



Temporary Tot Tending School Age Covid-19 Program Information

It is the intention of Temporary Tot Tending to implement measures to protect its workforce and children in response to SARS-CoV-2, the virus that causes COVID-19. These measures will be amended as necessary based on changing guidelines. It is important to note that the purpose of this plan is to ensure the health & safety of TTT's classrooms.

If there is a conflict between the requirements of TTT's protocols and other regulations/guidelines, the more restrictive shall apply. Our COVID-19 protocols will discontinue when the Centers for Disease Control and Prevention (CDC) advises COVID-19 is no longer a pandemic threat. This document provides a general overview of TTT's protocols in response to COVID-19.

PROGRAM DESCRIPTION

TTT School-Age Programs have been redesigned to support families affected by the impact of COVID-19. Directors are closely monitoring guidelines and regulations of the Local Health Department, the Centers for Disease Control and Prevention (CDC), the San Mateo County Office of Education (SMCOE), etc. The goal of our programs is to provide a clean, safe, fun, loving, and enriching environment for children while supporting them during Distance Learning.

Due to COVID-19, TTT's operating procedures will be modified to ensure the health and welfare of Children and Staff. Children will be divided into cohort groups per classroom with continuing care by the same teachers throughout the day. These cohort groups will be engaged with age appropriate activities during down times. We will continue to practice social distancing, and implementing systems to continue to keep our children, staff and families healthy and safe!

Our School-Age Program will start on August 19, 2020, at Ortega and on August 20, 2020, at Ocean Shore and Sunset Ridge and will be modified and evaluated as needed to follow the up-to-date guidelines.

SITE PROTOCOLS

The following protocols have been developed to follow social distancing, sanitation and hygiene practice regulations.

Responsibility at Site

- Children will be divided into a cohort group in each classroom. Children will stay with the same cohort group throughout the week (Monday through Friday). The same staff member will remain with the same cohort group of children for the whole day.
- Children will have outdoor time each day. No cohort groups will be using the shared outdoor space at the same time. The structures will be sanitized and kept clean each day before another cohort group will be allowed to use it. Each cohort will also have its own outdoor equipment.
- Wellness checks and temperature checks will be performed daily at drop-off and may continue throughout the day.
- All children and staff must remove shoes upon entering the classroom. A separate pair of shoes or slippers may be left at TTT to wear while inside only.
- Windows and/or doors will be open throughout the day (when possible) to allow for proper ventilation. Please be sure to send your children with a jacket/sweatshirt regardless of the weather in case they get cold.
- Children and Staff will wash hands with soap and water throughout the day and between transition times. Hand sanitizer will be used if soap and water is not readily available. Children will be supervised when using hand sanitizer and when washing their hands.
- Restrooms will be sanitized between *every* use and throughout the day. Children will be asked to practice good hygiene while using the restroom, such as washing their hands and not touching their faces.
- Signage will be posted describing hand washing steps near sink areas.
- Children will be encouraged, as always, to keep their hands to themselves; and they will be strategically spread out, when possible, during activities for appropriate social distancing.
- Frequently touched surfaces will be cleaned regularly throughout the day.
- TTT provides group care for children and families; teacher to children ratio is 1:12 during COVID-19 restrictions for our School-Age Program. We are not able to provide 1:1 care for our programs.

- Classwork/homework is an essential part of children's education; we will try our best to assist children with their classwork/homework when possible. Our staff will give support during classwork/homework time, but please remember it is not our staff's responsibility to ensure your child(ren)'s classwork/homework is done.
- We have structured our classrooms to accommodate children who are Distance Learning during this pandemic. We will not be able to provide a completely noiseless environment for your child(ren) during these times. We will have a teacher to help and support children during their distance learning and will provide group support, not 1:1 support. Children are also responsible for following their Distance Learning session provided by the Pacifica School District. **Children should bring a headset for distance learning and their devices must be fully charged before they arrive.**
- TTT will not be responsible for children's devices/headsets and/or for any lost or stolen devices/headsets. Child(ren) are responsible for their own devices/headsets on a daily basis. ***Please label everything.***
- Currently Pacifica School District is trying to get additional hot spots to us to support Distance Learning; hopefully they will arrive when Distance Learning starts. We encourage each family to bring a WiFi/hot spot for your child at this time until the PSD fully supports Distance Learning at our sites. Staff will continue to monitor children's access with the internet to ensure the content is appropriate.
- TTT will provide an afternoon snack only. Children must bring their own morning snack and their own lunches. We will not be able to do heat-ups, cup of noodles and/or any food preparation for the children. (A thermos from home with food pre-heated is acceptable.) Please send any utensils that are needed. Children will need a PRE-FILLED refillable water bottle. We are not allowing any use of water fountains.
- Children are not allowed to share food. Children will be seated for lunch/snack in their designated spots.
- Each staff member must wear a face covering at all times. All children will be required to wear face coverings in accordance with California Department of Public Health (CDPH) guidelines, when indoors. Please bring face coverings for your child(ren) on a daily basis: please also bring an extra one to leave in your classroom. Children will not be required to wear face coverings while outdoors.

Illness

- Children and Staff *must* stay home when not feeling well or sick according to the guidelines from the CDC. If the child or someone at home is exhibiting the following symptoms (but is not limited to): cough, shortness of breath, fever (100.4 F), sore

throat, chills, rash vomiting, and/or diarrhea, children and/or staff must stay home and consult your doctor before returning to the program. Children/Staff must be fever free without the use of medication for 72hrs before returning to school/work.

- Everyone will be subject to temperature/wellness checks when entering the room.
- Children and Staff who arrive sick or become sick during the day will be sent home as soon as possible. Children will be isolated from other children until parents pick up. Parents/Guardians must pick up the child **within an hour** once they have been notified. Please check Parent Portal to be sure your contact info is up-to-date.
- Staff will supervise child(ren) while maintaining a physical distance of at least 6' until a parent/guardian arrives to pick up. Staff will try their best to keep the child(ren) as comfortable as possible.
- If a child/family member in the household has a confirmed case of COVID-19 or was exposed to someone with a confirmed case of COVID-19, we will inform all families in that cohort/classroom. We will then contact the County Health Services to implement contact tracing procedures and the program operating in that classroom will be cancelled until further notice.
- In the instance of a confirmed case of COVID-19 all children/staff in that cohort will be dismissed for 2-5 days. This initial short-term dismissal will allow time for the local health officials to gain a better understanding of the COVID-19 situation impacting the classroom. This allows the local health officials to help us determine the appropriate next steps, including whether an extended dismissal is needed to stop the spread of COVID-19.
- Child(ren) and/or family member(s) in the household with a confirmed case of COVID-19, will need to follow the guideline's 14-day quarantine and child(ren) may only return to the site with a doctor's written clearance.

Drop-off/Pick-up

- Our new Hours of Operation will be from 8am-5pm, Monday through Friday. **Children must be dropped off no later than 8:30am. Children will be denied admission after 8:30am. NO IN AND OUT privileges.**
- Parents/Guardians will be able to drop-off/pick-up child(ren) in designated areas *only*. **All children must be accompanied by an adult at drop-off.** Child(ren) will be received/released one at a time to practice social distancing. Families will need to follow social distancing procedures while waiting for drop-off or pick-up.

Parents/family members are not allowed in any of our classroom to help minimize the spread of COVID-19.

- Well-checks and temperature checks of the child(ren) will be performed before *drop-off is complete*. Parents/guardians must wait until staff has completed this process before leaving their child(ren).
- Parents/Guardians must wear masks throughout this process and follow our check-in/out procedures. Please allot more time during drop-off and pick-up time, maintaining at least 6' between you and others. Parents/Guardians must call when they arrive at the end of the day so that we can start getting your child ready to go.

Cleaning/Disinfecting

- Throughout the day, Staff must routinely clean and disinfect surfaces and objects that are frequently touched (doorknobs, sink handles, light switches, countertops, tables, furniture, cubbies, common areas. etc). A daily deep cleaning/sanitizations will be performed on all hard surfaces in the restroom including sinks, faucets, toilets, dispenser (paper/soap), and using approved solutions for cleaning floors.

MEDICAL CONDITIONS & VULNERABLE/HIGH RISK GROUP GUIDELINES

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization (WHO). **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. While COVID-19 can cause mild symptoms in some individuals, it can lead to severe illness and even death in others. Adults over the age of 65 and people of any age with serious underlying medical conditions including, but not limited to, HIV, asthma, other respiratory conditions, and pregnancy, may be a higher risk for more serious complications from COVID-19.

I have read/received the **COVID-19 Information** from TTT and agree to follow the policies and procedures put in place. I understand if we are not able to comply with the COVID-19 policies outlined, my child(ren)'s placement in the program may be jeopardized. Each family will be required to have a signed copy of the COVID-19 Program Information on file before children attend the program. I have carefully read the above, understand its contents, and will contact an administrator if I have any questions.

Signature of Parent/Guardian

Date

Name of Parent/Guardian

Name of Child(ren)