



Pandemic Handbook 2020

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Child care is a critical part of the public health emergency response team

Introduction

In the past few weeks, I have attended hours of training sessions provided by the Federal CDC, Los Angeles's Early Learning Division and the CA State Health Department. The procedures in this document represent best practices as required and recommended by those agencies. In all cases, I have had to weigh the risk of children and staff contracting the coronavirus against the developmental needs of children and pedagogical best practices for that development. While I want everyone to be safe, I also need to be able to operate a preschool that centers children and their educational/developmental needs.

Please note, all procedures previously outlined in the Parent Handbook still apply, except where they conflict with the new guidelines. In case of conflicting procedures, the ones outlined here take precedence.

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Knowing these facts, BA has implemented many new safety measures for families, children and teachers to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

What to Bring on the First Day

All children need to bring the following items to school every day. All personal items must be clearly labelled with the child's first and last names.

Here is the link to the detailed checklist: <https://docs.google.com/document/d/1-dlgPydZc8m1hxV09-sM2uAU-Z2Dh6aOnXTk1xbbils/edit?usp=sharing>

NOTHING ELSE! – Every item that goes back and forth between school and home has the possibility of transporting germs. To limit the transport, please make sure that your child brings only essential items to school each day. No toys, stuffed animals, blankets or unnecessary items of clothing are allowed. To date, there is no documented transmission of the virus through clothing or shoes.

Changes to Daily Procedures (in their Daily Order)

Apply Sunscreen at Home

Please apply an initial layer of sunscreen before your child arrives at preschool. We will reapply once, between 10:00-10:30. Applying sunscreen requires us to don and discard a new pair of gloves between each child. Beside being incredibly time consuming, the process creates a huge amount of plastic waste and expense. We can only do it once per day. If your child arrives without sunscreen, they will play outside without it until we reapply for the entire class between 10:00 – 10:30.

Sign In

When dropping off your child you may decide to park and walk them to the gate. Please remember to distance yourself and stay 6ft apart. A BA staff member will have you scan a QR Code and help you sign your child in. Between 8:45-9:15am (this is temporary). You will be sent a link to fill out an electronic waiver daily. Please make sure you sign in the same day of your arrival at the Center. Here is the link: https://docs.google.com/forms/d/e/1FAIpQLScGJXUbV2cZBZNc7pC8QVQMLdl-gKCUkO3A22w_RrMhX7xODw/viewform?usp=sf_link A staff member will confirm that your waiver was filled out daily.

“By signing my child into the center daily, I certify that neither they nor any family members currently exhibit any COVID- 19 symptoms and have been symptom free for at least 72 hours. Furthermore, I attest that my child and their family members are currently abiding by all current local, state and federal regulations and best practices regarding preventing the transmission of coronavirus. I understand that failure to abide by these community agreements may result in my child’s temporary suspension from Barefoot Atelier until the threat of the coronavirus has passed.” By signing your child in, you agree to the terms above.

Snacks

For the time being, children will not be able to help prepare snacks. All snacks will be prepared ahead of time by a BA staff member in a completely sterilized kitchen. Rather than our usual family style snacks, all snacks will be individually portioned for each child. Snacks will still be vegetarian and sugar and preservative free.

In the event that we cannot eat snack outside (because of heavy rain or other weather event), snack will be eaten in the classroom. Only two children sitting side by side one chair apart from each other.

Extended Day/Lunch Option Temporarily Suspended

To allow extra time for cleaning and sterilizing toys and the environment, the school day will end for everyone at 4:00pm. As we go forward, if we see that we are able to completely clean and sterilize in a shorter amount of time, we may adjust the extended day option.

Sign Out

Please sign your child out while maintaining 6 feet of distance between you and other parents waiting in line. We will eventually allow one parent in at a time to pick up your child from the yard.

Changes to General Routines

To increase general safety while at school, we have made a number of small changes to our “normal” way of operating, including:

- There will be water play, with social distancing practices. If we decide to use playdough/ clay, each child will have their own portion in an individual container.
- The sandbox will remain open for now (pending further guidance), but may be opened only every three or four days to allow any possible viral germs to dissipate.
- To the extent possible, each child will have their own materials (scissors, etc.). We have created art boxes for each child.
- When materials are shared, children will need to wash their hands before and after shared use.

- All materials that are used each day, shared or not, will be cleaned with soap and water AND sanitized at the end of the day. If possible, they may be cleaned and sanitized immediately after use.
- Any material that gets sneezed on, coughed on or touched with wet or soiled hands will be removed from circulation immediately and not returned until fully cleaned and sanitized.
- Children will not be able to taste directly from the garden or fruit bushes/trees. (this is temporary)
- No rough and tumble play where children end up on top of each other.
- Children will need to either wash their hands or use hand sanitizer EVERY TIME they stick fingers in noses or mouths. They may not touch any school materials until after their hands are washed.
- The shared portions of the center – the gates/doors, the stairwell the restroom -- will be sanitized at multiple times a day, in addition to our normal after school sanitization.
- **Policies on Masks and Social Distancing**
Do children need to use cloth face coverings as well?
- Children under the age of 2 (including infants) should not wear cloth face coverings. Those between the ages of 2 and 8 should use them but under adult supervision to ensure that the child can breathe safely and avoid choking or suffocation. Children with breathing problems should not wear a face covering. For more information: <http://publichealth.lacounty.gov/media/Coronavirus/GuidanceClothFaceCoverings.pdf>

How You Can Help at Home

Practice the following 3 things with your child to help them be safe at school:

1. 20 second handwashing that scrubs the front and back of the hands, in between fingers and under fingernails

2. Sneezing and coughing into the crook of the elbow
3. Keeping their fingers out of noses, mouths and eyes

Social Distancing Strategies

BA staff and families will work with the local health officials to determine a set of strategies appropriate for BA. We will use preparedness strategies and consider the following social distancing strategies that may/may not be implemented at some point of time during Covid-19

- If possible, child care classes should include the same group each day, and the same child care providers should remain with the same group each day.
- All special events will be temporarily canceled/postponed such as family gatherings, holiday events, and special performances.
- Consider whether to alter or halt daily group activities that may promote transmission.
 - Keep each group of children in a separate spaces.
 - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
 - Consider staggering arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. Our plan for curb side drop off and pick up will limit direct contact between parents and staff members and adhere to social distancing recommendations.
 - If possible, arrange for administrative staff to telework from their homes, if needed be.

Guideline for onset of illness at Barefoot Atelier

Child

- If a child becomes sick during the day. The first teacher will remove child to a space where there are no other children and keep child comfortable until the family can arrive.
- The second teacher will immediately call the child's family and request an immediate pick up.
- They must remain away from school for a state mandated "10 days from the start of the symptoms and 72 hours from the resolution of symptoms."

Employee

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, visitors and sent home (Visitors won't be allowed onsite during the first phase of opening).
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain

confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

Guidelines for onset of illness while at home

Child

•If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. Follow the current Illness Policy we have in place (sent on the COVID Plan) to understand the return to school policy. If symptoms are consistent with Covid-19, please phone your child's pediatrician and ask for guidance. Please phone us and share that guidance so that BA will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

Employee

- Stay home: Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Stay in touch with your doctor
- Stay away from others: As much as possible, you stay away from others. You should stay in a specific "sick room" if possible, and away from other people and pets in your home. Use a separate bathroom, if available.
- If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include*:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face- please visit CDC website for further guidelines.

Family member

- If caring for a sick household member, (your child should not come to the Center) follow recommended precautions and monitor your own health
- Have the person stay in one room, away from other people, including yourself, as much as possible.
 - If possible, have them use a separate bathroom.
 - Avoid sharing personal household items, like dishes, towels, and bedding
 - Have them wear a cloth face covering (that covers their nose and mouth) when they are around people, including you.
 - If the sick person can't wear a cloth face covering, you should wear one while in the same room with them.
 - If the sick person needs to be around others (within the home, in a vehicle, or doctor's office), they should wear a cloth face covering that covers their mouth and nose.

- o Wash your hands often with soap and water for at least 20 seconds, especially after interacting with the sick person. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- o Avoid touching your eyes, nose, and mouth.
- o Every day, clean all surfaces that are touched often, like counters, tabletops, and doorknobs
 - o Use household cleaning sprays or wipes according to the label instructions.
- o Wash laundry thoroughly.
 - o If laundry is soiled, wear disposable gloves and keep the soiled items away from your body while laundering. Wash your hands immediately after removing gloves.
- o Avoid having any unnecessary visitors.
- o For any additional questions about their care, contact their healthcare provider or state or local health department.

Keep surfaces disinfected

- Avoid sharing personal items
- Monitor for emergency signs, prevent the spread of germs, treat symptoms, and carefully consider when to end home isolation.

Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19

- Children who have symptoms should stay home
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act. Fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
- Employees should not return to work until the criteria to end home isolation is met as instructed in consultation with healthcare providers and state and local health departments.

Children/Staff with COVID-19 who have home isolated can stop isolation with these conditions

- o If a test will not be administered to determine if you are still contagious, children and staff can return to BA after these three things have happened:

- o No fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
AND
- o other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
- o at least 7 days have passed since symptoms first appeared
- o **You have an approval from your Child's Doctor.**
- o If a test is required to determine if person is still contagious, children or staff can return to BA after these three things have happened:
 - o No fever (without the use of medicine that reduces fevers)
AND
 - o other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
 - o Received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines and **give you a note to return to the Center.**
- o Time-since-illness-onset and time-since-recovery strategy (non-test-based strategy) April 4 guidance
 - Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other people are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.

If BA has a case of Covid-19

- o BA will notify families and staff of the exposure
 - o BA will report the confirmed case to the local health department and follow their specific guidelines
 - o BA will report the confirmed case to the state Department of Public Health
 - o Determine the date of symptom onset for the child/staff member
 - o Determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began
 - o Identify what days the child/staff member attended/worked during that time
 - o Determine who had close contact with the child/staff member at the program during those days.
- Refer back to Child/Staff Movements form
- o Close off areas used by the individuals with COVID-19
 - o Exclude the children and staff members who are determined to have had close contact with the affected/child/staff member for 14 days after the last day they had contact with the affected/child/staff member
 - o Wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
 - o Open outside doors and windows to increase air circulation in the area.

o If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait as long as possible

o Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.

o If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary. **A diagnosed case of COVID-19 can result in temporary school closure.**

o Continue routine cleaning and disinfection

♣ When cleaning

- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds. -Always wash immediately after removing gloves and after contact with a sick person.

Dismiss students and most staff for 2-5 days

This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

• Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

• Discourage staff, students, and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall etc.

Health Screening Of Children/Staff

All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100.4 degrees

Child

- Perform hand hygiene
- Staff will wear a mask and gloves while checking child's temperature
- Check each child's temperature upon arrival. Currently, as of 5/01/2020, a fever is considered 100.4 degrees
- Thermometer must be disinfected before and after use of checking child's temperature

- If performing a temperature check on multiple individuals, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check.
- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine. Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center.
- Show the temperature to the parent, and have the parent write in the correct column the child's temperature.
- Staff should sign off on Student/Staff Arrival Questionnaire (this will be done electronically).

Staff member

- Staff should expect to arrive at least 5-10 minutes early than their scheduled shift
- Staff should either have their own thermometer from home, or use BA thermometer, depending on supply and demand issues
- Staff should answer the questions on Student/Staff Questionnaire, record their temperature, and have the director or designee witness temperature reading
- Return thermometer to staff assigned area

During the day- prevention of Covid-19

Arrival of children

- Stagger arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. As of 05/26/2020 this is in effect.
- Plan for curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendation.
- The same parent or designated person should drop off and pick up the child every day
- If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#)
- Parents should use the Hand hygiene station set up at the entrance of the facility, so that children can clean their hands before they enter. (this is not in effect during the opening phase).
- Check each child's temperature upon arrival. Families also need to complete a daily summary of child's exposure to Covid-19, **and if child has any of the identified symptoms set by the CDC guidance, the child should not be permitted to attend.**
 - There are several methods that staff can use to protect themselves while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a

distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

- o Staff will help child remove coat and get hands washed

- o Staff will take child's lunch from family.

o The parent/person dropping off the child is responsible for getting the child out of the care and buckling the child in their car seat. BA staff members will not take liability under any circumstances.

- o Assure that the family has completed the sign in/check in sheet

Arrival of Staff

- o Bring in to the center as little as you possibly will need for the day.

- o Staff must wear a mask all day excluding meal times and/or break time

- o Place your items down and wash hands

- o Take temperature and have director or designee witness

- o Spray your lunch bag down with bleach and water and place in refrigerator

- o Put other items away

 - o Spray the area that you left your belongings on

- o Sign in

- o Wash hands and put on your mask

- o Put on your "center shoes"

Departure of children

- o **Currently there is staggered pick up**, the children will gather all their belongings and will wait with the staff in the front area of the school, if enrollment increases and staggered pick up cannot be practiced, BA will practice the Call practice

 - o Upon arrival into the driveway and parking area, the family will phone the center of their arrival

 - o The staff member will gather the child's things

 - o The staff member will have child wash his/her hands

 - o Staff member will take child, belongings, and tablet to the family who will complete the pickup time in the parking lot

Departure of Staff

Once all children have departed and center is cleaned

- Use a glove to remove any more garbage to the dumpster

- Wash mask in soap and water and disinfect in bleach and water, hang to dry

- Wash hands

- Take off “center shoes”
- Take all belongings home

Various times of the day

- All children’s blankets, slippers or inside shoes, extra clothes are to stay at the center to reduce the transmission of Covid-19 from home to school
- Keep classroom size as small as possible. Current OEC/Covid-19 recommendations as of 4/14/20 is no more than 10 children and not to exceed 30 children in the center at once
- At nap time, ensure that children’s mats are spaced out as much as possible, ideally 6 feet apart. Continue to practice head to toe in order to further reduce the potential for viral spread.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures. We do encourage a light spray down of bleach throughout the day
- The childrens bathroom/Adult bathroom will have a bleach spray bottle for staff to use before and after use.
- No touch trashcans in classrooms instead of cans that require a hand to touch
- Provide a work station for each staff at a main sink area for washing hands such as nail brush, mask holder, etc
- Use of cloth face covering for each staff person at all times while in the workplace is mandatory as of April 21, 2020. Instructions for use of cloth face covering are available from the CDC.
 - Exemptions to anyone for whom doing so would be contrary to his or her health or safety because of a medical condition
 - A child in a child care setting
 - Under the age of 2

Midday cleaning

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- Recommend use of [EPA-registered household disinfectantexternal icon](#). Follow the instructions on the label to ensure safe and effective use of the product.
- Keeping surface wet for a period of time one minute
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Soft surface Cleaning

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely or
- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA’s criteria for use against COVID-19.

Electronics

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

- Consider putting a wipeable cover on electronics.

- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher.
- Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys are not to be used during Covid-19 or must be laundered as soon as a child finishes playing with it
- Do not share toys with other groups of children, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious children, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children.

- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Children and staff should have multiple changes of clothes on hand in the child care center.
- Staff should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used drinking should

be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

Group Size

Group size during the Covid-19 Pandemic is to limit no more than 10 children in once classroom with a maximum of 30 children in the center.

Hand washing

All children, staff, and volunteers should engage in hand hygiene at the following times

- 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
- After diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before coming in contact with any child
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment like toys, computer keyboards, mouse, scissors, pens. etc
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds
 - Turn water on and wet hands, remove from water
 - Add soap to hands and create friction to make bubbles
 - Scrub for 20 seconds, sing Happy Birthday or ABC's
 - Staff member should use a scrub brush under nails
 - Rinse hands under running water
 - Dry hands with single use paper towels
 - Turn off faucet with paper towels

Alcohol based sanitizers

Use of an alcohol based hand sanitizer should only be practiced when soap and water method is not available. If a child needs to use alcohol based sanitizer, an adult/staff member must be physically present to observe and guide child in proper use.

Respiratory Hygiene

- All staff should coughs and sneezes with tissues or the corner of the elbow

- Encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow
- Dispose of soiled tissues immediately after use

Eliminating transmission points

- Reduce common touch points by opening internal doors where possible.
- Install all no-touch disposal receptacle or remove lids that require contact to open for non-hazardous waste containers unless doing so creates an unsanitary environment.
- Frequent cleaning of all touch points.
- Secure all secondary doors and access points to minimize incidental contact.
- Recommended to provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Staff should not share phones, desks, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.
- Employees should clean their personal workspace at the beginning and the end of every shift.
- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

Meetings staff, board of directors, continuing education

These events and meetings that require close contact have been postponed during Covid-19

Essential functions and reliance that the community may need us for our services

- BA is prepared to change our business practice to maintain critical operations this may include enrolling on a temporary basis children of various ages of essential personal
- BA will identify alternate supply chains for critical goods and services. Some good and services may be in higher demand or unavailable. If for some reason there is not adequate PPE for a child care center, cleaning supplies, paper supplies, the director or her designee will close the center until proper materials have arrived
 - Currently, the best defense to Covid-19 is hand washing therefore, using gloves all day everyday could become the false security therefore gloved hands will be reserve for the following times
 - ♣ Universal Precautions
 - ♣ Diaper changing
 - ♣ Nose blowing
 - ♣ Garbage removal
- ♣ The Director or her designee will communicate often with companies including fire and safety that enter the building about the importance of sick employees staying home.
 - BA procedure for these persons to enter the building
 - ♣ Visitors conducting business must wear a mask
 - ♣ Director or her designee will take visitors temperature

- ♣ The visitor will complete a questionnaire form

Center Family/Staff Communication Plan

- Communication is important for all center staff and families. Regular communication will continue through email by the director as well as face to face from teachers.

Determine how BA will operate if absenteeism spikes amongst staff

While assuring that same staff person is to remain with the same children over the course of the day it is understandable that absenteeism may increase in employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from [childcare programs and K-12 schools](#).

- BA will plan to monitor and respond to absenteeism at the workplace to provide consistency for families and children
- Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train staff to perform essential functions so the workplace can operate even if key employees are absent.

Acceptance of new procedures for children/families/staff

Barefoot Atelier

Anyone who is using the center must read, sign, agree and follow the policy and procedures in order to be participating in BA programs.

I have read and fully understand Barefoot Atelier policy and procedures for Covid-19. I also understand that this document can be changed at any time with or without notice by the Director. I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to keep myself and family following Social Distancing rules set by the Governor at any given time.

Family/Staff Signature

Date