COVID-19 PARENT MANUAL

The purpose of the COVID-19 Parent Manual is to provide Church of the Good Shepherd Preschool families with the guidelines and protocols established by the State of California and the Monterey County Health Department. We also follow the guidelines and mandates of the Diocese of El Camino Real.

We have an important role in slowing the spread of disease to ensure that our children and employees have a safe and healthy learning environment. These guidelines and protocols are to be followed to ensure that we fulfill our roles and responsibilities as Early Childhood Educators.

Be aware of what we do outside of our work and home environments so we will all stay healthy together.

Guidelines are subject to change by the State and the County, and we will always follow the current guidelines.

Resources:
1. Monterey County Health Department (MCHD) - 831-755-4521
2. California Department of Public Health (CDPH)
3. Centers for Disease Control and Prevention (CDC)
4. National Association for the Education of Young Children (NAEYC)
5. California Childcare Health Program / University of California, San Francisco (UCSF) School of Nursing, Department of Family Health Care Nursing.
6. Seattle & King County Public Health
7. Brightwheel Webinars
8. HiMama Webinars
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>1</td>
</tr>
<tr>
<td>How to Talk to Young Children About COVID-19</td>
<td>1</td>
</tr>
<tr>
<td>How to Talk to Young Children About Social Distancing</td>
<td>1</td>
</tr>
<tr>
<td>Education</td>
<td>1</td>
</tr>
<tr>
<td>How is COVID-19 Spread?</td>
<td>2</td>
</tr>
<tr>
<td>How to Reduce the Risk</td>
<td>2</td>
</tr>
<tr>
<td>Group Size and Stability</td>
<td>4</td>
</tr>
<tr>
<td>Physical Activity</td>
<td>4</td>
</tr>
<tr>
<td>Drop Off &amp; Pick Up</td>
<td>4</td>
</tr>
<tr>
<td>Screening Methods</td>
<td>4</td>
</tr>
<tr>
<td>Response to Illness</td>
<td>5</td>
</tr>
<tr>
<td>What to do if COVID-19 Case Suspected or Confirmed</td>
<td>6</td>
</tr>
<tr>
<td>Employee Illness Log</td>
<td>10</td>
</tr>
<tr>
<td>Child's Illness Log</td>
<td>11</td>
</tr>
</tbody>
</table>
I. Communication
   A. Signs will be posted at entrances and exits regarding physical distancing, masks are required when entering the building, covering cough and sneezing, minimizing non-essential activities in the community, and frequent handwashing.
   B. The administrative staff will provide communication to employees, parents, children, and volunteers about protocols to follow to protect themselves and prevent further spread.
   C. Email, Brightwheel, Zoom meetings, and flyers will be used to communicate information, updates, and concerns to families.

II. How to Talk to Young Children About COVID-19
   A. Remain calm. Remember that children will react to what you say and how you say it. They will pick up cues from the conversations you have with them and with others.
   B. Reassure children that they are safe. Let them know it is okay if they feel upset. Share with them how you deal with your own stress so that they can learn how to cope from you.
   C. Make yourself available to listen and to talk. Let children know they can come to you when they have questions.
   D. Avoid language that might blame others and lead to stigma.
   E. Pay attention to what children see or hear on television, radio, or online. Too much information on one topic can lead to anxiety.
   F. Provide information that is truthful and appropriate for the age and developmental level of the child.
   G. Teach children everyday actions to reduce the spread of germs. Remind children to wash their hands frequently and stay away from people who are coughing or sneezing or sick. Remind them to cough or sneeze into a tissue or their elbow, throw the tissue into the trash, and wash their hands.

III. How to Talk to Young Children About Social Distancing
   A. Implement strategies to model and reinforce social and physical distancing and movement.
      1. Model social distancing when interacting with your children and family members.
      2. Role-play what social distancing looks like by demonstrating the recommended distance.
      3. Give verbal reminders to children.

IV. Education
   A. Signs and Symptoms of COVID-19 - Symptoms occur 2-14 days after exposure to infectious person.
      1. Fever
      2. Cough
      3. Shortness of breath or difficulty breathing
      4. Chills
      5. Repeated shaking with chills
6. Muscle pain  
7. Headache  
8. Sore throat  
9. New loss of taste or smell

V. How is COVID-19 Spread?  
A. Mainly from person-to-person.  
B. Between people who are in close contact with one another (within about 6 feet).  
C. Through respiratory droplets from coughing, sneezing or talking. These droplets can land in the mouths or noses of people who are nearby or be inhaled into the lungs.  
D. May be spread by people who are not showing symptoms.  
E. May be spread from touching contaminated surfaces or objects and then touching your eyes, nose, or mouth.  
F. Unlike influenza, there is no vaccine or medication for COVID-19. Instead, treatment focuses on relieving symptoms and keeping the person comfortable. Over-the-counter medications can be used to alleviate symptoms of fever, congestion, and cough.

VI. How to Reduce the Risk  
A. Hands are to be sanitized, before entering the building, at the sanitizing stations that will be placed at each entrance.  
B. Signs are posted in restrooms and near sinks that convey proper handwashing techniques.  
C. Wash hands often with soap and running water and wash for at least 20 seconds.  
D. If soap and water are not available and hands are not visibly dirty, use alcohol-based sanitizer (with at least 60% alcohol content).  
E. Avoid touching your eyes, nose or mouth.  
F. Cover your mouth and nose with a cloth face covering when around others.  
G. Cover your mouth and nose when coughing or sneezing and cough and sneeze into your sleeve or use a tissue. Wash hands.  
H. Avoid close contact with people who are sick.  
I. Open windows to ventilate facilities, as often as possible, before and after children arrive.  
J. Stay home from work, school and public places when you are sick.  
K. Put distance between yourself and others (at least 6 feet) when out in public. Clean and disinfect frequently touched surfaces.  
L. Practice good health habits. Eat nutritious food, exercise, and get plenty of sleep.  
M. Cloth Face Coverings  
1. Face coverings help prevent spread from people who may not know they have the virus.  
2. Face coverings will be worn within a facility, even with proper social distancing, unless the individual is in an office by themselves.
3. Wear face coverings when out in public. This is especially important when inside public buildings.

4. Face coverings should:
   (a) fit snugly over your mouth and nose.
   (b) allow for breathing without restriction.
   (c) be able to be laundered and machine dried without damage or change to shape.
   (d) not be worn if under two years old.

5. The County does not mandate that children 3 years and older wear masks. If a parent/guardian would like their child to wear a mask, the child must be able to put it on and remove it by themselves.

N. Cleaning and Disinfecting
1. Definition of cleaning: To physically remove dirt, debris, and sticky film by washing, wiping, and rinsing.
2. Definition of disinfecting: To kill the germs on hard, non-porous surfaces.
3. Employees will follow a schedule for cleaning, sanitizing, and disinfecting high-touch surfaces and objects.
4. All cleaning and disinfecting solutions will be stored in a place accessible to the employees, but out of reach of all children.
5. Most household disinfectants are effective against SARS-CoV-2 (the virus causing COVID-19). For the EPA’s List N: Disinfectants for Use Against SARS-CoV-2, go to https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2#filter_col1.

O. Social Distancing Strategies - Physical Distancing
1. Developmentally appropriate activities for smaller groups will be planned. Furniture and play spaces will be arranged to maintain physical distancing when possible.
2. Furniture will be arranged to give children as much space as possible.
3. Windows and doors will be kept open, weather permitting.
4. During rest/nap time, mats will be kept a good distance apart (6 feet, if possible) with children facing head to toe.
5. Children will engage in outdoor activities as often as possible, weather permitting.

P. Food Preparation & Mealtime
1. Employees will wash hands before preparing food and after helping children to eat.
2. Gloves will be worn when preparing and serving food.
3. Food surfaces will be sanitized before eating.
4. Children will wash hands before and after eating meals.
5. Children will be seated 6 feet or further apart, if possible, at mealtime.
6. Each child will be served individually.
7. Each child’s meal will be plated and children will not use the same serving utensils.
VII. Group Size and Stability
A. Each class will have a maximum of 10 children at Summer Camp and 12 in the Fall 2020-2021 school year.
B. Children and employees will not change groups or mix groups.
C. Groups will be assigned to their own room.
D. Siblings will be kept together, if possible.

VIII. Physical Activity
A. Groups/classes will be kept separate.
B. Playground time will be staggered.
C. Children will spend as much time outside as possible.
D. A 6-foot distance between children will be kept as much as possible.
E. Activities will be planned that limit close physical contact, sharing of equipment, and waiting in line.

IX. Drop Off & Pick Up
A. Drop off times will be staggered.
B. Children will be dropped off and picked up outside the preschool. Only children and employees are allowed in the building.
C. Hand sanitizer will be placed at the check-in and check-out stations.
D. Direct contact with parents/guardians will be limited.
E. The parent/guardian dropping off or picking up their child should not be a “vulnerable” person, if possible.
F. Refrain from hugging and shaking hands.

X. Screening Methods
A. All employees will take their temperature at home before coming to work each day.
B. All employees will also have their temperature taken daily when they first arrive at school.
C. Employees will wear a mask when screening the child and maintain a distance of 6 ft. from the parent/guardian.
D. Parents/guardians are to take their child’s temperature before coming to school.
E. Upon arrival, each child’s temperature will be taken by an employee with a no-contact thermometer.
F. Confirm with the parent/guardian that the child does not have a fever, shortness of breath, or cough.
G. Parent must inform the employee if the child has taken a fever reducing medication in the last 24 hours.
H. If a child or employee has a temperature of 100.4°F/38°C or higher they must leave the facility.
I. If an employee or a child exhibits signs of illness, follow the procedures outlined in paragraph XI, **Response to Illness**, regarding isolation, and notify the parent/guardian immediately to pick up the child.

J. An Illness Log will be completed on the day of the incident to ensure proper documentation should the illness require contacting the Monterey County Health Department’s Communicable Disease Unit.

**XI. Response to Illness**

If an employee or child becomes symptomatic with temperature of 100.4°F/38°C or higher, cough, rapid breathing or difficulty breathing (without recent physical activity), chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, fatigue, extreme fussiness OR other signs of **new** illness unrelated to a pre-existing condition, the following actions steps will be taken:

A. For sick employee
   1. Employee is to wear mask or cloth face covering.
   2. The employee will be separated from the children and other employees, will be sent home, and advised to call his/her healthcare provider.
   3. The employee will be placed in an unoccupied area if waiting to be picked up.

B. Sick child
   1. A designated employee will care for and supervise the sick child while awaiting the parent/guardian’s arrival.
   2. The child will be separated from other children and employees. If possible, the child will be placed in an unoccupied room while waiting for the parent/guardian to arrive.
   3. If possible, all other children will be moved out of the room where the sick child spent time, and placed in an unoccupied room.
   4. If masks are available (otherwise use cloth face coverings), and the sick/symptomatic child is willing/able to wear one, the designated employee will assist with properly placing it on the child. The employee is to wear a face mask as well.
   5. The child’s parent/caregiver will be asked to pick up their child as soon as possible.
   6. When the parent/caregiver arrives, s/he will message the teacher via Brightwheel. The teacher will escort the child to the school entrance.
   7. An Illness Log will be completed by the designated employee on that day.

C. Cleaning and disinfecting after sick person leaves.
   1. The designated employee who cared for the sick child will:
      (a) Remove his/her face covering and either dispose of it in a plastic-lined garbage can or place it in a sealed bag for laundering.
      (b) Employees will have a change of clothing at the school in the event that clothing has been touched or soiled by the sick child.
      (c) Any cloth items used by the sick child such as a blanket, napping pad, and toys will be placed in a sealed bag and laundered/cleaned.
D. Families are asked to inform the school if a child or family member is ill.

E. Records will be kept of when and why children and employees are ill and unable to attend school. (See Appendix for Illness Log).

XII. What to do if COVID-19 Case Suspected or Confirmed

A. Contact the Monterey County Health Department’s Communicable Disease Unit for guidance (831-755-4521). In general, the following steps are recommended:
   1. If the employee or child diagnosed with COVID-19 is still on the premises follow the steps listed in paragraph XI, Response to Illness, above. The employee or child are to stay home until criteria set by the CDC and the Monterey County Health Department have been met.
   2. Protocols for cleaning and disinfecting all areas in which the employee or child have been will be followed.
   3. A child’s parents/guardian is responsible for maintaining contact with the Monterey County Health Department on the protocols they are to follow. The child’s primary care provider should be notified by the parents/guardian.

B. A Workplace Coordinator will be responsible for COVID-19 issues and will ensure ongoing communication to employees and families.
   1. The Workplace Coordinator will work closely with the Monterey County Health Department throughout this process.
   2. The Workplace Coordinator will also be responsible for ensuring that the confidentiality of the affected employee or child is maintained as required by the Americans with Disabilities Act.

C. Once the Health Department has been contacted, they will verify the individual’s diagnosis and provide the COVID-19 Workplace Coordinator with dates the individual was potentially infectious.
   1. At this time, a person is considered infectious from two days prior to first onset of symptoms through at least 10 days after the first onset of symptoms.
   2. If the person did not have symptoms and tested positive, the infectious period is considered to be from two days prior to and 10 days from the date of specimen collection.

D. The Workplace Coordinator will determine who the ill employee or child may have been in close contact with during their infectious period.
   1. There is no clear guidance at this time to quantify the time in contact needed to be considered exposed. However, the Monterey County Health Department generally uses spending at least 15 minutes within 6 feet of an infections person as part of their exposure assessment.
   2. Other factors such as duration of exposure, proximity, and use of personal protective equipment (besides cloth face coverings) will be used by the public health investigator to determine exposure.

E. The Workplace Coordinator will make a list of all exposed employees and children with their status (symptomatic or not) and contact information, and prepare to submit that information to the Health Department upon request.
F. The Workplace Coordinator will individually and confidentially notify individuals who have had close contact with a person infected with COVID-19.

G. Individuals who have had close contact with a person diagnosed with COVID-19 should stay home until it has been at least 14 days since their last contact with the infectious individual.
   1. Individuals should keep themselves away from others in the household as much as possible until it has been 14 days from their possible exposure. They should use a separate bedroom and bathroom, if possible, from other household members.
   2. If exposed individuals need to have contact with household members, the exposed individual should wear a mask or face covering for the duration they have contact with household members.
   3. If the exposed individual develops symptoms within the 14-day self-quarantine period, they should contact their medical provider and the Monterey County Health Department (831-755-4521).
   4. A negative test within the 14-day quarantine period does not shorten the duration of the quarantine period for exposed individuals. For example, an exposed individual could test negative on day 3 of the quarantine period, develop symptoms on day 6, and test positive on day 7. Therefore, a 14-day quarantine period is always necessary following an exposure.

H. All exposed individuals who are experiencing symptoms should be excluded from the workplace and referred for medical evaluation and testing. Health Department staff can help link individuals to evaluation and screening services.

I. Exposed individuals who are not experiencing symptoms can also be referred for testing. The Health Department recommends referring asymptomatic individuals who wish to be tested to the free community screening sites in Greenfield and Salinas. Information on how to make an appointment at these locations can be found at the Health Department’s website: https://www.co.monterey.ca.us/government/departments-a-a/administrative-office/office-of-emergency-services/response/covid-19

J. If an employee has been diagnosed, the Workplace Coordinator will provide a general notice to all employees (both those potentially exposed and not exposed) to inform them of the situation and provide general instructions, while maintaining the ill employee’s confidentiality.

K. The preschool will follow CDC guidelines for cleaning and disinfecting the facility after someone has been sick: https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html

L. The preschool will also follow:
   1. The Monterey County Health Officer Face Covering Order: https://www.co.monterey.ca.us/home/showdocument?id=90136
   2. The Monterey County Health Officer Shelter in Place Order https://www.co.monterey.ca.us/home/showdocument?id=90709)
3. Guidance provided by the California Department of Public Health for opening industry sectors:  https://covid19.ca.gov/industry-guidance/

M. For more information about COVID-19, the following resources are available:
   1. Monterey County Health Department at 831-755-4521
   2. Website: www.mtyhd.org/COVID19
   3. Facebook: @mtyhd
   4. Twitter: @MCHDPIO
   5. California Department of Public Health (CDPH) - www.cdph.ca.gov
   6. Centers for Disease Control and Prevention (CDC) - www.cdc.gov
   7. 2-1-1 Monterey County
EMPLOYEE ILLNESS LOG

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<th>Date &amp; Time Identified</th>
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<th>Employee’s Full Name</th>
<th>Classroom Affected</th>
<th>Symptoms of illness or diagnosis, if known</th>
<th>Actions Taken:</th>
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<td>Employee at Preschool</td>
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<td>Persons notified (Director, family, MCDH, 911, etc.)</td>
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THE CONFIDENTIALITY OF THIS LOG IS STRICTLY MAINTAINED
## CHILD’S ILLNESS LOG

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<td>Child at Preschool</td>
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