



# Los Alamitos Child Development Center 2021-2022 School Safety Plan



## TABLE OF CONTENTS

1

### Message from the CDC Coordinator

2

### Health & Safety Protocols

3

### Covid-19 Testing & Reporting

4

### Classroom Cleaning & Sanitization Protocols

6

### CDC Office Staff Roles & Contact Information & Registration/Tuition Requirements

School Safety Plan Implemented According to CDPH Guidance for Childcare Providers and Programs

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Child-Care-Guidance.aspx>

This is a fluid working document and may be adjusted as conditions and guidance change.

**MESSAGE FROM  
CDC COORDINATOR**



Dear Los Alamitos CDC Families,

The health and safety of the children in our community is our number one priority. We have all been experiencing a new way of life with COVID 19. We have been quarantined to our homes, had to wear masks outside, physically distance ourselves from loved ones and friends, and some of us have not been able to work or go to school. Now, that some parts of our lives are making their way back to a new “normal” we want you to be prepared for some of the changes that you and your child will experience when you return. It is important that we take precautions, as symptoms may not be the same for every person. To make sure this illness does not continue to spread, we intend to take all reasonable precautions.

We are committed to protecting the health of our children, staff, and families by taking the everyday preventative measures outlined in our safety plan, however, it is also important for families to monitor their own health for any symptoms.

We will continue to follow these guidelines diligently to stop the spread of Covid-19. The CDC website and guidance from the county health department will continue to be monitored closely for any additional guidelines and precautions. Should you have any questions, please feel free to reach out to us. We thank you for your partnership during this time and will continue to update you as we receive new information.

Warmly,

Jean-Mari Dagarin, Coordinator  
Los Alamitos Child Development Center



The health and safety of our children, staff, and families is our top priority. When our preschool classrooms open for the 2021-2022 school year, our protocols, classroom environments and routines will continue to follow the guidance from public health officials (CDC, CDPH, OCHCA) as well as the agencies that govern our preschool program (CA Community Care Licensing - Department of Social Services as well as CA Department of Education - Early Learning & Care Division. As guidance evolves, this document will be revised as necessary.

## SUPPLIES & PROTECTIVE EQUIPMENT

The following items are being provided for staff, children and classrooms:

- Disposable masks and clear face shields for staff & children
- Hand sanitizer dispensers at each entrance/exit
- Small hand sanitizer bottles for outside (children will never have direct access to hand sanitizer - adults will provide it to children)
- Disposable gloves
- Disinfecting wipes
- Contactless thermometers - 2 per preschool classroom
- Supplies for 3 sanitation stations - toys/materials will be sanitized. Toys, manipulatives, shared materials will be sanitized prior to being introduced back into the classroom environment and cleaned and sanitized at the end of each day.
- 20 second handwashing timers for each sink in every preschool classroom
- Smocks for each CDC staff member
- Temporary shade structure to provide additional outside space for each preschool patio

## SCREENING AT HOME

- Families are **required** to take temperatures and monitor their child for symptoms daily prior to arriving at preschool. Anyone with a fever of 100.4 (without fever-reducing/pain relief medication) or higher should not come to preschool.
- Parents and staff are **required** to self-screen and screen their children for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Children and adults experiencing any related symptoms should not attend preschool or come to work.
- CDC staff members are **required** to have their temperatures taken prior to beginning work. If staff members are experiencing symptoms, they should stay home and contact the CDC Coordinator and Human Resources.

## OTHER SAFETY CONSIDERATIONS

- Staff members will complete mandated COVID-19 on-line and preschool specific training on protocols and guidelines.
- CDPH guidelines will be followed for cleaning, disinfection, and classroom ventilation
- Common touch surfaces will be cleaned regularly - countertops, door handles, restrooms, students' tables/chairs.
- Children will be asked to bring their own personal water bottle or have an option to use a disposable cup at the water fountain.
- Playground equipment will be regularly inspected and cleaned.

## FACE COVERING & PERSONAL PROTECTIVE EQUIPMENT

Following the California Department of Public Health's (CDPH) Guidance, students and staff are required to wear face coverings indoors. Students are not required to wear face coverings outdoors and should not wear face coverings while sleeping.

While the CDC will not send a child home if they refuse to wear a face covering, our teachers will encourage and work with the child to become comfortable wearing a face mask throughout the day. If at first, the child is not comfortable wearing a face mask, the teacher will provide the child with a clear face shield with the idea of transitioning to the mask once the child is comfortable.

It is the expectation that parents begin the process of getting their child familiar with wearing a mask prior to beginning preschool. Face masks for both the parent and child are encouraged but not required for the transition at drop off and pick up (outdoors).

Personal Protective Equipment (PPE) will be provided to staff and children, but it is highly encouraged for children to bring their own face covering that can be taken home each night and laundered.

- Personal face covering will be allowed in compliance with staff dress code policies.
- CDC staff will receive a reusable face shield.
- Gloves will be worn by CDC staff during cleaning and sanitizing surfaces/toys/materials, conducting first aid, serving snack/lunches, and supporting children toileting, and otherwise necessary.

## DROP OFF & PICK UP PROCEDURES

- Parents will drop off outside of the classroom at a designated location. Site-specific drop off information will be communicated at the parent orientation.
- Contactless sign-in with built-in health check card will be completed by families prior to arrival time of scheduled drop-off
- Children will have temperatures taken at drop-off and periodically throughout the day as needed.
- Parents will not enter the classroom at any time unless pre-arranged with the classroom teacher.
- Children will hang their backpacks up outside (backpacks will include change of clothes, sheet, and blanket). Backpacks will be taken home each day and the sheet and blanket will need to be laundered weekly.
- Children will wash their hands upon entering the classroom.

## ADDITIONAL HEALTH & SAFETY PROTOCOLS

The CDC classrooms practices a stable group model with the same groups of staff and children each day. All CDC classes have a stable group consisting of 24 students with a ratio of 1 teacher up to 12 children.

Meals will be outside, weather permitting.

Children will nap at least 12 inches apart with head to toe and toe to head direction between children.



## CALIFORNIA DEPARTMENT OF PUBLIC HEALTH - ACTION GUIDELINES (See Appendix II)

### Child or staff with COVID-19 Symptoms

(e.g., fever, cough, loss of taste or smell, difficulty breathing):

- Send home student or staff immediately, place in classroom designated isolation area while awaiting pick-up
- Recommend COVID-Testing
- If no test, a doctor's note is needed to return
- Classroom remains open

### Child or staff with close contact to a confirmed COVID-19 case:

- Send child or staff home immediately; place in classroom designated isolation area while awaiting pick-up.
- Recommend COVID-Testing
- If no test, they are required to self-quarantine for 14 days
- Classroom remains open
- Consider classroom community notification of a known contact

### Staff or student with confirmed COVID-19 case infection:

- Notify the local public health department
- Isolate case and exclude from class for 14 days from the symptom onset or test date
- Classroom community notification of known case
- Recommend testing of contacts, prioritize symptomatic contacts
- Disinfection and cleaning of classroom and primary spaces where case spent significant time

### Staff or child tests negative after symptoms and not a close contact to a confirmed case:

- Staff or child may return to school when student is fever free for 24 hours and symptoms are improving.

#### **CLOSE CONTACT:**

A close contact is defined as a person who is less than 6 feet from a case for more than 15 minutes with or without wearing a face covering.



# FACILITY CLEANING & SANITIZATION PROTOCOLS

Our top priority at the CDC is the health and safety of our children and staff. Our classrooms have been thoroughly cleaned and disinfected and our CDC staff is committed to adhering to all necessary safety precautions.

## ROUTINE SCHEDULE FOR CLEANING, SANITIZING & DISINFECTING

- Food prep areas & tables will be cleaned and sanitized before and after each use.
- Toilets and sinks will be cleaned and sanitized after each use.
- Countertops will be cleaned after each use and cleaned & sanitized daily at the end of each day.
- Toys, manipulatives, and shared materials will be sanitized prior to being introduced back into the classroom environment and cleaned and sanitized at the end of each day.
- Door & cabinet handles will be sanitized periodically throughout the day and cleaned and disinfected at the end of each day.

## USE OF DRINKING FOUNTAINS

Children will no longer have access to drinking fountains. However, water will always be readily available either by filling up a disposable cup with water or bringing their own personal water bottle that is labeled with their name on it and can be refilled throughout the day.



## HANDWASHING

Handwashing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19. Only when handwashing isn't possible will hand sanitizer be used.

- Wash hands thoroughly with soap and water for at least 20 seconds. Teachers will have a system in place to ensure each child will wash their hands for at least 20 seconds (use of a timer, a song, etc.) and thoroughly dry hands.
- Hand sanitizing dispensers will be placed at each entrance/exit for adult use.
- Hand sanitizer bottles will be available to teachers to dispense to children.
- Hand sanitizer will be out of the reach of children at all times.

## INDOOR AIR QUALITY

Indoor air quality is essential to providing a safe and comfortable environment for our preschool classrooms. Proper temperature and humidity levels can help slow down the reproduction of viruses and bacteria. Los Alamitos Unified is ensuring proper preventative maintenance is being performed on all HVAC units and is changing filters on a regular basis and providing adequate air filters.

- All CDC preschool classrooms will be provided baby gates for all doors that lead outdoors to increase the airflow in the classroom. In addition, all classrooms that have the ability to open windows will keep windows propped open as weather permits.

# CDC OFFICE STAFF & REGISTRATION/TUITION PAYMENTS

## CDC OFFICE STAFF - ROLES & CONTACT INFORMATION OFFICE NUMBER- 562-799-4585

**Jean-Mari Dagarin** - CDC Coordinator  
jdagarin@losal.org, ext. 80630

- Program oversight

**Jennifer Hollandsworth** - Child Development Program Technician  
jhollandsworth@losal.org, ext. 80631

- Manages enrollment/registration & program information

**Julie McMahon** - School Readiness Nurse  
jmcmahon@losal.org, ext. 80633

- Provides health & vision screenings
- Provides guidance to teachers and parents regarding health concerns for children
- Provides parent and child education

**Kandis Aceves** - School Readiness & Community Liaison  
kaceves@losal.org, ext. 80632

- Provides staff and parent education
- Provides resources to families
- Conducts outreach into the community

### Registration & Tuition Payments

- Please call or email Jennifer Hollandsworth for registration and enrollment. Much of the registration can be completed via email.
- Tuition payments can be paid either by mailing a check to our office or paying on-line. Specific information regarding on-line payments will be provided at the parent orientation.

### Mandatory Parent Orientation

ALL parents, new and returning are required to attend a parent orientation held prior to starting with the CDC.

## What do I do if my child is experiencing COVID-19 symptoms while at home?

If your child is experiencing COVID-19 symptoms, please keep him/her home and contact your child's health care provider. Please contact the CDC office to report your child's absence and reason for absence. The CDC School Readiness Nurses will be tracking all illnesses COVID-19 related.

## What if someone in our household tested positive for COVID-19?

If someone in your household tested positive for COVID-19 and is currently under quarantine or self-isolation, your child should follow the guidelines from the Orange County Health Care Agency (OCHCA) on how long to remain at home and when to return to school.

## What happens if a child demonstrates COVID-19 symptoms while at school?

If a child becomes ill during the school day, the following steps will be taken:

- The child will be taken to the designated isolation area in the classroom where temperature and symptoms will be evaluated; the child will remain in the isolation area until they are picked up by a parent or guardian.
- The CDC Coordinator & School Readiness Nurses will work with the District COVID-19 response team to coordinate with OCHCA regarding the suspected case and all confirmed cases in the classroom. The CDC office staff will coordinate the response to all possible and confirmed COVID-19 cases with OCHCA, who will assist the CDC in developing a course of action.

## What happens if a positive COVID-19 case occurs in a CDC classroom?

For any positive COVID-19 case the following protocol will be applied, in accordance with state and local laws and regulations. CDC Coordinator will notify the District office designee with the following information:

- Name of the person confirmed
- Date of potential exposure
- Date of test
- Last date in CDC classroom
- Names of individuals who had physical contact with an infected person or spent 15 minutes or more within 6 feet of distance.

The CDC Coordinator, along with the District Office designee, will coordinate a response with OCHCA. After receiving direction from OCHCA, the CDC Coordinator will only notify the parents of the children and staff who have been potentially exposed to COVID-19 and provide health recommendations and guidance from OCHCA.

A positive COVID-19 case may result in the closure of the CDC classroom for a two week period. The closure will occur after consultations with OCHCA.

The classroom impacted will receive extensive cleaning and sanitation following District Maintenance & Operations guidelines.

## How are others notified they were in contact with an individual who tested positive for COVID-19?

The CDC and the District work with OCHCA to determine close contacts and low-risk contacts. Individuals identified by OCHCA are contacted via email that outlines specifics regarding how long the individual must quarantine, steps to mitigate contracting the virus, and list symptoms associated with the virus.

All HIPPA notifications and guidelines for privacy will be followed.