



# 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 12/08/2020:

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 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 11/18/2020.

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. I am also sharing the county's PowerPoint presentation with the scenarios. See the Appendix.

There is much to see here. 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 during a pandemic, 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. Pandemic 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
7. Participant Counseling & Policies
8. Mitigation Strategies
9. Containment Strategies
10. Environmental Preparation and Cleaning
11. Appendix
  - a. Illness Policy & Scenario-based Guidance for COVID-19**

PURPLE TIER

WE ARE HERE



Widespread

- Many non-essential indoor business operations are closed
- More than 7 daily new COVID-19 cases (per 100k)
- More than 8% positive COVID-19 tests

# Orders & Latest Guidance as of November 18, 2020

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 12/04/20:**

1. Children under the age of two are not required to wear facial coverings
2. Illness Policy update from the county, confirming a runny nose IS a COVID symptom and having your child tested for COVID for a new runny nose is the best practice.
3. The county encourages everyone to get their flu shot. It is not required.
4. Gatherings with individuals outside of your home; face masks are required

The following orders are direct from the county's websites about household gatherings, holidays during COVID-19, and safety recommendations:

1. [Guidance for Wearing Face Masks](#) (November 16, 2020)
2. [Limited Stay At Home Order issued by California Department of Public Health](#) As of November 21, 2020, it is required that all non-essential work and activities stop between 10 PM and 5 AM in counties in the Widespread (purple) tier.
  - Sonoma County has been in the purple tier since March 17, 2020.
3. [Recommendations for Staying Safe from COVID-19 During the Holidays](#)
  - a. "The safest gathering is one that is a small, stable group that meets outdoors for a short duration and uses face coverings, distance, and other safety measures."
    - i. **Outside is Safer:** Gather outside and follow safety guidelines.
    - ii. **Short:** Limit gatherings to no more than 2 hours
    - iii. **Stable:** Do not participate in multiple gatherings with many different households

4. [California has a blueprint for reducing COVID-19 in the state with revised criteria for loosening and tightening restrictions on activities.](#)

## Updated School Policies

### Facial Coverings Orders for Preschoolers

- **Preschoolers & Pre-k Classroom** - Preschoolers must wear their face masks indoors and outdoors; if the children can be mindful of personal space outdoors, they can store their masks on the outdoor mask rack.
  - We will request the preschoolers keep a backup mask at school in their cubby and come to school each day with a clean mask.
  - They can remove their mask when they greet their teacher to greet them and for the teacher to be a subtle wellness check.
  - We will never force children to wear their masks; however, we will encourage children by teaching them how to be healthy at school with social stories and Teaching Pyramid social-emotional supports.
- **Toddlers and Twos Classroom** - Children over the age of two must have a mask at school if illness symptoms develop and to wear while isolating until picked-up from parent or caregiver.
- **Infants and Toddlers under the age of two** - These young children will not wear masks or be allowed to have masks at their care.

#### Face Mask Resources:

1. <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.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](#)
4. [Wearing Masks \(Social Story for Preschoolers\)](#)



## 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
  - a. Socialize with three households or less over some time with quarantined precautions in between
  - b. Wear facial coverings when not around the immediate members of your household
  - c. Wash hands or use hand sanitizer when a sink is not available throughout the day
  - d. 6 ft distancing from other people not within your three-household cohort
2. Get tested for COVID-19
3. Get your Flu Shot
4. Follow the school policies and Expectations
5. Deep breathing when feeling overwhelmed. We are in this together!

# Preparedness & School Communication

We have learned how to face adversity as a compassionate preschool community.

When Sonoma County issued a State of Emergency on March 17, 2020, the county shared, “All Essential Businesses are strongly encouraged to remain open.”

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 have to 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; the school app or phone calls are the appropriate forum to check in with detail for supervision, and 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 will 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.

## Facial Coverings

Facial covers are not worn by children younger than the age of two (2). The Health Officer encourages parents/guardians and childcare providers to follow the American Association of Pediatrics guidance when masking children over two years of age. The Health Order also states that covering practices should be consistent with the child’s cognitive and developmental capabilities when in a childcare setting. Older children will not be masked when they are sleeping; they will wear their masks indoors and place them on their cubby hook during rest time. Older preschoolers will wear their facial coverings when feasible, such as small group time experiences.

- **Preschoolers & Pre-k Classroom** - Preschoolers must wear their face masks indoors and outdoors; if the children can be mindful of personal space outdoors, they can store their masks on the outdoor mask rack.
  - We will request the preschoolers keep a backup mask at school in their cubby and come to school each day with a clean mask.
  - They can remove their mask when they greet their teacher to greet them and for the teacher to be a subtle wellness check.
  - We will never force children to wear their masks; however, we will encourage children by teaching them how to be healthy at school with social stories and Teaching Pyramid social-emotional supports.

- **Toddlers and Twos Classroom** - Children over the age of two must have a mask at school if illness symptoms develop and to wear while isolating until picked-up from parent or caregiver.
- **Infants and Toddlers under the age of two** - These young children will not wear masks or be allowed to have masks during their care in our program.

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 sicknesses 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

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

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

## Counting Rhyme: Handwashing Superheroes

Written by Ms. Nicole, Storybook Village  
Preschool

Five superheroes ready to fly  
Here comes the virus; stop that guy!  
These superheroes can save the day.  
Off they wash— scrub, scrub, and away!

Countdown from 5, 4, 3, 2, 1, 0 We're looking  
for our superheroes!



This transitional song is great to put on your pretend capes and fly off to the sink to save the day from the virus villain!

## 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.

We will also provide a bi-weekly health survey that must be completed when received via email.

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. The fever should be gone 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 2020 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, 14-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.

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 \_\_\_\_\_ (MM/DD/YY) 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./p.m. to \_\_\_\_\_ a.m./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/OTHER LEGAL REPRESENTATIVE) \_\_\_\_\_ (PARENT'S DATE)

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

Problems of which you should be aware:

History: \_\_\_\_\_ Allergies/medicine: \_\_\_\_\_  
 Visit: \_\_\_\_\_ Height/weight: \_\_\_\_\_  
 Developmental: \_\_\_\_\_ Feet: \_\_\_\_\_  
 Language/Speech: \_\_\_\_\_ Admits: \_\_\_\_\_  
 Dental: \_\_\_\_\_  
 Other (include behavioral concerns): \_\_\_\_\_  
 Diets/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)	/ /	/ /	/ /	/ /	/ /
DTPa (DTPa) (DIPHTHERIA, TETANUS AND POLIO AND PERTUSSIS OR TENSER AND DIPHTERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS AND RUBELLA)	/ /	/ /	/ /	/ /	/ /
MMR2 (MEASLES, MUMPS AND RUBELLA) (SUGGESTED ONLY FOR CHILD NINE YEARS OF AGE)	/ /	/ /	/ /	/ /	/ /
MMR3 (MEASLES, MUMPS AND RUBELLA)	/ /	/ /	/ /	/ /	/ /
HEPATITIS B	/ /	/ /	/ /	/ /	/ /
VARICELLA (CHICKENPOX)	/ /	/ /	/ /	/ /	/ /

**SCREENING OF TB RISK FACTORS** (Using 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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## 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.

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 a shelter-in-place Health Order, and avoid gathering in groups outside of their immediate households.

Families or staff who 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 14 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 14 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 their 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.

Please read the [Order of the Health Officer: Shelter in Place](#) carefully, including all up-to-date health orders in Sonoma County. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120275, et seq.)

# 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](#)

## Appendix

Santa Rosa Rise and Shine Child Care Center's Pandemic Illness & Quarantine Policy

Santa Rosa Rise and Shine Child Care Center's Illness Policy

Shared School Pandemic Expectations

COVID-19 Receipt for Current, New, or Returning Families

Site Information Gathering Tool\*

Close Contact Advisory Sample Letter\*

General Exposure Advisory Sample Letter\*

Contact Advisory Sample Letter\*

[Community Care Licensing Division's Update - WINTER 2020/2021](#)

Facial Coverings Expectation Poster

How to Safely Wear and Take Off a Mask

Help Your Children Understand Emotions When Wearing Masks

Cover Your Cough School Poster

"Spread Fun. Not Flu." Poster

\*Sonoma County Public Health Resource for Licensed Child Care facilities

# Illness Policy

Santa Rosa Rise and Shine Child Care Center encourages families to have a backup plan for childcare in the event of short or long-term exclusion because of illness. A child who appears to be coming down with something should stay home. Parents or guardians must keep their child home or pick up their child (within an hour from staff notification) under the following circumstances:

- Unable to comfortably participate in daily activities (including unusual tiredness);
- A common cold or sore throat with a runny nose (see 'Allergies' below)
- Diarrhea
- Fever 100.0 or higher
- Vomiting
- Body rash (See guidelines below)
- Thick mucus or pus draining from the eye (Pink Eye or conjunctivitis)
- Head lice or nits. Parents MUST have all nits (eggs) removed before a child returns to school
- Severe coughing or makes a high-pitched whooping sound after coughing
- A child is irritable, continuously crying, or requires more attention and care than we can provide without compromising the children's health and safety in our care.

Santa Rosa Rise and Shine Child Care Center will notify the parent/guardian when a child develops new signs or symptoms of illness. To reduce the illness rate among children (and among the teaching staff), we will keep the child separate from others while making them as comfortable as possible until an authorized adult picks him or her up. If we cannot reach the child's parent/guardian, we will call someone listed on the child's emergency form; it is the parent's responsibility to keep all information current.

**If a child is sent home for any illness symptoms, they must stay kept home 24 hours (the entire following school day) before he or she may return to school.**

## Guidelines for a child to return to school (See Pandemic

### Illness Policies) :

1. All illness symptoms are gone after 24 hours (the entire following school day), without any medication given
2. He or she has been treated with an antibiotic for a full 24 hours
3. If a child is excluded because of a reportable infectious disease, a note from the child's physician stating the child is no longer contagious or providing instructions for when the child can return to school is required and must be implemented
4. If a child is absent for three consecutive school days due to illness, then we request a doctor's note to determine whether the child is a health risk to others
5. RASHES:

- a. If a child has a rash without fever and behavioral changes, he or she may return to school the same day with a doctor's note identifying the inflammation and stating that the rash is not an infectious disease.
  - i. Suppose a doctor's note states he or she is unclear about what is causing the skin irritation but says that the rash is not contagious. In that case, we cannot accept the note - a child must be excluded from group care while there is an illness like symptoms of an unidentifiable rash.
  - ii. If a doctor's note states he or she is unclear about what is causing the skin irritation and recommends an allergist referral or seeing an allergist for testing and possible treatment, parents/guardians must follow through for the child's health. A note to show proof of allergy testing is needed to keep a doctor's note on file for future health concerns.
- b. If there is an infectious disease, then symptoms must clear up, and the child recovered completely. Also, please see #3 above.

#### 6. ALLERGIES:

- a. Children must 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.
- b. **The following two items are required to honor a child's illness symptoms as allergies:**
  - i. Physician's Report ([LIC 701](#)) with the 'Allergies: medicine' completed if authorized to provide over the counter allergy medication.
  - ii. A doctor's note to document the diagnosis/allergy and why the child is experiencing allergies outside the regular season.
  - iii. The child can return after 24 hours (the entire following day to ensure it is not a common cold) with improvements to the runny nose.

Santa Rosa Rise and Shine Child Care Center will rely on the family's description of the child's behavior to determine whether the child is well enough to return unless the child's status is unclear from the family's report. The program director will decide whether ill children may stay based on the program's inclusion/exclusion policy, including the ability to care for the child without compromising other children's care in the program. The staff will notify parents when certain infectious diseases are present, and we ask families to inform our program when the child is out with an infectious disease.

## Daily Health Check

Each day we will conduct a health check of each child; the daily health check happens in a relaxed and comfortable manner. It is important to note that this is a licensing regulation and required by the state. Daily health checks seek to identify potential concerns of a child's health, including recent illness or injury; ultimately, serving to reduce the transmission of infectious diseases in our childcare setting by identifying children who should be excluded. The health checks are conducted as soon as possible after the child enters our facility and whenever a change in behavior occurs.

We encourage parents/guardians to inform the director any problems that may affect your child's behavior. This requirement will allow early detection of illness and prompt implementation of control measures or provide staff with information to understand their emotional specific needs.

# Medication Policy

Santa Rosa Rise and Shine Child Care Center staff will administer non-illness medication, such as Epi-pen or asthma medication as well as pain relievers due to teething, to children as per requirement by child's physician. Parents will be responsible for completing the necessary medication forms and creating an Incidental Medical Services (IMS) plan with the director before attending our program. See the IMS Plan in the Appendix for more information regarding how the school keeps children with a chronic medical condition safe.

**Illness: Children must be medication-free for 24 hours before returning to school; if a child needs medication at home to feel better, they are not healthy enough to be at school. *Except for fever: Child must be fever free for 72 hours without the use of fever reducing medication.***

# Pandemic Illness Policy

## 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 (See guidelines below)**
- New loss of taste or smell

**We require ill staff and students to stay at home until their symptoms are gone, and they feel ready to come back and meet the necessary criteria; see the SVP Scenario-based Guidance attachment.**

## Returning to Care

- After your child was sent home for non-COVID signs
- After a negative test following symptoms of COVID-19
- After a diagnosis has been made by a healthcare provider

We will follow Santa Rosa Rise and Shine's illness policy

From the most recent guidance, we learned a runny nose is a COVID-19 symptom, and having your child tested is the best practice. However, if this is the **ONLY** symptom and your child is teething an exception will be made. If your child has more than one symptom accompanying a runny nose, then they must get tested or quarantine for 14 days.

See 'Allergies' in the Illness Policy if you believe your child's runny nose is due to seasonal allergies. Children are **NOT ALLOWED** in a group care setting if they have a common cold or symptoms from a cold.

For a healthy child to return to care, we require the following:

1. No **fever** for 72-hours after the fever breaks without the use of fever-reducing medication.
2. No **nausea, vomiting, or diarrhea** for 72-hours without the use of anti-nausea or anti-diarrhea medication.
3. **Runny nose** is determined as allergies by a physician with the required documents and improving symptoms, and there are no other symptoms.
4. Must be well enough to participate in caregiving routines and daily activities.
5. Other criteria as determined by the school's illness policy (see family handbook or school website under "Current Families" for downloadable forms).

We will follow any additional criteria determined by the child's healthcare provider, if applicable.





# 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 presentation on November 18, 2020. 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 14 days after the last exposure. Recommend testing prior to returning, at least 10-12 days after last exposure (sooner if symptoms develop).	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 10 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 10 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 14 days after the last exposure.</li> <li>○ It is strongly recommended that exposed persons get tested 10-12 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 14 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 72 hours after the fever breaks without the use of fever-reducing medication</li> <li>• No nausea, vomiting, or diarrhea for 72 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>• 10 days have passed since the onset of symptoms, AND</li> <li>• The person has had no fever for 72 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>• 10 days have passed since the onset of symptoms, AND</li> <li>• The person has had no fever for 72 hours without the use of fever-reducing medications, AND</li> <li>• Symptoms have improved</li> <li>• If no symptoms, stay home until 10 days have passed since the date of the test.</li> </ul> <b>A doctor's note does not override these criteria.</b>
Child or staff had close contact with someone with confirmed COVID-19.	Stay home for 14 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.  <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 14 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>



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 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 \_\_\_\_\_

## SITE INFORMATION GATHERING TOOL

### When Staff or Student Tests Positive For COVID-19

The purpose of this form is to gather information to help prevent or mitigate the spread of COVID-19 in schools, childcares, and programs for children and youth. Upon learning that a staff, student, or visitor has tested positive for COVID-19:

1. Call Sonoma County Public Health at (707) 565-4566, or email [phnurse@sonoma-county.org](mailto:phnurse@sonoma-county.org). The form below may help you organize information BEFORE calling and seeking consultation.
2. AFTER consulting with Sonoma County Public Health, you may be asked to help identify close contacts. See the sample letter template below.

When conducting interviews with possible close contacts, and explaining that they may have been exposed to COVID 19, **do not disclose the identity of the person who tested positive**, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act (FERPA).

Name of Person Who Tested Positive or Suspected Case:		Date of Birth:	
Person is a: <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Visitor			
Address:		Phone #:	
Role/Position: (if not a student)		School/Office/Department:	
First Day Symptoms Appeared:			
Type of Symptoms: (check all that apply)			<input type="checkbox"/> CHECK IF NO SYMPTOMS
<input type="checkbox"/> fever greater than 100 F/37.8 C <input type="checkbox"/> cough <input type="checkbox"/> sore throat <input type="checkbox"/> shortness of breath <input type="checkbox"/> chills	<input type="checkbox"/> headache <input type="checkbox"/> body aches <input type="checkbox"/> fatigue <input type="checkbox"/> loss of smell <input type="checkbox"/> loss of taste	<input type="checkbox"/> nausea/vomiting <input type="checkbox"/> diarrhea <input type="checkbox"/> runny nose <input type="checkbox"/> congestion <input type="checkbox"/> OTHER	
Last Day at School/Work:			
City Location of the COVID-19 Test?	Date of the COVID-19 test?	<b>COVID-19 Test Results:</b> ___ Positive ___ Negative ___ Pending/Suspected	
Person Who Completed This Form/Position:		Contact Info (phone/email):	Date:

Adapted from San Francisco Department of Public Health

## CLOSE CONTACT ADVISORY SAMPLE LETTER

Send to staff and families of children who are close contacts to positive COVID-19 case

Date:

Dear parents, guardians, and staff of classroom,

A person at \_\_\_\_\_ has recently tested positive for COVID-19. You or your child has been identified as someone who was in close contact with this person and is at risk for developing COVID-19.

COVID-19 is an illness caused by a virus that can be transmitted to other people when an infected person coughs, sneezes, or is in close contact with others. Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches • Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Some people with COVID-19 do not have any symptoms but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms started or, if they do not have symptoms, 10 days after the day they were tested. It can take up to two weeks after an exposure to develop COVID-19. People who are exposed to COVID-19 should stay quarantined and not attend work or school for 14 days after the last time they were exposed. For more information on what it means to be quarantined, visit [www.socoemergency.org](http://www.socoemergency.org).

As a precautionary measure, we have temporarily closed the affected classroom(s) for a period of 14 days following the last possible exposure and will be reopening no sooner than MM-DD-YYYY. While we understand that this is a hardship for many, it helps to ensure that no further transmission of COVID-19 will occur. You and/or your child may not go to a different day care, school, camp, or program until you/your child has completed their 14-day quarantine.

**If you or anyone in your household is currently showing symptoms of COVID-19:** Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you need assistance obtaining a COVID-19 test, please call (707) 565-4566 or e-mail [phnurse@sonoma-county.org](mailto:phnurse@sonoma-county.org) and Sonoma County Public Health can assist you.

**If no one in your household has symptoms of COVID-19:** We strongly recommend that you or your child be tested for COVID-19 10-12 days after the exposure. Testing done too soon after an exposure may not be reliable, and a negative test during this time does not mean that the person won't develop COVID-19 later during their quarantine period. Because some people with COVID-19 have no symptoms, testing done too early or not at all increases the risk that a person may finish their quarantine but be contagious without knowing it. Appropriate timing of testing is essential to be sure that when we reopen our classroom there will be minimal risk to students and staff. Sonoma County Public Health can assist you in setting up testing if needed. Please call (707) 565-4566 or e-mail [phnurse@sonoma-county.org](mailto:phnurse@sonoma-county.org) to request an appointment.

Thank you for your patience and understanding as we work together to keep our community safe.

Sincerely, School/Childcare/Preschool Site

**GENERAL EXPOSURE ADVISORY SAMPLE LETTER**  
**Send to all other staff and families about the COVID-19 case (who were not close contacts)**

Date:

Dear parents, guardians, and staff:

A person with COVID-19 was recently identified at \_\_\_\_\_. **At this time, we do not believe that you or your child was exposed.** We will notify you immediately should this change. While the affected classroom(s) will be closed for 14 days as a precautionary measure, your/your child's classroom will remain open.

While you or your child may have not had any known exposures to COVID-19, it is still present in our community and we encourage you to continue to take steps to keep you and those around you safe. These steps include practicing social distancing from people who do not live in your household, washing your hands often, and wearing a mask or facial covering when in public.

We also encourage you to be aware of the symptoms of COVID-19 and check yourself or your child for COVID-19 symptoms before coming to work or school. Symptoms of COVID-19 include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches • Headache
- Sore throat
- Runny nose
- New loss of taste or smell

If you or your child experience any of these symptoms, **stay home** and do not come to \_\_\_\_\_. Contact your healthcare provider and request a test for COVID-19.

Thank you for helping to keep our community safe.

Sincerely,  
Childcare/Preschool/School Site

## CONTACT ADVISORY SAMPLE LETTER

Send to all other staff and families about the COVID-19 contact

Date,

Dear Parents/Guardians and Staff of classroom \_\_\_\_\_:

We want students and staff to stay safe. A student or staff member in your child's class has been in contact with a person who has tested positive for COVID-19. That student or staff member has been instructed to stay home until they are safe to come back to school. We have not identified any risk to you or your child at this time.

Your child's classroom will stay open. **You or your child can still come to school.**

We will update you if anything changes. Please keep checking your child for symptoms and stay home if they are sick. Please contact your healthcare provider for any other questions.

Thank you for helping to keep our school and community safe.

Sincerely,

School/Childcare/Preschool Site



# THE COMMUNITY CARE LICENSING DIVISION'S Quarterly Update

WINTER 2020/2021

## CHILD CARE LICENSING UPDATE

### *Child Care Licensing Program Mission:*

*The core mission of the Child Care Licensing Program is to ensure the health and safety of children in care. We strive to provide preventative, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities, providing technical assistance, and establishing partnerships with providers, parents, and the child care community.*

### A Note from Pamela Dickfoss, Deputy Director

The year 2020 has been one of unprecedented upheaval and uncertainty in the child care field. We continue to face a global pandemic, devastating wildfires throughout California, and the reality of racial injustice in our nation. Yet through it all, child care providers have continued to serve California's children. Thank you for your flexibility, hard work, and dedication to the children in your care.

In spite of these historic challenges, we are encouraged by the progress made to improve child care throughout California. These efforts include:

- Collaboration with the California Department of Public Health (CDPH), the California Department of Education (CDE), and other national, state, and local partners to respond to the COVID-19 health crisis.
- The passage of [Safe Sleep regulations](#), which will help reduce the risk of sleep related deaths in child care facilities.
- Child Care Licensing has been awarded the Environmental Protection Agency's WIIN Grant, which helps create programs that assist public water systems in small and disadvantaged communities meet Safe Drinking Water Act requirements
- We neared the completion of a new field inspection tool which will provide consistency to licensing visits and identify clear expectations for providers.

Many of us are still adjusting to the "new normal" of life during a pandemic. Although we don't know what challenges lie ahead in this upcoming year, I am confident the partnership we have built over the years will continue to ensure the health, safety, and development of California's children.



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## [New Safe Sleep Regulations](#)

New Safe Sleep Regulations are effective 8/19/2020 and may be viewed by visiting the [Department website](#). These regulations were developed to help reduce the risk of sleep related deaths in child care facilities. Infants are some of the most vulnerable individuals in child care, particularly as it relates to sleep practices. According to the American Academy of Pediatrics, approximately 3,500 infants die annually from sleep-related deaths in the United States. There are two main types of sleep-related deaths, Sudden Unexpected Infant Death (SUID) and Sudden Infant Death Syndrome (SIDS).

What are SUID and SIDS?

Sudden Unexpected Infant Death (SUID) is the death of an infant younger than 1 year of age that occurs suddenly and unexpectedly. After a full investigation, these deaths may be diagnosed as suffocation, entrapment, infection, ingestion, metabolic diseases, cardiac arrhythmias, and trauma.

Sudden Infant Death Syndrome (SIDS) is one type of SUID. SIDS is the sudden death of an infant younger than 1 year of age that cannot be explained even after a full investigation that includes a complete autopsy, examination of the death scene, and clinical history review.

While SIDS cannot be prevented, child care providers can reduce the risk of sleep related deaths by following these regulations. Please be sure to visit the [Child Care Program's Safe Sleep webpage](#) for resources on how to reduce the risk of a sleep-related death.



## AB 605 Update- Single Child Care Center License

The implementation of the Single Child Care Center License regulations has been divided into two phases.

In the first phase, the aim is to establish the new license category while maintaining existing regulatory protections. Draft regulations will be submitted for approval by the Office of Administrative Law (OAL) through their emergency regulatory process by the statutory deadline of January 2021. Regulations adopted through the emergency process are considered temporary.

In the second phase, permanent regulations will be proposed to implement the longer-term goals, such as co-mingling, transitioning children, recommended group sizes, etc. This phase aims to align with transitioning all childcare center licenses to a single license before January 1, 2024.

Drafted regulations have been reviewed by select stakeholders. Phase two will begin after regulations are implemented following the emergency regulation process.

## Early Start Program

Community Care Licensing would like to share important information from the Department of Developmental Services, (DDS), regarding their Early Start Program. This program provides early intervention to infants and toddlers in a coordinated, family-centered system, and it has experienced a decline in referrals since the beginning of the State of Emergency. As we know, early intervention is critical for children to achieve the best possible developmental outcomes. If you know of an infant or toddler that has, or is suspected of having a delay or disability, whose family is needing support,

please refer them to their local regional center about possible Early Start services at 1-800-515BABY, (or 1-800-515-2229). Anyone can make a referral.

Additional Early Start Program information to share with families, colleagues and your communities can be found below:

Early Start Brochure - An easy-to-read brochure that outlines the screening, referral and intake process.

[Healthcare-Provider-Brochure. What is Early Start](#) (English) [\(Spanish\)](#)

The Early Start Community Flyer – An informative flyer for families who may have a concern about their child's development.

[Community Resources Infographic](#) (English) [\(Spanish\)](#)

For more information, visit the [DDS website](#).

## 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 child care facilities as detailed by the following links:

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

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

## 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.

## WIIN Grant

Child Care Licensing has been awarded an [Environmental Protection Agency's WIIN Grant](#) for over 6 million dollars, to create programs that assist disadvantaged communities in meeting Safe Drinking Water Act requirements. CDSS, in partnership with R&R agencies, will conduct outreach and inform childcare centers about the lead testing program, process and funding eligibility. The goals are to reduce children's exposure to lead in water in child care centers, conduct outreach to both centers and parents about safe drinking water, and help centers develop and implement Corrective Action Plans for remediation to eliminate lead in child care centers. This grant in combination with the California Budget Act of 2018 (SB 862, Chapter 449, Statutes of 2018) allocation of 5 million dollars to the State Water Resources Control Board will help meet the lead testing mandates outlined in [Assembly Bill \(AB\) 2370, Chapter 676, Statutes of 2018](#).

For more information please refer to [PIN 20-01-CCP](#) and [PIN 20-12-CCP](#).

## Caregiver Background Check Bureau- Update

The Caregiver Background Check Bureau (CBCB) has changed its name to the Caregiver Provider Management Bureau (CPMB) and is pleased to announce the launch of the background check system, Guardian, set to go live January 2021.

Guardian is a tool to assist agencies and applicants in the background check process. Guardian ensures background checks are completed faster and more efficiently, while making the process easier for applicants and agencies to request exemptions.

For additional information regarding Guardian, please visit the [Guardian Webpage](#).

## Helpful Reminders and Information

- Please remember to check out new PINs: [Provider Information Notices](#).
- Latest Recalls from the [U.S. Consumer Product Safety Commission](#).
- [Regional Office Locations and Numbers](#)
- [Short Child Care Videos](#) addressing common questions on licensed care for families and providers.
- [Free Online Mandated Reporter Training](#).
- [Resources for Preventing Suspension and Expulsion in Child Care Settings](#).- Provides resources for dealing with challenging behaviors.
- [California Teaching Pyramid Website](#).- Provides information and resources to support children's Social and Emotional Development.
- [Healthy Schools Act Training, Department of Pesticide Regulation](#).
- [California Resource for Power Outages and Fire Recovery Resources](#).
- [California Poison Control System \(CPCS\)](#)
- [Kids Specialty Plate](#)



Are you interested in becoming part of the Child Care Licensing team?



Please apply at [CalCareers](#)

- Information on how to apply for a state job can be found at the [Cal Careers Website](#).

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

# We Are Healthy with Facial Coverings



Facial coverings help keep us healthy at school.



We wear facial coverings while working closely with our friends.



We keep our facial coverings safe.



We do not need to wear them when we have space.



Our teachers are healthy, too!

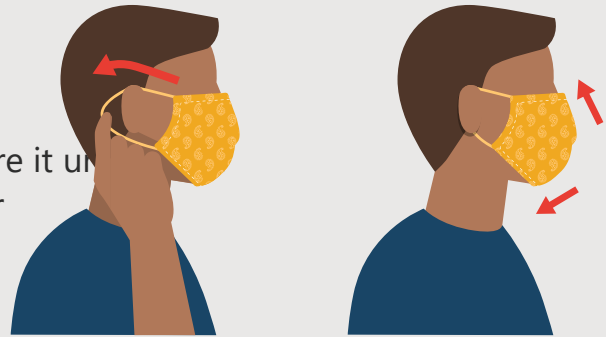


# How to Safely Wear and Take Off a

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 expressions (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 of any age 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