used materials and table
- Be alert that when students get up, table and chair must be disinfected immediately
- Be alert when children use the bathroom, toilet/sink must be disinfected immediately
- Teacher ask children to wash hands at every transition
- Teachers need to wash their hands at every transition (at least once every 30 minutes)
- Teachers should take moment to disinfect high-touch areas: doorknobs, doorways
- Teacher must be aware of healthy distancing even while working with one individual
- Check PPE cleaning supplies regularly. If any type of supply is running low notify

Head of School immediately. This includes:

- Sanitizing wipes
- Pump-spray disinfecting spray
- Hand sanitizer
- Gloves
- Paper towels
- Bleach
- Hand soap
- Paper towels

Although not an all-inclusive list, the information in this list is non-negotiable

It is mandatory that you need keep these in mind and expand upon them in every situation you encounter. The health of our school community is counting on us to follow through with our protocols.

KEEP IT CLOSED / KEEP IT NEAT

ALL CLASSROOM SUPPLIES, SNACK SUPPLIES and PPE SUPPLIES CLOSED UP TIGHT AND NEATLY STORED.



WORKTIME AND LESSONS WITH CHILDREN: Changes within Academic Areas

PRACTICAL LIFE/CULTURAL:

- Care of the Environment (carrying tray, chair, putting work away, sweeping)
 - Begin exercises with handwashing as a part of the presentation
 - Dusting: one-time use mitts or soft paper towels used once
 - Table scrubbing/other water work: demonstrate with child-sized rubber gloves
 - Hang from clothespins, on outside fence in zip-loc bags, individually labeled
 - Plant care: individual child's plant responsibility
 - Art: Playdough (one time use per child and tossed for day)
 - Land/Water Forms: use of rubber gloves
- Practical Life New Presentations
 - How to Greet
 - How to Change into indoor shoes
 - How to Change into Outdoor Shoes
 - How to Put on a Mask
 - How to Wash and Dry Hands
 - When to Wash Hands
 - How to Wash Face
 - How to Begin a Work (start with washing hands)
 - How to Return a Work with Yield sign
 - How to go Through a Doorway Without Touching
 - How to Have Snack
 - How to do Artwork
 - How to Wait Your Turn for the Climbing Structure
 - How to Set Up Your Lunch
 - How to Clean up from Lunch
 - How to Take Care of Your Property Space
 - How to Label Your Paperwork
 - Hands-free Friendship Chat
 - How to Use a Material Outside
 - Outdoor Hands-free Games

MATH, SENSORIAL, LANGUAGE BASICS

- Child takes care as usual to leave material in good order when done
 - Child places small "Yield" sign on material when it returns to the shelf
 - Adult looks for the yield signs to remove, disinfect and return to the shelf
 - Rugs are not cloth; they are wipeable fabric



LUNCHTIME PROTOCOL

Note: To the extent possible, a teacher should position themselves in the midst of, but a safe distance from children, modeling eating lunch, reading a story (or having a discussion, unless children are happily having conversation with each other). Lunch can occur with a teacher or adult with sufficient units to be with children.

SETTING TIMES FOR CHILDREN'S LUNCH

Note: To the extent possible, going out to the yard and lunchtime should be accomplished with the greatest amount of respect to the child. This is not, and should not resemble cattle call, but a natural response to the biological needs of the child. There is a dance to perform here, to have a practice that incorporates healthy distance, the uninterrupted work period of learning, a child's natural connection to others, and the child's organic need for nourishment.

Coordinate these options within your campus.

Staggering Lunchtimes options:

1. Stagger class lunchtimes, so that no two classes are at lunch in the same place.
2. Stagger class lunchtime within a class (½ class eating inside and ½ class eating outside)
3. Stagger class lunchtime within a class (½ class *working* inside and ½ class eating outside)
 - a. This would organically follow the children who are ready, vs those still working

HEALTHY LUNCHTIME DISTANCING

- Mark out space restrictions outdoors
 - Avoid using 'markings' that are demeaning or disrespectful (e.g.: a box, not an x)
 - Use natural ways to define space, where possible (placemat as space, etc.)
- Chairs outside with placemats/lunches on benches
 - Per Diagrams on next page
- Chairs/small benches outside with placemats/lunches on tables
 - Per Diagrams on next page

SUPPORTING CHILDREN AT LUNCHTIME

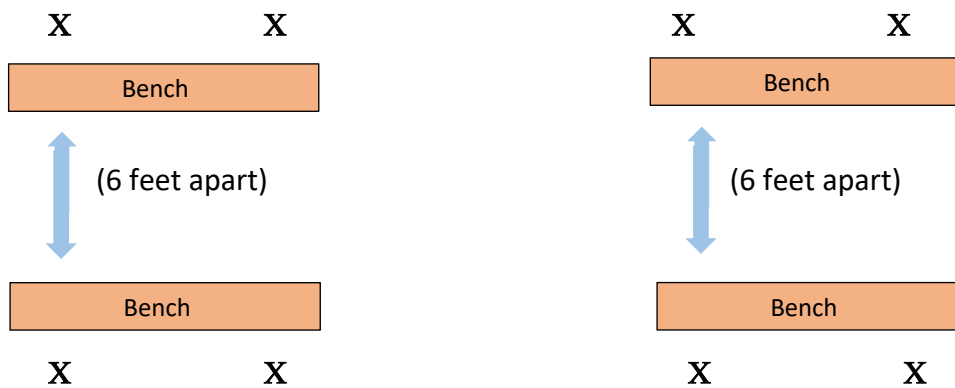
Model staying in one's "personal lunchtime space" during circle and when sitting/eating allows

- This is not a time for 'directions and corrections'
 - It is a time for modeling
 - It is a time for positive acknowledgments of maintaining personal lunchtime space
 - It is a time for clarity, respect (and swiftness perhaps) of actions:
 - "I think your body moved away from your placemat."
 - "Are you finished? Your personal lunchtime space is here."
 - "Hi. Chairs stay where placemats lay. May I help you sit this way?"
- Model and enforce one child to a trash can at a time
- Sanitize hands after each time assisting a child
- Develop new clean up methods:

- Student takes plate to garbage and recycling cans to toss
- Handwashing with outdoor foot operated handwashing station
- Dries hands with paper towel
- Student takes wet paper towels (made available) to wipe off personal area
- Teacher/Aide gloves and follows up with disinfecting wipe for space
- Child sweeps personal space and places garbage in can
 - Brings broom to teacher to disinfect handles

DIAGRAMS AND PROTOCOLS FOR LUNCHTIME

Lunchtime set up with tables and benches used as “tables” for increased distance between children. Repeat for as many benches available. **NOTE: X = chair or stool**



Lunch time set up with 5' to 6' table and individual chairs (X). Repeat for as many tables available



Above set up allows for 14 children to eat with healthy social spacing using 2 picnic tables with 4 benches and 14 individual chairs/stools.



DIAPERING PROTOCOL

(Procedures for Changing Soiled Underwear/Clothing, Disposable Training Pants, Diapers)

Note: Diapering procedures may not involve mixing cohorts (bubbles)/groups of children.

Location (Pacific campus):

Toddlers: rear bathroom (located in toddler room).

Pre-Primary students: front bathroom (across from Pre-Primary classroom).

Location (Taylor campus):

Toddler bathroom (located in toddler classroom)

PREPARE

- Before bringing the child to the diaper changing area, perform hand hygiene and bring supplies to the diaper changing area.
- Make sure your equipment/supplies are available at the diapering area:
 - Pacific: 4' by 2' foldable changing positioned in the bathroom corner
 - Nonabsorbent paper liner large enough to cover the changing surface from the child's shoulders to beyond the child's feet
 - A plastic bag for any soiled clothes, soiled diaper or cloth diaper
 - Baby wipes or wet paper napkins for cleaning the child's genitalia and buttocks
 - Disinfectant wipes for disinfecting after various stages
 - Disposable gloves to wear following hand hygiene (before and after changing)
 - Unused diaper or unused training underpants
 - clean clothes (if you need them)
 - Labels and marking pen, or set of labeled names for children in class

PREPARE THE DIAPERING AREA/CHILD:

- Put gloves on before handling soiled clothing or diapers
- Cover the diaper changing surface with disposable liner/paper

CLEAN THE CHILD NOTE: Always have a hand on a child who is being changed on a surface.

- Bring one child at a time to change their diaper/clothing:
 - Bring the child to the changing table/mat, keeping soiled clothing away from you and any surfaces you cannot easily clean and sanitize afterward
 - If a child's feet cannot be kept away from contact with soiled skin/diaper, remove the child's shoes and socks.
- Place the child on the diaper-changing surface; unfasten the diaper but leave the soiled diaper under the child.

- Lift the child's legs as needed to use disposable wipes, or a wet napkin to clean the skin on the child's genitalia and buttocks
 - Always wipe front to back!
 - Keep soiled diaper/clothing away from any surfaces that cannot be easily cleaned
 - Remove stool and urine and use a fresh wipe, or wet napkin each time you swipe
 - Set the child back down on clean surface, or place paper towel under the child
- Remove the soiled diaper and clothing without contaminating any surface not already in contact with stool or urine.
- Check for spills/residue under the child. If there are any, use the corner of the paper that extends beyond or under the child's feet to fold over the soiled area so a fresh, unsoiled paper surface is now under the child's buttocks.
- Put the soiled wipes, cloth, or paper towels into the soiled diaper or directly into a plastic-lined, hands-free covered can.
- Fold the soiled surface of the diaper inward.
- Put soiled disposable diapers in a covered, plastic-lined, foot operated can:
 - If gloves become soiled at this point, change to a new pair
 - Place soiled gloves with soiled diaper, and in the plastic bag
- Put soiled clothes in a plastic-lined, hands-free plastic bag to go home
 - Place child's name label on bag.
- Remove second pair of gloves, if two pair were used
- Use a fresh baby wipe to wipe:
 - the hands of the caregiver/teacher
 - and another fresh wipe to wipe the child's hands
 - Put the wipes into the plastic-lined, foot-operated can

DIAPER THE CHILD AND DRESS THE CHILD

- Slide a fresh diaper under the clean child.
- Use tissue or wear a clean disposable glove to apply any necessary diaper cream, discarding the tissue or gloves in a foot-operated can.
- Fasten the diaper
- Note and report any skin problems such as redness, cracks, or bleeding
- Fasten the diaper, or assist with clothing

OR - Assist the child, as needed, to put on clean underwear, and then in re-dressing.

- Put the child's socks and shoes/clogs back on if they were removed
- Securely bag soiled clothing.
 - Place child's name label on the bag
- Wipe up any visible soil with damp paper towels or a wipe, and toss
- Wash your hands
- Wash child's hands with soap and water
- Return the child to a safe, supervised area (classroom, yard, lunch area).

DISCARD, CLEAN AND DISINFECT

- Put on a new pair of gloves
- Remove the Trash:
 - Tie securely and discard any feces soiled diaper and wipes in an outside trash can.
 - If using compostable diapers, wipes must be placed in separate bag
 - Compostable diapers must be placed in special secured can with lid
- For non-compostable diapers:
 - Remove any diaper, soiled with feces to an outside trash can, tied in plastic bag
- Return to the diaper changing area to clean and disinfect the diaper-changing surface
 - Remove liner from the changing surface and discard in the trash can



- Wet the entire surface with disinfectant, using paper towels; (make sure you read and follow the directions on the disinfecting fluid) or use disinfecting wipes.
 - Leave disinfectant on surface (consult directions)
 - Wipe clean and allow to air dry
- Wash your hands
- Put away the disinfectant.
- Record the diaper changing information for the Parent
 - Record any problems, different stool, etc.
 - For children in transition to toilet training, indicate accident times
 - Include if soiled clothing will be left for pick up
- Double check name label on clothing bag to send the bag home
 - Place bag in pick-up area to go home
- Put away the disinfectant

INVITE THE NEXT CHILD TO CHANGE THEIR DIAPER/CLOTHING

<https://www.cdc.gov/healthywater/pdf/hygiene/Diapering-procedures-childcare-508c.pdf>

Additional steps: From The Child Unique Montessori School



NAPTIME PROTOCOL

NAPTIME:

1. **No cuddle toys, cuddle blankets or pacifiers are permitted in the school building.** If child cannot do without personal or comfort items in school, they may not come at this time.
2. Nap mats (Pacific/Taylor) are labeled with child's name for individual's use only.
 - a. Nap storage bags (Encinal) are labeled with child's name for individual's use only.
3. Children may assist with their own nap mat set up only.

NAP MAT SET UP:

- Teacher should wash and disinfect hands before nap mat set up
- Ensure that naptime mats are spaced out as much as possible, 6 feet apart or divided by solid furniture
- Place children head to toe in order to further reduce the potential for viral spread
 - Encinal
 - Store nap mats in individual plastic bags labeled with child's name
 - Remove nap mats from plastic bag and set up as indicated above
 - Safely store plastic bag under sleep mat

NAP MAT CLEAN UP:

- Child uses hand sanitizer
- Have child remove bedding, fold it and place in individual's labeled box
 - Encinal
 - Child assists Teacher placing nap mat into plastic bag with child's name on it
 - Teacher ties bag closed
 - When all bags ready teacher returns bagged mats to bathroom

DISINFECTING MATS:

- Disinfect nap mats daily
- At Encinal, use new labeled large plastic bag as needed



BATHROOM ASSIGNMENTS

ENCINAL BATHROOMS

Adult bathroom for staff only
P1 bathroom for P1 students only
P2 Stall 1 (nearest the sink) for P1 students only
P2 Stall 2 (nearest the Cultural Room) for Cultural Room students only.
Use sink in Cultural Room for handwashing.
Students should not use P2 sink.

PACIFIC BATHROOMS

Toddler bathroom for Toddlers and Toddler staff only
Hall bathroom for PP Cohort 1 and Cohort 2 and PP staff only

TAYLOR BATHROOMS

Adult bathroom for staff only
Toddler bathroom for Toddlers only (even when on yard)
Southside bathroom for P3 students only
Northside bathroom (with urinal) for P4 students only
MEISA two bathrooms by the Hall for MEISA students only

CLEANING OF BATHROOMS

- Designate disinfecting person inside bathroom, with one child entering in one stall at a time
- Observe hand washing for twenty seconds (teach a song)
- Disinfect the faucet, sink, toilet, toilet handle and door after:
 - every child
 - every time
 - Do not place wipes into the toilet



WASH YOUR HANDS THE RIGHT WAY, USE OF HAND SANITIZER & GLOVES

WASHING YOUR HANDS is ...one of the most effective ways to prevent the spread of germs...

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

<https://iafp.confex.com/iafp/2012/webprogram/Paper2281.html>

USE OF HAND SANITIZER

Use Hand Sanitizer when you cannot use soap and water, not instead of.

1. When time is of the essence
2. Out on the yard
3. Away from school
4. Before touching something prior to being able to wash your hands (entering the building)
(examples from The Child Unique Montessori School)



Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available (note label).

NOTE:

- ★ Hand sanitizer is less/not effective when hands are visibly dirty.
- ★ Hand sanitizers do not get rid of all types of germs.
- ★ Swallowing alcohol-based hand sanitizers can cause alcohol poisoning if more than a couple of mouthfuls are swallowed.
- ★ Keep it out of reach of young children and supervise their use.

HOW TO USE HAND SANITIZER

- Apply the gel product to the palm of one hand (read the label for correct amount).
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until dry (around 20 seconds).

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

USE OF GLOVES

- Wear gloves, according to Standard Universal Health Precautions, when it can be reasonably anticipated that contact with blood or other potentially infectious materials, mucous membranes, vomit, or potentially contaminated skin or feces could occur.
- Gloves are not a substitute for hand hygiene (hand washing or sanitizing).
 - If your task requires gloves, perform hand hygiene prior to donning gloves
 - Perform hand hygiene immediately after removing gloves.
- Change gloves and perform hand hygiene immediately, if
 - gloves become damaged,
 - gloves become visibly soiled with blood or body fluids following a task,
- Never wear the same pair of gloves in the care of more than one child, or when sanitizing more than one area
- Carefully remove gloves to prevent hand contamination.

<https://www.cdc.gov/handhygiene/providers/index.html>



DISINFECTION / SANITIZATION PROTOCOL

SCHEDULE OF CLEANING AND DISINFECTING IN ALL ROOMS

Multiple times per day

- Clean and disinfect bathroom after every use
- Disinfect trash cans multiple times/day
- Disinfect tables and chairs multiple times/day
- Disinfecting classroom materials after every use

Daily

- Disinfect nap mats after use

End of Day

- Disinfect last items used
- Door knobs, clip boards

Weekly

- Wall cleaning around heavily used areas

Clean carpets at Taylor every two weeks

CLEANING AND DISINFECTING THE FACILITY INSTRUCTIONS

Everyday Steps and Steps When Someone is Sick

How to Clean and Disinfect

CLEAN

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
- Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in shared areas should be disinfected before each use.
- **High touch surfaces include:**
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

DISINFECT

- **Recommend use of EPA-registered household disinfectant**

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.

Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. To learn more about reducing asthma triggers: https://www.cdc.gov/asthma/reduce_triggers.html

- **Diluted household bleach solutions may also be used** if appropriate for the surface.

- Check the label to see if your bleach is intended for disinfection
- Has a sodium hypochlorite concentration of 5%–6%.
- Ensure the product is not past its expiration date.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute or as directed on bottle.**

- **To make a bleach solution, mix:**
 - 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
 - OR
 - 4 teaspoons bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**

ELECTRONICS

For electronics, such as tablets, touch screens, keyboards, remote controls

- Consider putting a **wipeable cover** on electronics. e.g. Zip-loc bag
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.

LAUNDRY

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

CLEANING AND DISINFECTING YOUR FACILITY IF SOMEONE IS SICK

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

CLEANING AND DISINFECTING OUTDOOR AREAS

- Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require complete disinfection**.
 - **High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely and disinfected.**
 - Cleaning and disinfection of wooden surfaces (play structures) or groundcovers (mulch, sand) is not recommended.

WHEN CLEANING

- **Regular cleaning staff** can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**

- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.

HAND WASHING AND HAND SANITIZER

- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Always read and follow the directions on the label** to ensure safe and effective use.
 - Keep hand sanitizers away from fire or flame
 - For children under six years of age, hand sanitizer should be used with adult supervision
 - Always store hand sanitizer out of reach of children and pets
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).



ADDITIONAL RESOURCES

Preparing for Covid-19 Pandemic	<u>CA Childcare Health Program</u>
Step by Step Cleaning	<u>Cleaning Poster</u>
Step by Step Disinfecting	<u>Disinfecting Poster</u>
Step by Step Handwashing	<u>HandwashingPoster</u>
Social Distancing for Childcare	<u>Pin 20-06CCP</u>
CAL OSHA Req'd Training	<u>Infection Prevention in Childcare</u>



MORNING HEALTH CHECK



Signs to Observe:

- General mood and changes in behavior
- Fever or elevated body temperature
- Skin rashes, unusual spots, swelling or bruises
- Complaints of pain and not feeling well
- Signs/symptoms of disease (severe coughing, sneezing, breathing difficulties, discharge from nose, ears or eyes, diarrhea, vomiting etc.)
- Reported illness in child or family members

Use your senses . . .

- **LOOK** - for signs
- **LISTEN** - for complaints
- **SMELL** - for unusual odor
- **ASK** - if the child has a fever (over 100.4 F)

California Childcare Health Program
cchp.ucsf.edu

COVID-19- 04/2020



Daily Health Check

Revised August 2018



What is it?

The early educator performs a daily health check by observing each child when he/she enters the classroom and having a short conversation with the parent/guardian to see if they notice anything unusual.

It is a way for early educators to check for a change in a child's health and well-being. A daily health check helps early educators establish what is normal or abnormal for each child.

Why do it?

To determine if a child appears or is behaving differently than usual.

The sooner sick children are identified, the sooner their health needs can be addressed. Early identification of illness in children can also reduce the spread of illness or disease.

Who does it?

Early educators do a daily health check using a checklist. Child care health consultants can provide training on the daily health check for early educators.

The early educator should perform a daily health check in a relaxed and comfortable manner that respects the family's culture as well as the child's body and feelings.

When to do it?

Early educators should perform a daily health check when a child first arrives at the child care facility and when the parent or guardian is still present. It can be repeated periodically throughout the day as necessary.

How is it done?

Start by getting on the child's eye level, then:



LOOK – for signs and symptoms of illness.

- ✓ Changes in mood or behavior
- ✓ Change in activity or energy level, listlessness or difficulty moving
- ✓ Runny nose or eyes
- ✓ Drainage from open sore
- ✓ Skin changes such as a rash, swelling, bumps or redness
- ✓ Scratching, tugging at a part of the body or holding a body part



LISTEN – for complaints and unusual sounds from the child that might indicate they are not feeling well. Listen to what a parent shares about the child or other illness in the family.

- ✓ Continuous crying or unusual fussiness
- ✓ Groans
- ✓ Wheezing, sneezing, labored breathing
- ✓ Hoarseness
- ✓ Coughing



FEEL – for a change in the skin that might indicate a fever or dehydration.

- ✓ Moistness
- ✓ Unusual warmth



SMELL – for unusual odors that might indicate an underlying disease.

- ✓ Fruity sweet breath
- ✓ Foul breath
- ✓ Unusual urine or bowel movement odors

Daily Head to Toe Health Check

If the child has any of these symptoms, he/she may be ill.

- ✓ Shows a change in behavior or mood - less active, less energy, more sleepy, easily irritated
- ✓ Looks different from normal
- ✓ Complains of not feeling well
- ✓ Has itchy skin or scalp
- ✓ Is pulling at ear
- ✓ Has draining from the eyes
- ✓ Has a runny nose
- ✓ Coughing severely
- ✓ Has skin rash or discoloration
- ✓ Has drainage from an open sore
- ✓ Has unusually warm skin
- ✓ Eating or drinking more or less than usual
- ✓ Is vomiting
- ✓ Has abnormal stools - gray or white bowel movement, diarrhea or unusual odor
- ✓ Is not urinating
- ✓ Is off balance or walks unevenly

At the beginning of the day when the parent is still at the facility, early educators and parents can decide together on a plan of action to support the child's health. If the child needs to be excluded from care the parent or guardian can leave with the child and tend to the child's health needs.

If the child becomes ill during the day, the early educator should notify the child's parent or guardian and decide together on how to care for the child. Children who are ill or contagious must be excluded from child care based on the NC Child Care Rules .0804 and .1720(b). Parents may need to consult the child's health care professional before a child can return to child care.

Any time child maltreatment is suspected, a report must be filed with the local Department of Social Services.

North Carolina Child Care Health and Safety Resource Center • 1.800.367.2229 • www.healthychildcarenc.org

NC Child Care Rules 10A NCAC 09 .0804, .1720 (b); Caring for Our Children, 3rd Edition, 3.1.1.1, 3.1.1.2, California Childcare Health Program

Posters developed in cooperation with the NC Division of Child Development and Early Education



THE UNIVERSITY
of NORTH CAROLINA
#1 CHAPEL HILL



NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES
and Early Education

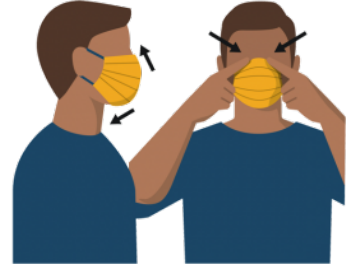
As of 8/12/2020

CLOTH FACE MASKS

Information from the CDC

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- **Put it over your nose and mouth** and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



Take Off Your Cloth Face Covering Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about [how to wash cloth face coverings](#))
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.



Use the Face Covering to Protect Others

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- **Don't** put the covering around your neck or up on your forehead
- **Don't** touch the face covering, and, if you do, wash your hands



How to clean

Washing machine

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

Dryer

- Use the highest heat setting and leave in the dryer until completely dry.



Washing by hand

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
 - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.

Air dry

- Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.



Make sure to completely dry cloth face covering after washing.

As of 8/12/2020

CLASSROOM CHECK LIST FOR SUPERVISOR

[illegible]

As of 8/12/2020

[illegible]