

## **Covid-19 Policies & Procedures for LTCC CDC – June 2020**

**This document is fluid and is a guideline for our LTCC CDC Re-opening plan and how we deliver care provide supervision and play a key role in helping to stop the spread of COVID-19 for our community.**

**Please Note:** A questionnaire survey developed by our LTCC Risk Management Team 5/29/2020 will be sent out via email and will need to be completed prior to your child's attendance. The survey will ask about your recent travel outside of 100 miles and any potential exposure for anyone in your household.

*If any of your answers indicate a potential exposure for anyone in your household based on the questionnaire, we will need you to quarantine for 7 days, or show negative COVID-19 tests for your family. Please note that you do have access to the LTCC Testing center, and can book appointments [here](#). As of June 8, they will be able to test children of all ages. We can also work with you to expedite this process when possible.*

Link for LTCC CDC parents:

[https://ltccir.az1.qualtrics.com/jfe/form/SV\\_0iHmr9Nw7zEFEjj](https://ltccir.az1.qualtrics.com/jfe/form/SV_0iHmr9Nw7zEFEjj)

### **Sign In/Out with Daily Health Checks**

- Parent/Guardian will enter into the front lobby for arrival/sign in and pick-up/sign out. The parent and child can say goodbye in the lobby or outside of their child's classroom door. The Parent/Guardian will stay in the hallway for drop off and pick up.
- A full parent signature is required on the sign-in/out sheets and a sanitized pen will be available.
- Parents/Guardians dropping off will be required to wear a mask.
- Fever checks will be conducted with a non-touch thermometer for the parents/guardians and the children. Staff also have daily fever checks completed in order to be present each day.
- A fever registering 99.0 degrees Fahrenheit or above, will exclude a parent or child from enrollment for that day and up to 72 hours.

- Teachers and all staff will wear a mask daily; for children over 2 it is an option for them, but it is not required.
- A questionnaire survey developed by our LTCC Risk Management Team will be sent out via email and will need to be completed prior to your child's attendance

### **Clothing & Children's Belongings**

- All shoes should be labeled and the children are encouraged to wear socks or slippers while inside.
- Shoes will be worn for outside time and should be closed toed shoes
- Backpacks will not be allowed into the center.
- 1-2 changes of clothing should be brought and stored in a large ziplock (LTCC CDC will provide). All clothing should be labeled with the child's name. Jackets will be bagged, labeled and on the children's hooks in the mudrooms. Swimsuits will be needed to be brought in for the summer months as is appropriate and snowsuits for the winter months.
- Outside time will be prevalent; weather permitting. Please have your child dressed appropriately for outside play time.
- Please limit bedding items to one blanket, a small pillow and a small lovey if needed. Each child's bedding will be stored in a ziplock and stored at the LTCC CDC (LTCC CDC will provide the storage bag or plastic container).
- Toys from home will not be allowed and our share days for items from home are on hold until further notice.
- Carseats, if they need to stay on site, should be stored in a large hefty bag brought in by the parents.
- Toothbrushing at school will cease until further notice and we encourage you to regularly brush teeth at home.
- Water Bottles: Our water fountains have all been closed off and we would like preschoolers and or toddlers to bring in their own labeled water bottle that the children may recognize. The water bottles will stay at school and be refilled daily and as needed.

### **Sunscreen**

- All children should have sunscreen pre-applied daily prior to arrival.

For Infants & Toddlers: Parent must provide their child's individual sunscreen labeled with their child's name and sign the sunscreen acknowledgment form available at the front counter. The sunscreen acknowledgment, gives center staff permission to reapply after naptime for infants and toddlers. For infants and toddlers, center staff can only use sunscreen that the parents provide.

For Preschoolers: Please sign the sunscreen acknowledgment form available at the front counter. Preschoolers use the community sunscreen which is purchased/donated. If your child needs their own type of sunscreen, please provide it and label it appropriately. The sunscreen acknowledgment, gives center staff permission to reapply sunscreen after nap and to use the general sunscreen. Donations are welcome.

### **Sick Policy specific to COVID-19 daily screening**

**Reducing our exposure for ourselves and others is a shared responsibility that we must take seriously.**

- Adults and or Children that are not feeling well should stay home and isolate themselves.
- Adults and children are screened daily and should stay at home if they are experiencing or showing signs and symptoms of COVID-19 which include but are not limited to:
  - Fever
  - Cough
  - Runny nose
  - Shortness of breath – difficulty breathing
  - Chills
  - Muscle Pain or Body Aches
  - Fatigue
  - Upset stomach – nausea or vomiting
  - Diarrhea
  - Headache
  - Sore Throat
  - New loss of smell or taste
- A daily check-in and check-out health screen will include a fever check via a non-touch thermometer for the parent and the child (as well as, staff)

- Any parent or child that has a fever over 99.0 will be sent home and must remain home for 72 hours. Siblings must stay home as well.

Your family physician, Barton Memorial Hospital and the El Dorado County Public Health Department protocol may direct you to stay home for 10 days.

Parent/Guardian must call prior to arrival with any concerns or possible illness – do not come to campus and try to pass a health check. You will need to stay home.

- If any child, parent, family member or staff tests positive for Covid-19, our local health officials, El Dorado County Public Health / Barton Memorial will the officials will help administrators determine appropriate steps. Closing for 2-5 days may be necessary for deep cleaning.
- During a school closure we highly recommend that staff, children and their families not to gather or socialize anywhere; including friend's house, restaurants or any non-essential needs.
- Communication with staff and families of any potential exposures or reasons for emergency closure will be notified via email.

### **Social & Physical Distancing:**

- Children will be taught about how they can practice social distancing and designated floor marks will assist children to know where to stand and what 6-ft of separation looks like
- Lunch will be served to the children by the teacher with gloves on to eliminate the children from sharing the serving utensil
- Children will sleep 6 feet apart and head to toe whenever possible
- Children will stay in small groups when possible with ratios dependent upon age groupings
- The outdoor environment will become more prevalent; weather permitting and open windows/ fans will assist on ventilation

Additional guidelines that we are practicing can be viewed in the PIN #20-06-CCP (Provider Information Notice [PIN] Summary), which provides joint guidance and practices regarding social and physical distancing for providers to prevent exposure to COVID-19 while providing care for children.

[https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN\\_20-06-CCP.pdf](https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN_20-06-CCP.pdf)