

## **MCP COVID-19 Operations Protocols and Procedures**

These protocols are based on recommendations, guidelines and mandates from a variety of sources, including Community Care Licensing, Orange County Health Department, California Health Department, the Governor's office and CDC. These protocols are designed to support the health and safety of the children, families and staff and are subject to change/modification at any time. Staff and parents will be notified of any protocol changes.

### **Operation hours**

MCP operation hours have been adjusted to accommodate increased daily cleaning requirements. Hours of operation are Monday-Friday, 7:15a - 5:30p.

### **Staff arrival/departure**

- All staff must wear masks on campus, including in classrooms and on playgrounds.
- All staff must have temperature taken & initial health assessment on staff sign in sheet by a trained staff member. Staff may not go back into the school before temp taken and health assessment performed
- Staff will be monitored throughout the day for signs of illness. If they become ill, staff will be sent home.
- Try to limit items you are bringing in and out each day so you are only coming and going once
- Consider brown bag/throw away lunch
- If staff leave campus for lunch, they will need to re-take temp on return. Staff are asked to please refrain from riding in the same car for lunch with co-workers since they cannot maintain physical distance in vehicles

### **Staff children**

- MCP staff parents drop off/pick up at child's classroom door, no lingering please
- Administration can change this at any time, if requirements change

### **Handwashing**

- On arrival in classroom for both teachers and children
- After sneezing or coughing or assisting a child with any activity where bodily fluid is present
- After changing a diaper EACH time or assisting with bathroom
- Before AND after serving food
- Anytime your hands are visibly dirty

- Every 2 hours from start time if not more frequently

### **Hand Sanitizer**

Hand sanitizer is only to be used when you are outside on the playground or exploring, and washing hands is not an option. Please remember to keep it inaccessible to children, must be used with supervision and should not be used when hands are visibly dirty.

### **CLEANING/DISINFECTING/SANITIZING PROCEDURES**

Cleaning, disinfecting and sanitizing of surfaces, toys, door handles, light switches high-touch areas will be completed every 2 hours throughout the day and as needed additionally. An additional 15 minutes has been added to the playground schedule for this purpose as well.

**Cleaning/Disinfecting/Sanitizing Checklist-** Please complete and initial throughout the day. Be sure to have children move away from spaces you are spraying whenever possible.

**Soap and Water-**Tables after eating and toys that are visibly dirty need to be cleaned with soap and water first, then sprayed with disinfectant/sanitizer, following directions on the label.

**Disinfecting/Sanitizing-** all tables and high touch areas such as door, sink and toilet handles will be sprayed with disinfectant/sanitizer spray. Sink and toilet handles must be sprayed after each child's use. Please be sure to wipe up drips and overspray after 1 minute. An enhanced cleaning/sanitizing of each classroom will be done at the end of the day after children go home, and in the evening by the cleaning crew. High touch surfaces on the playground will be cleaned, disinfected and sanitized between each classroom use, as well as sandbox tools and any other toys used during the classroom's session.

**Gloves-** Food service gloves to be used for serving snacks and lunch, and if needed for cleaning/sanitizing

Nitrile gloves to be used for diaper changing, potty assistance or anytime you are dealing with bodily fluids. Gloves must be changed between each child

### **Washing/Sanitizing Toys in Classroom**

- Each classroom to have a designated and labeled toy basket or bin for toys that need to be disinfected/sanitized
- Wash toys during naptime and leave to dry on your tables

### **Parent drop off/pick up protocols**

- Parents/family must wear masks when dropping off/picking up children from the center
- Parents must answer the following questions and if any are a “yes”, the child will not be permitted to attend:
  - Do you live with anyone, or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
  - Do you or anyone in your household have a fever, cough and/or shortness of breath?
  - Do you or anyone in your household have chills, loss of taste or smell, vomiting and/or diarrhea?
  - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
  - Has your child received any fever reducing medications (Tylenol or Motrin)?
- Children will be monitored throughout the day for signs of illness. If children become sick, they will be isolated and parents will be called to pick up immediately.
- Whenever possible, please limit drop off/pick up to one parent
- Sign in/out, health/temp check and hand off will be done at the tables outside of the preschool entrance by a trained staff member
- A staff member will take the child and their belongings to and from their individual classrooms at drop off and pick up, in order to limit direct contact
- Pick up: parents will sign their child out and any other reports or other paperwork. A staff member will retrieve the child from the classroom, along with their lunch box and bag with bedding and personal items (with the exception of extra clothing in ziplock bags which will remain in cubby)
- Staff should not go to other rooms besides their own room. Please do not enter your child’s classroom, when dropping them off please drop them off at door

## **Social Distancing and Safety Protocols**

In order to provide children with a safe AND engaging environment each day, please be sure to consider your classroom environment and ways to provide spaces/opportunities for 1-2 children, to duplicate areas in rooms that can do so, and to rotate times you are in spaces. Once a classroom census rises above 10, children shall be divided into consistent small groups with a specific teacher.

- Spaces at the tables should be arranged to give children room to spread out and should be identified with a personal tag. For younger children, the use of tape can help define the space visually.
- Larger classrooms can duplicate centers and use furniture in ways that define the space more specifically to assist children visibly.
- For classrooms who do not have the space to duplicate centers, small groups can play in defined “carpet area” centers and “tile area” centers, and then switch in the afternoon
- Teachers should use their best judgement in helping children to make play choices that provide space to help keep everyone healthy, while promoting positive social interaction
- Teachers in classrooms using walking ropes/rings should place children staggered with additional space between children when walking to/from the playground and around campus. Teachers in classrooms who do not use ropes/rings should discuss and encourage “arms length” distance between friends while walking, whenever possible
- Each classroom has a designated playground or “outside exploration” time each morning and afternoon.
- Nap mats/cots/cribs will be appropriately spaced during rest time.