



## **Safety Policies and Procedures During Coronavirus (COVID-19)**

Royal Learning Center (RLC) will always consider the health and safety of our children and of our staff our first priority. We are committed to providing high quality and safe environment for our children during the coronavirus (COVID-19) pandemic. We are continuously monitoring the latest developments in and around our community. As more information becomes available, we are adapting and making changes to our safety measures and protocols. We are also following guidance from the Centers for Disease Control and Prevention (CDC), Child Care Licensing Department (CCLD), County Health Department and other government organizations.

It's important that you become familiar with COVID-19 Symptoms to prevent possible exposure to other individuals

- Cough
- Shortness of breath or difficulty breathing
- Diarrhea or vomiting
- Chills or repeated shaking with chills
- Loss of taste or smell
- Fever or a measured temperature great than or equal to 100.4
- Known close contact with a person who is lab-confirmed to have Covid-19 and exposure to the active confirmed case occurred within 2 days of symptoms onset.

In line with safety measures, we are implementing the following protocols and policies in place to prevent the spread of COVID-19:

### **School Temporary Hours**

- 6AM to 5PM Monday to Friday
- Drop off must be by 10AM

### **Drop Off and Pick Up Policies and Procedures**

- Parents/authorized pick up are required to wear a face mask during drop-off and pick-up.
- Parents/authorized pick up and staff will meet at health and wellness station at the facility entryway.

- Parents/authorized pick up are required to maintain 6 feet distance from other parents/families and follow the markers on the floor.
- Staff will check in the child(ren) at the health and wellness station one child at a time to allow for physical distancing.
- Staff will go over brief questionnaire on check in screen regarding the health of the child as well as the child's immediate family.
- Staff will 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.
- Staff will use touchless thermometer to take the temperature of the child(ren). Forehead temperature of the child(ren) must be less than 100°F/38°C to be admitted into the school.
- Parent's visits should be as brief as possible, and parents are discouraged to enter the facility.
  - Parents may enter the facility under necessary circumstances but when doing so must maintain a 6ft distance from other children and staff!
  - Each case that a parent is permitted to enter the building must be pre-approved by the school Director
  - No more than two parents at a time may enter the center
- Parents/authorized pick up should 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.
- Hand sanitizers will be out of the reach of children, but near all entry doors, classrooms, and other high traffic areas.
- Ideally, the same parent/authorized pick up should drop off and pick up the child every day. If possible, people with underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

### **Wellness Check for Staff and Children**

School has implemented screening procedures for our staff and children. This includes asking all individuals about any symptoms (primarily fever, cough, difficulty breathing or other signs of illness within the last 72 hours) – that they, or someone in their homes, might have. All individuals will be asked if they have had any exposure to another individual with suspected or confirmed COVID-19 cases. We will document and inform everyone of all known incidents of possible exposure to COVID-19.

- Parents must notify the school if a child has taken any fever reducing medications in last 72 hours and must not bring the child to school.
  - Children who show signs of illness must not come to school until completely clear of any illness. Upon the child's return to the center a negative COVID-19 test must be submitted.

- School will take children and staff’s temperature each morning and afternoon by using a non-touch thermometer. If a child or staff has a temperature of 100°F/38°C or higher or exhibits signs of illness, we will follow the facility procedures for isolation from the general room population and notify the parents immediately to pick up the child and the staff member will be sent home immediately.
- Children or staff that have a fever must return to the center with a negative COVID-19 test result
- If a parent or a member of the same household tests positive for COVID-19 they will be required to provide a proof of clearance from a doctor prior to bringing the child to school, same protocols applies to school staff.
- Although we have our own pre screening process we are encouraging anyone entering the building including parents and children to self-screen before coming to school. If you have a fever or show any signs of Covid-19 you must remain home and follow CDC guidelines.
- County Public Health Department, Child Care Licensing Department and Parents will be informed if there any known cases of COVID-19.
- School will follow guidelines given by Los Angeles County Public Health Department.

**Teacher to Child Ratio & Small Group Size**

- Same teachers will remain with the child(ren) throughout the day except during breaks and lunches. Select staff will float.
- School will try to accommodate children from same family in the same classroom.
- Furniture and children’s play area will be arranged to provide ample space.
- School will adhere to the following teacher child ratios and small group size outlined below for prevention, containment, and mitigation measures.

**Note:** the group sizes below do not include the teacher.

Age	Staff: Child Ratio
0-24 months	1:4
2 years – Kindergarten Entry	1:12

**Social and Physical Distancing**

- Children will remain in groups as small as possible not to exceed ratio and capacity requirements in the charts above. We will 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.

- Extend the indoor environment to outdoors, if applicable and weather permitting. Children ages 2 to 5 are required to wear mask. The children are encouraged to wear their mask throughout the day.
- Children ages 2 to 5 are not required to wear mask outdoors
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6-foot separation, when possible.
- Limit the number of children per table to maintain separation during activities or meal/snack times.
- Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
- Educate children about social distancing and give verbal reminders.
- Implement strategies to model and reinforce social and physical distancing and movement as best as possible.
- RLC will be limiting social gathers and events to minimize the amount of people in the building and the exposure to COVID-19

### **Healthy Hygiene Behavior/Hand Washing**

- Signs are posted in restrooms and near sinks that convey proper handwashing techniques.
- Children will be lined up for hand washing with soap and water, while keeping a safe distance from one another.
- Faucet will be kept running, so that children do not need to touch the faucet.
- Staff will practice frequent hand washing by teaching a popular child-friendly song or counting to 20 (hand washing should last 20 seconds) and use paper towels to dry hands thoroughly.

### **All Children and Staff will engage in hand hygiene at the following times:**

- Arrival to the facility and after breaks.
- Before and after preparing food or drinks.
- Before and after eating or handling food or feeding children.
- Before and after administering medication or medical ointment.
- Before and after diapering.
- After using the toilet or helping a child use the bathroom.
- After coming in contact with bodily fluid.
- After playing outdoors.
- After handling garbage.

### **Routine Cleaning, Sanitizing, and Disinfecting**

- Windows and/or doors (where possible) will be kept open to allow for increased air circulation.

- On top of our regular daily cleaning, the school will routinely clean and disinfect frequently touched surfaces and objects throughout the day (e.g., doorknobs, light switches, classroom sink handles, countertops, shared toys).
- Tables and chairs are disinfected after each meal.

### **Personal Protective Equipment (PPE)**

Staff will have access to Personal Protective Equipment (PPE), including masks, gloves and face shields to prevent the spread of germs. Children ages 2-5 are required to wear masks while at school and it is the parent's responsibility to provide the school with a clean cloth mask every day or disposable mask daily. Parent must wash the mask daily if using a cloth mask.

If children decides not to keep the mask on, staff will continuously encourage and remind them to keep their mask on along with the importance of the mask.

### **Food Preparation and Meal Service**

- The school will continue to provide an AM and PM snack for the children.
- Parents should not send water bottles from home. Water will be provided to children in a disposable dixie cup.
- DO NOT pack foods containing nuts, seeds, shellfish, eggs, sugary snacks or desserts.
- DO NOT pack popcorn, grapes or any snack that could be a choking hazard.

### **Personal Items**

Backpacks and diaper bags are not allowed in the center. All personal items should be labeled and kept in a separate gallon size or larger zip top bags to ensure personal items are separate from others. Children are encouraged to keep their own materials (crayons, markers, pencils, etc.) to themselves to limit sharing and exposure to germs.

### **Napping**

Napping cots will be spaced 3 feet apart from each other. They will be arranged with the head of each bed alternately, in opposite directions, to lessen the possible spread of illness between children from coughing or sneezing. All cots will be wiped down and disinfected after each use.

Parents of children ages 2-5 are required to bring a blanket. Blankets will be sent home on Fridays for wash and brought back on Mondays.

### **Outdoor Play Time**

- Outdoor play activity will be staggered to reduce the number of children in the same area.
- Group size will be limited to group of 12 children at a time.
- More play time will be given to children, weather permitting.
- The use of slides and play structures will be limited, more free play will be encouraged.
- More opportunities will be offered for individual play and solo activities.
- Frequently used surfaces will be cleaned as frequently as possible.

The COVID-19 pandemic is a challenging and fluid situation. Federal, state, and local orders and guidance may change frequently, therefore our policies and procedures are subject to change accordingly.

Although, the School has placed all commercially reasonable preventative measures to reduce the spread of COVID-19; however, the School cannot guarantee that your child(ren) will not become exposed to or even infected with COVID-19 in the course of their use of the School's childcare services and facilities.

### **Plan for when a staff member or child test positive for COVID-19**

If a staff member or child has tested positive for COVID-19 and is symptomatic or asymptomatic and has been in our building in the 2 days before symptom onset we will require those who have come in contact to self-isolate for 10 days and monitor health for 14 days per Los Angeles Public Health guidelines. If no symptoms occur in the 10 days of isolation, they may return to school accompanied with a negative COVID-19 test result.

RLC will evaluate and review who would have been exposed to the person that tested positive and determine if the entire school needs to be closed (up to 10 days) or if just the classroom of positive person will be closed (up to 10 days). All children and staff who have been exposed will be required to submit a negative COVID-19 test when returning to school.

Upon learning of a positive test of a staff member or child we will notify all who have been exposed immediately. Please follow the above guidelines to ensure the spread of the virus is limited.

If a staff member or child is sent home with a fever and tests positive for Covid-19 less than 2 days after close contact with our facility, staff or child we will follow the above cleaning and notification guidelines of those who have come in contact with positive person.

RLC will have a designated room and person for all persons in building to go to if a fever is suspected. They will be required to stay in designated room until leaving property to go home. This will continue to limit exposure to any other persons. If a person is needing to be picked up from school, ONE adult will be allowed in the building to do so. All of the person's belongings will be sent home with them.

The building and or classroom where a positive case is determined will be cleaned and disinfected per CDC and/or LA Public Health guidelines.

If a staff member or child tests positive and is symptomatic they may not return to school until:

- 3 days with no fever AND
- Symptoms improved AND
- 10 days since symptoms first appeared.
- A retest must be taken and the test must return negative before returning

If a staff member or child tests positive and is asymptomatic they may not return to school until:

- 10 days have passed since test and no symptoms appear; including fever OR
- 2 tests come back negative (at least 24 hours apart) OR
- If symptoms develop, please follow the test positive, symptomatic requirements above.

### **Plan for when a parent test positive for COVID-19**

The child would be considered exposed (close contact) with a confirmed case. Only those who had close contact with the confirmed case must be quarantined and should get tested. A confirmed COVID-19 case from a parent does not equal immediate closure of the school because there is no evidence of exposure to the school to require closure.

- The parent must follow isolation instructions recommended by the Los Angeles County Public Health.
- The child follows quarantine instruction recommended by the Los Angeles County Public Health.
- If the child in our care test is positive and was present at school we will shut down after determining the infectious period and close contact with school cohort.
- The positive COVID-19 case will be instructed to follow isolation guidelines from the Los Angeles County Public Health.
- All close contact will be instructed to quarantine and get tested.
  - If parent refuses to have their child tested for COVID-19 entry will be denied to the school for 14 days

- All parents whose child had close contact with positive case will be notified of temporary closure, required to get child tested before returning to school and expectation of sharing data.
- The facility will undergo a deep cleaning



**Royal Learning Center Inc. COVID-19 Response Agreement**

Student's Name: \_\_\_\_\_

I have read the Plan, Procedures and Policies for Royal Learning Center Inc. in Response to the COVID-19 Pandemic document and I agree to comply with the policies and procedures listed, as well as all local, state and federal regulations regarding COVID-19 health and safety. I will read and comply with updates on regulations from Royal Learning Center Inc. I also understand that Royal Learning Center Inc. reserves the right to make changes to policies based on recommendations from the state or health officials.

Signature of Parent or Guardian: \_\_\_\_\_

Print name of person signing: \_\_\_\_\_

Date: \_\_\_\_\_