**Reopening Plan and Certification Process for Humboldt County Businesses**

**Child Care Plan Worksheet**

All child care providers who are currently open or are planning on reopening will need to submit a Reopening Plan to Humboldt County. This plan will include specific steps for how a provider will meet and maintain the state and local COVID-19 Health & Safety requirements.

**All forms must be submitted online** through the Humboldt County Reopening Plan and Certification Portal that can be accessed here: <https://humboldtgov.org/2756/Business-Compliance> and scroll down to the link for the Child Care form, or directly access the online form for Child Care here: <https://docs.google.com/forms/d/e/1FAIpQLScZE8gZzuQoTsaCdmT3IOB9ZUlAq9X9bjUmOVm4nT5iMUpOsg/viewform>

Once your form is complete and submitted, you will receive a copy of what you submitted by email. It will be reviewed and the County will reach out to you to confirm if it has been approved, or they will request additional information. Once your plan is approved, you will be issued a certificate to post in your home or facility verifying that you have met the standards to reopen.

Unfortunately, the online process does not let you see all of the questions on the form prior to entering the information for each step, and it does not allow you to save your form to work on later.

This worksheet was compiled in partnership with Humboldt County Public Health and Changing Tides Family Services. It is a copy of the online form that can be used for your convenience in completing the answers to each of the required questions. You will still need to submit your plan online, but you can use this worksheet to copy and paste into the online form.

If you have any questions, or need additional guidance, please contact the COVID Business Information Line at 707-268-2527 directly or feel free to contact Changing Tides Family Services by phone: 707-444-8293, email: **info@changingtidesfs.org**, or [**Facebook**](https://www.facebook.com/changingtidesfamilyservices/). We are here to help!

**Reopening PLAN – Child Care**

**\* Requires a response**

**Business Information**

Email Address**\***

Business Name**\***

Business Jurisdiction (choose one from the drop down menu online) **\***

Business Phone**\***

Business Street Address (Physical) **\***

City**\***

Zip Code**\***

First Name**\***

Last Name**\***

Job Title**\***

Phone**\***

**Plan ELEMENTS**

Social and Physical Distancing
Put in place measures to maintain six feet of distance as much as possible. Cancel or postpone the number of gatherings and group activities and reduce all group sizes. Groups of children should be as small as possible while not exceeding the ratios in the chart below. Keep the same children and staff with each group. Keep kids from the same family in the same group to the extent possible. Hold class outside as weather permits. Open windows to air out the facility before and after kids arrive. Rearrange furniture and play spaces to allow for six feet of distance.

**\* What physical distancing measures will you put in place for your staff, teachers and families?** \*

Teacher to Child Ratio & Group Size Guidance

Child Care Centers
Follow group sizes in chart below or follow the most restrictive group sizes if required by federal, state or local authorities. Please note that when ages of children are mixed and include an infant under 18 months old, you must adhere to 1:6 ratio. If all children are infants, the 1:4 ratio must be followed with a group size no more than 10.

Age: 0-18 months (infant), Staff to Child Ratio: 1:4, Group Size: 10
Age: 18-36 months (toddler), Staff to Child Ratio 1:6, Group Size: 10
Age: 3 years - kindergarten entry (preschool) & Age: kindergarten entry + (school age), Staff to Child Ratio: 1:10, Group Size: 10
Age: 0 to school age (mixed age groups), Staff to Child Ratio: 1:6, Group Size: 10

Family Child Care Homes (FCCH)
Total capacity may not exceed 14, and group size many not exceed 10 children, or follow the most restrictive group size required by federal, state or local authorities. If there are more than 10 children in care, they should be divided into two small groups and an additional staff or assistant will be required to maintain group ratios. Keep the same children and staff with each group. Keep kids from the same family in the same group to the extent possible.

Infants only, Provider to Infant Ratio: 1:4 Infant, Group Size:4
No more than two infants when 6 children are present, Provider to Infant Ratio: 1:6(2 Infant +4 children), Group Size: 6

**\* How will you maintain provider/child ratios in your Child Care Center or Family Child Care Home?** \*

Exclude any child, parent, caregiver or staff showing symptoms of COVID-19

Put in place COVID-19 screening procedures for all staff, family members residing in a FCCH and children. Ask all individuals about symptoms that they or someone in their homes may have. Symptoms primarily include fever, cough, difficulty breathing or other signs of illness within the last 24 hours. Ask all individuals if they’ve come into contact with anyone with a suspected or confirmed COVID-19 case. Consider documenting and tracking all known possible exposures to COVID-19.

**\* What screening and hygiene procedures will you put in place for staff, children and caregivers? \***

Child care facilities should:

* Child care facilities should conduct daily self-screening for all staff, residing family members in a FCCH and children, including taking temperatures before arriving to work.
* Train staff and notify caregivers of new screening procedures, and ask caregivers to screen themselves and children daily prior to coming to the facility. Caregiver must notify child care provider if children have taken any fever reducing medicine in the prior 24 hours.
* Exclude anyone with a temperature of 100.4F or higher.
* Take children’s temperature each day with a no touch thermometer only. If using a touch-method thermometer (i.e. under the tongue or arm, forehead, etc.), only take a child’s temperature if fever is suspected. Clean and disinfect thermometers, regardless of the type of used.
* Monitor staff and children for signs of illness. If a child exhibits signs of illness, follow isolation procedures and notify the caregiver immediately to pick up the child.
* Enforce strict handwashing guidelines for all staff and children, and post signs with these guidelines near sinks and in restrooms.

How to Talk to Young Children About Physical Distancing

Model and reinforce physical distancing. Use carpet squares, mats or other visuals for spacing. Model physical distancing when interacting with children, families and staff. Give frequent verbal reminders to children. Create stories around physical distancing, handwashing, proper cough and sneeze etiquette, etc. Send home tip sheets to help parents and caregivers learn about physical distancing.

**\*How will you communicate about physical distancing with children and caregivers? \***

Practice Healthy Hygiene
Teach, model and reinforce healthy habits and social skills. Explain why it’s not healthy to share drinks and food, especially when sick. Practice frequent handwashing by teaching a popular song or counting to 20. Teach children to use tissues to wipe their noses and cough into their elbows. Model and practice handwashing before and after eating, after coughing and sneezing, after playing outside and after using the restroom.

**\* How will you communicate about healthy hygiene with children and caregivers? \***

During Drop-off and Pick-up

Conduct wellness checks of all children when arriving at the facility. Meet at the entryway for pick-up and drop off whenever possible. Inform caregivers that visits should be as brief as possible. Have caregivers enter one at a time and wash their hands and their children’s hands before drop off, prior to pick up and when they get home. Have parents use their own pens for signing in and out. Install hand sanitizers near all entry doors and high traffic areas but out of the reach of children.

**\* How will you modify drop-off and pick-up procedures and communicate that to caregivers?\***

Examine Your Environment
Put in place measures to frequently clean all touched surfaces. Use toys that are easy to clean and sanitize throughout the day. Limit sharing. Plan more individual play and solo activities and activities that don’t require close physical contact between children. Stagger indoor and outdoor play by adjusting schedules to reduce the number of children in the same area. Designate a tub for toys to be put in after each use so they can be cleaned and wiped.

**\* What measures will you put in place to limit close interaction between children and make sure surfaces and toys are cleaned? \***

Mealtimes
Use additional tables so children can be spread out and assign seats to ensure adequate spacing between children. Children and staff should practice proper handwashing before and after eating. Use paper good and disposable utensils when possible and follow CDC and CDPH COVID-19 food handling guidelines. Avoid cafeteria-style meals and have staff handle utensils and keep food covered to avoid contamination. Immediately clean and disinfect trays and tables after each meal.

**\* What will you do to ensure safe mealtimes and avoid contamination? \***

Toothbrushing
Discontinue toothbrushing during class and at child care facilities. Encourage parents and caregivers to regularly brush children’s teeth at home.

**\* What will you do to encourage toothbrushing at home? \***

Bathroom
Reinforce healthy habits and monitor proper handwashing. Sanitize sink and toilet handles before and after each use. Teach children to use a tissue when using the handle to flush the toilet. Ensure children are washing hands for 20 seconds and use paper towels or single use cloth towels to dry hands thoroughly.

**\* What will you do to ensure children understand and follow healthy habits in the bathroom?\***

Personal Items
Personal items should be labeled and kept in a separate bag to ensure they are separate from others. Personal toys should be kept at home until further notice.

**\* What will you do to ensure personal items are kept in a bag and separate from others?\***

Napping
Cots should be spaced at least six feet apart from each other and arranged alternately, head to foot in opposite directions, to lessen the possible spread of illness between children from coughing or sneezing.

**\* What will you do to ensure children have the appropriate physical distance between each other during nap time?\***

**Please note:**

Guidance should be followed until June 30, 2020, after which time previous licensing and guidance shall apply. Child care providers must comply with more rigorous federal, state or local requirements if ordered.

**\* I, the undersigned, do hereby swear, certify and affirm that this place of business: \* (check the box in front of each item on the online form)**

[ ]  has performed a detailed risk assessment and implemented a site-specific protection plan.

[ ]  trains employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them.

[ ]  implements individual control measures and screenings.

[ ]  implements disinfecting protocols.

[ ]  implements physical distancing guidelines.

**Signed: \*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By typing your name here you agree that all data entered in this form is true. After approval of your plan, you will be e-mailed a Facility Compliance Certification to display in your place of business.