

Addendum to the Parent Handbook
COVID-19 Edition
2020-21 School Year

Occidental College Child Development Center

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COVID-19 Edition**

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Introduction

Dear Parents,

We are very excited to welcome families back to the Oxy CDC! We have missed being with your children each day, and we are ready to get back to doing the work we love! As we are getting ready to reopen after being closed for 6 months, we would like to provide you with information that is crucial for the safety and well-being of all Oxy CDC children, families, and staff.

While it will be necessary to implement several new policies and procedures, many things will remain the same. The Oxy CDC will still be an environment that fosters fun, social connections, and learning. It will still be our goal to help children reach their full potential, as we provide them with opportunities to create, explore, and learn. The teachers and I are committed to continuing to provide a quality program that is safe, educational, child-friendly, and fun!

This Addendum to the Parent Handbook will lay out some programmatic and policy changes, as we enter a new phase of attending school during the COVID-19 public health crisis. Since the current environment is constantly evolving, this Handbook Addendum and its policies are subject to change, as well. We will keep you updated as policies need to be adapted.

We will strive to minimize risk as much as possible, while also trying to make the best plans possible for children and families. We will do our best to ensure that changes are realistic and feasible for staff, children, and parents. We will be following the guidelines and requirements for child care centers given by the CDC (Center for Disease Control), the Los Angeles Department of Public Health, and Child Care Licensing. **Please be sure to read through this entire Addendum and sign and return the last page.**

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Addendum to the Parent Handbook. They are in place to ensure that Occidental College Child Development Center is a safe and enjoyable place for your family.

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A. Public Health Emergencies

During a public health emergency, decisions about operations and/or closure will be made in consultation with Occidental College and guidance provided by the Centers for Disease Control, the Los Angeles Department of Public Health, Child Care Licensing, and other local, state and federal resources. Decisions made by the Oxy CDC are, and will be, designed to ensure the safety of children, staff, and families.

Public health emergencies may necessitate alterations to policies and operations, which may include, but are not limited to: reduced hours of operation, additional fees/tuition, changes in the illness policy, limited entry to the building/facility, limitations on what may be brought to the Center, changes in staffing, reduced enrollment capacity, required attire (e.g. face masks), daily schedule, group functioning, and food service. We may be forced to close the Center (by the Department of Public Health), or we may deem a closure necessary, for safety reasons. Contained in this Addendum to the Parent Handbook, you will find specific information related to Oxy CDC operations during the public health crisis created by COVID-19.

B. Enrollment Conditions/Priority

Potty-trained policy: Until further notice, children must be potty trained in order to enroll at the Oxy CDC. The definition of potty trained that we'll be using during this period is:

- 1) The child should be able to nearly always put his/her pee on the potty and always put his/her poop in the potty (no poop accidents).
- 2) The child wears underwear, or the child is nearly ready to wear underwear, but still wears pull-ups, because he/she has occasional pee accidents. The child may only need to wear a pull up at nap time.
- 3) The child can independently pull his/her clothes down to use the potty and back up again afterward.
- 4) Child should be able to independently change out of his/her wet pull up and put on a dry one.
- 5) The child should be able to wipe him/herself after going to the bathroom, or, at a minimum, be in the process of learning to wipe him/herself. The child must be willing to participate in the process of wiping him/herself. If the child is not yet independently wiping him/herself, parents should be actively working with the child on this at home.

It is understood that major transitions can cause regression and that some children who have been potty trained at home may regress to having some pee accidents when they return to school. If this happens, we will coach the child through changing his/her clothing (assisting if needed), we will make the parents aware of the accident so that they can emotionally support the child regarding returning to school, and we will expect that the accidents will lessen and then stop, as the child acclimates to being at school.

Enrollment Priority:

- Continuing Oxy employee children who are fully potty trained will be given first priority.
- Incoming Oxy employee children who are fully potty trained will be given second priority.
- Within Community families, parents that are essential workers who cannot work from home will be given priority.
- Returning Community children who are potty trained will be given third priority.
- Incoming Community children who are fully potty trained will be given fourth priority.
- Children who are not fully potty trained, can be considered for enrollment once they become fully potty trained, in the same order of priority as above.

New Students:

Before enrolling their child, parents/guardians must read our Parent Handbook and this COVID-19 Addendum to the Parent Handbook. Afterwards, parents/guardians must schedule an appointment with the Director for a virtual tour and interview. This provides a chance to meet, answer questions, go over the enrollment packet and discuss what to expect. We would also like the opportunity to meet your child prior to enrollment, so a brief, outdoor visit, after hours or when other children are not present, will be arranged. If your child is admitted and enrolled, parents/guardians will be provided with an Enrollment Contract/Release and all other enrollment paperwork. Parents and admitted child(ren) will need to schedule and attend 2 (two) brief visits at the Center while school is in session. During these visits, the parents and child(ren) will be able to meet the teachers and get familiar with the environment, before the first day of school.

C. Returning Students

Parents of children returning after the Oxy CDC's 6-month closure should schedule one or two brief visits for their child, during the week or two prior to the child's start date. This will help the child get refamiliarized with the environment and the teachers.

The first 3 (three) days of attendance for each child will be half-days (8:30 a.m. - 12:30 p.m.). Children's start dates will be staggered, to allow teachers to give small groups of children their support in getting acclimated/reacclimated into the environment and routine.

If a family is offered a spot, but they are not yet ready for their child to return, they will be given the choice to pay tuition to hold their child's spot until their child's return date, or to be placed at the top of the wait list. When going to the wait list to fill openings, we will offer spots to the returning families and incoming Oxy families who have been asked to be placed back on the wait list, prior to offering spots to other Community families on the wait list. The order of enrollment priority will be the same order as listed above in the Enrollment section.

D. Staffing and Groupings

Due to the requirements from Licensing/Public Health, teachers can only work with one group of children (to limit cross-contamination between groups). Groups of children and their teachers

are supposed to remain separated from other groups for the entire day. This means that we will need to arrange staffing in a different way, based on our scheduling needs (our normal operations include both mixing of groups in the morning and afternoon, as well as teachers who help out in multiple groups each day). Teaching teams may not be the same as in previous years. Once we have established the teaching teams, we will share this information with you.

We can use substitute teachers, but each sub can only work with one group, as well. Many of our current subs have schedules that would not allow for full days or full weeks of subbing, especially on short notice. For this reason, we may utilize substitute teacher services. These are agencies that have a workforce of screened early childhood teachers that can be arranged, as needed, to teach in early childhood programs.

Teacher illness, self-isolation due to symptoms, and self-quarantining due to potential exposure, may present challenges during the COVID-19 pandemic, as these can last for long periods. If a teacher comes down with any signs of COVID-19 (or other serious illness), that teacher will have to leave the premises as immediately as possible. If symptoms of COVID-19 are present, the teacher will need to self-isolate for a minimum of 10 days (see illness policy below). Or, if the teacher has been exposed to COVID-19 (or thinks she has) the teacher will self-quarantine for 14 days. There may be days when we have reduced teacher coverage. This may, unfortunately, result in us offering a reduced number of hours for that day/those days, asking parents to pick their children up early, or asking parents to keep their children home for any days that we cannot enlist sufficient teacher/sub coverage. We will do our best to avoid this, but the limitations on staffing make it a possibility.

Groups are limited to 12 children per group. Grouping of children may be determined by something other than age (which is our typical way of determining groupings). This means that children who were in the same group last year may not be grouped together. It is recommended that siblings be grouped together and that children of healthcare workers (those at higher risk for exposure) be grouped together. Once we are able to return to our typical way of functioning, children will be redistributed into new groupings, determined by age.

E. Hours of Operation

Operational changes necessitated by COVID-19 will create a good deal of additional work for our staff. Teachers will need some prep time each day before children arrive in the morning and after they leave in the afternoon. In addition, the staffing patterns necessitated by COVID-19 (each teacher working only with one group of children) will also contribute to the necessity of shortening the hours of operation we can provide. Additionally, the housekeeping staff will need more time each morning to fully disinfect the Center before children arrive.

Until the COVID-19 requirements ease, we will be unable to operate at our normal hours of operation. Maximum hours of care would be from 8:30 a.m. to 5:00 p.m. Families will arrive in staggered arrival time slots and will leave at staggered departure times. If you have to miss

your drop-off or pick-up window, please call/text to let us know. As soon as we are able, we will expand our hours of operation.

F. Enhanced Hygiene and Infection Control Measures

- 1. Hand Washing:** Children and staff will be asked to wash their hands upon arrival, and multiple times throughout the day. Children will be asked to wash their hands: at the beginning of the day, before and after meals, after outside play, after using the restroom, before and after classroom activities that involve sharing supplies and materials, after coughing and sneezing into their hands, and after touching their mouth or nose. Children will be supervised, to ensure that they are following proper handwashing procedures, using soap and water and lathering for at least 20 seconds. Hand sanitizer may be used when soap and water are not available (with children 2 and older). Hand sanitizer stations are located throughout our facility. (<https://www.cdc.gov/handwashing/>)
- 2. Enhanced Disinfection Protocols:** Staff will receive additional training on infection control and workplace disinfection. All hard surfaces will be wiped down throughout the day, before and after use, as well as at the end of each day. Toys/materials will be disinfected between each child's use. Any toys that go into a child's mouth will be put through a disinfection process. All high-touch surfaces (door handles, table tops, chair backs, etc.) will be disinfected at intervals throughout the day. The hands-free faucets and soap dispensers at children's sinks will limit cross-contamination in sink areas. Toilet handles will be disinfected in between each child (or toilet paper will be used to push the handle). Bathrooms, including toilet seats and sinks, will be disinfected by Oxy housekeeping staff two (2) additional times during the school day, as well as in between groups of children (e.g. when the Busy Bees and the Terrific Tigers both use the same bathroom). Outdoor equipment will be disinfected and/or rotated, as well, to limit sharing of germs. All hard-to-disinfect items, such as group sensory bins, soft toys, pillows, dress-up clothes, etc. will be put away during this phase of operation. There will be continuous disinfection of all shared surfaces/items throughout the day, and a disinfection of the whole Center overnight by Oxy's housekeeping staff.
- 3. Masks/Cloth Facial Coverings:** According to the CDC, wearing cloth face coverings is a public health measure people should take to reduce the spread of COVID-19 in addition to (not instead of) social distancing, frequent hand washing, and other everyday preventive actions. A cloth face covering is not intended to protect the wearer but may prevent the spread of virus from the wearer to others. This is especially important due to the possibility of asymptomatic people spreading COVID-19. (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>)

All Oxy CDC staff will wear masks/facial coverings while at the Center. Parents must wear masks/facial coverings for drop-off and pick-up, as well. The CDC and Public Health

highly recommend that everyone 2 years and older wear a cloth face covering that covers their nose and mouth when they are out of their homes. Children who are older than 2 and can easily remove their own mask/facial covering are considered safe to wear them.

Children should be wearing a mask when at school, except when they are eating or sleeping. Even outside, it will be important for children to wear masks, and we will be bringing in more shade canopies to ensure that there is as much shade as possible on the yards. We want to make sure that children can easily breathe through their masks/facial coverings, and children will be closely supervised while wearing them.

Child care centers that have been operating for months now report that most children have adjusted to wearing masks all day with ease. We anticipate this will be the same for Oxy CDC children, especially if the practice is supported and reinforced by parents. Our goal will be to work toward having as many children comfortably wearing masks as possible, as much of the time as possible. **We will need your help in getting your child acclimated to wearing a mask/facial covering,** and we will be sending out more info about this soon. Your modeling the use of masks/facial coverings will be very helpful in normalizing this practice for your child.

Each child should have two clean masks/facial coverings on hand each day (in case one gets wet/dirty/soiled). Used masks will be sent home each day, and parents are responsible for washing them and bringing them back. It may be best to have several child-size masks to work with, so that you always have 2 (two) that are clean at school.

It is important to teach children how to properly wear a mask/facial covering, including teaching them not to touch the mask or fiddle with it. When someone touches their mask and then touches a surface, they can spread their germs to that surface. We are aware that this will initially feel unnatural to children, and this will be a process of learning for them. It may take a bit of time for it to become second nature to them.

If a child is having a particularly challenging time with keeping his/her mask/facial covering on a particular day, or is continually touching his/her mask (negating the purpose), we will not force the child to wear a mask. We will follow up with the child's parents to collaborate on working with the child regarding wearing a mask/facial covering at school. After 3 days in a row of unsuccessful attempts to have a child wear a mask while at school, parents will be asked to keep their child home for a period of time, to reinforce proper masking behavior with their child.

- 4. Physical distancing and Prolonged Contact:** Each class is considered to be its own independent "pod". Each "pod" will operate independently, separated from other groups, for the whole school day. Classes will not intermix. Teachers will be designated to one group and will not interact with or care for children in other groups (to the extent possible).

Remaining physically distanced from others by at least 6ft is considered one of the safest ways to avoid spreading the coronavirus. The recommendation is to maintain physical distancing between children and staff, to the extent possible. To facilitate this, it is recommended that rather than offering activities that draw children together in groups, activities should be offered at individual stations throughout the room/yard. We will be changing the classroom and outdoor environments, providing clearly defined spaces for individual children to play/work. Toys, materials, tables, or chairs that are used by more than one child will be disinfected between uses. Children will each have their own bin of regularly used materials (e.g. paper, markers, playdough). When we have children sit down for a story or singing, we will provide clearly defined spaces where they can sit 6 (six) feet apart.

Children may find themselves within six feet of other people during their day at the Oxy CDC, especially while playing outside. This is understandable and expected. Teachers will do their best to minimize children's prolonged contact with others. If children are masked and outdoors, this significantly reduces their risk of exposure. Some contact is okay and is expected. Prolonged, unmasked contact poses the most risk, so this is what we will be trying to avoid.

We remain deeply committed to supporting your child's social, emotional, and mental health. We will be working, in this new mode, to find ways to meet children's social and emotional needs, while keeping everyone as safe as possible from COVID-19. Because children's social development is so important (and a big part of why you probably want your children to attend), we will be finding ways for children to continue to interact, talk to each other, share their ideas, experiences and feelings, etc., just from a bit of a distance. We will attempt to have as much social interaction, sharing, togetherness, etc. as possible between children. For example, we can set up two stations near each other, but socially distanced, with the same materials at each station. The children at these two stations can be encouraged to talk with each other about what they are doing, show each other their work, ask each other questions, pose challenges to each other ("Can you make one like this?"), etc. There can be dialogue and interaction, just not proximity or sharing of materials.

Children will be naturally drawn to each other, especially after being apart for so long. This is completely expected, and your children's feelings will be validated (e.g. "You are so happy to see your friend, _____".) We will gently explain that, right now, to keep each other safe and not share our germs, we will be staying a little bit apart from each other. And we can show children the ways that they CAN show their friends how happy they are to see each other and be together (smile, wave, air hug, air high five, say, "I'm so happy to see you!", etc.). We will help them find an area where they can play near to each other and continue talking and enjoying each other.

Teachers will remain physically and emotionally available to children and will provide nurturing and physical comforting whenever children need it. Teachers may hang back and remain distanced when they are not needed, but keeping 6 ft of distance between teachers and young children at all times is not realistic or desirable. In the event that a teacher provides close care to a child, they will take other measures to ensure the safety of the child and teacher, including maintaining their mask use and possibly adding a face shield, gloves, etc. Teachers will bring multiple changes of clothes and may wear smocks or protective layers of clothing which can be changed and washed, as needed.

5. Spending Time Outdoors and Ventilation

We will be outdoors as much as possible. Being outdoors will not only allow us more space to move, but there is also evidence that coronavirus is much less likely to spread outdoors, due to the fresh air/air movement, warm temperatures, and sunlight. Even on hot days, we will attempt to be outside unless temperature is uncomfortably high (e.g above 95 degrees). We will have plenty of shade, and we will be offering lots of activities where children can get wet (which is why we want you to send bathing suits, towels, water shoes, and sunscreen). We will also ensure that children have plenty of water to drink and take regular water breaks to stay hydrated.

When we are inside, we will open doors and windows to allow air circulation, until the temperature is high enough that it makes more sense for us to close the doors and use the air conditioning.

6. Sanitizing Shoes

There is some evidence that the bottoms of shoes may transfer germs, but this is not considered one of the principle ways that coronavirus spreads. Nevertheless, as a precaution, to minimize the risk of shoes transferring germs into our school environment, we will ask that anyone entering the gate disinfect the bottoms of their shoes each day on the way in. We'll have a floor mat soaked in a diluted bleach solution, and each person will step on this and slide their feet back and forth for 30 seconds or so, before entering the facility.

7. Limiting Who Enters the Facility

Recommendations/requirements from the CDC, Public Health, and Child Care Licensing, to minimize the spread of COVID-19, necessitate that we limit entry to Oxy CDC facility to essential personnel only.

For the time being, **parents may not enter the Oxy CDC building/facility without permission from an Oxy CDC staff member.** We will have **no visitors** to the Center during this time, which also means that, for the time being, special teachers (such as Mr. Mario and our yoga teacher, Denise) will not be allowed to visit the Center. (We may be able to schedule virtual sessions with Mr. Mario, but that is undetermined at this time). We

will also be unable to have Oxy students help at the Center until the requirement to limit non-essential personnel is lifted.

We will have **a system for returning children's belongings to you at the end of the day that does not require you to enter the Oxy CDC facility** (see Personal Belongings section).

G.Tuition and Enrollment Policies

The Occidental College Child Development Center will enforce the following policies and procedures for tuition payments:

1. The Center (or particular classrooms in the Center) may need to close, to protect the health and safety of children, staff, and families, in certain instances, such as: fire, earthquake, extreme weather, natural disasters, public health emergencies, bomb threat, power/water outage, insufficient teacher coverage, or other conditions that render safe operations impossible. Whenever possible, we will give as much advance notice of closure as we can. In some cases, we may need to close without warning.

When the Center (or a particular classroom) must close due to an emergency situation (as stated above), tuition charges will be handled in the following manner. For up to the first 3 days of closure, full tuition will be due. If the closure lasts longer than 3 days parents would not be obligated to pay tuition for the period between the 4th day and the day that the Center reopens. During a lengthy closure, teachers may be able to offer online/remote learning options for families who are willing to pay a fee (if teachers are ill or furloughed, this would not be possible).

2. Your tuition pays for an *enrollment spot*, not specific days of attendance. All tuition is due, regardless of illness, being asked to keep your child home due to our illness policy, behavioral/disciplinary removal, vacations, holidays, breaks, or emergency-related closings of classrooms or the Center of any kind (such as due to public health emergencies/pandemic), except as outlined #1 above. No reimbursement of tuition will be granted. If a closure longer than 3 days is necessary, any excess tuition payments already on account would be applied as a credit to future weeks of enrollment.
3. If you would like to withdraw your child from our program, you must submit a written notice to the Director 30 days prior to your child's last day. You will be charged tuition through the full 30 days after the written notice of withdrawal is received. (You can see more about our Withdrawal Policy in our main Parent Handbook).

4. Any part-time enrollment plans will revert to full-time enrollment when normal operations resume (post-pandemic). We will give as much notice of this change as possible.

H. Illness Policy Related to the COVID-19 Pandemic **(Illnesses other than COVID-19 are covered in the Illness Policy in our main Parent Handbook)**

To protect the safety of everyone in our community, we will need to **adhere to a strict illness policy**. Based on guidance from Public Health, the CDC, and Child Care Licensing, **we will be asking anyone (teacher, child or parent) with any COVID-19-related symptoms, even very mild ones, to stay home.**

The most common symptoms of COVID-19 are:

- Cough
- Shortness of breath/difficulty breathing
- Fever (temperature over 100.4 degrees)

There are other identified symptoms of COVID-19 that may appear, and they should be monitored for, especially when they show up in combination. These include, but are not limited to:

- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Anyone with any of these symptoms, even mild symptoms, should stay home. While we understand that many of these symptoms can also be due to non-COVID-19 related issues, **we must proceed with an abundance of caution during this public health crisis.** It is impossible to know whether or not these symptoms in an adult or child indicate the presence of COVID-19 (without testing).

If you or your child have any of these symptoms, please follow the CDC's guidance regarding what to do if someone become sick with symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>). It is recommended that you reach out to your doctor/your child's doctor.

You will be asked to keep your child home if you or anyone else in your family exhibits symptoms of COVID-19.

In children, COVID-19 may present through only mild cold symptoms, such as a runny nose. Because children can have mild cases, we will be asking for children with runny noses to stay home (unless there is a doctor's note verifying that the runny nose is due to the child having ongoing allergies).

Anyone who thinks or knows that he/she has COVID-19 (anyone with fever alone or fever with respiratory symptoms) must stay home for a minimum of 10 days and, at least, a full 48 hours after fever is completely gone and symptoms have improved (without any medication). If your healthcare provider recommends testing, your doctor will let you know when you/your child can resume being around others, based on your test results and symptoms. If the person with symptoms gets tested for COVID-19, he/she can return sooner than 10 days, but only after his/her fever and symptoms are gone, and he/she has had a negative test result, and his/her doctor tells him/her that he/she is safe to be around others. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

IMPORTANT: Individuals with certain underlying health conditions can be at risk for more serious illness from COVID-19. **If your child has such an underlying condition (such as asthma), you must inform the Oxy CDC,** so that we can put a care plan in place, to protect your child's health and safety.

Exposure to COVID-19

Anyone who thinks they may have been exposed to another person with COVID-19 must self-quarantine for 14 days. You are considered to have had "close contact" with someone with COVID-19 if you were:

- Within 6 (six) feet of them
- For at least 15 (fifteen) minutes
- Within the 48 (forty-eight) hours prior to when they first showed symptoms

If the person with exposure/suspected exposure gets a COVID-19 test, **even if the test comes back negative, the person must continue to self-quarantine for the full 14 days,** as symptoms can take up to 14 days to emerge.

According to the Los Angeles Department of Public Health, "While the virus may be most contagious when the infected person is clearly ill, some individuals may infect others even when they don't have obvious symptoms or any symptoms at all. Given that risk, children who have been exposed to someone who has respiratory illness should remain home for 14 days to see if they also develop symptoms of illness. Home quarantine of an exposed child reduces the chance of spread to other children and staff. If no symptoms appear within 14 days, the child may return to the ECE site."

(<http://publichealth.lacounty.gov/media/Coronavirus/docs/education/GuidanceEarlyChildhoodEducation.pdf>)

The Centers for Disease Control and U.S. State Department advise that all nonessential international travel should be avoided, due to widespread ongoing transmission. Travelers returning from international travel should not come to the Oxy CDC for 14 days from the date of return. They should carefully self-monitor for symptoms of COVID-19.

DAILY HEALTH SCREENINGS BEFORE ENTRY

As part of a necessary daily health screening process, **parents should conduct their own health screening (including a temperature check), on themselves and on their child, at home each morning before leaving for school.** Parents should closely monitor, at all times, for any symptoms of illness in their child/ren and in members of their family (or anyone with whom their child comes into contact). Oxy CDC staff will be doing the same for themselves.

Upon arrival at the Center, each child and staff member will receive a health screening before entering the facility. (Any parent that needs to come inside the CDC gate – e.g. to help their child transition - must undergo a health screening prior to entry, in addition to sanitizing their shoes and hands and wearing a mask). **The health screening will include a temperature check (with a no-contact thermometer) and asking the parent/caregiver a series of yes/no questions, designed to check for symptoms of illness and exposure to COVID-19.**

To limit cross contamination, we will be using a no-touch, infrared thermometer. The limitation of these thermometers is that they read skin temperature, which tends to be about .5 to 1 degree lower than internal/core body temperature. Skin temperature is also affected by the ambient temperature and other external factors. Therefore, we will also have an in-ear thermometer on hand, which is very accurate, for a 2nd reading as needed. Thermometers will be disinfected with alcohol wipes in between screenings. (This underscores the crucial importance of parents taking their children's temperature, and their own, at home every morning before leaving the house - with a thermometer that accurately measures internal/core body temperatures).

The results of each child's health screening will be logged. **Any child or staff member who does not pass the health screening (or who exhibits any of the symptoms listed in our main Parent Handbook Illness Policy) will not be admitted to the facility for that day.** We can reach out to Oxy's Emmons Wellness Center, as needed, for consultation and instruction, based on symptoms encountered.

Isolation/Exclusion of Sick Individuals

Staff will receive training on identifying the symptoms of COVID-19. Children's and teachers' temperatures will be taken periodically throughout the day. While at the Oxy CDC, anyone who comes down with any of the symptoms above should leave the facility as quickly as possible. Staff members must leave the premises immediately, if they come down with symptoms of illness. (If proper supervision of children would be impossible if the teacher leaves, and a

substitute/alternate person cannot be found to cover quickly, parents may be called to come pick up their children for the remainder of the day).

If a child comes down with any symptoms of illness, parents will be contacted. Children will be isolated away from others (possibly in an open-air, outdoor location), supervised at distance by a teacher or the Director, until the parent/caregiver arrives to get the child. It is recommended that a surgical mask be placed on the child at this time to limit respiratory droplets from spreading.

To facilitate quick pick up in such cases (or if the Center needs to close quickly due to a COVID-19 case in our population), **parents should be reachable at all times**, and should be available to get their child (or have a designated alternate pick up person get their child) **immediately - within 30 minutes of being contacted**. Each day, as part of the sign-in procedure, parents must provide the name and contact number of the **designated parent/person who will be on-call for that day and able to pick up the child immediately**.

Each family is responsible for having back-up childcare plans in place. This is true of times when we are operating typically. However, having back-up childcare in place will be even more crucial during the COVID-19 public health crisis. You may be asked to come pick your child at a moment's notice or may be asked to keep your child home unexpectedly (to follow Illness Policy or in the event of a Center/classroom closure).

CONFIRMED OR SUSPECTED CASE OF COVID-19

We ask parents and staff to **notify Laura Drew of any potential or confirmed exposure to COVID-19**. If any members of your family are tested for COVID-19, please contact Laura Drew as soon as you are directed to/decide to get tested and then again when you learn of your diagnosis. Personal health information will remain private and confidential and will not be shared with anyone. No one will be identified by name in public communications.

If there is a positive case of COVID-19 in a child or an adult who has been present in the Center, we will contact the Los Angeles Department of Public Health. They will guide us in the next steps to take. After communicating with Public Health, we will inform all Oxy CDC parents of the situation and what the next steps will be (we will not disclose the identity of the person(s) in question).

We will attempt to determine who the person came into close contact with, and these persons will be asked to self-quarantine for 14 days. The Center will need enough time to thoroughly disinfect the area whether the child/teacher spent time, which could necessitate a day or two of closure (CDC suggests to let the environment sit for 24 hours before attempting to disinfect, to allow air droplets to settle). Closure of a classroom or the whole Center, apart from that needed for sufficient time to disinfect, may not be necessary, unless teacher coverage is an issue or there were so many close contacts with children in a group that it makes more sense to close the group for a period of evaluation. The whole point of keeping groups of children separate is

to avoid a case in one room affecting other rooms, which means that a case in one room would not necessarily mean the other groups needed to close.

If there are 3 or more confirmed and connected (linked epidemiologically) cases of COVID-19 in children and/or teachers at a facility, within a 14 day period, the Department of Public Health considers this an outbreak. Public Health may become involved in the contact tracing and resolution of these cases and assist in future mitigation planning. Public Health will determine whether or not the Center or specific classrooms need to close for a period of time. Steps taken can vary and are very case-specific. A closure of 2-5 days is common, though a longer closure may be necessary. Oxy's Health Advisor and Wellness Center will work with the Oxy CDC on mitigation strategies to prevent infection and spread of the virus.

If the parent, family member, or other close contact of either a child or teacher in the program has a suspected or confirmed case of COVID-19, that child or teacher will be asked to stay home and self-quarantine for 14 days. We will ask that the child or teacher get tested for COVID-19. All families in the Center will be notified that a family member/close contact of a person in a certain classroom has a suspected or confirmed case of COVID-19. This will allow parents to make the decision about whether or not they feel safe to send their child to school during the period while the child/teacher gets tested. If the person in question has a positive test result, Public Health will be contacted and the processes above will be initiated.

A closure of a classroom or the Center, due to one or more confirmed cases present at the Center, is considered a **period of evaluation**, to determine whether COVID-19 has spread in our school community. As such, **during a closure, families are discouraged from gathering or socializing with others.**

MINIMIZING RISK OF EXPOSURE TO COVID-19

Parents should understand that, although we will be taking every step possible to limit the spread of COVID-19, while their child is present in the facility each day, their child will be in contact with children, employees, and families who are also at risk of community exposure.

Parents should understand that no list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to COVID-19, as the virus can be transmitted by persons who are asymptomatic or before they show signs of infection. By choosing to enroll your child, you are acknowledging and accepting the risk that your child may be exposed to COVID-19 while at the Oxy CDC.

It will be extremely important for all families to understand the crucial role they play in caring for the health of all other families and staff members in our school community, by **following all of the social/physical distancing, facial covering, and other health-related requirements set forth by our state, county, and local governments, and by our program.** It will be important to remember that what each of us does can affect the health and of many others in our community, and their loved ones, as well. **We request for families to agree that, in order to control their child's exposure in the community, they limit their child's contact to persons living in their household only, to the greatest extent possible.**

For those families with **older children who will be participating in “learning pods” with children outside of their family**, these children should be following all of the guidance to minimize their risk of exposure to COVID-19 from Public Health, including wearing masks, physically distancing from others by 6ft or more, frequent handwashing, staying home if any signs of illness are present, etc. Guidance for implementing “learning pods” safely should be issued by Public Health soon. In the meantime, Public Health recommends using this guidance for implementing “learning pods” safely:

http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/ChildCareSchoolAgedChildren.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=

Health and Safety Requirements Implemented by Occidental College

Occidental College has announced that it will hold classes solely online for the fall semester. Those students, faculty, and staff who do come to campus will be required to submit to regular COVID-19 testing. As Oxy employees, the Oxy CDC staff will receive a test for COVID-19 when they return to work. After the first test, individuals will be tested again 7 days later, 21 days after that, and every 14 days thereafter.

Oxy will be implementing the use of a monitoring app, which all Oxy students, faculty, and staff members will be required to utilize. Each person will complete daily symptom and temperature screenings before arriving on campus. Those who are experiencing a fever over 100.4 degrees fahrenheit and/or cold/flu symptoms will self-isolate and seek medical attention.

Oxy will be requiring all students, faculty, and staff to complete online training on COVID-19 health and safety measures, to assist individuals in taking protective measures against the spread of infection. In addition to the training that Oxy provides, the Oxy CDC teachers will undergo extensive training, specific to our setting, on how to recognize signs and symptoms of COVID-19, the Daily Health Screening procedures, ways to prevent the spread of the virus, disinfection methods and protocols, and how to support children socially and emotionally during the COVID-19 period.

Special Note for Oxy Employees: Occidental College currently has a policy that no children will be allowed on campus (except for those children who will be on site at the Oxy CDC). Please do not bring your child to your office or workplace on campus. The only place on campus that children will be allowed is at the Oxy CDC.

I. Arrival and Departure Procedures

Our facility will be open for childcare from 8:30 a.m. to 5:00 p.m. Monday through Friday. While operating in this phase, drop-off and pick-up times will be staggered, to avoid congregating/crowding. You will be given a 15-minute drop-off window and a 15-minute pick-up window. **Please only come at your designated drop-off or pick-up time**, to limit crowding and to keep everyone safe. If you need to pick up early or have an emergency and are going to

be late, please call/text to let us know. **All parents/caregivers must wear masks/facial coverings at drop-off and pick-up.**

We ask **only one parent/caregiver at a time** drop off or pick up the child. **If possible, it is preferable to maintain one consistent person dropping off and picking up the child.** When that is not possible, we ask that each family try to utilize no more than 3 designated drop-off and pick up persons. We ask that none of them be persons who are more at risk of serious complications from COVID-19 (older person such as grandparent or person with a serious underlying medical condition).

Sign-in/out Clipboards

Class sign-in/out clipboards will be hung on the wall in the parking lot area. Hand sanitizer will be placed near the sign-in/out clipboards

When signing a child in or out, each parent/adult should follow this order of procedures:

- 1) Sanitize their hands
- 2) Take a “clean pen” and sign child in or out
- 3) Put used pen in “used pen” bin (pens will be sanitized before the next day)

Transfer of Children’s Belongings

Each child will have his/her own area on the outside of the fence along the parking lot where any belongings that need to be transported between home and school will be hung. **Please bring a washable cloth bag to hang on the hook,** and we can place any items to go home in this bag. You’ll take this bag home with you, and then **bring a clean one the following day.**

Drop-Off Procedures

Drop-offs and pick-ups will be done at the gate on the parking lot side of the facility ONLY (the gate on the Oxy/campus side will NOT be used for arrivals or departures).

Drop off Steps

1. Parents/caregivers and their children will come to the parking lot and wait in the line, spaced out at 6-ft distances (spacing will be indicated with markings). **The adult dropping off must be wearing a mask/facial covering,** and we are **strongly encouraging that children two and older be masked,** as well. If you see another family being checked in, please be patient and keep your distance during this time.
2. When it is your turn, you will take your child to the health screener. Your child’s temperature will be taken (with a no-contact thermometer). You will be asked a series of questions about symptoms and exposure to COVID-19. After these questions are answered, the teacher will determine whether or not your child will be admitted to care for the day and if any follow up is needed.
3. Once cleared for your child to attend, you will then sanitize your hands and sign your child in. **The sign in sheet will ask you to write down the name and phone number for the**

designated person we can call that day to come pick the child up within 30 minutes, if necessary.

5. A teacher will receive your child for care and will help your child wash his/her hands, as the first step of the day.

The goal is for parents to say goodbye to their children at the gate. If a child needs a bit of transition time (especially during the first couple of weeks back), if the parent is wearing mask, receives a health screening, sanitizes his/her shoes and hands, the parent and child can find a separate spot on the yard (physical distancing from any others) and sit for a couple of minutes until the child is more ready to say goodbye.

Pick-Up Procedures

Pick-up will be done at the **parking lot gate** only. When you come to pick up your child, if you see another family waiting to be helped, please wait in an area that is physically distanced (by at least 6 ft). Please be patient until it is your turn. Anyone picking up a child must wear a facial covering/mask.

Pick-up Steps

1. When you (or other person picking up) arrive at the parking lot gate, rather than coming inside the facility to get your child, you will **call to let us know that you are waiting at the gate to pick up your child. Please call (323) 259-2510. A staff member will bring your child out to you at the gate.**
2. The pick-up person will sanitize his/her hands and sign the child out. Use a “clean pen”, after signing out, put the pen in the “used pen” holder.
3. Check your child’s hook on the fence to see if there are items that need to go home.

J. Items from Home/Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved.

Any item that is approved/required to come to school must be **clearly labeled with the child’s name** (this includes socks, shoes, underwear, shirts, pants, shorts, hats, sunscreen, lovey/blanket, sunscreen, bathing suit, towel, etc.).

Children should have these items at school at all times:

- **3 clean, full changes of clothing, including: shirts/dresses, pants/shorts/skirts, underwear (if applicable), socks and shoes.** Dirty clothing will be sent home and new clothing should be sent the following day in the clean cloth bag brought to school.
- **2 bathing suits.** We will be playing outdoors as much as possible, and to keep children cool, we will be doing a lot of running through the hose/sprinklers.

- **2 small bath towels** (approx. 20' x 40")
- **1 tube/bottle sunscreen (check expiration date)**
- **2 clean facial coverings/masks**
- **1 pair of water shoes for water play** (will stay at school)
- **1 washable cloth bag (e.g. cloth grocery bag)** to transfer items that need to be sent home. You will take this bag home when it has items in it, then you will bring a new, washed bag the next day (have some to rotate).

Children may bring **one lovey or stuffed animal or small blanket to use during nap/rest time**, and this item **must remain at school, in your child's cubby** (or bagged with his/her nap items).

No toys or other personal items from home will be permitted at this time. Items that are being sent home will be put in the washable cloth bag hung in your child's area on the outside of the fence along the parking lot.

K. Special Events

There will be no special events or gatherings while COVID-19 remains a public health concern. Whether or not we will be able to hold our yearly gatherings, such as the Boo Bash, Winter Program, Community Potluck gatherings, etc., will have to be determined, as we see how the public health situation unfolds.

L. Birthday Celebrations

If you wish to send a special treat to celebrate your child's birthday at the Oxy CDC, please check with your child's teacher at least one week in advance to discuss what your plans will be for that celebration. Children may only distribute pre-packaged treats as opposed to homemade. Note: All birthday treats must be **peanut-free (and possibly nut-free, depending on any serious allergies in the class)**.

M. Parent-Teacher Conferences

We have not finalized the plan for Parent-Teacher Conferences for the fall. More information will be provided once determinations have been made.

N. Food

Food service will be discontinued for the time being. We would like **each child to bring food from home for the day in a gallon-size Ziplock bag** (which is disposable and can be sanitized upon arrival) or a one-piece, metal or plastic bento-box type lunch box (outside can be disinfected; teachers will not wash insides). This will include **any food your child needs to eat during the day** (lunch and afternoon snack, as well as breakfast, if like).

- **We are a peanut-free facility**, so please do not provide foods that contain peanuts.

- *If your child has an allergy to any foods, please be sure that it has been indicated in your child’s paperwork and put in writing. This should be given to the teacher AND the Director. All allergies will be posted in the classroom. **Depending on the allergy, some rooms may become completely “nut free” or free from any food that might cause an anaphylactic response in a classmate.**
- Please include an ice-pack if any of your child’s food should be chilled. We will not be able to provide space in the refrigerator. Your ice pack will be washed and returned.
- Please do not send any food that needs to be heated.
- Please make sure all food is in disposable bags/containers. Each child’s food bags/disposable containers (except bento box) will be thrown out at the end of each day, to limit the spreading of germs to the home environment. If you are sending the one-piece, metal or plastic bento box style lunch box, please put snacks/breakfast in disposable bags/containers.

Food Service Protocols

- All surfaces will be sanitized before food service, using EPA-approved products.
- All children will wash hands before and after eating.
- All staff will wash hands before and after helping children during eating times.
- Eating times will be staggered, rather than the whole group sitting down to eat at once.
- Children will sit distanced from each other by at least 6 ft.
- We will eat outdoors as often as possible.

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For more information about safely operating early childhood/child care programs during COVID-19, please visit these links:

- <http://publichealth.lacounty.gov/media/coronavirus/docs/education/GuidanceEarlyChildhoodEducation.pdf>
- <https://files.covid19.ca.gov/pdf/guidance-childcare--en.pdf>

## Things to Consider Before Enrolling Your Child

Before deciding whether to enroll your child during the period where COVID-19 is a public health concern, please consider how these COVID-19-necessitated policies and operations described in this Addendum to the Parent Handbook may impact your child. Children are resilient and amazingly adaptable. We expect that most children will be able to adjust, over a bit of time, to new routines and plans, and we will do everything we can to help each child be, and feel, successful in our environment. Even so, the required physical distancing and individualized play may be more challenging for some children, and we definitely want children to be able to have good days at school. So, please consider your own child in the context of what we have shared about the necessary programmatic procedures, plans and policies. If a child is struggling with following the physical distancing expectations (or other expectations), we will set up a meeting with the child's parents to discuss how to collaboratively support the child in being successful at school. If, after collaborating with the family, after a reasonable amount of time has passed, it is deemed that the unique expectations during this time are too challenging for a child, the family may be asked to remove their child from the program for a period, or until physical distancing requirements are relaxed.

Much is still unknown about how the novel coronavirus affects young children and the degree to which young children can be spreaders of the virus. There is some evidence, based on the experience of child care programs that have been in operation during the pandemic, that, when proper infection control measures (health screening, physical distancing, masks, hand washing, etc.) are in place in the child care setting, transmission can be low. It does take the full cooperation and commitment from families, to limit their exposure to the virus, so that their children are not bringing the virus into the child care setting. Staff members must take the same precautions. We have put together a comprehensive plan for trying to minimize the spread of COVID-19 at the Oxy CDC. However, as stated above, participation in any group setting does carry some risk of infection. Families should carefully weigh all of the available information and make the decision for themselves about when they feel comfortable sending their child back to the group child care setting.

Parents/Guardians,

Please thoroughly review the Addendum to the Parent Handbook, COVID-19 Edition, for the 2020- 2021 school year, which contains the policies and procedures that will remain in place at the Occidental College Child Development Center until further notice. After reading the Addendum to the Parent Handbook, please complete and sign the Acknowledgement and Agreement form on the next page (both/all parents/guardians). Please return your completed form to Laura Drew by Friday, August 21, 2020. Thank you in advance for your cooperation and help in keeping everyone in our community safe during this public health crisis.

Sincerely,

Laura Drew, Program Director  
Occidental College Child Development Center

**Occidental College Child Development Center**  
**Acknowledgment and Agreement**  
**COVID-19 Addendum to the Parent Handbook**

I/we, \_\_\_\_\_ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by the Occidental College Child Development Center will result in adverse action, up to and including termination of enrollment.

On behalf of my child, \_\_\_\_\_, I/we agree to take all recommended and reasonable actions to protect my child and myself and others from exposure to COVID-19, and that I/we ASSUME THE RISK, as applicable, of enrolling my child and my child's attendance at the Oxy CDC. I understand and agree that no one, including but not limited to College administrators and staff, can guarantee that my child and I will not be exposed to or contract COVID-19.

I acknowledge that my child's enrollment will be terminated if it is determined that my actions, or lack of action, unnecessarily exposes another employee, child, or their family member to COVID-19. I understand that these terms are in compliance with current public health standards and are subject to change. I will be notified in writing of any changes in policy and asked to sign an acknowledgement of the changes.

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_