



COVID-19 PREVENTION GUIDELINES

These measures are in ADDITION to all previously established cleaning and sanitizing procedures.

Social and Physical Distancing

- Children should remain in groups as small as possible not to exceed ratio and capacity requirements.*

Age	Staff: Child Ratio	Group Size
0-18 months (infant)	1:4	10
18-36 months (toddler)	1:6	10

- Extend indoor environment to outdoors, and bring the class outside, weather permitting.*
- Open window to ventilate facilities before and after children arrive.*
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6 feet separation, when possible.*

Screenings

- Staff should self-screen for the following symptoms (fever, cough, difficulty breathing or any other signs of illness within the last 24 hours) that they, or someone in their homes, might have.*
 - If staff or someone in their home is exhibiting these symptoms, they must stay home and self-quarantine.**
- Staff should have their temperature taken before arriving to work or beginning care.*
- Ask caregivers if their child has taken any fever reducing medications in the prior 24 hours.*
- If anyone has a temperature of 99.5 or higher, they must be excluded from the facility.**
- Take each child and parent's temperature each morning with the no-touch thermometer. Use alcohol wipe after each use of no-touch thermometer.*
- Write each child's temperature down in the Sign-In Sheet.
- Monitor staff and children throughout the day for any signs of possible illness.*
- If staff or children exhibit signs of illness, follow the facility procedures for isolation from the general room population and notify the caregiver immediately to pick up the child.*
- Implement and enforce strict guidelines for all staff and children.*
- If your child has a runny nose or cough, he/she will not be permitted to come to school that day.*

How to Talk to Young Children about Social Distancing

- Model social distancing when interacting with children, families, and staff.*
- Give frequent verbal reminders to children.*

Practice Healthy Hygiene

- Teach, model, and reinforces healthy habits and social skills.*
 - Explain to children why it's not healthy to share drinks or food, particularly when sick.*
 - Practice frequent handwashing by teaching a popular child-friendly song or counting to 20 (handwashing should last 20 seconds).*

* as deemed necessary by State of California Department of Social Service Community Care Licensing Division

** as deemed necessary by LA County Department of Public Health



- Teach children to use tissue to wipe their nose and to cough inside their elbow.*
- Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside* and after diaper changes.
- Staff will wear face masks and face shields throughout entire shift
- Filters for masks are available for additional protection. Please remove filters before washing.
- Masks will be washed after each shift.

During Drop Off and Pick Up

- Drop off and pick up will be taking place directly outside of the main door to Kokoro. Good byes will be done at this time.
- Conduct visual wellness checks of all children upon arrival and ask health questions when concerned.*
 - Ask caregivers and parents to meet at facility entryway for pick-up and drop-off of children whenever possible.*
 - Explain to parents and caregivers that all visits should be brief as possible.*
 - Install hand sanitizers, out of the reach of children, near all entry doors and other high traffic areas.*
- One of our teachers will be receiving each child and their belongings.
- Children's lunches will be transferred to a clear gallon size or larger Ziplock bag at drop-off. We will not be storing any lunch or reusable bags in our facility. At pick-up, please bring your own bag to take your children's belongings home.
- Sign-in sheets will be on a table outside. Pens will be disinfected after each use.
- Staff will sign in children into LifeCubby.
- There will be 6 ft social distancing markers on the cement to indicate the line order for drop off and pickup as well as a route for entrance and exit indicated with orange parking cones.
- Hand sanitizer will be provided at the sign-in table. Please use it before signing in or signing out.
- Staff will use gloves during drop off and pick up. New gloves will be put on for each child, just like diapering or applying sunblock.
- Parents are to wash their hands before dropping off, prior to coming for pick up, and when they get home.
- Parents are to bring their own pens when signing children in and out.

Examine your Environment

- Implement procedures to frequently clean all touched surfaces.
 - Have multiple toys and manipulatives accessible that are easy to clean and sanitize throughout the day.*
 - Limit the amount of sharing.*
 - Offer more opportunities for individual play and solo activities, such as fine motor activities (i.e. drawing, coloring, cutting, puzzles, and other manipulatives).*
 - Plan activities that do not require close physical contact between multiple children. *
 - Designate a tub of toys that need to be cleaned and wiped after use.*

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Meal Times

- Utilize more tables to spread children out.*
 - Practice proper handwashing before and after eating.*
 - Immediately clean and disinfect trays and tables after meals.*
- Meal Preparation
 - Gloves will be used during meal preparation. New gloves will be used for each child.

Personal Items

- All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others. During this time, personal toys should be kept at home until further notice.*
- Pacifiers are to be separated with Ziplock bags.

Napping

- Space cots 6 feet apart from each other. Arrange the head of each bed alternately, in opposite directions, to lessen the possible spread of illness between children from coughing or sneezing.*

Additional Cleaning Measures

- Bleach cleaning at the end of the day of all heavy contact areas to include:
 - all door handles (and the surrounding area) and railings
 - gate handles
 - sink handles
- Bleach cleaning all furniture and mats.
- Bleach cleaning chairs and trays.
- Bleach cleaning light switches.
- Bleach cleaning refrigerator handles and doors, including freezer handles.
- Clorox wipe music players and iPad
- Clorox wipe face shields daily.
- Clorox wipe check-in table, sign-in binder, pens
- All outdoor large toys (cars, slide, ride-ons) and mats are bleach cleaned daily.

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