

# GUIDANCE FOR EARLY EDUCATION AND CARE SITES



**DEPARTMENT OF PUBLIC HEALTH**  
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## **DISCLAIMER:**

This checklist was created to help support our childcare providers both family childcare homes and centers in Fresno County. The use of this checklist is recommended, not required. The importance of childcare facilities maintaining health and safety for themselves, the children they care for and the families they serve, is crucial in reducing the spread of COVID-19. As the situation with COVID-19 continues to evolve, certain information on this checklist may no longer be applicable. Please refer to the Fresno County Department of Public Health (FCDPH) website, the California Department of Public Health (CDPH) website and the Centers for Disease Control and Prevention (CDC) website for up-to-date information.

## PERSONNEL

- Initiate and organize a COVID-19 written plan; review the risk assessment of all areas in your facility or home.
- Identify an area to separate someone who may start having symptoms during hours of operation.
- Create a plan to prepare for cases of COVID-19.
- Facility provides continuous updates re: COVID-19 to all staff in languages needed for staff.
- Educate staff about signs and symptoms of COVID-19, hand hygiene, cough and sneeze etiquette, and face covers.
- Instruct all personnel not to come to work if sick.
- If any staff has symptom/s before the start of work, please notify supervisor and/or parents immediately.
- All staff members understand if symptom/s arise during work hours, he/she must notify their supervisor immediately and be advised to leave work safely.
- Staff have been trained on when and how to use personal protective equipment, including how to put on and take off appropriately.
- Each staff member has a copy of and understands sick leave policy.
- Facility has informed staff of when they may return to work after being off due to acute respiratory illness; evidence of a negative test for COVID, or 1 day free of fever without fever reducing medication and 10 days from onset of symptoms.
- Staff understands if tested positive, they will be cleared to return to work based on Fresno County Department of Public Health criteria; 1 day free of fever without fever reducing medication and at least 10 days from onset of symptoms or 10 days from positive test date if asymptomatic.
- Staffing plans have been made by facility in event there is a staff shortage.



## STAFF RECOMMENDATIONS

- 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.
- All staff should use cloth masks or equivalent face coverings while indoors and outdoors at work or during close contact to someone who is not a family member.
- Staff should follow daily self-screening procedures.
- Stay up-to-date with local and state guidance:
  - [www.fcdph.org/covid19](http://www.fcdph.org/covid19)
  - [www.cdph.ca.gov/covid19](http://www.cdph.ca.gov/covid19)
  - [www.cdc.gov/covid19](http://www.cdc.gov/covid19)
- Use and teach preventative measures consistently and throughout your day at work while caring for children including:
  - Hand hygiene
  - Wearing a mask
  - Practice social distancing
  - Clean, sanitize and disinfect frequently
  - Teach healthy habits
- Healthy habits include:
  - Eating a well-balanced diet
  - Not sharing food or drinks
  - Getting plenty of rest
  - Exercise
  - Hand washing
  - Cough/sneeze etiquette
  - Not putting fingers in our mouth, nose or eyes
- Avoid close contact such as shaking hands, holding hands and hugging.
- Wash hands prior to, and after interaction with each child.
- Wear an over large button down, long sleeved shirt and wear long hair up or in a ponytail when carrying infants.
- Wash hands, neck and anywhere touched by child secretions.
- Change child's clothing if soiled. Contaminated clothing should be placed in a plastic bag for laundering at home.
- Provider must change own clothing that may have come in contact with child's secretions.
- Infants, toddlers and staff should have multiple changes of clothing on hand for changes needed throughout the day.
- Childcare providers should wash their hands before and after handling infant bottles prepared at home or at the facility.



## EDUCATION POSTINGS

Post the following [print resources](#) from the CDC website:

- What you should know about COVID-19 to protect yourself and others
- Symptoms of Coronavirus Disease 2019
- How to Safely Wear and Take Off a Cloth Face Covering
- Stop the Spread of Germs
- Stay home when you are sick!

Post the following [COVID-19 prevention materials](#) from the CCHP UCSF website::

- Morning Health Check
- Wash your Hands Properly
- When to Wash Your Hands
- Step by Step Cleaning for Childcare Programs
- Step by Step Disinfecting for Childcare Programs
- Step by Step Sanitizing for Childcare Programs

## RESTRUCTURING CLASSROOMS

- Rearrange furniture and play spaces/interest areas 6 feet or more apart, when possible.
- If children typically eat in a cafeteria, serve meals inside classrooms instead.
- Create ways for children to understand social distancing such as using stickers on the ground 6 feet apart while waiting for sink.
- Toys that cannot be cleaned and sanitized should not be used.
- Cloth toys that can be washed in a washing machine, should be used by one child then taken and put away until it can be washed. If the toy cannot be machine washed, it should not be used.
- Use additional tables so children can be spread out and assign seats to ensure adequate spacing between children.
- Enough duplicate toys, that are easy to clean and sanitize, should be available to reduce the amount of sharing toys between children

## USE OF MASKS AND GLOVES

- Childcare workers must wear cloth face coverings while in the classroom with children.
- NEVER place a face covering on babies or children under 2, due to the danger of suffocation.
- Children between the age of 2 – 12 are strongly encouraged to wear masks with constant supervision.
- Gloves must be worn for tasks that include food service, handling trash, using cleaning and disinfectant products, during diapering and any time there is likely to be contact with body fluids.
- Children should not wear gloves.

## GROUP SIZE AND STAFFING

Follow the group sizes below unless more restrictive group sizes are required by federal, state or local authorities. Group sizes do not include the teacher.

### FOR FAMILY CHILD CARE HOMES

- If there are more than 10 children in care, the groups will have to be divided into two small groups and kept separate from other groups of children.
- It is important to keep the same group of children together with the same staff member with each group. If possible, include children from same family within the same group.

	Maximum Group Size	Maximum Capacity
Small Family	10	14
Large Family	10	14

### INFANT TO PROVIDER RATIO

- When mixed ages are present and include an infant under 18 months, adherence to the 1:6 ratio must be followed to allow for responsive caregiving.
- If all children being cared for are infants, adherence to the 1:4 ratio must be followed within a group size, with no group no larger than 10.

Infants 0-18 Months	Provider to Infant Ratio	Group Size
Infants only	1:4	4
No more than 2 infants when 6 children are present	1:6 (2 infants + 4 children)	6

## FOR CHILDCARE CENTERS

Keep children from the same family together when possible.

Age	Child to Staff Ratio	Group Size
0 - 18 Months	1:4	10
19 - 36 Months	1:6	10
3 Years - Kinder Entry Into PS	1:10	10
School Age	1:10	10
0 - School Age Mixed	1:10	10

## DAILY ROUTINES

- Activities should be arranged in small groups that allows for social distancing.
- Reduce the time spent indoors and extend outdoor activities when weather permits.
- Offer activities that promote individual play.
- Stagger daily schedule to limit the number of children in same area.
- Open windows for increased ventilation.

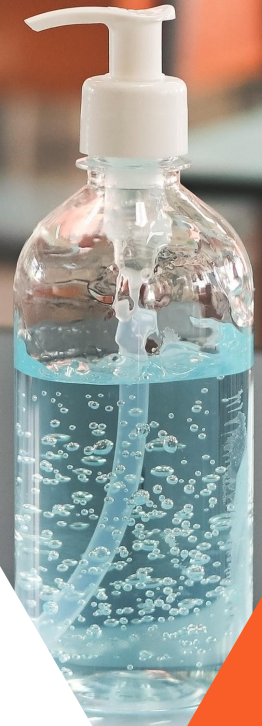
## STAFF ARRIVAL SCREENINGS

- Each facility should have a written policy regarding the screening procedure for all staff including self-monitoring for signs and symptoms of COVID-19.
- Symptoms include cough, sore throat, shortness of breath or difficulty breathing, congestion or runny nose, nausea or vomiting, diarrhea, headache, fatigue, muscle or body aches, new loss of taste or smell, and fever or chills.
- Providers should take their temperature prior to arrival and will not go to work if their temperature is 100.4 degrees or greater and/or if other symptoms are present.
- Providers will wash their hands upon arrival to the center.

# WHERE WE ARE NOW

## CHILDREN'S DROP OFF, ARRIVAL SCREENING, AND SIGN-IN PROCESS

- Drop-offs and pick-ups must be arranged to minimize the exposure of the children and the parent/guardian to others. When possible, stagger drop-off / pick-up times.
- One entry point, outside of the center/classroom, should be designated for dropping off and picking up children.
- There should be a hand hygiene station, a sink with soap and water or hand sanitizer, available at the drop-off location so hands can be cleaned prior to signing in and entering the CR.
- Encourage parent/guardian to wash their hands or use hand sanitizer also.
- A daily health check, including taking the child's temperature with a no touch thermometer must be done prior to the child being signed in and entering the classroom.
- First, a socially distanced visual check is recommended to be completed with the child and parent/guardian at least six feet from the screener. with the screener, the child and parent/guardian wearing masks (except for children less than 2 years old).
- If the parent/guardian answers yes to any of the screening questions or the child is coughing or sneezing or appears to have trouble breathing, advise caregiver that child cannot attend class/day care until they have had a negative test for COVID-19 or is at least 10 days from onset of symptoms and 1 day free of symptoms without medications symptom control.
- Children with no signs of illness, and whose parent/guardian answered screening questions with no exclusion criteria on the daily health check can proceed to a temperature check.
- Temperature checked with a no touch thermometer.
- Thermometer must be wiped with an alcohol wipe after each use.
- If a no touch thermometer is not available only take a temperature when a fever is suspected.
- Thermometers must be cleaned and disinfected between uses.
- If the temperature is over 100.4 the child must be sent home.



# DAILY HEALTH CHECK

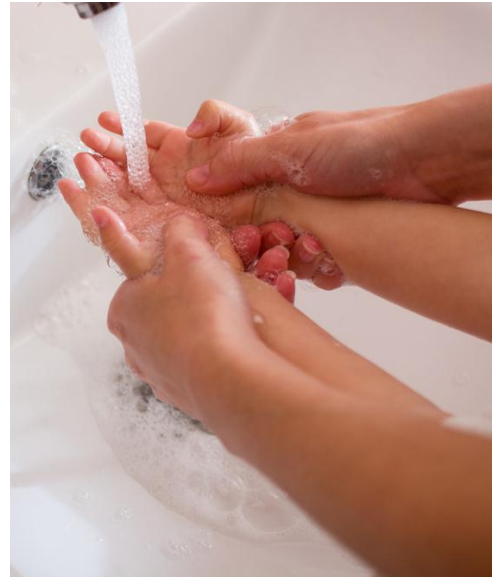
A daily health check includes asking the parent/guardian if the child has had any fever reducing medication in the last 24 hours and any respiratory symptoms, GI symptoms, or body aches including:

- Cough
  - Shortness of breath or difficulty breathing
  - Sore throat
  - Runny nose
  - Congestion
  - Nausea
  - Vomiting
  - Diarrhea
  - Headaches
  - Muscle/body aches
  - Fever/chills
  - New loss of taste or smell
- Ask if any family members have COVID-19 like symptoms, have had exposure to a positive case or tested positive.
  - After daily health check, the parent/guardian may sign the child in.
  - There should be a separation of clean pens and used pens, as sharing of pens is discouraged.
  - Encourage parent/guardian to bring their own pen to sign with.
  - When picking up children, there should be a designated staff person to walk the child to the pickup location.



## HAND WASHING

- Hand washing with soap and water for at least 20 seconds is the easiest and best way to stay healthy.
- Hand sanitizer with at least 60% alcohol content is a good substitute when soap and water are not available but, hands cannot be visibly soiled, and the child must be over 24 months old and developmentally able to rub their hands together for 20-30 seconds.
- Hands must be washed upon arrival to the center
- Hands must be washed before and after:
  - Preparing food
  - Eating
  - Feeding a child
  - Administering medications
  - Diapering
- Hands must be washed after:
  - Going to the rest room
  - Contacting any body fluids
  - Sneezing and wiping your nose
  - Playing with shared materials
  - Handling garbage
  - Handling animals or cleaning up their waste
  - Coming in from outside
  - After assisting children with hand washing
- Providers need to help children wash hands when they are developmentally able to stand at the sink.
- If the provider can safely hold the child in one arm, they should be washing that child's hands with soap and water at the sink.
- After assisting children wash their hands, providers should wash their own hands again.



## HAND SANITIZER

- Should contain at least 60% alcohol.
- Children may use under adult supervision when they are 24 months of age or older and are developmentally able to rub their hands together for 20-30 seconds or until their hands are completely dry.
- MUST be kept out of reach of children.
- **POISON CONTROL** - 1 (800) 222-1222

## INDOOR PLAY

- Keep groups as small as possible (no more than max of 10 children).
- Keep each group separate from each other.
- Chairs or other place markers should be used at circle time to encourage physical distancing.
- Plan activities that don't include close contact or interactions with each other.
- Each child should have their own portion of materials usually shared (clay, putty, finger paint, etc.) stored in a baggie with their name on it and stored in their cubby.
- Enough duplicate toys, that are easy to clean and sanitize, should be available to reduce the amount of sharing toys between children
- Toys should be cleaned (wiped off with soap and water) between uses.
- There should be a basket/bucket to put toys in that need to be cleaned, and another basket/bucket to place toys that were mouthed to be cleaned and sanitized later.



## OUTSIDE PLAY

- Stagger outside play time to reduce the commingling of groups.
- Keep groups together with their designated providers while outside.
- Turn off water fountains and have a cooler with water and cups available for children to drink.
  - Water should be dispensed by a provider wearing gloves
- Have hand sanitizer available for children to use when they cough/sneeze.
- Water play should be limited to individual buckets of water, changed for each child, and emptied when play is over.
  - Children must wash hands before and after water play.

## MEALS

- Discontinue buffet-style food options and offer prepackaged food when possible.
- Have snack/meals in classrooms and avoid sharing tables whenever possible. Keep same groups of children together.
- Use disposable plates and utensils to minimize contamination risks.
- Remind children to never touch or share anyone else's food or drink.
- Practice appropriate hand washing before AND after eating (staff and children).
- Staff should wear gloves when serving food/drinks and during cleanup.
  - Wash hands before and after glove removal.

## DIAPERING

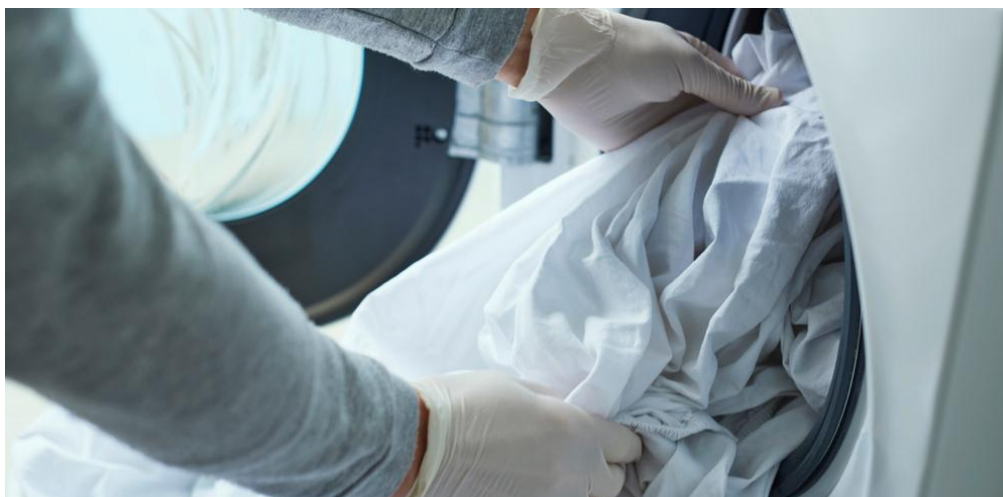
- Follow Best Practices (BP) diaper changing procedures from Caring for Our Children (CFOC)
- Follow BP cleaning and disinfecting procedure from CFOC
- Procedures should be posted at all diaper changing areas.
  - Wash your hands and wash child's hands before you begin, and wear gloves.

## TOILETING

- If child's clothing is soiled, remove with gloved hands and put in plastic bag, tie bag closed and send home for laundering.
- Maintain hand washing standards for staff and children.
- Clean and disinfect the toilet handle and sink faucet handles after each use.
  - Clean and disinfect the toilet seat at the end of each day, or when visibly soiled.

## NAPTIME

- Place cribs / cots / mattresses 6 feet apart. If this is not possible, arrange children for naps head to feet.
- Cots / mattresses should be individualized with each child's name and stored so sleeping surfaces do not touch other surfaces. When stored this way sheets do not have to be removed and daily cleaning and disinfecting of the cot/mattress is not necessary unless soiled.
- If the cots / mattresses are not individualized the sheets should be removed and stored in the child's cubby and the cot / mattress will be cleaned and disinfected daily.
- Individualized cots / mattresses should be cleaned and disinfected weekly unless visibly soiled.
- Sheets should be laundered weekly unless visibly soiled.
- Bedding (blankets and pillows) should be kept in each child's cubby / bag, separate from others.
  - Bedding should be sent home weekly to be laundered, more often if it becomes soiled.



# CLEANING, SANITIZING, AND DISINFECTING

- Cleaning, sanitizing, and disinfecting (CSD) are three different processes.
  - Cleaning is soap and water used to clean the gross material left on surfaces and must be done prior to sanitizing and disinfecting.
  - Sanitizing is using a chemical solution to reduce the number of germs to a level deemed safe by the Health Department and is used on items that are intended for the mouth.
  - Disinfecting is using a chemical to destroy or inactivate almost all the germs on a surface and is used mostly when dealing with body fluids.
- According to the CDC, most commonly used Environmental Protection Agency (EPA) registered disinfectants are effective against the novel coronavirus if used according to the label directions.
- For a list of disinfectants effective against COVID-19, visit the [EPA website](#).
- Caring for Our Children provides national standards for CSD of educational facilities for children.
  - Use an EPA registered disposable wipe to clean frequently touched surfaces continuously throughout the day including:
    - Cabinet knobs
    - Light switches
    - Doorknobs
    - Keyboards
    - Sink faucets
    - Remote controls
    - Toilet handles
    - Desktops
- Cleaning, sanitizing and disinfecting should not occur when children are present.
- Open the doors and windows if children must be present when using CSD products to allow additional ventilation and be sure children are as far away as possible.
- CSD products must always be kept out of the reach of children.
- CSD solutions should be made fresh every 24 hours.
- Toys that cannot be cleaned and sanitized should not be used.
- Cloth toys that can be washed in a washing machine, should be used by one child then taken and put away until it can be washed. If the toy cannot be machine washed, it should not be used.
- Toys that can be washed in a dishwasher can be used, as a dishwasher uses hot enough water for a long enough time that it is considered sanitized.
- All toys mouthed by children should be removed, after the child is finished playing with it, and set aside until it can be washed and sanitized.
  - Mouthed toys can also be washed and sanitized using an EPA registered sanitizer according to the label directions.

# TRANSPORTATION



- When transporting children, dropping off or picking up from school, all passengers should be separated as much as possible. Every other seat and every other row in a van or one on each side in an automobile, properly restrained in a car / booster seat with the windows down, weather permitting, and masked unless contra-indicated.
- Trips should be as short as possible. If longer than 15 minutes, all those in bus potentially considered a close contact if positive case identified.

# REFERENCES AND RESOURCES

## **Fresno County Department of Public Health**

[www.fcdph.org/covid19](http://www.fcdph.org/covid19)

## **California Department of Public Health**

[www.cdph.ca.gov/covid19](http://www.cdph.ca.gov/covid19)

## **Centers for Disease Control and Prevention**

[www.cdc.gov/covid19](http://www.cdc.gov/covid19)

## **California Department of Social Services**

[www.cdss.ca.gov](http://www.cdss.ca.gov)

## **Child Care Licensing**

[www.cdss.ca.gov/inforesources/child-care-licensing](http://www.cdss.ca.gov/inforesources/child-care-licensing)

### **PIN 20-04-CCP- Statewide Waivers for Licensing Requirements Due to Coronavirus Disease 2019 (COVID-19), and Prevention, Containment, and Mitigation Measures**

[https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN\\_20-04-CCP.pdf](https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN_20-04-CCP.pdf)

### **PIN 20-06-CCP- Social and Physical Distancing Guidance and Healthy Practices for Child Care Facilities in Response to the Global Coronavirus (COVID-19) Pandemic Written in Collaboration with the California Department of Education**

[https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN\\_20-06-CCP.pdf](https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN_20-06-CCP.pdf)

### **PIN 20-11-CCP- (Updated May 21, 2020) - COVID-19 Frequently Asked Questions (FAQ) for Child Care Licensees and Providers**

<https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN-20-11-CCP.pdf>

## **Fresno County Health Officer Order**

<https://www.co.fresno.ca.us/Home/ShowDocument?id=47217>

## **Fresno County Department of Public Health Masking Guidance**

<https://www.co.fresno.ca.us/Home/ShowDocument?id=43176>

## **Caring for Our Children National Health and Safety Performance Standards Guidelines for Early Care and Education Programs**

<https://nrckids.org/CFOC>