

BRIGHT DAYS PRESCHOOL

# COVID-19 Health and Safety Plan

---

**Mary Smith**  
**5/4/2020**

Revisions: June 2020; July 2020; July 2021

# Bright Days Preschool

## COVID-19 Health and Safety Plan

### Table of Contents

#### **COVID-19 HEALTH AND SAFETY PLAN**

Daily Schedule .....	4
----------------------	---

#### **GENERAL GUIDELINES**

Self-Screening and Exclusion Policy .....	5
---	---

Procedures when Staff or Child is Sick.....	5
---	---

Illness or Absence Notification .....	5
---------------------------------------	---

COVID-19 Testing .....	6
------------------------	---

Confirmed COVID-19 Case(s) .....	6
----------------------------------	---

Returning to Program .....	7
----------------------------	---

Close contacts to confirmed COVID-19 case(s) .....	7
--	---

Handwashing .....	8
-------------------	---

Taking Temperature .....	8
--------------------------	---

Face Coverings .....	8
----------------------	---

Airflow in Classrooms .....	8
-----------------------------	---

Covering Cough and Sneezes .....	8
----------------------------------	---

Social and Physical Distancing .....	9
--------------------------------------	---

Teacher to Child Ratio & Group Size .....	9
---	---

Monitor Staff and Children .....	9
----------------------------------	---

Isolation Procedures .....	9
----------------------------	---

Record Keeping .....	9
----------------------	---

Tours and Special Events .....	10
--------------------------------	----

#### **DAILY ROUTINES**

Drop-off and Pick-Up .....	11
----------------------------	----

Practicing Healthy Hygiene .....	11
----------------------------------	----

Environmental Hygiene .....	11
-----------------------------	----

Snack Routines .....	12
----------------------	----

Toileting and Diaper Changing .....	12
-------------------------------------	----

Personal items .....	12
----------------------	----

Cleaning and Disinfecting .....	12
---------------------------------	----

<b>APPENDIX A: COVID-19 Cleaning and Disinfecting Plan .....</b>	<b>13</b>
--	-----------

<b>APPENDIX B: Staff Arrival Temperature Log .....</b>	<b>17</b>
--	-----------

<b>Appendix C: Health Screening for Students and Staff</b> .....	18
<b>Appendix D: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts</b> .....	19
<b>Appendix E: Steps to Take in Response to Negative Test Result</b> .....	20
<b>Appendix F: Illness Report Log</b> .....	21

## **COVID-19 Health and Safety Plan**

The Bright Days Preschool COVID-19 Health and Safety Plan defines the procedures for meeting the guidelines in the Santa Clara County Public Health Department Mandatory Directive: Programs Serving Children or Youth (Effective June 29, 2021, [sccgov.org/coronavirus](http://sccgov.org/coronavirus)) to deliver care and supervision of our enrolled students and play a key role in helping stop the spread of COVID-19 within our communities. This plan provides health and safety modifications for supervision and care and will be followed during program operation as long as required by the Department (SCCPHD).

The Bright Days Staff are required to perform the tasks necessary to implement the COVID-19 Health and Safety Plan with attentiveness to details, an understanding of our program philosophy, a professionalism to achieve excellence and a concern to protect the personal rights of each individual child in our care.

### **Parent Handbook**

The Bright Days Staff are required to be familiar with the information in the Bright Days Parent Handbook which includes program details such as history, philosophy and enrollment.

## Daily Schedule

### Bright Days Preschool Daily Schedule

Time	2's classes Room 8	Multi-age classes Room 10	YBK classes Room 9
6:30 am	Opening Cleaning and Disinfecting Protocol		
8:00 am	Teaching and Administrative Staff Arrival Screening		
8:00 am	School Office Opens		
9:00 am	Child Screening & Drop-off		
9:00 am	Classroom & Patio Activities	Classroom Activities	Classroom Activities
10:00 am			
10:15 am	Snack Opens	Snack Opens	Snack Opens
10:15 am	Playground Activities		
11:35 am			
11:35	Gathering	Gathering	Gathering
12:00 pm	Dismissal	Dismissal	Dismissal
12:00 pm	Lunch Bunch	Lunch Bunch	Lunch Bunch
12:15- 1:30 pm	Playground Activities		

## **GENERAL GUIDELINES**

### **Self-Screening and Exclusion Policy**

Daily self-screening is required for all staff members, caregivers and children before arrival at Bright Days Preschool. See Appendix C: Health Screening for Students and Staff for self-screening questions. A person who answers "Yes" to any one of these questions must notify the Bright Days Administrator (office: 408-378-8422, cell: 408-656-8834, email: [brightdays@campbellunited.org](mailto:brightdays@campbellunited.org)), must not arrive at the facility and must take appropriate action as defined in Appendix C.

**Staff, family members and children's temperature will be taken at home before arriving at school.** Self-screening includes checking for any symptoms (primarily fever, cough, difficulty breathing or other signs of illness within the last 24 hours) – that they, or someone in their homes, might have. Self-screening also includes verifying the person is clear of exposure to another individual with suspected or confirmed COVID-19 cases. Staff and children having symptoms of cough, cold, and/or haven taken fever reducing medication in the past 24 hours are required be excluded from the program. Any staff member or child with a temperature of 100.4° F/ 38° C or higher must be excluded from the facility. These guidelines are essential for creating a healthy environment among the staff working and the children attending the program. Staff and caregivers are required to diligently commit to these exclusion polies to maintain a healthy environment within the greater community.

### **Procedures when Staff or Child is Sick**

Regulation: Bright Days will be following all regulations for contact tracing, testing, excluding children and staff, and closures per the County Health Department.

- If a child becomes sick, he/she will be required to remain out of school for 14 days unless medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-19 illness. Notify the school ASAP with any updates from your child's physician.
- All staff with virus symptoms will be tested for COVID-19 or will return to work with a physician's clearance that states the staff member does not need a COVID-19 test.
- Any positive COVID-19 result associated with Bright Days will be reported to the Santa Clara County Health Department and Bright Days will follow all their guidelines.

### **Illness or Absence Notification**

Staff and caregivers are required to report symptoms to Bright Days Office via phone (office: 408-378-8422 OR cell: 408-656-8834) or email ([brightdays@campbellunited.org](mailto:brightdays@campbellunited.org)) when symptoms are observed. The Director is required to update the Illness Report Log to keep an accurate record of all illnesses and absences of staff, children and caregivers.

The Bright Days School office opens at 8:00am. The office phone can be answered by any personnel prior to the start of the day.

### **COVID-19 Testing**

Non-vaccinated staff are required to be tested at once a week.

Staff and children are required 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, staff and children may 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.

Parents/guardians and staff are required to immediately report to Bright Days if participants or staff test positive for COVID-19 or if one of their household members or non-household close contacts test positive for COVID-19.

See Appendix D: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts AND Appendix E: Steps to Take in Response to Negative Test Result for detailed information.

### **Confirmed COVID-19 Case(s)**

Staff and children are required to be 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, symptomatic staff or children may 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.

Parents/guardians and staff are required to immediately report to Bright Days Director (office: 408-378-8422 OR cell: 408-656-8834) if child or staff test positive for COVID-19 or if one of their household member or non-household close contacts test positive for COVID-19.

Any staff or child who learns they have tested positive for COVID-19 while at Bright Days will be required to leave immediately or wait in the isolation (with a mask on) until they can be transported home or to a healthcare facility, as soon as possible.

Bright Days Administration will immediately notify the County of Santa Clara Public Health Department of any positive COVID-19 case by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and calling 408-885-4214.

Bright Days Administration will notify all families and staff 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 will be immediately closed off. Such areas will not be re-opened until they have been cleaned and disinfected. To reduce the risk of exposure, we will wait 24 hours before cleaning and disinfecting.

### **Returning to Program**

Symptomatic individuals may return 10 days after symptoms 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 10 days after their positive test result.

Non-vaccinated staff are required to test negative for COVID-19 prior to returning to work.

### **Close contacts to confirmed COVID-19 case(s)**

All children or staff 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.

## **Handwashing**

All staff, children and caregivers are required to wash their hands with soap and water upon entering the facility. Staff and children are required to always wash hands with soap and water if hands are visibly dirty. Staff and children are required to wash their hands throughout the day after touching their face, coughing, sneezing, toileting, before and after eating and after entering the classroom from outdoors. Signs with proper handwashing techniques are posted in restrooms and near sinks.

All staff and children hands will be washed for 20 seconds during the following times:

- Upon Arrival
- Before and after preparing food
- Before and after eating or feeding children
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluids
- After handling garbage
- Hand sanitizer can be used outside on in the playgrounds

## **Taking Temperature**

All staff and children will have their temperature taken with a no-touch thermometer upon arrival.

## **Face Coverings**

All staff and caregivers are required to wear face coverings indoors. Children ages 2 through 5 will be encouraged to wear face coverings.

## **Airflow in Classrooms**

Upon arrival in the morning, all windows will be opened to increase air circulation in the classrooms. Outside doors will be opened when free movement of students and staff between inside and outdoor spaces are permitted.

## **Covering Cough and Sneezes**

All staff are required to cover cough and sneezes using tissue or when not available, the inside of their elbow. Staff members are required to remind and instruct children to cover cough and sneezes using the inside of their elbow.

### **Social and Physical Distancing**

Social and physical distancing is a practice recommended by public health officials to slow down the spread of disease. Within their stable groups, staff and children may engage in physical contact as necessary given the needs of the child. Chairs and seating in the indoor environment will be spaced to ensure close contacts within stable groups are minimized and easily identifiable.

The indoor environment will be extended to outdoors and class will be brought outside, weather permitting.

### **Teacher to Child Ratio and Group Size**

Children will be assigned to stable groups that are as small as practicable.

The same children and teacher will be kept with each group. Consistent groupings of children and staff during a school day will be maintained to eliminate the mixing of groups indoors.

### **Monitor Staff and Children**

Staff and children will be monitored throughout the day for any signs of possible illness. If a staff or child exhibit signs of illness, the procedures for isolation will be followed.

### **Isolation Procedures**

If a staff member exhibits signs of illness, the staff member will immediately contact the director. The director will assign another staff member to cover the supervision duties of the staff member exhibiting signs of illness so the staff member can immediately leave the facility.

If a child exhibits signs of illness, the teacher will immediately contact the director. The director will take the child to the bench outside our front door which serves as the isolation space. The child in the isolation area will be required to wear a face covering. The caregiver will be immediately notified to pick up the child.

After the child has gone home, the space will be cleaned and disinfected.

### **Record Keeping**

Bright Days will maintain records of personnel and participants assigned to each stable group, any changes to those assignments, and the dates of such changes. Daily attendance records will be maintained for staff and students. Incidents of possible exposure will be tracked and documented. All records will be kept for a minimum of one month to allow the Santa Clara County Public Health Department to conduct case investigation and contact tracing in the event that a COVID-19 case or close contact is identified in connection with Bright Days.

### **Tours and Special Events**

Tours will be scheduled after the school day, when students and staff have gone home. Special Events will not be held.

## **DAILY ROUTINES**

### **Drop-off and Pick-Up**

Parents are expected to keep their cell phone number current with us and keep their cell phone nearby during our school day as children will need to be picked up quickly if they become sick at school.

Parents will sign-in outside the facility. Parents are welcome to enter the facility but are required to wear a face covering. Staff will perform daily wellness checks of students, including a temperature check, as they arrive to the classroom.

Child(ren) temperature(s) will be taken periodically during the day. If your child has a reading of 100.4 or higher, your cell phone will be called for taking child home for the day.

Please bring plenty of extra clothes of your child so staff have clean clothes when needed.

### **Practicing Healthy Hygiene**

Bright days teaching staff will teach, model and reinforce healthy habits and social skills. Staff will explain to children why it's not healthy to share drinks or food, particularly when sick. Staff will practice frequent handwashing by teaching children to sing the ABC song or count to 20 (handwashing should last 20 seconds). Staff will teach children to use tissue to wipe their nose and to cough inside their elbow. Staff will and practice handwashing before and after snack, after coughing or sneezing, after playing outside, and after using the restroom.

### **Environmental Hygiene**

Staff will implement procedures to daily clean all touched surfaces, including but not limited to:

- Door handles
- Cabinet handles
- Classroom doors
- Light switches
- Bathroom sinks
- Toilet handles

A tub will be designated in each classroom for toys that need to be cleaned and sanitized after use. Staff will plan activities that do not require close physical contact between multiple children.

## **Snack Routines**

Children will have snack in their own classrooms. There will be no mixing of students in different classrooms or groups for snack. Children will be spread out at tables to ensure adequate spacing. Staff and children are required to practice proper handwashing before and after eating. Staff will give frequent reminders on handwashing to children. Tables will be cleaned and disinfected immediately after meals.

## **Toileting and Diaper Changing**

Toileting routines will be used as an opportunity to reinforce healthy habits and monitor proper handwashing. Staff and children will wash hands for 20 seconds and use paper towels to dry hands thoroughly. Staff will remind students of these procedures and will be attentive to a student using the toilet to be sure healthy habits are followed.

## **Personal items**

All children's personal items will be kept in their marked cubby. Personal toys will be required to be kept at home.

## **Cleaning and Disinfecting**

Staff are responsible for maintaining a clean and disinfected environment as defined in the Appendix A: COVID-19 Cleaning and Disinfecting Plan. This plan includes procedures for before, during and after the school day.

## Appendix A: COVID-19 Cleaning and Disinfecting Plan

### How to Clean, Sanitize and Disinfect

#### Clean

- Wear disposable gloves to clean and disinfect
- Clean surfaces using soap and water, then use a disinfectant
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces

#### Sanitize

- Bleach Solution for Disinfecting: 1 tablespoons bleach per gallon (128 oz.) of water OR 1.5 teaspoons bleach per quart of water (32 oz.)
- Bleach Solutions are effective for disinfection up to 24 hours and will be made daily
- Surfaces will be kept wet with bleach solution for a minimum of 2 minutes before wiping dry

#### Disinfect

- Bleach Solution for Disinfecting: 5 tablespoons bleach per gallon (128 oz.) of water OR 4 teaspoons bleach per quart of water (32 oz.)
- Bleach Solutions are effective for disinfection up to 24 hours and will be made daily
- Surfaces will be kept wet with bleach solution for a minimum of 2 minutes before wiping dry

**Schedule for Cleaning, Sanitizing and Disinfecting** (From Caring Children: National Health and Safety Performance Standards)

Areas	Before Each Use	After Each Use	Daily (at end of day)	Weekly	Monthly	Comments
<b>Food Areas</b>						
Food Preparation surfaces	Clean, Sanitize	Clean, Sanitize				
Eating Utensils & dishes		Clean, Sanitize				Dishwasher
Tables	Clean, Sanitize	Clean, Sanitize				

Areas	Before Each Use	After Each Use	Daily (at end of day)	Weekly	Monthly	Comments
<b>Food Areas (continued)</b>						
Countertops		Clean	Clean, Sanitize			
Food preparation appliances		Clean	Clean, Sanitize			
Mixed use tables	Clean, Sanitize					Before serving food
Refrigerator					Clean	
<b>Child Care Areas</b>						
Door & Cabinet Handles			Clean, Disinfect			
Hats			Clean			
Floors			Clean			Sweep or vacuum then damp mop
Machine Washable Toys				Clean		Laundry
Dress-up clothes				Clean		Laundry
Play activity centers				Clean		
Drinking Fountains			Clean, Disinfect			
Phone receivers			Clean			
<b>Toilet &amp; Diapering Areas</b>						
Changing Table		Clean, Disinfect				
Handwashing sinks & faucets			Clean, Disinfect			
Countertops			Clean, disinfect			
Toilets			Clean, Disinfect			

Areas	Before Each Use	After Each Use	Daily (at end of day)	Weekly	Monthly	Comments
<b>Toilet &amp; Diapering Areas (continued)</b>						
Diaper Pails			Clean, Disinfect			
Floors			Clean, Disinfect			Damp mop with a floor cleaner/ disinfect

### **Cleaning and Sanitizing of Toys**

- Toys that cannot be cleaned and sanitized will not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned and sanitized.
- Machine washable cloth toys will be used by one individual at a time. These toys will be laundered before being used by another child.
- Toys will not be shared between groups, unless they are washed and sanitized before being moved from one group to the other.
- Toys that need to be cleaned will be set aside. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- 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.

### **Diapering**

Wash your hands and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Steps include:

- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands

After diapering, wash your hands (even if you were wearing gloves) and clean and then disinfect the diapering area.

### **Isolation Plan**

- Bright Days Isolation area is the entrance area outside our front door at the bench where a sick child can be isolated.

- We will follow CDC guidelines (see below) on how to disinfect our facility if someone is sick.
- If a sick child has been isolated in our facility, we will clean and disinfect surfaces in our isolation area after the sick child has gone home.

#### **CDC Guidelines for Cleaning and disinfecting Bright Days if someone is sick**

- **Close off areas** used by the person who is sick. (Bright Days do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, classrooms and shared electronic equipment.
- [Vacuum the space if needed](#). Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available. (Do not vacuum a room or space that has people in it).
- Once area has been **appropriately disinfected**, it **can be opened for use**.
- **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

**Appendix B: Staff Arrival Temperature Log**

Summer School 2020

**Bright Days Preschool  
Staff Arrival Temperature Log**

	Date ----->						
		Temp	Temp	Temp	Temp	Temp	Temp
	Staff Name	Arrival	Arrival	Arrival	Arrival	Arrival	Arrival
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

## Appendix C: Health Screening for Students and Staff

A person who answers “Yes” to any one of these questions will not be allowed to enter the school facility.

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?

YES – STAY HOME and seek medical care.

2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.

YES – STAY Home and seek medical care and testing.

3. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?

- Fever
- Cough
- Shortness of breath/trouble breathing
- Chills
- Night sweats
- Sore throat
- Muscle/body aches
- Loss of taste or smell
- Headache
- Confusion
- Vomiting
- Diarrhea

YES – STAY HOME and seek medical care and testing

## Appendix D: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Scenario	Immediate Actions	Communication
<p><u>Scenario 1:</u> A child or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.00 or above</p>	<ul style="list-style-type: none"> <li>• Child or staff member sent home</li> <li>• Child or staff member instructed to get tested</li> </ul>	<p>No action is needed</p>
<p><u>Scenario 2:</u> A family member or someone in close contact with a child or staff member (outside the Bright Days community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Child or staff member sent home</li> <li>• Child or staff member instructed to get tested</li> <li>• Child or staff member to quarantine, even if they test negative, for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) COVID-19 positive household member completes their isolation</li> <li>• If child or staff member tests positive, see Scenario 3 below</li> <li>• Bright Days Director notified</li> </ul>	<p>For the involved child, family member or staff member: Household Member or Close Contact with Covid-19 Case information will be sent.</p>
<p>Scenario 3: A child or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Child or staff member sent home if not already quarantined</li> <li>• Child or staff member instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer (if never symptomatic, isolate for 14 days after positive test)</li> <li>• Program-based close contacts identified and instructed to test &amp; quarantine for 14 days.</li> <li>• Bright Days Director notified</li> <li>• Public Health Department notified</li> </ul>	<p>For Positive Case child, family or staff member: COVID-19 Case information will be sent.</p> <p>For child, family, or staff member identified as Close Contact: Household Member or Close Contact with COVID-19 Case information will be sent.</p> <p>For all Other children, family or staff member: COVID-19 Case in our Community information will be sent.</p>

## Appendix E: Steps to Take in Response to Negative Test Result

Scenario	Immediate Action	Communication
A child or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	Child or staff member may return to program 72 hours after resolution of fever and improvement in other symptoms	Child, family or staff member to bring evidence of negative COVID-19 test or medical note if testing is not performed
A child or staff member tests negative after Scenario 2 (close contact)	Child or staff member must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation	No action is needed
A child or staff member tests negative after routine surveillance testing (no symptoms and no close contact to confirmed COVID-19 case)	Can return to program/work immediately	No action is needed

**Appendix F: Illness Report Log**

**Bright Days Preschool  
Illness Report Log**

	Date	Child/Staff	Parent	Communication Method	Illness	Follow-up
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						