



Happy Minds Kids Academy (hereafter “Center”) values the safety and wellbeing of its staff, children and families. For this reason, the Center has adopted a COVID-19 Health Policy. These policies are subject to change and will be updated based on the recommendation and guidelines of the Centers for Disease Control (CDC) and the Child Community Licensing Division (CCLD).

Vulnerable/High Risk Groups:

It is recommended that individuals at higher risk for severe illness from COVID-19 consult with their medical provider to assess their risk and to determine if they should stay home if there is an outbreak in their community. Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have severe illness. Parents should consult with their health care provider on what is appropriate for their child.

Preventative Health Measures:

The Center will follow all applicable regulations found in the Community Care Licensing Division; Provider Information Notices (PINS). <https://cdss.ca.gov/inforesources/community-care-licensing>

The following checklist is intended to provide a selection of important health and safety items. The Center will plan ahead to ensure adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces.

We are confident that if certain measures such as cloth face coverings or non-medical grade masks, respiratory etiquette (cover cough and sneezes), frequent hand washing / hand sanitation and environmental cleaning and sanitizing are widely observed, the Center can be operated in a safe and measured way.

Staff members and parents/guardians are strongly encouraged to wear cloth face coverings (over the nose and mouth). Masks or face coverings will not be used by anyone who has trouble breathing, or is unable to remove their mask without assistance. Also, for persons whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators, or workplace safety guidelines. Proper hand hygiene will be practiced immediately after handling a mask or face covering.

Parents are encouraged to bring their own pen to sign in/out with.

We cannot reasonably expect a group of Infants and Preschool children not to engage in interactive play or share toys. Parents or guardians should monitor the health of their child and not send them to the program if they are displaying **any symptom** of COVID. Parents or guardians should seek COVID testing promptly and report results to the program given the implications for other children, families, and staff. Parents or guardians should protect any vulnerable persons who are members of the same household or come into frequent, close contact with infants, children and youth who attend daycare.

Social Distancing Strategies:

Social distancing focuses on remaining out of congregate settings, avoiding mass gatherings, and maintaining a distance from others when possible. The following social distancing strategies will be in place:

- Staff will maintain social distancing from other individuals as reasonably possible. If such distancing is not feasible, other measures such as hand hygiene, cough etiquette, cleanliness, and sanitation will be rigorously practiced.
- Each group of children will stay in a separate room, to the extent possible.



- Special events such as festivals, holiday celebrations, and special performances will be modified, canceled, or postponed.
- There will be limited mixing of children and playground times will be staggered.
- Outdoor areas (like playgrounds in schools and parks) generally require normal routine cleaning but do not require disinfection.
 - The Center will not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings, will be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) are not recommended and therefore will not be practiced.
- If possible, at nap time, children's naptime mats/cots will be spaced out as much as possible, ideally 6 feet apart and placed head to toe in order to further reduce the potential for viral spread. Mats/Cots will be disinfected daily.
- Children will wash, or sanitize, their hands after using sand, water, or sensory stations.
- The distance between children during table work will be increased.
- When feasible, more outside activities will be incorporated.

Parent Drop-off and Pick-up:

The pick-up and drop-off of children will be completed as quickly as possible to limit exposure, unless there is a legitimate need for the parent to stay.

- Parents will be cautious as to avoid creating congested drop off/pick up. If you notice that it is getting congested in your child's classroom with other parents, we kindly ask that you wait outside the classroom until they are finished before entering.
- Please limit the number of family members dropping/picking up to 1 family member per child.
- Parents will wash their child's hands immediately upon entry to the Center. If a sink with soap and water is not available, hand sanitizer with at least 60% alcohol will be provided. *Keep hand sanitizer out of children's reach and supervise use.*
- If possible, older people such as grandparents over the age of 65 should not pick up children, because they are more at risk for severe illness from COVID-19.

Screening:

Individuals who have a fever of 100.4 F or above or other signs of illness will not be admitted to the Center. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.

Prior to entering the Center, the following screening method will be used:

- Parent/guardian will confirm that the child does not have fever, shortness of breath or cough.
- A visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Illness:

Ill children and staff are required to stay home.

- The Center will communicate to parents the importance of keeping children home when they are sick.
- The Center will communicate to staff the importance of being vigilant for symptoms and staying in touch with the Center Director if or when they start to feel sick.



Any staff or child will be sent home if they present with any of the following new or worsening signs or symptoms of possible COVID-19:

- **Feeling feverish or a measured temperature greater than/equal to 100.4 degrees Fahrenheit**
- **Cough**
- **Shortness of breath or difficulty breathing**
- Sore throat
- Chills
- Diarrhea
- Loss of taste or smell
- Repeated shaking with chills
- Muscle pain
- Headache
- Known exposure with a person who is lab- confirmed to have COVID-19

Potential exposure, as per the California Department of Health (CDH), means being a household contact, or having close contact within six feet, of an individual with a confirmed or suspected COVID-19 for at least 15 minutes.

The period for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Children will also be sent home with any of the following new or worsening signs or symptoms of possible Inflammatory Syndrome in Children

(MIS-C) associated with COVID-19:

- **Fever - prolonged and persistent**
- Rash
- Conjunctivitis (redness of the white part of the eye)
- Stomach ache, vomiting and/or diarrhea
- Tongue is redder than usual and looks like a strawberry
- Swollen hands and/or feet, lymph nodes
- Irritability and/or unusual sleepiness or weakness

Any child or staff with a temperature of more than 100.4 will not be permitted to return to the Center until 48 hours after the fever has returned to normal without fever reducing medications. The Center will not allow a physician's note before the 48 hours.

Children or staff members who become sick while at the Center will be sent home as soon as possible.

- The ill child or staff will isolate from others until they are able to go home.
- A sick child must be supervised by staff at all times. The staff member caring for the child must wear a mask.
- The parent of the sick child will be contacted immediately and encouraged to contact their health care provider.
- The isolation area will be cleaned and disinfected after the sick individual has left.
- All areas used by the individual who is sick, such as classrooms, offices, bathrooms, and common areas, will be cleaned and disinfected.

Staff or children with new or worsening signs or symptoms listed above will not return to the Center until:

- At least 2 days (48 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications),



- The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath).

In the case of an individual who was diagnosed with COVID-19, the individual may return to the Center when the following criteria are met:

- A negative test result is submitted to the front office.
- At least 14 days have passed since symptoms first appeared.

In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to the Center until the individual has completed the same step criteria listed above.

- If the individual has symptoms that could be COVID-19 and wants to return to the Center before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

A physician's note MUST in writing state, " _____ was seen and evaluated for _____. This individual **does NOT have COVID-19** and is able to return to child care without placing another individual at risk."

If staff members believe, or a parent believes, that they or the child have had close contact to someone with confirmed COVID-19, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19. The staff or child is not permitted to return to the Center until the end of the 14 day self-quarantine period from the last date of exposure.

If COVID-19 is confirmed (tested positive) in a child, staff member or other adult who has been present in the Center, the Center will:

- Call California Department of Public Health),
- Inform Child Care Licensing Division,
- Close off areas used by the person who is sick for at least 24 hours,
- If feasible, open outside doors and windows to increase air circulation in the areas,
- Follow CDC guidance on how to disinfect the Center by cleaning and disinfecting *all areas* used by the person who is sick, such as classrooms, offices, bathrooms, and common areas, and
- Continue routine cleaning and disinfection.

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Additionally, we are also making changes to our sick policy. Effective immediately, in the event a child has even the slightest of cough, snuffle, runny nose or any other symptoms that can pose a risk, we will call home to have your child be picked up immediately as a precautionary measure, and they can only return once all symptoms have cleared, or you can provide us with a doctor's note clearing them to return to school.



Travel Policy:

Please notify us immediately as to where you will be traveling, and when you will return. According to the recommendations given to us by the California Department of Health, we are to follow the CDC guidelines for travel.

- **Global/International** (Warning - Level 3, Avoid Nonessential Travel)
CDC recommends that travelers avoid all nonessential international travel. ALL international travelers should stay home for 14 days after returning from travel, monitor their health, and practice social distancing.
- **Domestic** - US citizens who wish to travel within the United States are currently not blocked from doing so by any official nationwide advisories or restrictions. However, due to the nature of service we provide, we will assess each situation accordingly following CDC guidelines pertaining to each States' travel hot spots.

Enhanced Cleaning and Disinfecting Measures:

The following will be done in addition to (or in substitution of) existing cleaning protocols in place at the Center:

- Cleaning and disinfecting efforts will be intensified over the pre-COVID-19 standards. Additional CDC guidance can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- The Center will follow their regular schedule for cleaning and disinfecting.
- The Center will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched such as chairs, desks, and especially toys & games.
- The Center will clean objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, cubbies, and playground structures.
- All bathrooms should be cleaned and disinfected regularly throughout the day; at minimum bathrooms should be cleaned and disinfected twice per day.
- Cleaning products:
- All cleaning products will be used according to the directions on the label.
 - The manufacturer's instructions will be followed for concentration, application method, and contact time for all cleaning and disinfection products.
 - All cleaning materials will be kept secure and out of reach of children.
- Clean and sanitize toys:
 - Toys that cannot be cleaned and sanitized will not be used.
 - Toys will be cleaned with water and detergent, or sanitized with an EPA-registered disinfectant and air-dried. A mechanical dishwasher may also be used.
 - Toys will not be shared with other classrooms at this time.
- For clean and disinfecting bedding:
 - Only bedding (sheets, pillows, blankets) that can be washed will be used.
 - Child's bedding will be kept separate in their own individually labeled bag.



- Bedding will be cleaned weekly or before use by another child.

Healthy Hand Hygiene:

All children, staff and anyone entering the Center will engage in hand hygiene at the following times:

- arrival to the Center and after breaks,
- before and after administering medication or medical ointment,
- before and after diapering,
- after using the toilet or helping a child use the bathroom,
- after coming in contact with bodily fluid,
- after playing outdoors,
- after playing in sand, in water or with sensory materials, and
- after handling garbage.

Hands will be washed with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

- Children will be supervised when using hand sanitizer to prevent ingestion.
- Children will be assisted with handwashing, including infants who cannot wash hands alone.
- After assisting children with handwashing, staff will also wash their hands.
- Posters will be placed at all sinks describing handwashing steps near sinks.

Food Preparation and Meal Service:

- The children's food and drinks for the day will be stored in their cubbies if meals are brought from home.
- Meals will be served in the classroom and staff will directly serve children in their classrooms.
- Staff will ensure children wash hands prior to and immediately after eating.
- Staff will wash their hands before preparing food and after helping children to eat.
- The Center will follow all other applicable federal, state, and local regulations and guidance related to safe preparation of food.

Policy Effective: July 1, 2020