



Sunshine School

Sunshine School will be providing critical child care services for working parents during the day. Students will receive academic support with their school's Distance Learning program, enjoy fun activities, and have safe, distanced interactions with their peers.

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 face covering mask.
- 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.

Social Distancing:

- Children/youth must be assigned to stable groups/cohorts that are as small as practicable, and groups can include no more than 12 children/youth per group. This 12-child limit does not include personnel. Limiting group size to 12 for Programs for school-age children helps keep their total contacts smaller given that school-aged children are also part of school-based stable groups.
- For older children (1st to 8th grade), space desks at least 6 feet apart, all facing in one direction. When physical distance is challenging, transparent dividers will be used to enhance safety.
- Parent participation is not allowed at this time to minimize the number of adults in close contact with children/youth and personnel. However, personnel are allowed to enroll their children in the Programs for which they work.
- Tours are by appointment only and face masks are required. Requests for tours will be limited in compliance with Social Distancing requirements.

- Children/youth may participate in only one Program at a time, and may not move from one Program to another more than once every 3 weeks. This means:
 - Children/youth cannot attend more than one childcare program, after-school program, or other child/youth activity within the same three-week period.
- Stable groups must be kept apart from each other (if indoors, in different rooms or, if outdoors or in very large indoor spaces, at least 25 feet apart).
- Within their stable groups:
 - Children/youth ages 12 and older: children/youth must maintain at least six feet of distance from other children/youth at all times, and personnel shall maintain at least six feet of distance from children/youth at all times.
 - Children ages 6 to 11: children do not need to maintain social distance from one another within their stable cohort, but personnel should maintain at least six feet of distance from children at all times to the maximum extent possible.
 - Children ages 0 to 5: children and personnel may engage in physical contact as necessary given the needs of children under age 6.
 - All personnel shall maintain at least 6-foot distance from all other personnel.
 - Assign stable seating arrangements for children/youth, if applicable, to ensure that close contacts within stable groups are minimized and easily identifiable.
- 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).
- 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):

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

Drop-off / Pick-up Procedures:

- 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
- Parents/guardians should bring their own pen for sign-in and sign-out sheet, or fill out an Authorization Form to allow staff to sign children in and out of the program
- Have one designated parent/guardian 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

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.
- 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.
- Screen children upon arrival.
 - 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.

COVID-19 Testing and Reporting

- Require children/youth and personnel to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
 - In lieu of a negative test result, may allow symptomatic children/youth and personnel to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

- Require parents/guardians and personnel to immediately report to Program administration if Program participants or personnel test positive for COVID-19 or if one of their household members or non-household close contacts test positive for COVID-19.
- Confirmed COVID-19 Case(s):
 - Any child/youth or personnel who learns they have tested positive for COVID-19 while at the Program should immediately be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
 - Program administrators must immediately notify the County of Santa Clara Public Health Department of any positive COVID-19 case by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214.
 - Program administrators must notify all families and personnel in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
 - Areas used by any COVID-19 positive person must be immediately closed off. Such areas may not be re-opened until they have been cleaned and disinfected. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
 - Return to Program:
 - Symptomatic individuals may return 14 days after symptom onset OR 7 days after resolution of fever and improvement in other symptoms, whichever is longer.
 - Asymptomatic individuals who test positive for COVID-19 may return 14 days after their positive test result.
- Close contacts to confirmed COVID-19 case(s):
 - All children/youth or personnel who had close contact with a COVID-19 positive person (including all members of a stable group with the COVID-19 positive person) must be sent home and instructed to get COVID-19 testing and remain quarantined at home for 14 days. A close contact is defined as someone who was within six feet from the person who tested positive for at least 15 minutes. They should stay home even if they test negative, remain in quarantine for a full 14 days after (1) date of last exposure to the COVID-19 positive person or (2) if the COVID-19 positive person resides in their household, the date that the COVID-19 positive household member completes their isolation.

- No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

Personal Belongings / What to bring:

- All personal belongings should be labeled with the child's name (clothing, hat, water bottles, etc.)
- 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. These items can be left at Sunshine until the child's last day of class.
- 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 a 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.
 - 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
- School Age Children (Kindergarten to 8th grade)
 - No toys from home
 - The only items children should bring with them from home everyday is a reusable water bottle, face mask(s), and personal electronic device, textbooks, or workbooks used for Distance Learning
 - Sunshine will be providing eating utensils and bowls

Hygiene, Cleaning, and Other Measures:

- Minimize sharing of materials to the extent feasible, and any toys/materials used by multiple children should be cleaned between uses. Programs shall limit use of supplies

and equipment to one group of children/youth at a time and clean and disinfect between uses pursuant to CDC guidance.

- At least daily, and more frequently if feasible, clean and disinfect frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), drinking fountains, and playground equipment) and shared objects (toys, games, art supplies, books) pursuant to CDC guidance.
- Make available adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizer (with at least 60 percent ethyl alcohol) for personnel and children/youth.
- Serve food individually plated or bagged.
- Children's Toys and Books:
 - 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.

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 hand washing, proper etiquette for sneezes, coughs, etc.
- Send home a tip sheet for parents and caregivers to also learn about social distancing.

Practice Healthy Hygiene

- Ensure children/youth wash their hands or use hand sanitizer upon arrival, after using the restroom, after playing outside, before and after eating, and after coughing or sneezing. These routines should ensure appropriate distancing between children/youth.
 - 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 one's 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.