This packet has been assembled to assist child care providers in their efforts to re-open programs in order to care for children of essential worker families and previously enrolled families. Technical assistance is available from Resource & Referral Services staff as well as other program staff trained in Health & Safety.

To receive assistance by phone, please call 707-444-8293 or 800-795-3554. You can also request assistance by an online meeting platform such as Zoom or in-person with social distancing measures in place.

This packet contains the following resources from the University of California, San Francisco (California Child Care Health Program):

- List of Things to Consider
- How Can Resource & Referral Support their Communities in Reopening
- UCSF Guidance for California Child Care Providers Caring for Children of Essential Workers During Covid-19
- UCSF Reduce the Risk of Covid-19
- UCSF Morning Health Check
- UCSF Wash Hands Properly
- UCSF When to Wash Your Hands
- UCSF Gloving
- UCSF Diapering
- UCSF Step-by-Step Cleaning for Child Care Programs
- UCSF Step-by-Step Disinfecting for Child Care Programs
Things to Consider:

- Report your re-open date to Community Care Licensing in Chico
- Report your re-open date to Resource & Referral at Changing Tides Family Services in Eureka

**Before you open in the morning:**
- Assume each parent/child is a carrier of the virus
- Wear an apron, gloves and mask, have on before open time
- Stop parents at the door, have them sign in at the door
- Check for fever upon arrival, do a health check
- Require all kids to wash hands upon arrival
- Kids under age 12 years are not required to wear masks (never on kids under age 2 years or those that can’t remove on their own, disability etc.)
- Have a variety of easy to clean toys and books out, but make sure to rotate each night and disinfect
- Serve pre-plated meals, no sharing of serving utensils
- Keep to diapering rules
- Use paper towels for hand drying in the bathroom
- Keep to current Covid ratios
- Teach kids how to cough/sneeze into elbows – use songs
- Teach kids to maintain distance - use songs
- Do not mix kids each day, keep same group together
- Nap head to toe, maintain 6 ft. apart

**After you close:**
- Fully disinfect surfaces
- Change your own clothing, wash and dry
- Take a shower/bath
- Wash and dry clothing/bedding daily used by kids
- Take a walk/get a breather
- Relax/do yoga
- Eat healthy meals
HOW CAN CHILD CARE RESOURCE AND REFERRAL AGENCIES SUPPORT THEIR COMMUNITIES IN REOPENING?

CCR&Rs can use this infographic to guide those conversations and offer considerations when reopening after the pandemic or transitioning back to daily operations.

All child care programs should follow the guidelines set forth by their state’s licensing agencies, as well as consult with their local health department.

 Programs that have been closed and will be reopening

• Learn about new policies and protocols, e.g., those based on CDC recommendations and state licensing and subsidy requirements.
• Update program policies and procedures, including a child care program response plan, that cover infectious disease (see examples in English and Spanish).
• Train or connect staff with training about new policies, protocols and procedures.

 Programs transitioning from Emergency Child Care for Essential Personnel to enhanced regular operations

• Prepare to switch from temporary licensing regulations to routine and updated guidance.
• Maintain intensified cleaning and disinfection.

 Maintain adequate staff-to-child ratios to ensure safety, as required by your state (enhanced, regular ratios may differ from emergency ratios).

Kerry Venegas, Executive Director

2259 Myrtle Avenue, Eureka, CA 95501 | 707.444.8293 (P) | 800.795.3554 | 707.444.8298 (F) | www.changingtidesfs.org
### Budget and learn more about program costs such as:
- Restocking/sourcing food and materials including personal protective equipment (PPE)
- Cleaning supplies and paper products
- Payroll
- Recruiting and adding staff
- Modifications to the building
- Advertising
- Subsidy requirements (reimbursement for enrollment vs. attendance)

### Notify licensing and subsidy agents and CCR&R agency that you are reopening.

Let previously enrolled families know that you are reopening. Understand that families may not want to or may be unable to immediately return, e.g., they may have sought care elsewhere, be fearful of returning to child care, or may have lost their jobs.

### Recruit new families.

### Assist families that are transitioning back to their previous child care arrangements (e.g., letter/documentation to previous program).

- Identify resources and strategies for self-care and stress management. Share with staff and families.
- Consider and respond to the social-emotional needs of children, families and staff.
- Partner with families and staff on talking with children about COVID-19.
- Connect families and staff with local comprehensive services of interest to them, e.g., assistance with food, housing, health, mental health, education, employment and domestic discord.
- Make child abuse and neglect prevention resources available to staff and families. Child care providers are mandated reporters of suspected child abuse and neglect.
Guidance for California Child Care Providers Caring for Children of Essential Workers during COVID-19

The following guidelines provide information and procedures on how child care programs and providers can safely provide care during the COVID-19 pandemic in California. Check for updates as new information and guidance develops.

Drop-off and Pick-up Procedures
Establish procedures for drop-off and pick-up to maintain physical distancing. Consider moving the sign-in station outside the facility. Provide hand sanitizer or handwashing facilities to use before and after families sign in and out. Do not share pens. Ask parents to bring their own pens when signing children in and out. If check-in is electronic, clean and disinfect the screens or keyboards frequently.

Consider alternating drop-off and pick-up times for each small group to avoid a large number of people gathering outside the facility.

Limit entry to people who are essential for the care of children. Have office staff work remotely from home. No students, parent volunteers, or other visitors should enter the facility during shelter-in-place. Continue Individual Education Plans (IEP) for children with special needs.

Daily Health Screening
Conduct a health check on each child before their parent leaves. Wear a mask during the health check. Ask about fever, cough, and trouble breathing within the last 24 hours.

If you have a touchless thermometer, you can do a temperature screen of all staff and children at the beginning of the day. Clean and disinfect the thermometer after each use.

If you do not have a touchless thermometer, ask families to take their child’s temperature before coming to the facility. Staff and residing family members in family child care homes should also take their temperatures and check for dry cough and trouble breathing before the child care day begins.

Child care center staff should check their temperatures and for COVID-19 symptoms at home before coming to work.

If anyone, staff, child, or household resident, has a temperature of 100.4°F or higher or other signs of COVID-19 (dry cough, shortness of breath) they must be excluded from the child care program and consult their health care provider.

Children or staff who are sick with other illnesses meeting usual exclusion criteria should also stay home.

Children or Staff Who Develop COVID-19 Symptoms during the Day
If you only have a digital thermometer, you may use it if you suspect a fever during the day.
If a child or staff member becomes ill during the day with fever (100.4 degrees or higher), dry cough, and/or shortness of breath, isolate them, and notify their family to pick them up right away. You may apply a mask to staff and children over two years old. Always supervise ill children.

If symptoms persist or worsen, call the child’s health care provider for further guidance.

UCSF-Care California Childcare Health Program  cchp.ucsf.edu  4/22/2020
Hand Hygiene
Have children and staff wash their hands upon entering the facility and frequently thereafter. Follow strict hand hygiene procedures at all times. Display proper handwashing guidelines/posters for staff and children in bathrooms and near sinks. (See the CCHP poster When to Wash Hands based on the CFOC Standard 3.2.2.1: https://cchp.ucsf.edu/content/when-wash-your-hands and the CCHP poster Wash Your Hands Properly based on the CFOC standard 3.2.2.2: https://cchp.ucsf.edu/content/wash-your-hands-properly).

Use hand sanitizer (60% or more alcohol) when soap and water are not available and hands are not visibly dirty. Keep hand sanitizer out of children’s reach.

Cleaning and Disinfecting
Disinfect high-touch surfaces including manipulative toys, door handles, light switches, and electronic devices. Create a schedule and tracking sheet for cleaning and disinfecting. Cleaning and Disinfecting Guidelines from the Centers for Disease Control (CDC) for child care and other facilities can be found at this link: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
Step-by-step posters for child care providers for cleaning and disinfecting can be found on the California Childcare Health Program (CCHP) website:
Step-by-Step Cleaning for Child Care Programs: https://cchp.ucsf.edu/content/step-step-cleaning-child-care-programs
Step-by-Step Disinfecting for Child Care Programs: https://cchp.ucsf.edu/content/step-step-disinfecting-child-care-programs
Reminders for Using Disinfectants can be found on the Department of Pesticide Regulation (DPR) website: https://apps.cdpr.ca.gov/schoolpm/opubs/reminders_for_using_disinfectants.pdf

Other measures to avoid spreading disease include: wearing a mask (adults and children over two years old, if possible), covering your cough and sneeze, and keeping your hands away from your face.

Meals and Snacks
Make sure children wash their hands before and after they eat. Eliminate family-style eating during the pandemic, and wear gloves when serving food to children. Serve food on individual plates for each child. Use disposable plates and utensils when possible. Seat children at the table with more distance between them than usual (six feet, if possible). Provide healthy meals, snacks, and beverages.

Stop tooth brushing during child care hours. Encourage parents to regularly brush children’s teeth at home.

Guidance on Physical Distancing
Smaller, stable groups reduce the risk of spreading COVID-19. Keep the same children and provider with each group. Include children from the same family in the same group, whenever possible. Children and staff should not change groups or mix groups. Assign groups and teachers their own classrooms. In addition, lower child: staff ratios will decrease the number of exposed children if someone in the group becomes ill. The following tables describe the maximum ratio and group size per Child Care Licensing during the pandemic:

UCSF-California Childcare Health Program  cchp.ucsf.edu  4/22/2020

Kerry Venegas, Executive Director

2259 Myrtle Avenue, Eureka, CA 95501  |  707.444.8293 (P)  |  800.795.3554  |  707.444.8298 (F)  |  www.changingtidesfs.org
### Child Care Center Ratios and Group Size

<table>
<thead>
<tr>
<th>Age</th>
<th>Staff:Child Ratio</th>
<th>Group Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-18 months (infants)</td>
<td>1:4</td>
<td>10</td>
</tr>
<tr>
<td>18-36 months (toddler)</td>
<td>1:6</td>
<td>10</td>
</tr>
<tr>
<td>3 years-kindergarten (preschool) &amp; Kindergarten entry + (School aged)</td>
<td>1:10</td>
<td>10</td>
</tr>
<tr>
<td>Birth-school aged (Mixed groups)</td>
<td>1:6</td>
<td>10</td>
</tr>
</tbody>
</table>

### Infants in Family Child Care Homes Ratios and Group Size

<table>
<thead>
<tr>
<th>Infants 0-18 months</th>
<th>Provider:Child Ratio</th>
<th>Group Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants only</td>
<td>1:4</td>
<td>4</td>
</tr>
<tr>
<td>No more than 2 infants when 6 children are present</td>
<td>1:6 (2 infants + 4 children)</td>
<td>6</td>
</tr>
</tbody>
</table>

Plan activities for individual play and small groups that do not require close physical contact, waiting in line, or sharing objects.

Provide proper ventilation indoors. Open windows safely for fresh air. Ventilate the facility before and after children arrive.

Arrange furniture to allow for more physical distancing.

Place cots and cribs 6 feet apart, if possible, with children facing head to toe at naptime.

Encourage outdoor play so children get fresh air and physical activity. Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area. Disinfect high-touch outdoor play equipment.

Keep a distance of six feet when possible. Find creative ways for children to create their own space while staying socially engaged. Refrain from hugging and shaking hands.

**Infants and Toddlers**

It is not possible to care for infants or toddlers from a distance. Infants under one year of age are more vulnerable when sick with COVID-19. Wear a mask for close contact and when handling body fluids. Provide clean smocks for staff, and change children’s clothing when soiled with secretions or body fluids. Collect mouthed toys and objects in a tub to clean and disinfect at the end of the day.

**Communicate with Families**

Update emergency contact information. Inform families about your policies during the COVID-19 pandemic using posters, social media, group texts, and/or newsletters.

Require staff and family to inform the program immediately if diagnosed with COVID-19. Contact your local public health department, immediately, if you are aware of confirmed COVID-19 cases among staff or

---

UCSF-California Childcare Health Program  
cchp.ucsf.edu

4/22/2020

Kerry Venegas, Executive Director
children. Your local health department will provide guidance on when the infected person can return to the facility and if the facility needs to close.

The duration of closures due to COVID-19 illness in child care programs may depend on staffing levels, outbreak levels in the community, and severity of illness in infected individuals. Symptom-free children and staff should not attend or work at another facility, which would potentially expose others.

Employee Health and Safety
California employers are required to have an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases. Guidance from CAL/OSHA for child care programs: https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Childcare-Programs-Guidance.pdf

COVID-19 Information and Resources
California Department of Social Services, Child Care Licensing Program: https://css.ca.gov/information/community-care-licensing
California Department of Public Health (CDPH): https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/immunization/nCOV2019.aspx
Your local public health department has the latest information and advice for your geographic location, such as cases of confirmed COVID-19, school closures, and cancellations in your city or county: https://www.cdph.ca.gov/Pages/LocalHealthServicesAndOffices.aspx
Wash your hands often with soap and running water.

Avoid touching your eyes, nose or mouth.

Avoid close contact with people who are sick. Open windows for fresh air.

Stay home from work, school and public places when you are sick.

Cover your mouth and nose when coughing or sneezing. Cough and sneeze into your sleeve or use a tissue.

Practice good health habits. Eat nutritious food, exercise, and get plenty of sleep.

California Childcare Health Program
cchp.ucsf.edu
Signs to Observe:

- General mood and changes in behavior
- Fever or elevated body temperature
- Skin rashes, unusual spots, swelling or bruises
- Complaints of pain and not feeling well
- Signs/symptoms of disease (severe coughing, sneezing, breathing difficulties, discharge from nose, ears or eyes, diarrhea, vomiting etc.)
- Reported illness in child or family members

Use all of your senses . . .

- **LOOK** - for signs
- **LISTEN** - for complaints
- **FEEL** - for fever
- **SMELL** - for unusual odor

California Childcare Health Program
cchp.ucsf.edu
1. Wet hands and apply soap. Use warm running water; liquid soap is best.

2. Rub hands together vigorously, thoroughly scrubbing all surfaces from wrists to fingertips for 20 seconds.

3. Rinse hands well under running water until all the soil and soap are gone.

4. Dry hands with a fresh paper towel.

5. Turn off water with your paper towel—not with your clean hands.

6. Discard the used paper towels in a lined, hands-free canister.

UCSF School of Nursing • California Childcare Health Program • http://cchp.ucsf.edu

Rev. 08/17
Upon arrival for the day, after breaks, or when moving from one child care group to another;

Before and after:
- Preparing food or beverages;
- Eating, handling food, or feeding a child;
- Giving medication or applying a medical ointment or cream in which a break in the skin (e.g., sores, cuts, or scrapes) may be encountered;
- Playing in water that is used by more than one person;

After:
- Using the toilet or helping a child use a toilet;
- Diapering;
- Handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from mouths, or from sores;
- Handling animals or cleaning up animal waste;
- Playing in sand, on wooden play sets, and outdoors;
- Cleaning or handling the garbage.

Based on: Caring for Our Children, 3rd edition, 2011, Standard 3.2.2.1

UCSF School of Nursing • California Childcare Health Program • cchp.ucsf.edu

09/13
1. Put on a clean pair of gloves.

2. Provide appropriate care.

3. Remove each glove carefully. Grab the first glove at the palm and strip the glove off. Touch dirty surfaces only to dirty surfaces.

4. Ball up the dirty glove in the palm of the other gloved hand.

5. With the clean hand, strip the glove off from underneath at the wrist, turning the glove inside out. Touch clean surfaces only to clean surfaces.

6. Discard the dirty gloves immediately in a step can. Wash your hands.

California Childcare Health Program
cchp.ucsf.edu
DIAPERING PROCEDURES

1. Get prepared.
   ● Gather all diapering supplies so they are within reach, including a diaper, wipes, a plastic bag for soiled clothes, and a plastic-lined, hands-free, covered can.
   ● Cover the diapering surface with disposable paper.
   ● Put on disposable gloves.

2. Place the child on the diapering table.
   ● Remove bottom clothes and any soiled clothing.
   ● Remove socks and shoes that cannot be kept clean.
   ● Avoid contact with soiled items.
   ● ALWAYS KEEP ONE HAND ON THE CHILD.

3. Unfasten the diaper and clean the child’s diaper area.
   ● With the soiled diaper under the child, lift the child’s legs to clean the child’s bottom.
   ● Clean from front to back with a fresh wipe each time.

4. Dispose of the diaper and soiled items.
   ● Put soiled wipes in the soiled diaper.
   ● Remove the diaper and dispose of it in a plastic-lined, hands-free, covered can.
   ● If the disposable paper is soiled, use the paper that extends under the child’s feet to fold up under the child’s bottom.
   ● Remove gloves and dispose of them in hands-free can.
   ● Use a fresh wipe to clean your hands.
   ● Use a fresh wipe to clean the child’s hands.
5. Put on a clean diaper and dress the child.
   - Put a clean diaper under the child.
   - Apply diaper cream with a tissue as needed.
   - Fasten the diaper, and dress the child.

6. Wash the child’s hands.
   - Moisten hands and apply liquid or foam soap to hand surfaces from finger tips to wrists.
   - Rinse with running water.
   - Dry with a single use paper or cloth towel.
   - Return the child to a supervised area away from the diapering table.

7. Clean and disinfect the diaper changing surface.
   - Discard the paper liner.
   - Remove any visible soil with soap and water.
   - Apply EPA-registered disinfectant and use according to label instructions.
   - Be sure to leave the disinfectant on the surface for the required contact time.

8. Wash your hands with soap and running water, and record the diaper change in a report for parents.
   - Include the time of diaper change and diaper contents.
   - Note any problems such as skin redness, rashes, or loose stool.
Step-by-Step Cleaning for Child Care Programs

Cleaning means to remove dirt, dust, debris, and sticky substances by washing, wiping, scrubbing, or mopping hard surfaces with soap or detergent and water. Routine cleaning of toys, floors, cribs, cots, mats, play equipment, refrigerators, counters, and shelves is recommended for child care settings.

**STEP 1** Gloves may be worn to protect skin. Always follow product label directions for personal protective equipment like gloves.

**STEP 2** Spray the cleaning solution onto the surface.

**STEP 3** Wipe the surface with a single-use paper towel, a microfiber cloth, or a mop.

**STEP 4** Rinse according to product label directions.

**STEP 5** Allow the surface to air dry, or dry with a fresh paper towel or microfiber cloth.

**Important note:** Some cleaning products are ready-to-use and some are meant to be diluted with water. Always follow product label directions!

Kerry Venegas, Executive Director

Child Care Services/Subsidies/Referrals | Special Needs Services | Mental Health Services | Parent Supports

2259 Myrtle Avenue, Eureka, CA 95501 | 707.444.8293 (P) | 800.795.3554 | 707.444.8298 (F) | www.changingtonesfs.org
Step-by-Step Disinfecting for Child Care Programs

Disinfecting means to destroy almost all germs that could make a person sick. Disinfecting is for toileting areas and high-touch areas that collect lots of germs (bathroom faucets and counters, diaper changing tables, toilets, sinks used in toileting routines, drinking fountains, doorknobs). Choose an EPA registered disinfectant, and use the product according to the label directions. **DO NOT USE DISINFECTANTS NEAR CHILDREN!**

**STEP 1**  
Put on gloves.

**STEP 2**  
Pre-clean the surface with soap and water. Surfaces should be clean before applying a disinfectant.

**STEP 3**  
Apply the disinfectant. Spray away from people and provide ventilation.

**STEP 4**  
Leave the surface wet for the appropriate contact (dwell) time stated on the product label. Set a timer to keep track of the time.

**STEP 5**  
Allow the surface to air dry, or dry with a fresh paper towel or microfiber cloth.

---

Important note: Some disinfectants are ready-to-use and some are meant to be diluted with water. Always follow product label directions!