

COVID OPERATION PLAN APPENDIX F.

LICENSED CHILD CARE FACILITY

Business Name: Lake Almanor Christian School

Business Address: 2610 Hwy A-13 Lake Almanor, CA 96137

Required plan elements are pre-checked.

1. SOCIAL & PHYSICAL DISTANCING

- i. Children to remain in groups as small as possible not to exceed 10 children.
- ii. Keep the same children and teacher or staff with each group and include children from the same family in the same group, to the greatest extent possible.
- iii. Open windows to ventilate facility before and after children arrive.
- iv. Arrange furniture and play spaces to maintain 6-foot separation.
- v. Have class outdoors, weather permitting.
- vi. Plan activities that do not require close physical contact between multiple children.
- vii. Offer more opportunities for individual play and solo activities, such as fine motor activities (i.e. drawing, coloring, cutting, puzzles and other manipulatives).
- viii. Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
- ix. Use Yarn, masking tape or other materials for children to create their own space.
- x. During napping space cots 6 feet apart from each other. Arrange the head of each bed alternately, in opposite directions.

2. TEACHER TO CHILD RATIO & GROUP SIZE

Child Care Centers:

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

Family Child Care Homes (FCCH):

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

This page should be attached to the full COVID Operation Plan for this business

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3. EXCLUDE SYMTOMATIC INDIVIDUALS FROM FACILITY

- i. Implement screening procedures for all staff, residing family members in a FCCH and children.
 - Ask all individuals about any symptoms (primary fever, cough, difficulty breathing or other signs of illness within the last 24 hours) that they or someone in their homes might have.
 - Ask individuals if they have had any exposure to another individual with suspected or confirmed COVID-19 cases.
 - Document and track all known incidents of possible exposure to COVID-19
- ii. Follow procedures for self-screening for staff, residing family members in a FCCH and children. This includes taking temperatures before arriving to work or beginning care
- iii. Anyone with a temperature of 100.4 F or higher is excluded from the facility.
- iv. It is recommended as a best practice to take children's temperature each morning only if the facility uses a no-touch thermometer.
- v. Monitor staff and children throughout the day for any signs of possible illness.
- vi. If staff or a child exhibit signs of illness, follow the facility procedures for isolation from the general room population and notify caregiver immediately to pick up the child.

4. ENHANCED SANITATION

- i. Implement and enforce strict handwashing guidelines for all staff and children.
- ii. Post signs in restrooms and near sinks that convey proper hand washing techniques.
- iii. Install hand sanitizers, out of reach of children, near all entry doors and other high traffic areas.
- iv. Sanitize the sink and toilet handles before and after each child's use.
- v. Implement procedures to frequently clean all touched surfaces
 - Have multiple toys and manipulatives accessible that are easy to clean and sanitize throughout the day.
 - Limit the amount of sharing of toys and manipulatives.
 - Designate a tub for toys that need to be cleaned and wiped after use.

5. DROP OFF & PICK UP

- i. Have caregivers and parents meet at the facility entryway for pick-up and drop-off of children whenever possible
- ii. Explain to parents and caregivers that all visits should be as brief as possible.
- iii. Ask parents and caregivers to enter and exit the room one person at a time to allow for social and physical distancing.
- iv. Ask parents and caregivers to wash their own hands and assist in washing the hands of their children before drop-off, prior to coming for pick-up and when they get home.
- v. Ask parents and caregivers to bring their own pens when signing children in and out.

Signature: _____ Plan Date: _____ Revision #: _____

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