

# Napa County Guidelines for Reopening Early Learning/Child Care Sites during COVID-19

Developed by Community Resources for Children, Napa County Office of Education, ChildStart, First 5 Napa County and the Napa County Child Care Planning and Development Council by combining information from the Centers for Disease Control and Prevention and the California Department of Social Services Child Care Licensing, as well as the California Childcare Health Program<sup>1</sup>. This document has been reviewed by the County of Napa Public Health Department.



Please note that the information shared in this document is current as of the date of publication **May 27, 2020**; as the situation unfolds, guidance may change. Please check for updates frequently from official sources, including:

## Centers for Disease Control (CDC)

Appendix F: Setting Specific Guidance – Interim Guidance for Child Care Programs:  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=40>

Cleaning and Disinfecting Guidelines for child care and other facilities can be found at this link: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Coronavirus Disease 2019: Child Care, Schools, and Youth Programs:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Interim Guidance for Administrators of US K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools-h.pdf>

## California Department of Social Services, Child Care Licensing Program

<https://cdss.ca.gov/inforesources/community-care-licensing>

## California Department of Public Health (CDPH)

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>

## Napa County Information Specific to Coronavirus

<https://www.countyofnapa.org/Coronavirus>

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<sup>1</sup> Guidance for California Child Care Providers Caring for Children of Essential Workers during the COVID-19 Pandemic by the California Childcare Health Program at the University of California San Francisco (UCSF) School of Nursing, Department of Family Health Care Nursing.  
<https://cchp.ucsf.edu/content/guidance-california-child-care-providers-caring-children-essential-workers-during-covid-19-0>

## □ Preventative Practices

### CLEANING & DISINFECTING

It is important to understand the difference between cleaning and disinfecting. Cleaning refers to the removal of germs, dirt, and impurities from surfaces. Disinfecting refers to using chemicals to kill germs on surfaces. The CDC has specific guidelines for disinfecting a facility:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- Create a schedule and tracking sheet for cleaning and disinfecting.
- Clean and/or disinfect entire facility. All learning materials, personal care items, outdoor equipment, and storage areas.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Follow the manufacturer's instructions for each product you are using, including:
  - Use the proper concentration of disinfectant
  - Allow the required wet contact time as specified in the product instructions
  - Pay close attention to hazard warnings and instructions for using personal protective items such as gloves and eye protection
  - Use disinfectants in a sufficiently ventilated space
  - All cleaning materials should be kept secure and out of reach of children
- Disinfect and/or clean high-touch surfaces and materials as follows:
  - Prepare Soiled Toys Disinfectant Bucket for mouthed/high-contact toys
  - Toys/materials twice daily to ensure effective germ removal
  - Tables and chairs (top and bottom) before and after each use
  - Hard surfaces three times per day
  - Door and drawer handles, light switches, counter tops, and all frequently touched surfaces routinely
  - Restrooms after each use
  - Landline phones, keyboards and electronics twice daily
  - Routinely clean high touch surfaces made of plastic or metal, such as grab bars and railings

### PERSONAL HYGIENE

- Have children and staff wash their hands upon entering the facility and frequently thereafter, especially after going to the restroom, before eating, and after they blow/wipe their nose.
- Display proper handwashing guidelines/posters for staff and children in bathrooms and near sinks.
- Use hand sanitizer (60% or more alcohol) when soap and water are not available and follow the instructions provided. Keep hand sanitizer out of children's reach. Hand sanitizer should not be used with children under 2 years old.
- Other personal hygiene measures to avoid spreading disease include:
  - covering your cough and sneeze,
  - keeping your hands away from your face.
- The Centers for Disease Control has information specific to handwashing:  
<https://www.cdc.gov/handwashing/index.html>

## CLOTH FACE COVERINGS

Visit Napa County Shelter at Home Order 20-04, May 7, 2020:

<https://www.countyofnapa.org/DocumentCenter/View/17112/Shelter-at-Home-Order-4-22-2020--?bidId=>

- It is required that people wear cloth face coverings when inside places of business and in workplaces when interacting with any person and 6 feet of physical distancing cannot be accomplished. This is necessary to prevent asymptomatic transmission of COVID-19 from the wearer to others.
- Children aged two years or less must not wear face coverings because of the risk of suffocation.
- Developmentally, children ages 2-5 may have trouble keeping face coverings; face coverings may not be appropriate for individuals who would have difficulty removing the covering without assistance. Additionally, face coverings are not recommended for people with respiratory conditions as the covering may interfere with their ability to breathe.
- The Centers for Disease Control has information specific to face coverings:  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## PHYSICAL DISTANCING

- Children should remain in stable groups as small as possible, not to exceed ratio and capacity requirements in the charts below. It is important to 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, and bring the class outside, weather permitting. Prepare your physical environment to support children having space to play apart from others:
  - Separate tables, remove extra chairs.
  - Create separate spaces that still allow for children to see and hear others.
  - Find creative ways to use yarn, masking tape, or other materials to divide areas.
  - Weather permitting, schedule different times for each classroom in the outdoor environment.
  - Place cots and cribs 6 feet apart, if possible, with children facing head to toe at naptime.
  - Store children's bedding in individually labeled bins, cubbies or bags.
  - Young children will continue to need physical supportive gestures, especially infants and toddlers.

# □ Teacher to Child Ratio & Group Size Guidance

As of May 21, 2020, child care programs are required to adhere to the ratios and groups sizes listed below per PIN 20-06-CCP (April 7th, 2020). Information is subject to change. Please contact Community Care Licensing (707-588-5026) to confirm provider child ratios and group sizes and check their website: <https://cdss.ca.gov/inforesources/community-care-licensing>

## CHILD CARE CENTERS

Follow the group sizes in the chart below, unless more restrictive group sizes are required by federal, state or local authorities. Note that the group sizes below do not include the teacher. When mixed ages are present and include an infant under 18 months, adherence to the 1:6 ratio must be followed to allow for responsive caregiving. If all children being cared for are infants, adherence to the 1:4 ratio must be followed within a group size, with no group no larger than 10.

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)

Small and large family child care homes may serve a total capacity of no more than 14, and group size may not exceed 10 children, unless more restrictive group sizes are required by state, federal or local authorities. Over ten children will require an additional staff or assistant to maintain group sizes of ten or fewer children.

In other words, if there are more than 10 children in care, then the children need to be divided into two small groups and kept separate from the other group of children each day, to the greatest extent possible. It is important to keep the same children and teacher or staff with each group and include children from the same family within the same group, whenever possible.

## THE FOLLOWING ARE REQUIRED RATIOS FOR INFANTS IN A FCCH:

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

## □ Daily Procedures

### **STAFF HEALTH SCREENING**

- Child Care center and family child care home staff should check their temperatures and for COVID-19 symptoms at home before coming to work.
- Staff and residing family members in family child care homes should also take their temperatures and check for dry cough and trouble breathing before the child care day begins.

### **DAILY HEALTH SCREENING AT ENTRY FOR FAMILIES**

Conduct morning well-checks upon arrival of every child and adult in a designated screening area, preferably outside of the facility or ask parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility.

- Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- You may take the temperature of all persons upon arrival each day. A non-contact thermometer is highly encouraged.
  - Wear a mask during the health check.
  - Use a touchless thermometer if possible, clean and disinfect the thermometer after each use.
  - If anyone, staff, child, or household resident, has a temperature of 100°F/37°C or higher or other signs of COVID-19 (dry cough, shortness of breath) they must be excluded from the child care program and consult their health care provider.
- Ask about any symptoms (cough, fever, trouble breathing) for any person in the home.

### **CHILDREN OR STAFF WHO DEVELOP COVID-19 SYMPTOMS DURING THE DAY**

If a child or staff member becomes ill during the day with fever (100°F/37°C or higher), dry cough, shortness of breath, chills, muscle pain, sore throat, and/or new loss of taste or smell, isolate them, and notify their family to pick them up right away. You may apply a mask to staff and children over two years old. Always supervise ill children.

Note that children may have more subtle symptoms. For example, in Napa County a small number of cases, primarily young adults, have only had loss of taste/smell and no other symptoms. While the CDC considers GI symptoms like vomiting and diarrhea to be less common COVID-19 symptoms, some cases of COVID-19 have presented initially with stomach pain and diarrhea, in which case a child should be sent home right away.

Require staff and family to inform the child care program immediately if diagnosed with COVID-19. Contact Napa County Public Health (707-253-4270) immediately, if you are aware of confirmed COVID-19 cases among staff or children and follow their instructions. Napa County Public Health will provide guidance on when the infected person can return to the facility and if the facility needs to close. Information about cleaning and disinfecting a facility is available at the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

It is advisable that staff and or children who present symptoms do not return to the child care site for a

minimum of 7 days after the onset of symptoms. A child or staff member sent home with a fever should not return to the site until the fever has been gone for at least 24 hours without the use of fever-reducing medicines.

#### **DROP-OFF AND PICK-UP TO MAINTAIN PHYSICAL DISTANCING**

- Consider moving the sign-in station outside the facility.
- Consider staggering drop-off and pick-up times for each small group to avoid a large number of people gathering outside the facility. Ideally, the same parent or designated adult should drop off and pick up the child every day.
- Encourage parents to bring their own pens for signing in/out daily. If check-in is electronic, clean and disinfect the screens or keyboards frequently.
- Provide hand sanitizer or handwashing facilities to use before and after families sign in and out.
- Implement handwashing procedures upon entry for all adults and children.
- Consider implementing a shoe coverings policy in all classrooms including preschool classrooms.
- Disinfect screening areas, door handles and other public area surfaces consistently.

#### **MEALS AND SNACKS**

- Make sure children wash their hands before and after they eat.
- Wear gloves when serving food to children.
- Serve food on individual plates for each child. No family style meals allowed.
- Seat children at the table with more distance between them than usual (six feet, if possible).

## **□ Classroom Practices**

- Plan activities for individual play and small groups that do not require close physical contact, such as waiting in line, or sharing objects.
- Limit number of manipulative materials to those that can be easily washed and rotated. Consider materials that can go in the dishwasher.
- Provide multiples of popular materials.
- Puppets, dramatic play clothing, soft toys, and pillows should be removed, if possible, or consider these as one-time use items that need to be cleaned/washed after each use.
- Discourage toys brought from home. Discuss with the parents if a child needs a personal item for emotional support or for naps.
- Modify or avoid shared activities such as group water play where children share toys and moist materials. Change water, sanitize inside of table/sensory bin.
- If you choose to use playdough, separate and store amount for each child in individual containers.
- Prepare individual art materials activity packets for each child.
- Encourage outdoor play so children get fresh air and physical activity.
- Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
- Remove area rugs and if possible, cover carpeting with vinyl matting.
- Sandboxes are discouraged and recommend that these are covered.

## □ Communication with Staff and Families

### STAFF

- Communicate new policies (i.e. drop off/pick up, staffing, cleaning procedures).
- Stay in regular communication with parents regarding updates and policy changes.
- Educate staff about signs/symptoms of COVID-19 and importance of hand hygiene.
- Maintain transparency with staff so that they remain informed.
- Conduct frequent staff meetings and information sessions to ensure all policies and procedures are followed properly.
- Conduct daily wellness checks on staff to monitor physiological, psychological, and emotional health.
- Staff should bring a change of clothes in the event of soiled clothing.
- Follow the guidance of your health care professional if you or someone in your household has COVID19 symptoms. Staff members should not return to work until they are cleared by a health care professional.

### FAMILIES

- Communicate new policies (i.e. drop off/pick up, staffing, cleaning procedures)
- Advise parents to:
  - check their child’s temperature using a thermometer daily prior to arrival at the facility (A fever is defined as 100°F/37°C or higher).
  - keep their children at home if they have fever, cough, shortness of breath, or are otherwise ill.
  - avoid entering the child care facility themselves, particularly if they are ill.
  - follow the guidance of your health care professional if someone in your household has COVID19 symptoms.
- Educate staff and families about signs/symptoms of COVID-19 and importance of hand hygiene.
- Inform families about your policies during the COVID-19 pandemic using posters, social media, group texts, and/or newsletters. Establish alternative means of communication with families. Such as: texting notifications, use of apps.
- Ask families to update emergency contact information. Make sure asthma action plans and special health needs care plans are up-to-date.
- Ask families upon enrollment to bring a photograph of themselves with their child. This serves to comfort children.
- Children should be provided with a change of clothing and a bag for holding personal blankets. Individual storage bins with lids may be used to store other personal items.
- Assure families of confidentiality to the extent possible to avoid stigmatizing of any child or family



## REMINDERS TO BE POSTED

- NO VISITOR signs at entry/ exit.
- Information regarding covering cough and frequent hand washing.
- New routines and procedures for drop off/pick up.
- Information about testing sites in Napa County is available at <https://www.countyofnapa.org/2776/COVID-19-Testing> or by phone at 707-253-4540.

## □ Training for Staff

- Provide ongoing updates and training about COVID-19 to staff.
- Encourage staff to take everyday preventive actions to prevent the spread of illness.
- Conduct training on sick leave policies prior to re-opening and update policies/procedures.
- Conduct training with staff on COVID19 prevention, symptoms, transmission prior to re-opening.
- Staff should not go to work if they are not feeling well/have acute respiratory illness.

## □ Providing Safety and Stability During an Emergency

- Although we are experiencing an emergency, child care providers need to continue to prioritize building and strengthening relationships with children and their families to help them navigate and adjust to these potentially stressful times. Child care providers understand the importance of relationships and know how to cultivate them.
- Practice self-care and conduct daily wellness checks on staff.