



Health & Safety Procedures and Protocols for Early Childhood Programs

This guide is a working document and may be revised based on changes in state-level and/or local public health mandates and guidance.

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All SITE GUIDELINES

FACE COVERINGS

Adults

- Face coverings **must** be worn by all adults when in the classroom or within any public office space.
- Teachers/Staff may wear face shields however if 6 feet of physical distance cannot be maintained a mask is still required. The exception to this is a face shield with drapes at the bottom that can be tucked into a shirt. If this type of shield is worn, a mask is not required.
- Face coverings will be provided by NCOE for staff use. If you would prefer, you may bring an approved face covering from home.
- Adults may remove face coverings outside if social distance (6 feet) can be maintained. It is advised to keep your mask on your person as you may need to quickly put it back on to assist students.
- Face coverings are not required when you are alone in your office space.
- If your face covering is removed by a child, or comes in contact with a child's secretions, disinfect or replace face covering as soon as possible.
- If your face covering is stressful for a child, consider removing it while increasing social distance if safe and appropriate.
- Teach, explain, and discuss face coverings in your classroom and why they are keeping us safe.
- Follow general face covering hygiene guidelines.

FACE COVERINGS

Children

- California Department of Public Health (CDPH) *strongly recommends* that all children over the age of 2 wear a face mask.
- Mask wearing among children will be requested, encouraged, and modeled. However, if a child is unwilling or unable to wear a face mask, face masks will **not** be required. NCOE has child sized masks if requested. Please note:
 - Children under 2, those with breathing difficulties, and those who do not have the capability (either physically or developmentally) to remove their own mask will not wear any face covering.
 - Monitor any child face covering use for safety and appropriate hygiene practices.
 - Children should not wear face masks while playing outside or while engaging in physical activity of any kind.
 - Face masks should be removed during snack/meal times.
 - Children should remove masks during specialized services such as speech and language therapy or other times when it is important to be able to see a child's mouth.

PERSONAL HYGIENE

- All children and staff must wash their hands upon entering the facility and then at regular intervals, thereafter, including but not limited to:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the bathroom or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After playing outdoors
 - After handling garbage
- Teach, model, practice and encourage proper handwashing techniques: At least 20 seconds with soap and water.
 - *If adults are assisting with handwashing, they should also wash their hands,*
- Use hand sanitizer (at least 60% or more alcohol) at regular intervals when hand washing is not available. *Hand sanitizer is **not** a substitute for proper handwashing.*
 - Children will be supervised when using hand sanitizer and it should be dispensed by an adult.
 - Do not use hand sanitizer with children under 2 years of age.

Hand sanitizers are less effective than handwashing in preventing the spread of COVID-19

- Teach, model, practice and encourage covering your cough & sneeze.
- Encourage children to keep hands away from their face, enforce hand washing/sanitizing when children's hands come in contact with their face.

STAFF PROTOCOLS

- Enter and exit through designated entry and entry points
- **Check In/Check Out:**
 - **NCOE Sites:** NPP, St. Helena, Calistoga, NIP, NVC and NCOE Main Office all have a QR code check-in/check out system. Please follow the directions at the station for checking in, which includes a temperature check and symptom self-assessment.
 - **Non- NCOE Sites:** Please coordinate with the principal on site to determine how you should be checking into the site. You will need to check in both with NVUSD protocols and through NCOE protocols.

- Certify that you have done a symptom self-check prior to checking in for work.
- Temperature checks are suggested upon arrival at work. Staff temperature check stations are located at each site.
- Wash hands upon arrival and throughout the day.
- Wipe down/disinfect your workspace upon arrival and prior to leaving for the day.
- All staff must sign in/sign out when entering a classroom. This is **essential** for staff providing special education supports.
- If you are feeling sick:
 - Do **NOT** report to work
 - Notify your supervisor of your absence
 - Post your absence in ReadySub
- To the greatest extent possible, maintain social distance (6 feet) when interacting with one another, and when interacting with students.

SYMPTOM SELF-ASSESSMENT

NCOE requires all employees to complete a self-assessment of symptoms prior to coming into work, to ensure no one comes into work with symptoms. You will be asked, when checking in each day, to certify that you:

- are not experiencing any symptoms of COVID-19 including cough, fever, chills, headache, loss of taste or smell, sore throat, or runny nose
- Have not had contact with someone diagnosed with COVID-19 in the past 14 days

If you answer yes to any of the self-assessment questions, you agree not to report to work. If you develop symptoms while at work, you should report it to your supervisor immediately and leave work. In either case, Human Resources is available to discuss leave options.

CHILDREN OR STAFF WHO DEVELOP COVID SYMPTOMS DURING THE DAY

- If a child or staff member becomes ill during the day with any of the following symptoms, isolate them, and notify their family to pick them up right away. Symptoms may include:
 - Fever (100.4°F/37°C or higher)
 - Dry cough
 - Shortness of breath
 - Chills or muscle pain
 - Sore throat, and/or new loss of taste or smell
- You may apply a mask to staff and children over two years old if tolerated. Always supervise ill children.
- Ensure gown/gloves/face covering are worn by the adult caring for the child.
- Designate a place in the classroom or on campus as an isolation zone for children/staff who are suspected to be ill.

- Clean & disinfect isolation zone immediately once a child is picked up by the parent.
- Report concerns to your supervisor and school nurse as soon as possible.

RETURNING TO WORK OR SCHOOL AFTER SUSPECTED/CONFIRMED ILLNESS

EXPERIENCING COVID SYMPTOMS

Staff

Symptoms of COVID-19 include fever, cough, shortness of breath, chills, fatigue, headache, muscle pain, nausea or vomiting, diarrhea, or new loss of taste or smell that are not due to chronic or known condition. If you have one of these symptoms, you should notify your supervisor and stay home from work. If you are experiencing symptoms of COVID-19, regardless if you obtain a negative test result, you must stay away from work for 10 days since symptoms first appeared; and at least 24 hours have passed since last fever without the use of fever-reducing medications; and symptoms (e.g., cough, shortness of breath) have improved.

- During time away from work, it may be possible for you to work from home depending on your health and your job description. All work from home arrangements must be discussed and approved with your supervisor.

Students

For students experiencing any symptoms of COVID-19, as listed above, and their symptoms cannot be explained by any other diagnosis (i.e. ear infection, allergy, etc.) they must stay away from school for **TEN** calendar days. If the illness can be explained by other means, with medical documentation, the child may return to school before the ten days is up if their symptoms have resolved and the child has been symptom free for 72 hours without the use of any medication.

- We know that students are often sick for a variety of reasons that are not COVID-19 related, have open communication with parents regarding any concerns.

POSITIVE COVID DIAGNOSIS

The person diagnosed with COVID-19 must quarantine immediately and follow [Guidance from County Public Health](#), including the [steps for addressing a positive COVID-19 test](#). The employee or student must stay home until they have met the requirements to return to work or school. Areas where sick employee or student was in the past 24 hours will be closed for cleaning following local health department guidance and CDC guidance on cleaning and disinfecting.

For staff only: The employee will be asked who they have had contact with at work within the last 14 days. Per the CDC, contact for this purpose includes contact within 6 feet for 15 minutes or more, anywhere in the workplace within 48 hours of when the diagnosed individual first experienced symptoms. NCOE will also look at their check-in/out history to determine who may have had contact. The County health department will be informed of a confirmed case and guidance on notification and closure will be

sought. While maintaining confidentiality, those who came in contact with sick person will be notified and should follow the protocol for those exposed to someone with COVID-19.

When may an employee or student return to school or work after a positive COVID-19 diagnosis?

NCOE will follow the CDC [guidelines for return to work](#) or school after a positive COVID diagnosis as directed by Napa County Public Health.

For Staff

- A staff member who has been diagnosed with COVID-19 may return when **10 days** have passed since they have had symptoms; 3 days after their fever is normal without the use of fever reducing medications; and all of their other symptoms have improved OR they have tested negative twice in a row, with the tests being 24 hours apart and they have no fever or other symptoms.
- If a staff member has had close contact with someone diagnosed with COVID-19, they must stay away from all NCOE worksites for 14 days and can return 14 days after their last exposure, as long as they do not have a fever or any other symptoms.

For Students

- A student who has been diagnosed with COVID-19 may return when 10 days have passed since they have had symptoms; 3 days after their fever is normal without the use of fever reducing medications; and all of their other symptoms have improved OR they have tested negative twice in a row, with the tests being 24 hours apart and they have no fever or other symptoms.
- Testing will **not** be mandatory for students to return to school. However, if a child is suspected to have COVID- 19, as stated by their medical provider based on symptoms, or has been diagnosed, clearance from their health care provider will be required before they can return to school.
- If a child has had close contact with someone diagnosed with COVID-19, they must stay away from their classroom for 14 days and can return 14 days after their last exposure, as long as they do not have a fever or other symptoms. Any COVID- 19 related absences will be excused absences.

What happens when a student or staff receive a positive diagnosis?

Alerting your supervisor of any positive diagnosis, staff or student (or student's family member) is the first step. Your supervisor will communicate with NCOE administration and public health will be consulted. Each situation, and eventually outcome, is carefully considered to help maintain staff and student safety. Administration is responsible for communicating exposure, and potential closure, notices to staff and families. The following scenarios, taken from [NCOE's Consideration for Reopening Schools During the COVID-19 Pandemic](#), are examples of actions that may be considered given various COVID related scenarios.

Scenario	Action
<p>Symptomatic Positive A student or staff member with symptoms who are laboratory confirmed to have COVID-19</p>	<ul style="list-style-type: none"> At least 10 days have passed <i>since symptoms first appeared</i>; and at least 24 hours have passed <i>since last fever</i> without the use of fever-reducing medications; and symptoms (e.g., cough, shortness of breath) have improved. Cohort CLOSED for 14 days from last exposure¹
<p>Asymptomatic Positive A student or staff member who never had symptoms and are laboratory confirmed to have COVID-19</p>	<ul style="list-style-type: none"> A minimum of 10 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply. Cohort CLOSED for 14 days from last exposure
<p>Symptomatic Negative A student or staff member who had symptoms of COVID-19 but test result returned negative</p>	<ul style="list-style-type: none"> Use the same criteria for return to school site as laboratory confirmed cases. Cohort OPEN
<p>Asymptomatic Negative A student or staff member who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</p>	<ul style="list-style-type: none"> The student or staff member should quarantine at home for 14 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 14 days after exposure. Cohort OPEN
<p>Symptomatic Untested A student or staff member who had symptoms of COVID-19 but were not tested</p>	<ul style="list-style-type: none"> Testing is highly recommended. If the student or staff member cannot be tested, use the same criteria for return to school site as laboratory confirmed cases. Cohort OPEN
<p>Asymptomatic Untested A Student or staff member who had close contact to a laboratory-confirmed case patient and do not have symptoms. OR A student or staff member who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from NCPH, and do not have symptoms.</p>	<ul style="list-style-type: none"> The student or staff member should be quarantined at home for 14 days after the last known close contact with the case patient. Testing is highly recommended. Student or staff members who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for returning to school sites should be used as laboratory-confirmed cases. Cohort OPEN

¹ In the event of cohort closure, the cohort will switch to a distance learning format for the duration of the closure.

STAFF SURVEILLANCE COVID-19 TESTING

For the safety of our staff and students, NCOE will be requiring those working with students to be tested every 2 months, as recommended by the California Department of Public Health. NCOE has worked closely with the Napa County Department of Public Health to develop this plan and ensure test availability.

Surveillance testing will be required for all individuals who have contact with students, or areas where students sit, congregate, or touch, including classroom teachers, instructional aides, site administrators, classroom leaders, and others working regularly at a school site; special education staff, including speech therapists, psychologists who work with students, etc.; regular substitutes; staff who regularly visit schools; food service personnel; and maintenance and custodial staff.

Staff will be divided into 4 cohorts (A, B, C, and D). Each cohort of staff will be tested every two weeks, with each staff member testing once every 2 months as recommended by the California Department of Public Health.

Employees will need to consult with their supervisors to determine whether they can schedule their test during work hours or if the test needs to be scheduled outside of work hours. A \$15 stipend will be provided to those who get tested outside of work hours.

Testing is required for all staff who regularly work with students. Employees do not have the right under the law to refuse testing.

Employees assigned a cohort are required to be tested and must inform NCOE if they are positive or negative. In order to maintain health and safety and stop the spread of COVID-19, NCOE will provide information on test positivity and contacts to County Public Health for the purposes of contact tracing. Confidentiality will be maintained at all times in the storage of records onsite.

SHARED STAFF SPACES

- **Staff Workrooms**
 - Staff workrooms (NPP, NVC) are *single occupancy*. If necessary, a schedule of when staff have access to the laminator, printer, workspace will be created to ensure that staff have adequate access throughout the day
 - Gloves must be worn if you are touching any of the equipment
 - Wipe down equipment before and after use
- **Staff Breakrooms**
 - NPP Resource Room will be closed for staff gatherings of any kind. Refrigerator, microwave and water dispenser will be available for use one at a time. Gloves must be worn to use these items, and they must be wiped down before and after each use.
 - Staff are encouraged to bring lunches from home that do not require refrigeration or microwave use
 - Staff are encouraged to bring water bottles from home pre-filled and only refill at work when necessary

- Staff are encouraged to eat lunch outside while maintaining social distance, or within their classroom.
- **Staff Bathrooms**
 - Staff bathrooms will be open for one person at a time with signs posted indicating if the bathroom is occupied. A sanitation station will be located outside of the bathroom, providing gloves/wipes to enable touchless entry and exit. Everyone should take responsibility for cleaning and disinfecting areas they touch within the restroom before and after each use, including wiping down the door stall handle, sink area after washing hands, and the main door handles. Cleaner/disinfectant will be provided in each restroom.
- **Shared Offices & Equipment**
 - All staff offices, unless divisions have been created by General Services, are single occupancy only.
 - Staff are encouraged to have a schedule of when they need to access materials or use the office. Office surfaces must be wiped down before and after each use.
 - Staff are encouraged to work from home as much as possible if their position allows it.
 - For areas in which are high traffic or multiple staff share space, please work with your supervisor to help set up a schedule and also create a work from home plan.
 - Reduce clutter in office spaces. The more we have out, the more we have to clean!
 - If staff are sharing equipment (printers, scanners, keyboards, etc.) ensure you are wiping down before and after each use
 - **Copier Areas:** Only one person will be allowed to use these areas at a time. Gloves and cleaning supplies will be available in the copy rooms. Employees should put on gloves prior to using the copier (which will be located next to the copier). Properly dispose of gloves after using copier and sanitize hands immediately.
- **Ventilation**
 - Ventilation filters and settings will be upgraded to maximize ventilation and air quality.

COMPASSION, UNDERSTANDING AND STAFF & STUDENT SUPPORTS

Seasonal Allergies: We know that many of us experience seasonal allergies that can cause sneezing, coughing, runny nose, etc. We also know that while previously co-workers may not have particularly noticed when a colleague sneezed or coughed, now we are all on heightened alert. We need to take care of one another, and trust that each of us will take responsibility to self-monitor and stay home if we are feeling sick. If you develop symptoms during your shift that are unusual and are not related to seasonal

allergies, let your supervisor know to make accommodations. If you work in an area of the office where a coworker is experiencing seasonal allergies, please be compassionate and supportive.

Staff Supports: Returning to work, especially with young children, and having to adhere to new guidelines may be anxiety provoking to some. Take care of each other. Talk to each other and your supervisor if you feel you need additional supports. Understand that shifts in practice will take time, forethought and intentionality.

Student & Family Supports: Reopening involves planning for practices and facilities, but preparing ourselves to work with children and families is just as important. As children return, keep in mind the following:

- Children will likely have increased separation anxiety. They have been with their families with very little interaction with others for several months. It may take longer than usual to transition to school or services.
- Children may be afraid of our new practices. Teach, explain, model why we are increasing our safety practices. We are doing so because we love each other, and we want to keep everyone safe.
- Children will be “off schedule” and there could be an increase in challenging behaviors, particularly so for children who have missed the supports and structures of their special education services.
- Expect children to continually, *and not intentionally*, disregard rules around social distancing and hygiene. Teach, model, re-teach with *patience and compassion*.
- Have realistic expectations for what children will be able to understand and demonstrate.
- Remind yourself that children are always watching and listening to us in our classrooms and that they are learning from all we demonstrate.
- Parents may be anxious to have their child out of their care and their controlled environments. Talk with parents about the procedures in place that will help keep their child safe. Respect parent’s choice regarding their child’s health and safety.

CLASSROOM & STUDENT GUIDELINES

Student Arrival Procedures

- If possible, have a separate entry and exit point
- For sites with multiple classrooms, create a schedule to stagger arrival times to ensure that only one classroom is entering the site at a time. Provide parents/guardians with their window of time for arrival. If they arrive outside of their assigned arrival time, they will need to wait in their vehicle (or in a designated area) until the campus is cleared and they are allowed in.
- All families and children enter the site through a single, designated entrance.
- For children arriving with a guardian, place visual markers on the ground for child and guardian to stand on and wait their turn. **All** adults (and children, if tolerated) will be required to wear masks during this time. Children will need to wait with adults on their spot.

- Health Screener & Temperature Check:
 - Go over verbal questionnaire with each family
 - Has the child *or anyone in the household* had a fever, cough, or shortness of breath in the past 24 hours? If the answer is yes, child will be excluded from school.
 - Child visual check: flushed cheeks, fussiness, rapid/difficult breathing, and fatigue. If noticed, discuss symptoms with caregiver and exclude child from school.
 - Temperature check:
 - Staff completing temperature check must wear face covering and gloves.
 - Use touchless thermometer to take temperature of child. If a parent needs to enter the classroom, their temperature must be taken as well. Anyone with a temperature of 100.4 degrees or higher will be excluded from school.
- Parents sign in by using their child's manila envelope complete with their child's sign in sheet and a pen. A staff member wearing gloves will hand each envelope out as the parent approaches their turn at the sign in table.
- Hand sanitizer is available for staff, student and parent use at the sign in station.
 - Children will be supervised when using hand sanitizer and it should be dispensed by an adult
 - Do not use hand sanitizer with children under 2 years of age
- Have children wait on designated spots behind the sign-in station once their parents leave until staff is available to escort them into the classroom. If additional staff is available, students may be escorted to the classroom immediately after sign in to start handwashing.
- Encourage a "goodbye" ritual for parents and children to engage in so that parents are not entering the classroom with their child.
- If parents need to enter the classroom to help transition their child, follow the rules above for adult health screening (temperature check & health questions). Adults will be required to wear masks if they are in the classroom. Encourage all adults to practice social distancing if they are in the classroom and to leave as soon as possible in a way that supports their child.
- Encourage families to move quickly through the sign- in process and not use this time as a check- in with their teacher/staff. If needed, schedule a follow up conversation with parents.
- For students who arrive by bus: **COMING SOON**

Student Departure Procedures

- If possible, have a separate entry and exit point
- For sites with multiple classrooms, create a schedule to stagger departure times to ensure that only one classroom is exiting the site at a time. Provide parents/guardians with their window of time for departure. If parents arrive outside their assigned pick up time, they will need to wait in their vehicle (or designated area) until the campus is cleared and they can be allowed in. Their child will need to wait in a designated waiting area with staff.
- All families and children exit the site through a single, designated exit.
- Adults will wait on designated spots until it is their turn to sign out their student.

- Parents sign out by using their child’s manila envelope complete with their child’s sign in sheet and a pen. A staff member wearing gloves will hand each envelope out as the parent approaches their turn at the sign out table.
- Hand sanitizer is available for staff, student and parent use at the sign- out station.
 - Children will be supervised when using hand sanitizer and it should be dispensed by an adult.
 - Do not use hand sanitizer with children under 2 years of age.
- Face coverings required on all adults.
- Encourage families to have a consistent adult drop off/pick up children to minimize the amount of variability.
- Children will be excused one by one from the classroom once their parent has signed them out.
- Encourage families to move quickly through this process.

Cleaning & Sanitization

- All classrooms must follow a schedule for cleaning and disinfecting.
- Toys that cannot be cleaned or sanitized easily should not be used in the classrooms.
- Prepare a soiled bucket for toys that have been mouthed or have come into contact with bodily secretions. Follow NCOE cleaning protocols to clean these toys before returning them to the classroom.
- Disinfect and/or clean high-touch surface areas and materials as follows with a bleach water solution or provided cleaning wipes following the guidelines below:
 - **Toys/materials**
 - Full Day Classrooms: Two times per class session, after class, and/or as needed.
 - Part Day Classrooms: One time per class session, between sessions, end of day, and/or as needed.
 - **Tables & chairs (tops and bottoms) before and after each use.**
 - **Hard surfaces (counter tops, cabinets, etc.)**
 - Full Day Classrooms: Two times per day, after class, and/or as needed.
 - Part Day Classrooms: One time per class session, between sessions, end of day, and/or as needed.
 - **Door handles, light switches, grab bars, railings and other high touch surface areas throughout the day.**
 - **Child restrooms:** Wipe down toilet, toilet handle, sink basin, sink handle, soap dispenser, paper towel dispenser and light switch after each use. Note: Child bathrooms will be single occupancy unless an emergency occurs.
 - **Child sinks:** Wipe down basin, faucet and handles after each use.
 - **Staff sink:** Wipe down basin, faucet and handles after each use.
 - **All electronics/headphones:** Before and after each use. iPad use should not be free choice but distributed to each child and monitored.

- Books and other paper-based materials do not need additional cleaning or disinfection procedures unless they are mouthed or come in direct contact with bodily secretions. Books with hard covers should be wiped down once per day or in between class sessions.
- Sleeping cots must be stripped of bedding each day and children’s bedding must be kept separate and stored in individual cubbies. Launder bedding once weekly or before coming in contact with another child. Wipe down cots at the end of each day.
- If surfaces are dirty, they should be cleaned using soap and water prior to disinfection.
- All cleaning materials **MUST** be labeled, kept secure, and out of reach of children.
- Bleach solutions should be made daily following NCOE guidelines and discarded and replaced after 24 hours.

Bleach Solution Preparation Guidelines

- 5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
- 4 teaspoons bleach per quart of room temperature water
- Wear skin protection and consider eye protection for potential splash hazards-
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products.
- Classroom must be cleaned throughout the day, between sessions, and at the end of each session.
- Playground equipment, and outdoor toys, must be cleaned/sanitized between each group by site staff by using the provided sprayers and wipes. Site staff will be responsible for ensuring sprayers are prepped and filled with solution each day.
 - **For playgrounds located on NVUSD Campuses:** Please consult with the site principal as to what your playground usage time will be. NCOE staff will be responsible to ensuring they clean the playground **before and after** NCOE students access the playground setting with the supplied sprayers and cleaning materials.

Stable Groupings, Social Distancing & General Safety Practices

- To the greatest extent possible, children and staff should remain in stable groupings. Groups are not to mix either indoors or outdoors. Assigned staff need to stay with their group unless an emergency arises.
- Remove chairs to create social distancing at the tables within the classrooms.
- Assign staff roles each day so everyone is clear on their responsibilities: arrival/departure staff, toileting/diapering staff, food services staff, cleaning assignments, etc.
- Create visual markers, or individual spaces, on the floor throughout the classroom so that each child has a designated space.
- Remove unneeded furniture to allow for greater space but also ensure there are enough spaces to encourage children to naturally socially distance.
- If cube chairs are required for a child, label the cube chair with the child’s name and picture and encourage other students to not sit in the child’s cube chair.

- Provide multiples of popular materials.
- Play close attention to toys that naturally might go in a child’s mouth- such a play food and utensils.
- **Full days only:** Create a napping set up map that spaces children out as much as possible (6 feet) and places them head to toe.
 - If six feet is not possible, use physical dividers, while ensuring NO fall risk to a child, such as lightweight furniture, climbing shapes, to create barriers, while maintaining visual supervision.
- **Full days only:** Stop toothbrushing at school and encourage increased tooth brushing at home.
- Puppets, dramatic play clothing, soft toys, and pillows should be removed from the classroom.
- Prepare individual art materials bins for each child.
- Prepare individual sensory boxes for each child with chewys, playdough, fidgets, and other items.
- For classrooms with an AM/PM session, have one set of toys that can be put away at the end of each session once cleaned.
- Limit number of manipulative materials to those that can be easily washed and rotated. Consider materials that can go in the dishwasher.
 - Greatly reduce the number of items available to touch and play with within each classroom center and in your classroom in general.
- **Go back to the basics. The more you have in your classroom, the more you have to clean.**
- Re-imagine Circle Time: Social distancing during circle time or whole group learning is not possible in most classrooms. Break up circle content into small groups and conduct outside if possible.
- Remove sensory tables and bins from the classroom. Re-imagine individual sensory play activities when possible.
- No sandbox play allowed outside.
- Plan activities for individual play and small groups that do not require close physical contact, such as waiting in line, or sharing objects.
- Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
- Teach children developmentally appropriate ways to socially distance, such as “airplane arms” but keep in mind, reducing interactions between children may not provide substantial COVID-19 risk reduction.²

DIAPERING

- When diapering a child, wash your hands and wash the child’s hands before you begin, and wear provided gloves, gown and face coverings.
- After diapering, dispose of gloves, gowns, and wash hands. Assist child in handwashing. Disinfect the diapering area per NCOE diapering guidelines.

² American Academy of Pediatrics, 2020 COVID-19 Planning Considerations: Guidance for School Re-entry

HOLDING & COMFORTING CHILDREN

Infants, toddlers, and preschool aged children require comfort, including physical interactions such as hugs, holding and close contact. It is important, and essential, to comfort children when needed while taking precautions.

- To the extent possible, all adults should protect themselves with large, long sleeved clothing and by wearing long hair pulled back.
- Ensure washing of hands, arms, neck and anywhere touched by a child's secretions.
- Adults clothing should be changed as soon as possible after coming in contact with a child's secretions.
- Children should have multiple changes of clothing available to them.
- Staff should have back up clothing at work if needed.
- Use burp clothes or blankets to minimize the spread of germs when holding/comforting young children. Use a fresh cloth every time a child is held.
- If face coverings are causing undue stress to a child you are trying to comfort, take it off while with that child. Ensure you are reading the child's cues.

FOOD PREPARATION & MEALTIMES

- All staff preparing meals are required to wear masks, gloves and follow food safety/preparation protocols.
- All meals and snacks must be individually prepared and covered.
- Teachers wearing gloves may set the meals/drinks out for children.
- No family style meals or shared utensils.
- Wash tables/chairs before and after eating.
- Wash hands before and after eating.
- If possible, spread children out across multiple tables to increase social distance.
- Adults do not need to wear masks at mealtime while modeling appropriate mealtime behaviors.

COMMUNICATION, EDUCATION & TRAINING

The following signage will be posted around facilities:

- List of common COVID-19 symptoms and direction not to come on site if exhibiting these symptoms will be posted at exterior locations at each site.
- Physical distancing posters will be posted at several locations at each site.
- Proper handwashing technique signage will be posted at all sinks including bathrooms, kitchens, and break rooms.
- Reminders to wear face coverings when not seated at desks.
- Procedures and maximum occupancy signs will be posted outside of the restrooms.
- Outside doors will all have County Health signage.
- Reception areas will have health reminders.

Training for Families

- All families will receive an updated parent guidance packet before their child returns to school. Parents will be expected to follow the guidelines listed in the packet.
- Parents will still be encouraged to be an active member of their child's classroom, but from a distance.
- Communicate often with your families. They may feel removed from their child's preschool experience due to our restrictions. Send pictures and videos of their child's day and progress at regular rates through various means of communication.
- Establish "office hours" or a regular time in which parents can communicate with you virtually to discourage lengthy, in-person interactions.

Students

- Regularly teach and model healthy hygiene practices within your classroom.
- Discuss why handwashing, social distancing, and covering coughs & sneezes keep us healthy.
- Provide children with reassurance that they are safe at school
- Teach children how to use the materials in your classroom safely; not to use other children's materials, to be helpers to keep toys clean, and to remind their friends to use tissues and wash hands when needed.

Special Education Services In Full & Part Day Classrooms: COMING SOON!

Information for this guide was gathered from the following resources:

Centers for Disease Control (CDC)

Appendix F: Setting Specific Guidance – Interim Guidance for Child Care Programs:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=40>

Cleaning and Disinfecting Guidelines for child care and other facilities can be found at this link:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Coronavirus Disease 2019: Child Care, Schools, and Youth

Programs:<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Interim Guidance for Administrators of US K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools-h.pdf>

California Department of Social Services, Child Care Licensing Program

<https://cdss.ca.gov/inforesources/community-care-licensing>

California Department of Public Health (CDPH)

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>

Napa County Information

<https://www.countyofnapa.org/Coronavirus>

EveryChild CA

<https://www.everychildca.org/covid-19-resource-page>

California All Kids Early Learning & Care

<https://californiaall.org/home>

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