



Community Action Partnership of Kern
Head Start | State Child Development

Parent Handbook Addendum & Health Protocol 2022-2023

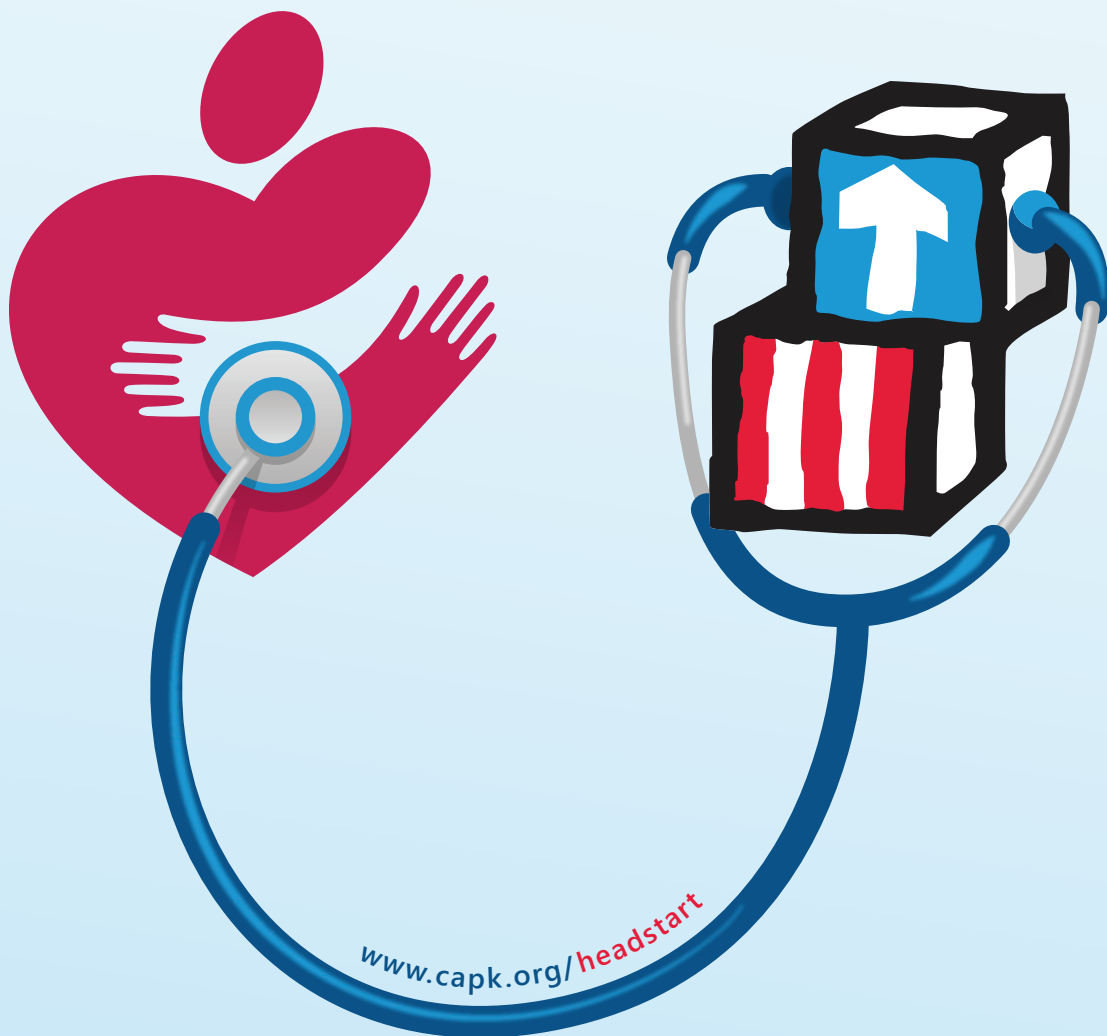


TABLE OF CONTENTS

Overview/ Welcome 4

COVID-19 4

Drop Off and Pick Up/ Children’s Sign In & Sign Out 5

Health Check / Screening Upon Arrival..... 6

Temporary Illness..... 7

Classroom Environment and Physical Distancing..... 7

Face Coverings..... 8

COVID-19 Facility Closures..... 9

Facility Re-Opening 9

Virtual Learning 9

Confidentiality 9

Handwashing 10

Infants and Toddlers 10

Meal Service 10

Cleaning and Disinfecting..... 10

Cleaning and Disinfecting Bedding..... 10

Toothbrushing 11

Classroom Observers/Monitors..... 11

Parent Handbook COVID-19 Addendum Acknowledgment 12






CAPK Head Start/State Child Development strives to have a quality program that focuses on prioritizing children and staff health and safety. As a program, we have set layered mitigation strategies that align with the Centers for Disease Control and Prevention (CDC), The California Department of Public Health (CDPH), Local Health Department, and Head Start regulations to ensure we minimize potential diseases at all sites. Some recommendations may overlap, and some may be slightly different. In those cases, the most stringent/strict recommendation will be implemented. The health and safety of children, families, and staff is priority and together, we can slow the spread of COVID-19.

OVERVIEW/WELCOME

This COVID-19 Health Protocol/ Handbook Addendum, effective as of July 1, 2021, and updated as recommendations from regulatory agencies are released, supplements the Parent Handbook. All policies included in the COVID-19 Handbook will be regularly evaluated and are subject to change as we learn more about COVID-19 and the best ways to mitigate risk within Community Action Partnership of Kern (CAPK) Head Start. CAPK Head Start has the right to make changes to the COVID-19 Handbook at any time. Additions, changes, and updates will be communicated and distributed in a timely manner. Families have access to the Parent Handbook and the COVID-19 Handbook through www.capk.org/headstart. They are responsible for complying with the Parent Handbook policies, terms, conditions, and COVID-19 addendum.

This Protocol is in place to minimize the spread of COVID-19 and ensure children, staff, and families' safety. We know physical distancing with young children is a challenging effort. However, we will do our best with the policies outlined in this addendum while ensuring children are in a nurturing and responsive environment. These guidelines are implemented and followed the most current public health data and the practical realities of managing a childcare program. As new data and practices emerge, the policies and procedures will be updated.

As a program, we are committed to:

-  Following and acting under federal, state, and local law and Center for Disease Control and Prevention recommendations in response to COVID-19.
-  Prioritizing the safety and security of our children, families, sites, and staff.
-  Maintaining the quality and nature of our academic program and culture, whether learning in-person or remotely.
-  Being responsive to the needs of children, and staff who stay home because of exposure, symptoms, or as a precaution, including using remote learning techniques, when possible, to supplement in-person instruction when a child must stay home because of safety or illness concerns.
-  Communicate with our families.

We ask for your cooperation, support, and communication to assist in practicing preventative measures while at home to ensure our classroom environments are the safest possible.

COVID-19

COVID-19 is a respiratory disease caused by SARS-CoV-2; a new coronavirus discovered in 2019. The virus spread from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. Some people who are infected may not have symptoms. For people who have symptoms, illness can range from mild to severe. Adults 65 years and older and people of any age with underlying medical conditions are at higher risk for severe illness.













Influenza (Flu) and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with a new coronavirus (called SARS-CoV-2), and flu is caused by infection with influenza viruses.

COVID-19 seems to spread more easily than flu and causes more serious illnesses in some people. It can also take longer before people show symptoms and people can be contagious for longer period of time. More information about differences between flu and COVID-19 is available in the different sections below.

Because some of the symptoms of flu and COVID-19 are similar, it may be hard to tell the difference between them based on symptoms alone, and testing may be needed to help confirm a diagnosis.

While more is learned every day about COVID-19 and the virus that causes it, there is still a lot that is unknown.














COVID-19 Symptoms include:

- | | |
|--|--|
|  Fever |  Headache |
|  Cough |  Sore throat |
|  Shortness of breath or difficulty breathing. |  Congestion or runny nose |
|  Chills |  Nausea or vomiting |
|  Repeated shaking with chills |  Diarrhea |
|  Fatigue & Muscle pain |  New loss of taste or smell |

Due to the COVID-19 pandemic, life has changed drastically for everyone including the childcare center your child attends. If your child has similar symptoms due to underlying health conditions. Medical documentation may be requested to ensure we can follow the best health protocols to serve all children and staff the best way possible.







Our Program made the following changes to prioritize your child, family, and staff's health and safety.

DROP OFF & PICK UP/ CHILDREN'S SIGN IN & SIGN OUT

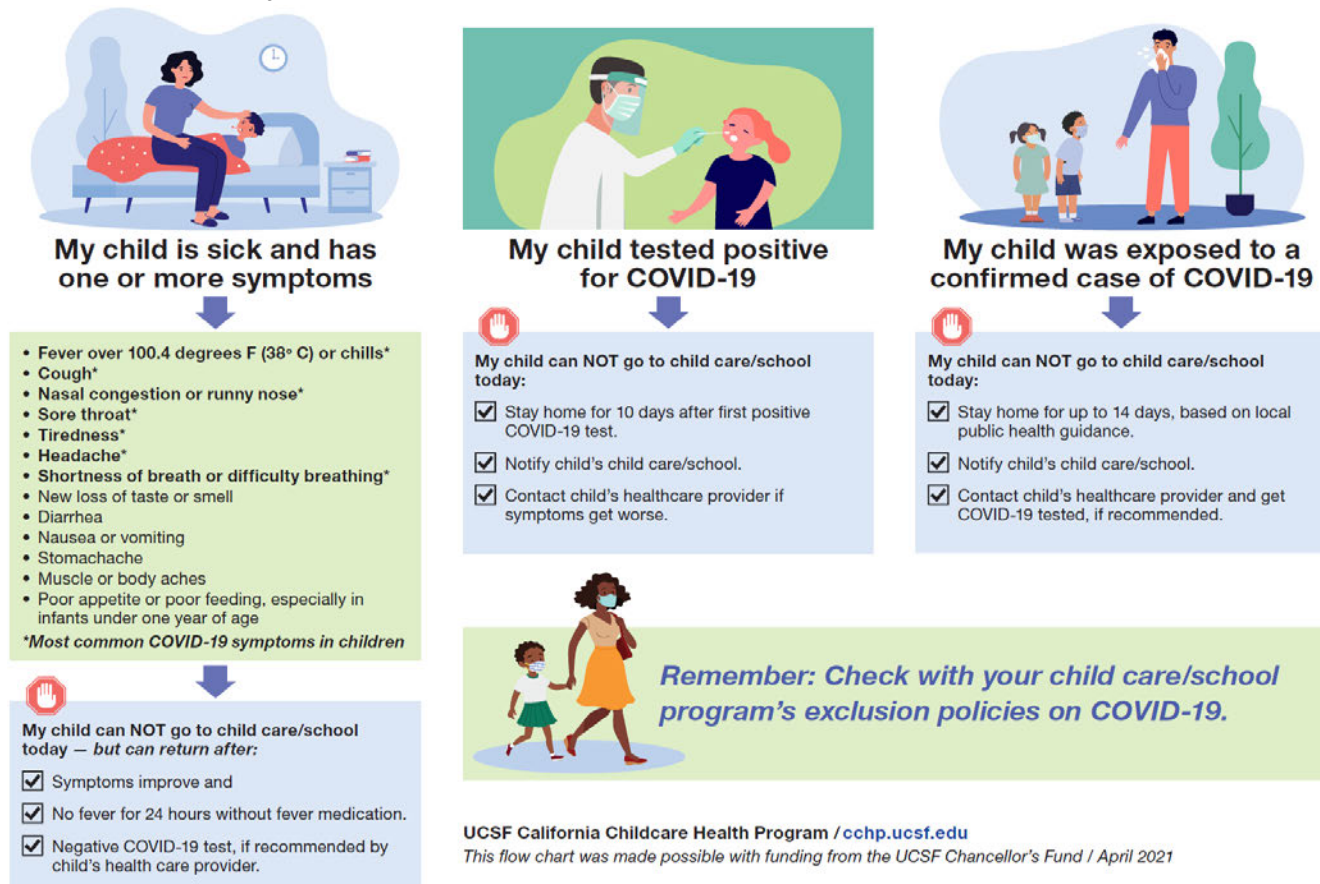
-  We have a designated center drop-off and pick-up area following the Center's layout. The designated area must limit prolonged interactions and must enforce physical distancing requirements. Drop-off and pick-up areas may include the main entrance, classroom door, and play yard.
-  Children 2 years of age and older use hand sanitizer before being signed in (if sink is unavailable). Upon entering the classroom, a teacher assists children in washing their hands with soap and water.
-  Hand sanitizer and face masks will be available to parents/guardians/family member/children prior to signing the child in.
-  The Center will encourage a staggered arrival and drop-off to minimize large group gatherings.
-  At drop-off, a designated teacher greets children outside as they arrive.
 -  A designated staff will greet children outside as they arrive.
 -  Designated staff will be at the drop-off area to walk all children to their classrooms once they have been signed in.
 -  At the end of the day, a designated staff will walk children to the pick-up area and release children once they have been signed out.
-  The same parent/designated person should drop off and pick up the child daily if possible.
-  This routine is encouraged but may or may not be possible for all enrolled families.
-  Parents sign the child in on an individual sign-in sheet maintained in a zippered envelope. A pen is provided in the envelope for parent/guardian use only.
-  Parents must read and confirm the COVID-19 statement, indicating that their child has not experienced any symptoms within the last 24 hours.
-  Parents are to bring an extra set of clothing for the child.

HEALTH CHECK/ SCREENING UPON ARRIVAL

Individuals with a fever of 100.4F (38.0C) or above/ other illness signs will not be admitted to the facility. Staff will encourage parents to be alert for signs of illness in their children and ask parents to keep children home when sick.

-  Staff must put on disposable gloves before conducting health checks and change gloves if a high-touch surface was touched.
-  Under CDC, OHS, and California Public Health Regulations, staff, parents, and children 2 and over are required to use a face covering during Health Checks; Face covers will be offered if they do not have one on.
-  Upon arrival, staff must ask the parent/guardian to confirm that the child does not have a fever, shortness of breath, or cough.
-  Staff make 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 fussing.
-  Staff check the child and parent/guardian temperature by using a non-contact thermometer and document on the sign in/out sheet (SISO). If the person dropping the child off is someone other than the parent/guardian, they will also be getting their temperature checked before the child is signed in. If the person dropping off the child has a fever of 100.4F or higher, the child will not be admitted into the site.
-  The sign in/out process is completed as quick as possible following the CDC physical distance recommendation.

When should I keep my child home from childcare/school?



TEMPORARY ILLNESS


If a child develops COVID-19 symptoms while under our care, staff will follow the below guidelines:

1. Children will be sent home if they develop one or more of the following **more common symptoms**: fever of 100.4 degrees or higher, new cough or a cough that gets worse, difficulty/hard time breathing.
2. Teaching staff will observe and evaluate children when they have one or more of the following **less common symptoms**: Sore throat, nausea, vomiting, diarrhea, extreme fatigue, headache, nasal congestion, stuffy or runny nose.
3. Per Licensing and Kern's Department of Health, all children being evaluated will be at the center's assigned isolation area for no more than 30 minutes to determine if the child may continue to receive services in the classroom environment.
4. If the evaluation from the Site Supervisor and health team determines that the child is well enough to participate in the program, the child may return to the classroom. Teachers will continue to observe if any symptoms worsen throughout the day.
5. If the evaluations determine that the symptoms have worsened and the child is not well enough to participate in the program, parents will be called to pick up their child. (Siblings who live in the same house do not need to go home unless the parent decides to take them home).
6. COVID-19 testing is strongly encouraged, especially if the symptoms persist or worsen, additional symptoms develop, or when COVID-19 transmission is substantial or high in the community.








Important:

All children with an underlying health condition such as asthma or allergies will need to have a doctor's note and may stay in our classroom environments if the symptoms are relatable to the described health condition. If additional symptoms develop throughout the day, staff will be required to follow the COVID-19 guidelines.

When can the child return?

-  CAPK Head Start will follow the current, CDC, CDPH, or Local Health Department guidance to make this decision.

CLASSROOM ENVIRONMENT AND PHYSICAL DISTANCING

-  Physical Distancing with young children is a challenging effort. However, we do our best while ensuring children are in a nurturing and responsive environment.
-  CAPK Head Start does not have restrictions in group sizes, and does not restrict children and staff from being moved to different groups. CAPK Head Start will minimize movement as much as possible but can and will combine and move staff to promote continuity of services.
-  The site will alter daily group activities to protect children and staff.
 -  If possible, maintain teachers with their primary children; teachers will use alternating outdoor/indoor times.
 -  Staff will organize naptime cribs and mats/cots using the head-to-toe strategy to distance children as much as possible.
 -  If teacher-child ratios cannot be met, the classroom will be closed.
-  Children and staff who are sick, exhibiting symptoms of COVID-19, or have been in close contact with someone who has tested positive or shows signs of COVID-19 will not be allowed in the facility.

- Windows will be opened to ventilate the room if it is feasible to bring in fresh air indoor. Classrooms filters are changed frequently to ensure the air system operates properly and provides optimal air quality.
- Furniture and play spaces are arranged to maintain small group separation when possible.
- Only materials that can be washed and disinfected are available in the classroom.
- Classroom staff implement developmentally appropriate activities for smaller groups.
- Whenever possible, indoor time is reduced by taking children outside, as weather permits.
- Staff support children with physical distancing through visual cues and by giving frequent verbal reminders when appropriate.
- Monitoring staff do not have a limit to how many classrooms/centers they can monitor a day. All monitoring staff will continue all layered prevention strategies while at the site.

FACE COVERINGS

Face Coverings are required to be worn by parents, children and staff at all times while at a childcare facility. The children's face coverings are provided by the program. All Children over the age of two are required to wear a face covering but never forced.


Face coverings should:

- Fit snugly but comfortably against the side of the face and cover both the mouth and nose.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or change to shape.
- Disposed of after use (disposable face covers)
- Provided by the program (both reusable and disposable face covers may be used. If they are reusable, the program will have them professionally laundered.
- Are required by HSPS which may not follow local or state recommendation. The most stringent recommendations will be followed by the program.


Wear Masks, Show You Care!

With communities beginning to reopen their economies, the federal government is recommending people consistently wear cloth face masks in public places and in businesses where social distancing is difficult to maintain. The use of masks can reduce transmission of the virus by people who have it but aren't experiencing symptoms.


PUTTING IT ON



With clean hands, fit the mask to cover your mouth, nose and chin.




Secure it tightly to minimize gaps between your face and the mask.




Once it's on, do not touch or adjust it. Wash your hands.

WHILE WEARING IT




Don't pull your mask down.




If you touch it, wash your hands and put on a clean one. Don't continue to use your mask if it gets damp. Replace it.


REMOVAL




Handling only the straps, untie or unloop your mask from behind and pull it away from your face.



Do not touch the front of the mask, your eyes, nose or mouth.



Immediately throw the mask in the laundry, or the trash if it's intended for single use. Wash your hands.



Source:
U.S. Centers for Disease Control and Prevention

COVID-19 Facility Closures

The Health, Safety, and Well-being of children and staff are a priority, and the program will make decisions based on CDC and state and local health department recommendations. While all COVID-19 cases/possible cases are unique and are treated as such, assigned staff will conduct a thorough investigation of any possible infection and it will address it individually. Families will be called to pick up their children if they have been identified as being ill/exposed to someone with COVID-19. If families with multiple children enrolled in the program and exposure are identified, the other children may be asked to quarantine as a precaution to ensure the spread of COVID-19 is stopped. A letter will be sent to families indicating length of closure.

Some circumstances that would require a classroom/center closure would include not meeting ratio, exposures, and a confirmed COVID-19 case of child, parent or staff.

FACILITY RE-OPENINGS

If a classroom/center is closed, Head Start Administration will analyze the situation, and the Head Start Director will determine when staff and children will return. If a facility is closed, staff will be trained before children return to the classroom to review the Health Protocol and ensure all staff understands the rules, regulations, and guidelines. All decision making will involve the collaboration of the CAPK Human Resources Department and Public Health Department, and while observing CDPH, CDC, CDSS, and CAL OSHA guidelines.

VIRTUAL LEARNING




Our program ensures that families fully engage in distance learning services. Parents will select their preferred method to receive virtual learning sessions. We offer various communication options which includes phone calls, emails, Zoom, Team's meetings, and Creative Curriculum Cloud Family Engagement platform. Distance Learning Sessions offer a combination of teacher interactions and activities to support the family throughout the week. Distance learning services will continue to be an option for families until you are ready to receive in-person services, or our program is granted permission to fully re-open by our local Public Health Department, state and federal regulations.

CONFIDENTIALITY

If anyone exhibits symptoms of COVID-19, is presumed positive by a medical professional, or tests positive for COVID-19, staff/families **must notify the Site Supervisor immediately**. Our program is committed to protecting children, families, and staff privacy; the name or identity of an individual who exhibits symptoms of COVID-19 or tests positive for COVID-19 will NOT be released to other families. **There are no exceptions.**

However, it may be necessary to disclose information to program staff and the local health department for contact tracing purposes. This information may include the name of the child/family member who has contracted COVID-19, phone number, home address, and the date of symptoms onset.

HANDWASHING






-  Children and staff will wash hands with soap and water for at least 20 seconds.
-  If soap and water are not readily available and hands are not visibly dirty, our programs can use alcohol-based hand sanitizers with at least 60% alcohol.
-  Sanitizer is not used on children under 2 years of age. Only Food and Drug Administration (FDA) approved sanitizers will be provided.

INFANTS AND TODDLERS




Children under three and their teachers spend a great deal of time on the floor in the classroom. For this reason, teaching staff wears shoe covers, socks, or a different pair of shoes when indoors. Children will be asked to remove their shoes when indoors and will be provided with non-slip socks.

MEAL SERVICE


While there is currently no evidence that ingesting food is associated with spreading COVID-19, it is possible that a person can get COVID-19 by touching a surface or object, including food or food packaging, that has the virus on it and then touching their own mouth, nose, or possibly their eyes. To ensure the possibility of spreading COVID-19 is minimized, staff wear gloves at all times while preparing and serving food.

-  Children will not be practicing family-style dining until further notice. An assigned staff member will be serving meals for enrolled children.
-  Reusable plates, cups, and utensils are utilized for meals. If using reusable plates is not appropriate, staff use disposable plates for the meal service.
-  Infants will have assigned bottles.
-  Tables will be cleaned and disinfected immediately following meals.
-  All plates and utensils are washed, rinsed, and sanitized to meet food safety requirements after use.



CLEANING AND DISINFECTING

-  Staff have a schedule for cleaning and disinfecting classroom, furniture and materials.
-  Staff routinely clean, sanitize, and disinfect surfaces and objects such as toys, toilet handles, tables, games, doorknobs, light switches, classroom sink handles, countertops, nap pads, desks, chairs, cubbies, and playground structures.
-  Other paper-based materials such as mail, envelopes, and children's books are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.



CLEANING AND DISINFECTING BEDDING

-  We provide bedding (sheets, blankets) that can be washed. Child's bedding is kept separate, and stored in individually labeled bins, cubbies, or bags. Cots and mats are labeled for each child. Bedding that touches a child's skin is washed daily for infants and weekly for toddlers and preschoolers, when soiled or before use by another child.

TOOTHBRUSHING

-  Waterless toothbrushing will resume in the classroom.
-  Vaccinated staff will assist with toothbrushing.

CLASSROOM OBSERVERS/MONITORS:

-  Monitoring staff does not have a limit to how many classrooms/centers they can monitor a day. All monitoring staff will continue all layered prevention strategies while at the site.
-  Service providers/volunteers visiting the classrooms must complete the Site Visitation form and show proof of COVID-19 vaccination.

Parent Handbook COVID-19 Addendum Acknowledgment

I, _____ certify that I have read, understand, and agree to comply with the provisions listed in this COVID-19 Parent Handbook Addendum in addition to the 2022-2023 CAPK Head Start Parent Handbook. I acknowledge that failure to act in accordance with the provisions listed within this document could result in a Plan of Action for my family. I acknowledge that it is my responsibility to follow all procedures in this document and center updates as guidance changes. If it is determined that my family unnecessarily or repeatedly exposes another child, family member and/or staff to COVID-19, a meeting will be conducted to discuss a plan of action. To prioritize the health and safety of the staff and children, CAPK Head Start/State Child Development Program is requesting that this acknowledgement be signed prior to your child entering the classroom.

Child's Name: _____

Parent's Name: _____

Parent's Signature _____ **Date** _____

To be filed in Section 2 of center based-child's file.