



Sunshine School

Everyday Prevention:

- Wash hands often with soap and water.
- Use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty, after coughing/sneezing.
- Supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- Remind students to cover cough and sneezes. (Students who are constantly coughing and sneezing should be sent home)
- Clean and disinfect frequently touched surfaces.
- Cover mouth and nose with a cloth face covering.
- Children under the age of six are not required to wear face masks
 - Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.

Emergency/Containment Strategies:

- Sick staff and children must stay home.
 - Isolation area for sick children (to wait for pickup)
 - Keep sick children and staff separate from uninfected children and staff until they can be sent home.
 - Disinfect all contaminated areas after sick child/staff leaves
 - Staff and children with the following symptoms will not be allowed in the facility (consistent cough or runny nose, fever, shortness of breath, etc.)

Personal Belongings:

- All personal belongings should be labeled with child's name
- Pack two face masks for children everyday.
- Pack two spare outfits for children to change into in case of contamination.
- Preschool
 - No backpacks or no toys from home
 - The only items children should bring with them from home everyday is a reusable water bottle and face mask
 - A face mask is suggested, but not required for children under 6 years of age.

- Children under 2 years of age do not need to wear a face mask.
- A spare face mask (for children who bring them), spare outfit(s), hat, and sunblock/sunscreen should be brought on the first day of class.
- Sunshine will be providing eating utensils and bowls
- Parents should bring clean bedding for naptime every Monday (please make sure bedding is entirely covered in a carrying bag)
 - Bedding should be brought home every Friday and washed thoroughly
 - using the highest wash temperature with one or all of the following:
 - bleach, hydrogen peroxide, Borax

Social Distancing:

- Keep the same staff and children within each group everyday.
- For now, all gatherings and social activities will be cancelled (including parent's day, preschool graduation, trophy nights, and holiday parties)
- We have temporarily suspended open house on Wednesdays. Visitors are by appointment only and face masks are required. The tour will be limited in compliance with Social Distancing requirements.
- During naptime, children should be placed at least 6 feet apart from one another with the head of each bed alternating in opposite directions (preschool).
- Parent Drop Off / Pick Up
 - Preschool Drop off and pick up times
 - Drop off times will be 8:30am to 9:30am
 - Pick up times will be 5:30pm to 6:00pm
 - Please call location director if dropping off students after 9:30am or picking up students before 5:30pm
 - Follow social distancing signs on parking lots, buildings, and meet staff at entryway
 - Parents are required to wear face masks when dropping off and picking up children
 - Please bring your own pen for sign-in and sign-out
 - Have separate containers for clean, sanitized pens and used pens
 - Disinfect used pens throughout the day
 - Have one designated parent for drop-off and pick-up. (We would like to limit the amount of people in contact with our facility)
 - Elders (such as grandparents or individuals over 55) or those with serious underlying medical conditions should not drop off or pick up children
- Extend the indoor environment to outdoors, and bring the class outside, weather permitting.

- Open windows to ventilate facilities before and after children arrive.
- Student to teacher ratio (group size must not exceed 12, including teacher):

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

Screening:

- Persons who have a fever of 100.40 (38.00C) or above or other signs of illness should not be allowed into the facility. This includes fever, cough, difficulty breathing or other signs of illness within the last 24 hours. Staff and children who have been exposed to individuals with the symptoms listed are also not permitted to enter the facility.
- Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible.
- Ask parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility. Upon their arrival, staff must stand at least 6 feet away from the parent/guardian and child.
- Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Take the child's temperature and record temperature on the sign-in sheet. Thermometers must be properly cleaned and disinfected after each use.

Clean and Sanitize Toys:

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.

- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children:

- Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Child care providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.
- Child care providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

How to Talk to Young Children about Social Distancing

- Implement strategies to model and reinforce social and physical distancing and movement.
- Use carpet squares, mats, or other visuals for spacing.
- Model social distancing when interacting with children, families, and staff.
- Role-play what social distancing looks like by demonstrating the recommended distance.
- Give frequent verbal reminders to children.
- Create and develop a scripted story around social distancing, as well as handwashing, proper etiquette for sneezes, coughs, etc.
- Send home a tip sheet for parents and caregivers to also learn about social distancing.

Practice Healthy Hygiene

- Teach, model, and reinforce 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 (hand washing should last 20 seconds).
- 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 using the restroom.

Lesson Planning:

- Back up lesson plans in case of staff absences

Additional Staff Notes:

- Staff must wash hands with soap and water (or change gloves) before handling each child. (Mainly pertains to preschool locations when students need assistance in restroom)
- Place posters describing handwashing steps near sinks. Developmentally appropriate posters in multiple languages are available from CDC.
- Curriculum and activities will change to accommodate social distancing.
- Staff should have a spare (or two) change of clothes in case of contamination.
- Cover mouth and nose with a cloth face covering everyday. One will be provided by Sunshine if staff cannot acquire one.
- Check your own temperature at home everyday before coming to work.
 - Note any abnormal symptoms such as fever, consistent cough/sneezing, fatigue, muscle pain, headaches, chills, physical abnormalities, etc..)
- Preschool Reminders
 - Naptime procedures:
 - Assign a designated cot for each student for naptime.
 - Do NOT allow sharing of sleeping cot among students.
 - Disinfect cots after every use.
- Try to have enough toys so that the toys can be rotated through cleanings.



Sunshine School

學校日常預防要點

- 經常用肥皂和水洗手。
- 可使用酒精含量至少為**60%**的含酒精免洗手消毒液。
- 只要雙手有可見的臟污，或在咳嗽和打噴嚏後，請務必使用肥皂和水進行清洗。
- 在幼兒使用免洗手消毒液時應在一旁監督，以防止其誤食酒精。
- 提醒兒童遮擋咳嗽和打噴嚏（兒童若咳嗽/打噴嚏不斷，應立即聯繫家長把兒童接回家）。
- 對經常接觸的表面進行清潔和消毒。
- 使用遮面織物遮住口鼻。
- 6歲以下的兒童可選擇不佩戴布制面罩。
 - 嬰兒和2歲以下的兒童不宜佩戴布制面罩，因為存在窒息風險。

緊急狀況/生病應對計劃

- 生病的兒童和員工須待在家中。
- 設置隔離室或區域用於隔離生病的兒童。
 - 立即將生病的兒童和員工與身體健康的兒童和員工隔離開，直至將其遣送回家。
- 生病兒童和員工回家後，對其接觸過的各種表面/區域進行清潔和消毒。
- 出現以下症狀的兒童和員工請勿入園：不斷咳嗽或者流鼻涕、發燒、呼吸急促等。

關於個人物攜帶物品

- 請把兒童的所有個人物品標注名字。
- 每日為兒童準備兩個口罩
- 每周為兒童準備兩套衣物用以弄臟時更換。
- 針對幼兒園
 - 請不要攜帶書包，也暫時不要攜帶家裡的玩具到學校。
 - 每日上學僅需帶水杯和面罩。
 - 6歲以下兒童可不戴面罩
 - 嬰兒及2歲以下兒童不宜配戴布制面罩，因為存在窒息危險

- 備用的口罩和衣物、防曬帽、防曬油/霜，請於每周第一天帶到學校。
- 學校將提供一次性餐具。
- 請於每最週一將兒童午睡所需被褥帶至學校，須用乾淨的袋子將其完全包裹起來。
 - 請於每週最週五將被褥帶回家進行高溫清洗消毒。

保持社交距離的策略

- 每組兒童和員工人數固定，並在同一教室上課（不串班，不混班，不換教室）。
- 暫時取消所有節慶、節日活動和特別演出（包括畢業典禮）。
- 暫時取消每週三學校開放日。學校目前僅接受預約參觀，所有參觀者須攜帶面罩，並遵循社交距離原則。
- 幼稚園兒童在午休時間兒童的午睡床鋪盡可能相隔6英尺，以頭對腳的方式安排兒童午睡。
- 家長接送相關事宜。
 - 幼稚園接送時間：
 - 入園時間請盡量在上午8:30至9:30
 - 離園時間請盡量在下午5:30至6:00（學校6點關門）
 - 如若接送孩子的時間在上午9:30至下午5:30之間（不在上述時間段內），請撥打辦公室電話聯繫負責人。
 - 請家長接送兒童時，遵循我們在停車場及教室入口處張貼的社交距離提示。將孩子接送到學校門口，由老師帶您的孩子進入教室。
 - 家長接送兒童時須攜帶面罩。
 - 每日接送兒童的家長請攜帶筆用以簽字，並記錄兒童到達時的體溫。
 - 學校將會準備兩個盒子裝簽到筆以備您的不時之需，分別標明使用過的和未使用過的（即已消毒的）。學校將對使用過的筆及時消毒。
 - 在理想的情況下，每天由同一位家長或指定人負責接送兒童。
 - 避免讓祖父母等老年人或患有嚴重基礎疾病的人員接送孩子。
- 在天氣允許的情況下，將室內活動延伸到室外，盡可能開展更多戶外課程。
- 打開窗戶和通風設置，保持空氣流通。
- 師生比例模式參照下圖（每一組人數不超過12人，員工也計算在內）。

Age	Staff: Child Ratio
0-18 months (infant)	1:4
18-36 months (toddler)	1:6
3 years - kindergarten entry (preschool) & kindergarten entry + (school age)	1:10
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兒童到達時篩查

- 禁止發燒達100.40（38.00C）或以上或在過去24小時之內出現發燒、咳嗽、呼吸苦難等其他疾病體徵的人員進入設施。如若與出現以上疾病症狀的人有過接觸的員工、兒童也禁止進入學校。
- 建議家長隨時警惕孩子的疾病體徵，並讓生病的孩子留在家中。在兒童到達學校後對其進行篩查。
- 要求父母/監護人在來到學校之前或到達學校時測量孩子的體溫。在其到達後，學校員工站在距離父母/監護人和兒童至少6英尺遠的位置。
- 要求父母/監護人確認兒童並未出現發燒、氣短或咳嗽等症狀。
- 通過外觀檢查兒童是否有疾病體徵，這可能包括臉頰發紅、呼吸急促或呼吸困難（之前未進行體力活動）、乏力或特別愛哭鬧。
- 員工測量體溫後請家長記錄兒童的問題在簽到表上。每次使用溫度計後須清潔和消毒。

玩具清潔和卫生处理

- 不应使用无法进行清洁和卫生处理的玩具。
- 被儿童放入口中或以其他方式被身体分泌物或排泄物污染的玩具应放在一边，直至由戴手套的人员将其清洁干净。用清水和清洁剂进行清洁、冲洗，使用EPA注册的消毒剂消毒，再次冲洗，然后将其风干。您也可以使用洗碗机进行清洁。请留意有可能被放入儿童口中的物品，例如玩具食品、餐具和器皿。
- 可机洗的布制玩具每次只能由一人使用，或者完全禁止使用。这些玩具只有在经过洗涤后方可由另一儿童使用。
- 不要与其他的婴幼儿群组分享玩具，除非这些玩具在各组之间传递前经过了清洗和消毒。
- 将需要清洁的玩具放在一边。
- 儿童的书籍（包括信件或信封等其他纸质材料）并未被视为高风险的传播媒介，因此无需额外的清洁或消毒程序。

儿童的清洗、喂养或搂抱

- 重要的是要安慰哭泣、悲伤和/或焦虑的婴幼儿，他们通常需要被搂抱。在可能的情况下，当清洗、喂养或搂抱非常小的幼儿时：
- 儿童护理人员需要保护自己，方法是穿着超大号的系扣长袖衬衫，或者把头发从衣领之上梳成马尾辫或其他发髻。
- 儿童护理人员应清洗手部、颈部以及接触到儿童分泌物的任何其他部位。
- 如果儿童的衣物上有分泌物，则儿童护理人员应更换儿童的衣物。如果其系扣衬衫上沾有分泌物，则应更换一件，并重新洗手。
- 被污染的衣物应放入塑料袋中，或在洗衣机中清洗。
- 儿童护理中心或基于家庭的儿童护理机构应为婴儿、幼童及其看护人员准备多套换洗衣物。
- 儿童护理人员应在家中或设施中处理婴儿奶瓶之前和之后洗手。奶瓶、瓶盖、奶嘴和以及奶瓶喂养中使用的其他设备均应在每次使用后彻底清洁，方法是在洗碗机中清洗，或者使用洗瓶刷、肥皂和水进行清洗。

引导幼儿正确防疫和保持社交距离

- 采取有效措施示范和巩固保持社交距离意识。
- 提供视觉辅助（通过地毯和地垫等图贴，帮助儿童建立安全社交距离概念）。
- 照顾者通过亲身示范。
- 通过角色扮演游戏演示。
- 口头重复提醒。
- 通过故事讲解，向幼儿演绎如何正确洗手、打喷嚏、咳嗽等正确防疫卫生习惯。
- 为家长提供社交安全距离及防疫小贴士。

做好卫生保健工作

- 教学、示范和巩固健康好习惯以及疫情中的安全社交行为。
- 向幼儿解释不能分享食物、水的原因，尤其是在生病的时候。
- 通过边洗边唱歌或者数数（从1数到20）的方式，带儿童正确洗手（洗手时间至少20秒）。
- 引导幼儿流鼻涕时用纸巾擦拭，咳嗽时须用胳膊肘捂住嘴巴。
- 不断示范、练习，帮助儿童养成勤洗手的好习惯。饭前饭后、咳嗽、打喷嚏、户外活动、用完洗手间之后须洗手。

员工注意事项

- 员工在接触每个儿童之前请用肥皂和水洗手（若戴手套请务必更换手套）。（幼儿园员工在帮助儿童洗手时，也须遵循该规定。）
- 请将洗手的具体步骤/图示贴在洗手池旁边。請參照CDC網站，下載適用學生年齡的相關資源。
- 所有课程设计和活动设计请遵循社交距离原则。
- 请备用一至两套衣服在学校，如帮助儿童时不慎弄脏用以更换。
- 每日务必携带面罩。
- 每日到学校工作前，请在家先自查体温。
- 观察自己是否发现异常症状，例如发烧、不断咳嗽/喷嚏、乏力、肌肉酸痛、头痛、寒颤、或者其他身体异样症状。
- 尝试准备足量的玩具，以便轮流对使用過的玩具进行清洁。
- 針對幼儿园员工
 - 关于幼儿午睡（每个儿童睡在固定的贴有姓名的儿童床上，不与其他任何儿童分享、轮流交替使用，每次使用后对儿童床进行消毒）。
 - 尝试准备足量的玩具，以便轮流对使用過的玩具进行清洁。