



# Santa Rosa Rise & Shine Child Care Center Protocols for Families and Staff

“Handwashing can prevent 1 in 3 diarrhea related sicknesses  
and 1 in 5 respiratory infections, such as a cold or the flu.”

- Centers for Disease Control and Prevention (CDC)





## A special note from our Director 09/20/2022:

Families in Child Care during this pandemic will face more restrictive policies and are required to understand our program's expectations and procedures, which must follow the county and state recommendations, mandates, and health order regulations. Our priority is to keep EVERYONE healthy and stop the spread! Our job is to protect our most vulnerable population: our children! We cannot do this alone.

This pandemic will continue to test our abilities, emotional resources, and relationships. With much prayer, understanding and compassion, we can get through this together.

ALL families and staff must do their part to follow our program policies by being prepared to stay home due to illness symptoms, illnesses, or that require quarantine measures. Our primary responsibility is providing a safe environment that is conducive for the social and emotional development of your child. By keeping children protected and healthy, we can focus on their social and emotional wellbeing.

Attached to this Pandemic Handbook is SRRS's Illness Policy (Last Updated 03/2022) with our Scenario-based COVID-19 Guidance adapted from Sonoma County's Department of Health Services and their guidance for licensed facilities in Sonoma County, presented on 08/03/2022.

The county's guidance and criteria for responding to COVID-19 symptoms is part of this updated Pandemic Handbook, including information about waiting for test results and positive results in a childcare facility.

There is much to read. Please take your time and read this pandemic handbook thoroughly.

Respectfully,

Cary Rich, Director

This handbook is to help guide for our center, its families, and staff amid an emergency pandemic.

Santa Rosa Rise and Shine Child Center (SRRS) developed this handbook to support awareness and open communication about the policies and practices being implemented.

Santa Rosa Rise and Shine will adjust this handbook as needed as State and Federal guidelines, including county Health Orders, are changed or updated. We will follow all rules, regulations, requirements, and recommendations of our local, state, and federal government for the health and safety of children, families, and staff.

There are unique shared expectations as pandemic restrictions begin to lift, therefore, parents/guardians are responsible for keeping up-to-date with pandemic policies by reading all center emails or messages, shared community resources, and visiting the [Sonoma County Emergency & Preparedness Information](#) website.

## SHARED EXPECTATIONS



PANDEMIC

- WE ARE KIND
  - We plan family time & play together
  - We help people in our community that are struggling
  - We acknowledge our feelings & practice self-care
- WE ARE SAFE & HEALTHY
  - We wear facial coverings (adults and children when feasible)
  - We keep our 6ft social distance
  - We practice handwashing and healthy hygiene habits
- WE ARE RESPECTFUL
  - We read center emails, updates & policies
  - We follow county & state health orders
  - We practice gratitude rather than grievance and safety over risk
  - We honor each other's personal space when managing the temporary pandemic drop-off/pick-up procedures and center hours

As we have learned, this health crisis is a fluid situation. Our current policies are based on the best available public health data at the time. As new data emerges, the guidelines will be updated and shared with families as soon as possible. Santa Rosa Rise and Shine Child Care Center will continue to monitor updated health orders and information posted on the county's emergency website.



COVID-19 Child Care Program Pandemic Handbook includes the following topics:

- 1. Updated Health Orders & School Policies**
2. Communications Plan & Designated Staff Person for COVID-19 Preparedness
3. Entry & Visitation Procedures
4. Group Size and Staffing: “Stable Groups”
5. Wellness Checks & Illness Policy
6. Staff Training & Policies
6. Mitigation Strategies
7. Containment Strategies
8. Environmental Preparation and Cleaning
9. Appendix
  - a. Illness Policy & Scenario-based Guidance for COVID-19

## Orders & Latest Guidance as of February 28, 2022

Santa Rosa Rise and Shine Child Care Center families and staff must keep up to date with Sonoma County Emergency Latest News [Novel Coronavirus](#).

## The following is important to note for this Pandemic Handbook Revision on 03/01/22:

1. Children under the age of two are not required to wear facial coverings.
2. Illness Policy update from the county, required quarantine has been changed from 10 days to 5 days.
3. The county encourages everyone to get their flu shot. It is not required.
4. Masks, social distancing, and continued practices to mitigate infection is required in childcare settings.

## Updated School Policies

### Facial Coverings Orders for SRRS

- **Infants and Toddlers under the age of two** - These young children will not wear masks or be allowed to have masks in our care.

Face Mask Resources:

1. <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-covering-s.aspx>
2. <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/guidance-related-to-childcare-during-covid-19/>
3. [Considerations for Wearing a Mask](#)



### What should you do if you think you are sick?

**Call ahead:** If you are experiencing symptoms of COVID-19 and may have had contact with a person with COVID-19 or recently traveled to identified hot spots with apparent COVID-19 spread, call your healthcare provider.

**Public Health COVID-19 Hotline Number:** 1-707-565-4567

**Poison Control:** 800-222-1222

### Additional COVID-19 Website Resources:

1. <https://socoemergency.org/emergency/novel-coronavirus/>
2. <https://www.cdph.ca.gov/>

3. <https://socoemergency.org/emergency/novel-coronavirus/holiday-recommendations/>
4. [www.cdc.gov/flu](http://www.cdc.gov/flu)

## What Your Family Can Do to Stop the Spread: Act with integrity

1. Follow the county orders and healthy measures
2. Get tested for COVID-19 if necessary
3. Follow the school policies and expectations
4. We do not dictate your family practice regarding travel; however, we do expect you to follow the honor system if exposure is suspected.
5. Deep breathing when feeling overwhelmed. We are in this together!

## Preparedness & School Communication

We have learned how to face adversity with compassion and will continue with this practice. We have been working hard to meet children's needs since the beginning of the pandemic. The following information and strategies have helped Santa Rosa Rise and Shine Child Care Center during this pandemic and for seasonal influenza.

1. We have a written emergency/disaster plan that includes a process and is updated annually.
2. We have a list of community contacts and established an emergency text system with lists of key phone numbers in advance to communicate during an emergency.
3. We are committed to improving day-to-day preparedness and procedures, so we appreciate everyone's patience as we must adapt to new state or county orders or adjust the routines or environment due to the season.

Santa Rosa Rise and Shine Child Care Center will use the ProCare app, email, text, website, and FB page for our communications plan to keep families, staff, and the community informed. Santa Rosa Rise and Shine Child Care Center will provide ongoing updates about COVID-19 to staff and parents/families.

Families and staff may use the ProCare app, email, text, or phone call to talk about topics beyond daily communication and to allow for social and physical distancing. We will be available to keep all families updated and answer/address all children's needs in our care.

## Entry & Visitation Procedures

Signs have been posted at the school entrance with the visitor policy (limit to essential visits only; limited visitation hours). All parents/guardians and teaching staff have been notified about our COVID-19 policies.

All visits should be as brief as possible. Only one parent or guardian is allowed to drop off and pick up, and only one family is allowed in the school building at once. Please plan for extra time to allow for social distancing.

Please be mindful of a parent behind you waiting to drop-off or pick up

Health is the priority of staff while children are in care.

**Group Size and Staffing:** Santa Rosa Rise and Shine Child Care Center meets “stable group” criteria without any adjustments to our license capacity. A stable group or cohort is considered no more than 16 individuals.

If guidelines differ from local health ordinances and Licensing, then Santa Rosa Rise and Shine Child Care Center will follow the stricter guidelines.

The “Social Distancing Requirements” includes maintaining at least six-foot social distancing from other individuals while waiting outside. The parent or guardian will drop/pick up their child(ren) at the classroom door. Staff will greet family at the door for a wellness check or the play yard if weather permits. Parents are required to do temperature checks and wash hands prior to leaving home. Temperature checks may be conducted at least two more times during the day.

Parents/guardians will utilize our unique QR Code from their own personal device for signing in and out each day. There will be visual aids and reminders to help this process.

## Student Supplies

Children should arrive in clean clothing. Children should bring all necessary items needed in tote bag provided by us and must be washed weekly. All items will be sent home at the end of the week for proper washing. Staff regularly cleans, disinfects, and sanitizes all items, toys, and environment daily. All food and snack items must be stored in disposable containers. Tupperware, lunch box or other similar items are not permitted. The only exception is for bottles.

## Facial Coverings

Facial covers are not worn by children younger than the age of two (2).

- **Infants and Toddlers under the age of two** - These young children will not wear masks or be allowed to have masks while in our care at Santa Rosa Rise and Shine Child Care Center.

We will also follow the CDC’s guidance for wearing face masks to help prevent the spread of COVID. Adults must wear facial coverings while on the school premises and within 6 ft of others. However, due to the unique needs of infants to recognize facial expressions staff will not wear facial coverings while caring for children. All adults/staff will maintain the required social distance of 6 ft from each other and parents.

## Handwashing Procedures

*“Handwashing can prevent 1 in 3 diarrhea-related illnesses and 1 in 5 respiratory infections, such as a cold or the flu.” - Centers for Disease Control and Prevention (CDC)*

Parents/Guardians and caregivers must wash their own hands and assist in cleansing their children’s hands before dropping off, before coming for pick up, and when they get home. Also, there will be hand sanitizers out of the reach of children, near the entry doors and other high traffic areas.

Handwashing on entry is requested for all staff.



Hand sanitizer is optional; CDC has noted that frequent handwashing is more effective than the use of hand sanitizers. Children may use hand sanitizer under adult supervision only and is kept out of children's reach.

#### 1. Handwashing Resources

- a. [Handwashing: A Family Activity](#)
- b. [Handwashing: Keeping Your Family Healthy; Español](#)
- c. [Happy Handwashing Song](#) (CDC)
- d. ["Wash Your Hands with Baby Shark"](#) (Shared by Michael's mom!)

**Call Poison Control if hand sanitizer is consumed: 800-222-1222**

## Daily Wellness Checks and Screening

Santa Rosa Rise and Shine Child Care Center as developed a daily health check for staff and children. This procedure expands Caring for Our Children Standards: [Standard 3.1.1 Daily Health Check](#) to include at least a daily temperature check, other COVID-19 symptoms, and any history of contact with a confirmed case of COVID-19.

Our bi-weekly health survey is currently suspended. We reserve the right to reinstate at a later date.

Current Health Screening section:

"Providers must implement screening procedures for all staff and children before they enter the facility. Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. Exclude anyone who has an affirmative response on any of these points."

If a child's parent or caregiver has symptoms, the child should not enter the facility. If the child or staff have ANY signs of COVID-19, they should not enter the facility. If staff or children display signs while in care, they will be sent home, following the guidance for exclusion.

## COVID-19 Symptoms

COVID-19 is an illness caused by a virus transmitted to other people when an infected person coughs, sneezes, or is in close contact with others. Some people with COVID-19 do not have any symptoms but can still spread the virus to others. Symptoms of COVID-19 can include:

- Cough
- Fever (low-grade fevers are now a concern)
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches



- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

**If your child is sent home for non-COVID signs or COVID symptoms, see the Pandemic illness policy for your child's required steps to return to childcare during this time. In the context of the COVID-19 pandemic, local governments or public health departments may recommend additional precautions be taken in our community. We will follow those instructions.**

We must work together to keep children, staff, and families safe and healthy. It is the parents/guardians' responsibility to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked not to attend, and the director may terminate the child's enrollment.

## Becoming Ill While in Care

We have a plan for keeping children who become sick at our program away from other children until a family member arrives, such as a fixed place for isolation.

We require ill staff and children to remain home until their symptoms are gone, and they feel ready to come back and meet the necessary criteria; see the illness policy and scenario-based guidance.

We will provide each family with their child's own bento box for meals when it is safe to do so.

## Testing & Quarantining

Sonoma County's website shares, "There are numerous resources available for those seeking assistance financially during COVID-19. The resources are constantly changing."

1. [Sonoma County Website](#) and financial resources
2. [Free COVID-19 Testing Sites](#)

We understand it is challenging to say what this virus will do and why some people get COVID-19 when they are making all the right choices to stay healthy, so we are sharing what the county will require for quarantine precautions. Hence, the expectations are clear for planning. No matter how hard we work together to prevent COVID-19 from impacting our center community, there is a chance it may, so we will be prepared to close if ordered to do so. The Public Health Department makes that determination, we do not.

We appreciate everyone understanding that this will be a long season, but it is not forever. We can only promise to implement policies with fidelity and respond appropriately to COVID-19 circumstances with complete transparency.

# Flu Season & COVID-19

Flu and COVID-19 are both contagious respiratory illnesses, but different viruses cause them. While it is impossible to project how infections will spread this winter, both the flu viruses and the virus that causes COVID-19 will likely spread during the winter months.

Young children are at higher risk of severe illness from the flu. [Learn the similarities and differences between the flu and COVID-19 at CDC's website.](#)

For flu, CDC recommends that you (or your child) stay home for at least 24 hours after the fever is gone except to get medical care or for other necessities. Our policy requires 48 hours fever-free without the use of a fever-reducing medicine. The stay-at-home guidance for COVID-19 requires child to be fever free for 72 hours without the use of fever reducing medications.

Protect yourself, your family, and your community against the flu this fall and winter by following CDC recommendations to protect yourself from both flu and COVID-19.

Flu Resources:

1. [Flu: A guide for Parents](#)
2. ["Take 3" Actions to Fight Flu](#)
3. [If Your Child Gets the Flu](#)
4. [Ready Wrigley Flu \(Activity Book\)](#)

## Outdoor Classroom & Dressing for the Weather

*"There is no bad weather, only inappropriate clothing." —Ranulph Fiennes*

Ensuring children are dressed appropriately and have a supply of backup clothes during each season is crucial for the success of our program. Enrollment during these restrictive times requires each parent/guardian's commitment to provide and maintain the proper clothing. We have families asking if others need jackets and rain boots, so please see Cary if there is a need.

We understand the colder weather may mean a chilly season for younger children. The reality is children do not get sick from being outdoors. They get sick from being around other infected individuals. Santa Rosa Rise and Shine Child Care Center is a well-child only program. It does not provide care to sick children, nor does it allow children to attend with illness symptoms. The significant part of children building their immunities now means they will grow up to be healthy adults.

## Content of Health Records

California Licensing Requirements states that in childcare centers, the contents of a child's health record can include, but are not limited to:

- Documentation of current immunizations ("blue card") or signed waiver by parent releasing child from immunizations.
- Medical assessment, including dietary allergies and restrictions.

- Children's health records and forms should be updated at least every year or sooner if changes occur, such as IMS medication adjustments or changes in emergency contact information.

## Records for Allergies

During this pandemic season, Sonoma County has instructed us to understand runny noses and common colds are symptoms of COVID-19, which means we must respond appropriately to stop the spread.

The Sonoma County Health Department of Health Services stated programs could not take 'allergies' as an excuse from the parents. If we get 'allergies' as an excuse from a doctor, it must be clearly documented why they are experiencing allergies outside of the typical allergy season. A doctor's note getting cleared to return to daycare must include symptoms being cleared and that nothing else going on with no concern for covid.

Children can return to school once the runny nose improves, and there are still no other symptoms present.

This year, we cannot accept children immediately returning to care from a runny nose without a doctor's note in care since we cannot prove it is not COVID-19 without the proper steps, either 72-hours isolating, 5-day quarantining, or testing. Regardless, children must be symptom-free to attend care during the pandemic.

**There is NO flexibility due to allergies without proper documentation from a physician.**

Moving forward while planning for post-pandemic policies, we will make sure children have an updated Physician's Report, recognizing their allergies. We must have a doctor's note on file annually as a preventative measure for runny noses in the group care setting. We understand through continuity of care from infancy to toddlerhood, we will learn together how to keep the children healthy and safe as they show us their individualized needs and developmental changes.

[Venn diagram of the overlap of COVID-19 symptoms with seasonal allergy symptoms](#)

**The following two items are required to honor a child’s illness symptoms as allergies:**

1. Physician’s Report ([LIC 701](#)) with the ‘Allergies: medicine’ completed if authorized to provide over the counter allergy medication.
2. A doctor’s note to document the diagnosis/allergy and why the child is experiencing allergies outside the regular season.

## Staff Training & Policies

Santa Rosa Rise and Shine Child Care Center provides ongoing updates about COVID-19 to staff.

Our center regularly reviews symptoms, prevention transmission and current protocols on COVID-19.

Staff have been informed that they must avoid work if acute respiratory illness is present and contact their medical provider to consider COVID-19 testing. Staff must adhere to same policies and procedure of children and may return to work after a medical clearance.

## Participant Counseling & Policies

- All program group activities have been canceled until further notice.
- The current calendar can be found on our website under tab ‘program’
- Parents/guardians have been reminded to update their emergency contact information.
- Santa Rosa Rise and Shine Child Care Center will follow the group size guidance for Centers noted in the most recent Provider Notification Pin (PIN); if the state and county have different numbers
- Staff will handle utensils and keep the food covered to prevent contamination.
- Handwashing routines before and after meals and diapering
- Gloves are worn while serving the meals
- Gloves are worn while diapering
- Napping and rest time equipment are placed at least 6 feet apart or 3 feet apart with head-to-toe orientation.

## Mitigation Strategies

Santa Rosa Rise and Shine Child Care Center will immediately notify the children’s authorized representative if symptoms develop or if COVID-19 exposure occurs. A crib will be placed inside current ‘office’ space and is designated as an isolation area since this space has been identified as an area where others do not regularly pass.

STATE OF CALIFORNIA  
HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING

**PHYSICIAN'S REPORT—CHILD CARE CENTERS**  
(CHILD'S PRE-ADMISSION HEALTH EVALUATION)

**PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)**

NAME OF CHILD: \_\_\_\_\_ born \_\_\_\_\_ (birth date) is being studied for readiness to enter \_\_\_\_\_ (NAME OF CHILD CARE CENTER/SCHOOL). This Child Care Center/School provides a program which extends from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. \_\_\_\_\_ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

\_\_\_\_\_  
(SIGNATURE OF PARENT/GUARDIAN OR CHILD'S AUTHORIZED REPRESENTATIVE) (DOB DATE: \_\_\_\_\_)

**PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)**

Problems of which you should be aware:

Feeding: \_\_\_\_\_ Allergies/meds: \_\_\_\_\_  
 Vision: \_\_\_\_\_ Heart/ear: \_\_\_\_\_  
 Developmental: \_\_\_\_\_ Feet: \_\_\_\_\_  
 Language/Speech: \_\_\_\_\_ Adrenal: \_\_\_\_\_  
 Dental: \_\_\_\_\_  
 Other (Include behavior concerns): \_\_\_\_\_  
 Current medications: \_\_\_\_\_

Medication prescribed/special routines/restrictions for this child: \_\_\_\_\_

**IMMUNIZATION HISTORY:** (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DIPHTHERIA, TETANUS AND POLIOMYELITIS (DTP) (ON 12 MONTHS, 18 MONTHS, AND 24 MONTHS ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /	/ /	/ /	/ /
MMR2 (REQUIRED FOR CHILD CARE ENTRY)	/ /	/ /	/ /	/ /	/ /
HIB (HEPATICITIS B AND INVASIVE PNEUMOCOCCUS)	/ /	/ /	/ /	/ /	/ /
HANSENSTRA 18	/ /	/ /	/ /	/ /	/ /
VARICELLA (CHICKENPOX)	/ /	/ /	/ /	/ /	/ /

**SCREENING OF TB RISK FACTORS** (filling on reverse side)  
 Risk factors not present; TB skin test not required.  
 Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented). Communicable TB disease not present.

I have  have not  reviewed the above information with the parent/guardian.

Physician: \_\_\_\_\_ Date of Physical Exam: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date This Form Completed: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Signature: \_\_\_\_\_

Physician  Physician's Assistant  Nurse Practitioner

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Santa Rosa Rise and Shine Child Care Center has adequate supplies on hand including touchless diaper pail. Our center has enhanced cleaning to be consistent with the CDC guidance.

## Containment Strategies

Santa Rosa Rise and Shine Child Care Center will contact the parents/guardians if their children develop illness symptoms while at school. Children may be accepted back following quarantine and medical clearance for COVID-19 after the required time to isolate. Sick staff and children may not return until they have met CDC criteria.

If parents plan to test and isolate children at home until they receive the results for a negative COVID-19, then they may return to school with a negative test result. This is required if there is enough concern to test a child or family member. If a parent is concerned about their symptoms being COVID-19, then the child must stay home until the parent receives their immediate test results being negative.

Santa Rosa Rise and Shine Child Care Center will continue to provide meals and IMS medications (following IMS guidelines) to children in isolation if needed until picked up by parents/guardians.

## Environmental Preparation and Cleaning

Santa Rosa Rise and Shine Child Care Center implements proper cleaning, sanitizing and disinfection of environmental surfaces and laundry. Commonly touched surfaces are cleaned and disinfected throughout the day and at the end of the day. Handwashing stations are available.

Signs are posted throughout the center and entryways to promote handwashing, cough/sneeze etiquette, and social distancing. Sinks are well stocked with handwashing soap and paper towels for handwashing. Signs are posted at entry to encourage parents/guardians and staff to report acute respiratory illness.

## Shelter-in-Place: The Physical Distancing Honor System & Travel

Santa Rosa Rise and Shine Child Care Center must remind families and staff of the importance of community physical distancing measures. As we continue to face the challenges of a pandemic, and ever-changing Health Orders, families or staff that have traveled to an area identified by the CDC as Level 3 Travel Health Notice (see [Evaluating and Reporting Persons Under Investigation](#) by CDC) may not attend the facility for 5 days from the day they returned to the United States. While there is a SIP, families who leave the county or state, may need to stay home for 5 days to limit any risk of COVID-19 exposure. Please plan accordingly by learning about active traveling "hot spots" since the state is discouraging non-essential travel.

## School Operations

We will continue to follow all Child Care Licensing guidelines, including implementing our center-wide expectations.

**The California Department of Social Services (CDSS)** is recommending child care providers follow the guidance in this PIN in addition to guidance or instructions from their CDSS Child Care Regional Office, including but not limited to all CDSS PINs, and from health care providers, the Federal Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), and local health departments.

During a time of a pandemic, Santa Rosa Rise and Shine Child Care Center will only care for allowed children in accordance with the state, federal, and local government. County orders override Licensing regulations unless Licensing has stricter orders.

We understand enrollment must factor in health conditions, scheduling, and siblings. Unintentional negative consequences may accidentally harm friendships. We are working hard to be accessible for *all* families needing care and can share community resources for families needing support.

As we are essentially forced to redesign our program and update policies continuously, we may not meet all family needs. Please communicate with Cary to help her create the support your family needs since our goal is to find a solution for every issue.

If weather permits, we will follow Licensing's "best practice" and utilize the play yards as an outdoor classroom

Hours of operation and schedule may change due to pandemic cleaning protocols.

## Closing of the Center

If the medical team of a child or the parent/guardian has been informed that they have COVID-19, Santa Rosa Rise and Shine will immediately notify local health officials. Our program may be shut down, depending on the health officer's ruling. Santa Rosa Rise and Shine Child Care Center will coordinate with local health officials to determine a course of action for our center.

In consultation with the local public health department, the Director may consider if the child care facility's closure is warranted and what length of time is appropriate based on the risk level within the specific community, as determined by the local public health officer.

As mentioned previously, if staff is limited due illness then parents/guardians will be notified immediately that care will not be available. We have limited flexibility with substitute teachers and aides. Parents must plan for back-up care if our center closes while being mindful of the health orders.

## Tuition Payments during a Pandemic

Payment of care is required if a family chooses or is required to quarantine. If our program closes to quarantine for two-weeks payment would still be required. This situation is out of our control. It is a decision made by public health officials.

We risk everyone's health as we operate as an Essential business. Our business overhead stays constant regardless of pandemic related protocols. Payment guarantees staying open during the pandemic (unless as noted above) and reopening after quarantine.

## Center-Wide Expectations

There are center-wide expectations attached to this Pandemic Handbook, including a copy of the COVID-19 - Pandemic Policy for current, new, or returning families. An additional receipt must be signed before a child attends Santa Rosa Rise and Shine Child Care Center and will be placed in the child's file. Parent's original signature will state their understanding of keeping up with updated policy changes and county and state health orders.

Santa Rosa Rise and Shine Child Care Center is not responsible for any confirmed cases of COVID-19 since we cannot prevent the spread of this virus, only guide the practices to stop it. That being said, we will take reasonable precautions to limit our program's exposure to COVID-19.

## Additional Resources

### Health Promotion

1. Common Colds
  - a. [Protect Yourself and Others](#)
  - b. [Common Colds](#)
  - c. Runny Nose from a Cold: [Q & A Guide for Parents](#)
2. Wearing Face Masks - [CDC Guidance](#)

### Get Strength & Support

1. [Financial & Housing Assistance During COVID-19](#)
2. [Food & Meals](#)
3. [Stress & Coping](#)
4. [Mental Health & Wellness](#)
5. Pandemic Parenting (Social & Emotional Development and Supports)
  - a. [Early Learning Institute \(ELI\)](#)
  - b. [Teaching Pyramid Resources for Families](#)
  - c. [Tucker Turtle Takes Time to Tuck & Think \(at Home\)](#)
6. [Safe Sleep](#)
7. [Quality Checklist for Choosing Child Cares](#)





# Santa Rosa Rise and Shine Child Care Center

## Scenario-based COVID-19 Guidance

This guidance is adapted from the Sonoma County Department of Health Service's updated on February 28, 2022. Since there is still a lot to learn about this virus, there will, unfortunately, be case-by-case situations and the final decision will be made by the director and/or Public Health Department.

Scenario	Action	Communication
Child or staff has symptoms of COVID-19	Send home and recommend testing.	Reinforce the importance of social distancing, hand hygiene, facial coverings, and symptom checks.
Child or staff has had close contact with someone with confirmed COVID-19.	Send home with instructions to quarantine for 5 days after the last exposure. Recommend testing prior to returning, at least 5 days after last exposure (sooner if symptoms develop). See <i>policy for children under age two-years</i> .	Consider notifying staff and families. "Contact Exposure Advisory" Sample Letter.
Child or staff has confirmed COVID-19 infection	<ul style="list-style-type: none"> <li>• Notify Sonoma County Public Health (complete "Site Information Gathering Tool" prior): Call (707) 565-4566 or e-mail Phnurse@sonoma-county.org</li> <li>• Stay home for at least 5 days after the first symptoms occurred. Must have been fever-free for 72 hours without using medication.               <ul style="list-style-type: none"> <li>○ If no symptoms, keep home for 5 days since the day they were tested</li> </ul> </li> <li>• Identify close contacts, which likely includes the cohort of person:               <ul style="list-style-type: none"> <li>○ Instruct to quarantine for 5 days after the last exposure.</li> <li>○ It is strongly recommended that exposed persons get tested 5 days after the last exposure, or sooner if symptoms develop</li> </ul> </li> <li>• Clean and disinfect spaces where the person with COVID-19 spent time</li> <li>• Center should be CLOSED for 5 days after the last exposure. Public Health Department has final determination.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify staff and families of children who are close contacts using the "Close Contact Advisory" template.</li> <li>• Notify all other staff and families of children about the COVID -19 case using the "General Exposure Advisory" template.</li> </ul>

1. A cohort is defined as a stable group with fixed membership that stays together for all activities (e.g., mealtimes, play) and avoids close contact with other persons or cohorts.
2. See CDC definition of “close contact”:  
<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>.
3. It is also strongly advised to do an initial test for children or staff as soon as close Covid contact is identified to prevent further spread within the cohort. If negative, needs to be repeated at day 10-12 of 14-day quarantine.

Return-to-school/daycare criteria for children and staff after COVID-19 symptoms, close contact, or confirmed COVID-19

Scenario	Criteria
Child or staff has a negative test after symptoms of COVID-19 OR an alternate diagnosis has been made by a healthcare provider	Follow facility illness policy for non-COVID illnesses, e.g.: <ul style="list-style-type: none"> <li>● No fever for 48 hours after the fever breaks without the use of fever-reducing medication</li> <li>● No nausea, vomiting, or diarrhea for 48 hours without the use of anti-nausea or anti-diarrhea medication</li> <li>● Well enough to participate in routine activities</li> <li>● Follow any additional criteria determined by the patient's healthcare provider, if applicable</li> </ul>
Child or staff has multiple symptoms of COVID-19, has not been tested for COVID-19, and has not received an alternate diagnosis from a medical provider	Stay home until: <ul style="list-style-type: none"> <li>● 5 days have passed since the onset of symptoms, AND</li> <li>● The person has had no fever for 48 hours without the use of fever-reducing medications, AND</li> <li>● Symptoms have improved</li> </ul>
Child or staff has symptoms of COVID-19 and was tested but is still waiting for the test result	Stay home until the person has received their test result and a determination can be made as to how to proceed.
Child or staff had a positive test/ confirmed COVID-19 (with or without symptoms)	Stay home until: <ul style="list-style-type: none"> <li>● 5 days have passed since the onset of symptoms, AND</li> <li>● The person has had no fever for 48 hours without the use of fever-reducing medications, AND</li> <li>● Symptoms have improved</li> <li>● If no symptoms, stay home until 5 days have passed since the date of the test.</li> </ul> <p><b>A doctor's note does not override these criteria.</b></p>
Child or staff had close contact with someone with confirmed COVID-19.	Stay home for 5 days after the last exposure, even if the child or staff has a negative test during this time or is waiting for test results. The child or staff must have no symptoms upon returning. <p><b>If the person has ongoing close contact with the person with COVID-19 (for example, a parent or caregiver), the person must quarantine for 5 days after the person with COVID-19 is no longer infectious. In most cases, this is a total of 24 days since the person with COVID-19 first developed symptoms or had a positive test.</b></p>



SANTA ROSA RISE AND SHINE CHILD CARE CENTER'S  
PANDEMIC POLICIES ACKNOWLEDGMENT

To operate our program during the pandemic, we established pandemic policies and procedures. The pandemic policies have been effective since March 17, 2020, (*updated as needed*) and will be in place until the county and state lift the Stay-at-Home orders. Please read each item below, sign, and return to the school to continue enrollment at Santa Rosa Rise and Shine Child Care Center.

I, \_\_\_\_\_, parent of \_\_\_\_\_ acknowledge and agree to abide by all policies as it pertains to my child. The following list is true for my family:

- Parent agrees to conduct a temperature check prior to arriving to daycare each day.
- Parent agrees to wash child's hands prior to leaving home and before arriving at day care each day.
- Parents will utilize their personal device to check their child in/out each day by scanning our unique QR code.
- Parent will not bring unnecessary items into the program.
- If I bring my child, it is because everyone in our home is healthy and symptom-free, with no known exposure to COVID-19.
- I will wait and participate with the staff in my child's daily health check.
- If my child shows signs of illness during care, I, or another authorized person, will retrieve my child within 60 minutes of notification. I understand there are criteria for COVID-19 symptoms and have read the Pandemic Illness Policy.
- I will wait my turn to enter facility. Only one parent/child (except for other minor child that cannot be left unattended) is allowed in facility at a time and will practice proper physical distancing while on school premises.
- Only one parent/guardian is permitted per family at drop off at pick up.
- **I will follow all policies in the Pandemic Handbook, including revisions made after today. I will read center emails and access center [website](#) as well as other community resources.**
- **I understand this situation is fluid and subject to change per state, other local authority, and program needs, and Pandemic policies may change without significant notice.**
- I understand failure to follow these new safety guidelines during the Pandemic may result in the terminating of my child's enrollment; 30-day notice will not apply, and all fees paid will be forfeited.
- I understand the pandemic protocols and policies will affect the daily schedule and center hours due to implementing county and state orders.

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

## Flu Season and COVID-19

With Flu season upon us and the continuing concerns of the COVID-19 pandemic, providers may feel anxious and want to make sure they can keep the children in their care healthy. The [Centers for Disease Control \(CDC\)](#) has great resources and information on their website. Remember that regular handwashing is a very important part of germ management.

The CDC also has great tips for teaching and reinforcing [handwashing](#) with children including easy to use handwashing pdf documents that are available in [English](#) and [Spanish](#). The CDC also has guidance for [wearing face masks](#) to help prevent the spread of COVID.



## Winter Reminders

With the cold weather arriving, it is common to have a fire in the fireplace and heaters turned on. Please remember that all fireplaces, wood burning stoves, and open-faced heaters need to be made inaccessible to children in care. Please refer to the Title 22 regulations below for specific facility types.

### [Child Care Centers 101239\(c\)](#)

Fireplaces and open-faced heaters shall be made inaccessible to children to ensure children's safety.

### [Family Child Care Homes 102417\(g\)\(1\)\(2\)](#)

Fireplaces and open-face heaters shall be screened to prevent access by children. The home shall contain a smoke detector device which meets standards established by the State Fire Marshal. Gas heaters shall be properly vented and permanently installed.

Carbon monoxide detectors are also required in all childcare facilities as detailed by the following links:

### [Child Care Centers 1596.954](#)

### [Small Family Child Care Homes 1597.45](#)

### [Large Family Child Care Homes 1597.46](#)

## Child Development Series- Three to Twelve Months

Infants between three and twelve months of age undergo many changes in the way they interact with others and express themselves. Infants begin to sit on their own without support, sit down from a standing position, throw objects, crawl, and then walk. Caregivers and childcare providers can assist in this time of physical development by giving infants a safe space to crawl, walk and explore their environment.

Infants at this age are increasing their abilities to relate to others, including longer eye contact and smiling. Infants learn about themselves through their interactions with others and are interested in those around them. Their primary way of communication is crying, which is a signal for hunger, sleepiness, and discomfort. It is important for caregivers and childcare providers to spend time with infants aside from feeding and diapering. Reading and playing with age appropriate materials is critical during this time.

Brain development between three and twelve months of age is still rapid. Infants are beginning to reach for objects with one hand, develop hand-eye coordination, recognize familiar people and objects at a distance, watch the path of an object as it falls, and explore the environment by shaking, banging and throwing objects. Frequent communication can help foster brain development as infants become more independent.

These milestones are described in more detail in the CA Department of Education's [Ages and Stages](#) resource and the [Milestone Tracker](#) from the Centers for Disease Control.

IMPORTANT PHONE NUMBERS	
Centralized Complaint & Information Bureau (CCIB)	1-844-538-8766
Child Care Advocate Program	1-916-654-1541
Child Protective Services	1-916-875-5437
California Poison Control System	1-800-222-1222
Caregiver Background Check Bureau	1-888-422-5669
CA Child Care Resource and Referral Network	1-415-882-0234

### **Program Administrator:**

Shanice Orum

### **Assistant Program Administrators:**

Chana Wynne-Swan- Region One

Robert Garza- Region Two

Maria Hendrix- Region Three

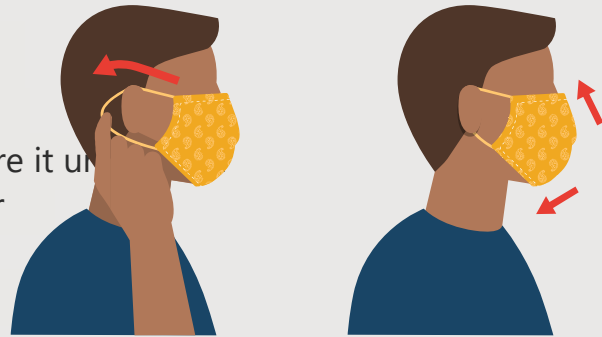
Maria Valencia- Region Four

# How to Safely Wear and Take Off a

Accessible <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face->

## WEAR YOUR FACE MASK

- Wash your hands before putting on your
- Put it over your nose and mouth and secure it un
- Try to fit it snugly against the sides of your
- Make sure you can breathe
- Do not place a mask on a child younger



## USE THE MASK TO HELP PROTECT

- Wear a mask to help protect others in case you're but don't have
- Keep the mask on your face the entire time you're in
- Don't put the mask around your neck or up on your
- Don't touch the mask, and, if you do, clean your

## FOLLOW EVERYDAY HEALTH

- Stay at least 6 feet away from
- Avoid contact with people who are
- Wash your hands often, with soap and water, for at 2 seconds each
- Use hand sanitizer if soap and water are not



## TAKE OFF YOUR MASK WHEN YOU'RE

- Untie the strings behind your head or stretch the ear
- Handle only by the ear loops or
- Fold outside corners
- Place covering in the washing
- Wash your hands with soap and



**Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first**

For instructions on a cloth face covering,

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



# Helping Children Understand Emotions When Wearing Masks

Young children look for emotional cues from caregivers to help interpret the environment and rely on their caregiver's facial expressions, tone of voice, and body posture to identify and understand emotions. Here are tips and ideas for helping children identify emotions when your face, your most expressive feature, is covered by a mask. Use these strategies to let children know that behind the mask, a kind and warm expression is still there!

1. Practice emotional expressions with a mask on in front of a mirror. Pay attention to facial cues that can be seen, body movements, and hand gestures.
2. Incorporate ASL when teaching emotions (<https://www.youtube.com/watch?v=91foGHKuwL0>).
3. Direct children to look at your eyebrows, eyes, body movements, and gestures when talking about emotions. For example, "Look, I am happy. You can't see my mouth smile, but my cheeks lift up, my eyes crinkle, and my shoulders and arms look like this."
4. Increase the use of gestures throughout the day and when talking about emotions (e.g., shoulders shrugged for sad, arms out to indicate a happy mood).
5. Talk about your feelings as much as possible (e.g., "I am feeling happy that it is almost time to go outside and play."; "I am feeling sad that it is raining right now."; "I am feeling excited that we have a new toy in centers today.").
6. If using an emotion check-in, encourage all adults in the classroom to participate and check-in when the children do ([https://challengingbehavior.cbcs.usf.edu/docs/FeelingFaces\\_chart\\_template.pdf](https://challengingbehavior.cbcs.usf.edu/docs/FeelingFaces_chart_template.pdf)).
7. When talking about emotions, hold up the corresponding emotion card or visual near your face. Consider wearing a lanyard with a visual of an emotion expression (e.g., tired, happy, excited, sad, angry, mad, nervous).
8. Be sure to face children and remain nearby when talking to them while wearing a mask. Wearing a mask muffles the speaker's speech, which can make it more difficult to understand what is said.
9. Provide an activity for children to practice wearing a mask and making different faces while looking in a mirror or at each other. Point out how their face looks (e.g., eyes, eyebrows).





10. Allow children to use masks during play with stuffed animals to help familiarize them with seeing masks in their environment.



## National Center for Pyramid Model Innovations | [ChallengingBehavior.org](https://ChallengingBehavior.org)

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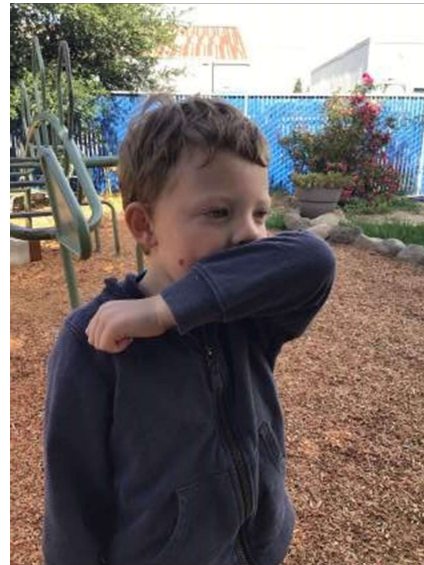
Government. Pub: 06/26/20

# COVER YOUR COUGH

Stop the spread of germs that can make you and others sick!



Cover your mouth and nose with a tissue  
When you cough or sneeze.



If you don't have a tissue, cough or  
Sneeze into your elbow, not your hands.



You may be asked to put on a facemask to  
Protect others if over two years old.



Wash hands often with soap and water  
For 20 seconds.

This healthy habit poster for “Cover your Cough” was adapted by the CDC.



Spread fun.

Not Flu.

Even healthy kids can get seriously sick from flu, and they can spread it to family, friends, and others.

Everyone 6 months of age and older should get a flu vaccine every year.

For more information, visit <http://www.cdc.gov/flu>



U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention