



COLLEGE OF THE CANYONS – CENTER FOR EARLY CHILDHOOD EDUCATION

RETURN TO SCHOOL PLAN

We are pleased to share our updated *Return to School Plan* with you. This plan has been written for our Center families and Center staff and reflects the directives, guidance, and recommendations from the Los Angeles County Department of Public Health (LACDPH), Center for Disease Control (CDC), California Department of Education – Early Learning and Care Division (CDE-ELCD), and Community Care Licensing (CCLD). It also reflects updated guidelines and considerations from the *COVID-19 Guidance for Early Care and Education Providers*, a collaboration between the California Department of Public Health (CDPH), California Department of Social Services (CDSS), and the State of California Department of Industrial Relations (Cal/OSHA). Additionally, we have customized all this guidance with the best practices and standards that are foundational to our program and have provided you with Center-wide procedures, protocol, and routines.

As the above public health guidelines and recommendations change, this plan will be updated to ensure the most current guidelines are being followed at all times. As we implement these guidelines our procedures and routines may be modified. Any updates to this *Return to School Plan* will be communicated to you.

We are committed to providing quality care and education for infants, toddlers, and preschool children and will continue to model an exemplary, developmentally appropriate and culturally-sensitive learning lab environment for families and Early Childhood Education students. Young children learn by being actively engaged not only with the materials, but with the environment, with children, and with adults. Our curriculum will continue to be both planned and emergent to best meet the needs and interests of the children, individually, and the group as a whole.

We take great pride in serving as a laboratory school for students who are studying Early Childhood Education. As a laboratory school, the Center supports the ECE academic department and continues to collaborate with faculty to support student pathways. At this time, adult practicum students in the ECE academic department will be utilizing observation booths and outdoor spaces to support their lab experiences. Center Directors and ECE faculty will consider current guidance from the CDPH, CCLD, and Cal/OSHA to determine if it is appropriate for them

to enter the children's spaces as the pandemic situation evolves. Practicum students will be the only ECE academic department students on site, however, we are working with our ECE academic department to support students in additional ECE classes. The pandemic situation has brought educators together to look through another lens of opportunities to ensure student access, success, and engagement. This journey holds new possibilities such as virtual observations and Center tours with narrative, Zoom and conference calls for student assignments involving direct contact with administration and adjunct faculty master teachers.

The way we implement our program will look different, but our commitment and approach to learning in the early years, best practices, and quality standards will not be sacrificed.

The following are action steps the College of the Canyons, Center for Early Childhood Education (CECE) laboratory school staff will take to mitigate the spread of the COVID-19 virus to the best extent possible. For any COVID-19 related inquiries, please contact our designated COVID-19 Liaison Maria Calderon, College of the Canyons, Director, Human Resources Programs at 661-362-5563.

GROUP SIZE AND STAFFING

The LACDPH currently recommends group sizes remain small in relation to physical space to allow physical distancing practices. The group size could change as the CDPH, LACDPH, CCLD, and CDE-ELCD guidance and directives change, and as we determine what is appropriate for our program.

The CDE-ELCD recognizes local public health departments may have different requirements for cohorts and in that case, programs funded by the CDE-ELCD should follow the more stringent requirements. Due to LACDPH physical distancing guidelines, our full-day classrooms will have fewer children than would be usually be allowed. We will continue to monitor local and statewide guidelines to determine if and when we can increase class sizes.

ARRIVAL & PICK-UP PROCEDURES

All Center staff have reached out to families to nurture relationships, communication, trust, and strong partnerships. We have made personal phone calls, emails, Zoom meetings, and mailings. We are planning for arrival and pick-up routines to take place at the sign-in/out stations. This will greatly reduce the number of adults coming and going from inside the Center and reduce the risk of exposure. The following include specific procedures to follow as you arrive at the Center:

1. All adults (parents/guardians/contractors/Center employees) MUST wear a mask before entering the building.
2. The LACDPH at this time states that children who are 24 months through 8 years old should use masks with adult supervision. You are your child's first teacher. We encourage

you to teach your child about appropriate use of masks and about how to properly wear a mask without touching the outer part, how to remove it properly, and how and where to store it. We will also encourage and support both you and your child in this learning process. It is required that your child wear or bring a mask to school and to wear it on premises to the best of their ability and development. We also ask that your child bring a backup face mask to school in case the other becomes soiled and unusable. The Center also has child-sized protective face masks available as needed. The Center provides a container with a lid for your child's personal mask storage during water breaks, mealtime, rest time, or outdoor play. Please label the container with your child's name. The mask and container must be taken home daily for mandatory cleaning before it can be taken to class again. Disposable type masks are single use only and should be disposed of daily, or upon becoming wet or soiled, whichever is earlier.

3. If no one is at the Sign-in/out Station upon arrival, please call 661-362-3501 or 661-362-3509 and a teacher or Center staff member will meet you at your Sign-in/out Station. Please put these direct Center phone numbers in your cell phone contact list. We will let the teachers know you are here. Please know Center staff are required to follow arrival and pick-up protocols and procedures and will bring your child to/from the Sign-in/out Station.
4. You will see physical/social distancing signage/posters at all locations. Please adhere to the 6-foot physical distancing, and any other directives, when you and your child(ren) are on the premises.
5. The Sign-in/out Station table will be at the entrance nearest your classroom. The Sign-in/out Station locations are as follows:
 - Pink Room – Near ramp at entrance.
 - Green Room – Main building nearest the emergency exit door closest to the classroom.
 - Yellow Room – Main building nearest the emergency exit door closest to the classroom;
 - Red and Blue Room – At front entrance of the main building.
 - Canyon Country Room – At side entrance of the main building.
 - Purple Room – Single gate entrance of the side of building.
6. Families will be greeted by teachers, who are required to follow physical distancing guidelines. Your Sign-in/out Sheets, family mailbox/file box and your child's work file will be located at the Sign-in/out Station. Your classroom lesson plan and the Center monthly menu will also be available to you.
7. Hand sanitizer will be available at the Sign-in/out Stations and common areas of the facility.

8. The family mailbox/file box will serve as your personal mailbox. All written Center communications will be filed in your personal “mailbox file.” In order to minimize others handling of the file folders and to ensure confidentiality, teachers will directly give you the items that are in your mailbox file.
9. If you have a child in the Pink Room or Orange Room, you will be asked to complete a Daily Log. The log will be on your individual sign-in/out sheet clipboard. These primary caregiver binders will be available at the Sign-in/out Station and will be taken to the classroom after arrival for the caregiver to also include information about your child’s day. At pick-up time the clipboards will be brought out to the Sign-in/out Station and available for you to read about your child’s day and sign-out.
10. Please label personal items brought to school with your child’s name (*see Things to Bring to School checklist section*).
11. Please bring a durable water sippy cup/thermos/flask (whichever is most appropriate for your child) and label it with your child’s name. The Center has bottled water and will refill during the day as needed. Prior to staff refilling water bottles they will follow food handling procedures, such as handwashing and wearing gloves. Your child’s water sippy cup/thermos/flask will be sent home each day and must be cleaned at home before it is brought back to class. Please remember to bring this with you each day.
12. Directors, Site Supervisor, and teachers are highly experienced in helping with transitions and will have many ways to help both you and your child adjust with the beginning of the year and new routines.
13. Please help us keep everyone safe and say your goodbyes at the Sign-in/out Stations or at the walkway. If during the first few days either you or your child are distressed, only one parent/guardian at a time will be allowed to enter the classroom and you will need to leave within 10 minutes. You must maintain physical distancing, wear a mask, and observe all other Center protocols while inside.
14. If you want to check in and see how your child is doing, please know you can call the front office at 661-362-3501 or 661-362-3509 any time and we will transfer the call to the appropriate classroom.
15. The teachers will also communicate with you through the “Bloomz” App that we will continue to use this year. You will receive information about the App on the first day of school. Teachers will send messages and photos of your child through the App as another way to share the amazing things your child is doing at school. Please allow time for teachers to share this information with you or respond to any other phone/email correspondence. They will connect with you as soon as they can as they are focused on being present with the children.

DAILY HEALTH SCREENING & REPORTING ABSENCES/ILLNESS

Please note, we are required to follow LACDPH’s “Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of a Potentially Infected Persons at Educational Institutions,” which determines when an ill child, or child exposed to COVID-19, must be sent home, or stay away from campus and when they may return to school after a COVID-19 related absence. You can review those procedures [here](#).

Daily Health Screening:

1. As part of your daily routine, we ask families to complete a health check at home before coming to school, including taking your child’s temperature and checking for COVID-19 symptoms (*see page 6*). FOR THE HEALTH AND SAFETY OF OUR CHILDREN AND STAFF, GUARDIANS AND CHILDREN SHOULD NOT COME TO SCHOOL SICK.
2. All individuals, children and adults, are prohibited from coming on the Center’s premises if they have had a close contact in the last 14 days with a COVID-19 case and are not fully vaccinated.
3. Teachers will greet you at the Sign-in/out Stations. You will be asked if you completed your home health check. Please remember to adhere to the 6-foot distancing when you and your child(ren) arrive. There may be a line; however, with the individual classroom Sign-in/out Stations and the restricted class sizes in place, the arrival routine moves along quickly. Please allow time and be patient as everyone will be going through these procedures. Do not congregate with other adults and families while inside the building.
4. Upon arrival, the teachers also conduct a visual health check as they greet and talk with you and your child and will continually observe the children throughout out the day for any signs of illness.
5. After following these steps, the teacher will help transition your child to the classroom. When the teacher and child(ren) first enter the classroom, the teachers assist the child(ren) with handwashing as appropriate to their development and skill. Afterwards they are ready to begin their day.

Daily Check-in for Staff, Students, and Visitors:

1. As part of your daily routine, we ask everyone to complete a health check at home before coming to school, checking for COVID-19 symptoms (*see page 6*). FOR THE HEALTH AND SAFETY OF OUR CHILDREN AND STAFF, GUARDIANS AND CHILDREN SHOULD NOT COME TO SCHOOL SICK.
2. All individuals, children and adults, are prohibited from coming on the Center’s premises if they have had a close contact in the last 14 days with a COVID-19 case and are not fully vaccinated. Fully vaccinated individuals should alert the Center of the close contact and await further guidance. At a minimum, even fully vaccinated individuals must monitor for symptoms of COVID-19 for 14 days after an exposure

and should test for COVID-19, self-isolating if symptoms arise or a positive test is received.

3. The Board of Trustees passed a [resolution](#) at their meeting on August 11, 2021 that makes significant changes in how the District will work to create a safe environment for learning and working and protecting the health of employees, students, volunteers, and visitors. As of Monday, August 23, the first day of the fall semester:
 - A. All District employees, including ECE Center employees, working on either campus will be required to either provide proof of full vaccination or submit a weekly negative COVID-19 test result from a test taken within 3 days of first arrival on campus each week.
 - B. All eligible District students attending in-person classes, including adult ECE practicum students, will be required to either provide proof of vaccination or submit a weekly negative COVID-19 test result from a test taken within 3 days of first arrival on campus each week.
 - C. Students enrolled in the Center are not required to undergo weekly testing prior to entry to campus under this policy, but their family members may be as set forth below.
 - D. Check-in tables will be set up at various locations on both campuses to ensure that all students, employees, and visitors have provided a vaccination record or test results before being cleared to attend classes or visit offices. This applies to any visitors, including parents and extended family members of enrolled children, that will be in the Center for longer than 15 minutes during a visit.
 - E. Once the employee, student or visitor has had their clearance verified at a check in station, they will be issued a wristband to indicate they are authorized to be on campus. Unique wristbands will be issued daily for compliance verification purposes.
 - F. For more information about the verification and check in process, an FAQ document will be available online at canyons.edu/news. It will be updated as we move forward. Please visit the [PIO website](#) for the latest information.

Reporting Absences & Illness:

1. We ask that families have a plan in advance and to arrange for back up childcare should a member of their household or their child exhibit COVID-19 symptoms or test positive. If a child is going to be absent, the child's guardian or parent must call the Center office at 661-362-3501 to report the reason for the absence. If the child has one or more symptoms consistent with COVID-19, the child's guardian or parent should speak with the Center Director and contact their healthcare provider for further evaluation and possible COVID-19 testing. Results must be reported to the Center Director at 661-362-3509.

2. COVID-19 symptoms may include:

<ul style="list-style-type: none"> ▪ Fever or chills ▪ Cough (New) ▪ Shortness of breath or difficulty breathing ▪ Fatigue ▪ Muscle or body aches 	<ul style="list-style-type: none"> ▪ Headache ▪ Sore throat ▪ Congestion or runny nose ▪ Nausea, vomiting, or diarrhea ▪ New loss of taste or smell (see above Decision Pathways)
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3. If your medical provider confirms your child does not have symptoms consistent with COVID-19, you will be required to report that status to the Director and have a doctor's note stating the illness and when your child can return to school.
4. If your medical provider is not consulted or confirms your child has symptom(s) of COVID-19, even if it is suspected the symptoms are related to a common cold, and your child receives a negative COVID-19 test result, then your child can return when: (1) your child has been fever-free for 24 hours without the use of fever-reducing medications (e.g., Tylenol, acetaminophen, ibuprofen, etc.), (2) has improved symptoms, and (3) is able to participate in regular school activity when they return. You may email your doctor's note to the Center Director at Julie.keller@canyons.edu or bring it with you when you return to school. In each case, a parent or the child's guardian must report the child's status and have approval from the Director prior to returning.
5. If your child tests positive, or your medical provider is not consulted and your child is not tested, the parent/guardian is required to report status to the Director, and your child stays isolated at home until fever-free for 24 hours, improved symptoms, and 10 days have passed since symptom onset.
6. If your child has been a "close contact" (close contact means (a) spent a cumulative 15+ minutes within six feet of a COVID-19 positive individual in a 24-hour period, or (b) who had direct contact with a positive individual's bodily fluids, like a sneeze or sharing a beverage, of a COVID-19 positive individual, your child must quarantine at home for 10 days from their last close contact with the COVID-19 positive individual. A negative test does not reduce the quarantine period. After the 10-day period, your child may return to campus unless they develop symptoms, in which case you should follow the above protocols relating to children with symptoms, including potential isolation. Please note that, in consultation with LACDPH, the Center may require that all students and staff in a classroom or cohort quarantine after an infection is discovered within the class or cohort due to the likelihood of the entire group's exposure. You will be promptly notified if your child's cohort or classroom is subject to such a quarantine order.
7. The LACDPH requires a quarantine period of 10 days for close contacts of a positive individual; however, please note LACDPH's requirement that quarantined individuals continue to closely monitor for symptoms during days 11-14 after exiting quarantine.

8. Staff will follow similar quarantine and isolation guidelines, including being excluded from campus for a 10-day quarantine period after a close contact to someone with COVID-19, and a minimum 10-day isolation period if staff test positive or are diagnosed with COVID-19. ****Vaccinated staff who are a close contact to a COVID-19 positive individual may not be required to quarantine and test if they are: (1) fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose COVID-19 vaccine series or ≥2 weeks following receipt of one dose of a single-dose COVID-19 vaccine) and (2) have remained asymptomatic since last contact with the infected person. Due to the fluidity of the pandemic situation, exposures are evaluated on a case-by-case basis by our campus COVID-19 Compliance Team; testing and quarantine may be required.**

Illness at School:

1. If your child becomes ill during the day and has a temperature of 100.4 degrees or higher, cough, or other COVID-19 symptoms, they will be removed from the classroom population to an isolation area, and parents/guardians will be notified to pick up the child IMMEDIATELY. As appropriate the teacher and child will wait at the designated Sign-in/out Station until the child's parents/guardians arrive. Otherwise, our designated Isolation Room is our staff office. Staff occupying that office space will sanitize their workspace and relocate to another office area prior to the ill child entering. The windows will be opened for increased air circulation. The teacher will remain with your child, physically distanced whenever possible, and will provide care and comfort. For the safety of everyone, if you are not able to pick up your child within a reasonable amount of time, we ask you to contact a designated person that you have authorized and listed on your emergency card to pick up your child. If you, a guardian, or your child's other parent are not reachable within a 15-minute period, we will contact the first person listed on your emergency card. When you or your designated person arrive, please call the front office 661-362-3501 or 362-3509 so the teacher and child can meet you at the Sign-in/out Station. After the Isolation Room is used the staff office will be quarantined until sanitization is completed.

All Children & Staff:

1. In addition to the "Screening and Exposure Decision Pathways for Symptomatic Persons and Contacts of Potentially Infected Persons at Educational Institutions" guidance, we are also required to follow LACDPH's quarantine and isolation guidelines. In the event of a conflict between guidelines, we will follow the stricter set of rules.
2. Child(ren)/staff cannot return until they meet the LACDPH criteria to discontinue home isolation or quarantine, as applicable. Except for the limited circumstances indicated above (e.g., a misdiagnosis), isolation will always last at least 10 days and quarantine will

always last at least 10 days. The Center will update this guidance if public officials revise applicable quarantine and isolation orders. Further instructions will be provided to impacted staff and families at the time they are notified of the requirement to isolate or quarantine.

3. Childcare programs must exclude any child, parent, guardian, or staff showing symptoms of COVID-19. Staff will discuss with parent/guardian and refer to the child's health history form and/or emergency card to identify if the child has a history of allergies. Allergy related symptoms are not a reason to exclude the child or staff from the program. You will be required to provide a doctor's note confirming that you or your child's condition is not related to COVID-19.
4. Please note all Center employees and Center visitors will complete a COVID-19 symptom screening.
5. In addition, all Center employees and visitors will wash their hands upon entering the building. Hand sanitizer may be used when handwashing is not practical. Sanitizer must be rubbed into hands until completely dry. *Note: frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty.* Pump bottles of hand sanitizer will be available in office areas, kitchen, classroom pass-through spaces, classroom office/kitchenette areas, AND at the Sign-in/out Stations.
6. As stated above, if a child, employee, or visitor were to develop a fever or symptoms during the day that were consistent with COVID-19 symptoms and were sent home, they would be asked to contact their physician or seek medical guidance for further evaluation and possible COVID-19 testing and report status to the Center Director at 661-362-3509. The individuals possibly exposed, and our college Center Administrator would be notified by phone call. The Center would also contact the LACDPH for guidance as needed. Individuals who test positive for COVID-19 will be contacted by LACDPH's Case and Contact Investigation Program to collect information and issue an isolation order. The Center will not disclose the identity of ill individuals when contacting potentially exposed persons.
7. If there were a *confirmed* COVID-19 case at the Center, the LACDPH would be contacted immediately. The Center would then contact our COC Human Resources Liaison, Center Administrator, and families/employees who were possibly exposed by phone. The LACDPH may determine that all individuals were exposed who were in the same class or cohort as a confirmed COVID-19 case, or that exposure cannot be adequately determined, and therefore order all individuals in the class or cohort to quarantine. Possibly exposed families would be given an exposure form or email containing all information, as well as information as directed by the LACDPH, including instructions to get tested for COVID-19 and inform the Center of the result to aid in determining next steps. All families at the Center would be informed if there was an identified case,

including the directives or recommendations given by the LACDPH. Please know the identity of individuals with suspected or identified cases will not be disclosed and will be kept confidential.

8. If three or more confirmed COVID-19 cases occur within a 14-day period at the Center and are determined to be epidemiologically linked, we will contact the LACDPH immediately and work with the LACDPH's Outbreak Management Branch to investigate and determine appropriate next steps. The LACDPH may instruct the Center to temporarily cease operations for safety reasons if a cluster of three or more cases is identified.
9. The Center may choose to cease operations even if there are fewer than three confirmed cases, or if the cases cannot be determined to be epidemiologically linked. We take the possibility of infection spread very seriously and will make decisions about continued operations based on our and the LACDPH's assessment of the likelihood that remaining open endangers students and staff. Closures are likely to be temporary in nature, may cover only a portion of classes or the Center's facilities, and are primarily instituted to allow families and staff to receive testing so that the risk of spread can be more accurately determined.
10. To help keep everyone safe and healthy, we ask our families and Center staff to consider the choices they make outside of the Center as these choices directly affect our program. We encourage all families and staff to follow state and local orders regarding physical distancing, travel, and gatherings.

CLASSROOM PHYSICAL DISTANCING

The following includes a description of the program changes made to ensure physical distancing to the best extent possible:

1. Teachers have rearranged furniture and play spaces to encourage 6-feet of separation between individuals.
2. Teaching teams have created and defined learning spaces, so children will recognize and come to understand the visual distance. Teachers will encourage children to the best extent possible and will let the children know that they created these special spaces just for them. We believe the re-designed spaces will help the children learn this practice, while at the same time allowing them to socialize with adequate physical space between themselves and others. Tables have been visually prepared to encourage physical distancing. For example, tables that once had 4-6 chairs now have 2 chairs and have a table set up that is inviting for 2 children.
3. Teachers have developed schedules and routines in both the indoor and outdoor classroom that are developmentally appropriate and easy for children to understand. As

the year continues, teachers may adjust their schedules as they assess what has worked and what may work better.

4. Classrooms will not co-mingle. Each classroom of children will function as a stable group, and staff will not move between groups to the fullest extent possible.

CENTER OFFICE PHYSICAL DISTANCING

1. Please remember to be mindful and wear a mask and maintain 6-foot physical distancing at all times when inside the building. Time inside the building is limited to no more than 10 minutes. The primary contact numbers for the front office are 661-362-3501 and 661-362-3509.
2. The following includes some items that may need to be completed in person:
 - To request Center forms/paperwork or request a meeting, please call the front office. Meetings may occur over Zoom or other remote platform when feasible.
 - Returning forms or Center paperwork.
 - Bring prescribed or over-the-counter medication.
3. When paying your tuition, we encourage you to pay by check or through your bank "Bill Pay."

HANDWASHING, MEALTIME, REST TIME (CHILDREN & ADULTS)

1. After the teacher and your child enter the classroom, they will wash hands. Teachers will use this time as an opportunity to help your child learn self-help skills, reinforce healthy habits, and monitor proper handwashing. Teachers have many ways to help the children learn about handwashing and may sing songs, count, or possibly have a digital timer to motivate developing these skills. They model and support learning handwashing skills before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.
2. Our Nutrition Specialist and Nutrition Assistants will also follow mealtime guidance, as well as include enhanced sanitation/disinfecting procedures, and wear gloves at all times. The following include specific meal preparation guidelines:
 - The program will follow the CDC and LACDPH COVID-19 food handling guidelines.
 - The meals will be prepared in serving bowls/plates in the kitchen according to the Child and Adult Care Food Program (CACFP) Meal Pattern and then covered and/or plastic wrapped.
 - The Center will use disposable plates, bowls and utensils for each child until further notice.
 - At mealtimes the teachers will utilize more tables to ensure physical space between children.
 - Teachers and children will wash hands prior to and after mealtime as usual.

- Teachers will wear gloves during mealtime as usual. Teachers will pour milk at breakfast and full day children will also be served milk at lunch. Your child's water thermos may be used during the afternoon snack.
 - Children's water thermoses will be accessible to them throughout the day (*see the Things to Bring to School checklist*).
 - Teachers will plate the meal at the meal cart and give the meal to each child one by one. Teachers will wash their hands after finishing food service.
 - Children will not be allowed to share or touch each other's food.
 - Mealtime may be implemented outdoors according to classroom schedules, space, and weather.
3. The full day children have a rest time following lunch as usual. The cribs/rest mats are required to be 6 feet apart, with heads in opposite directions. Rest time mats and personal items used at rest time will be stored in a way to ensure items are separate from others.
 4. The staff lounge will not be used for breaks until further notice. There is a table in an open area in the main hallway with a microwave and coffee maker including signage for specific requirements such as handwashing, one at a time, 6-foot physical distancing, sanitizing the area, and taking what is being prepared to individual break areas.
 5. Staff are to maintain physical distancing of six feet in the staff office and schedule reservations as needed. Please remember to open the staff office windows as appropriate for ventilation and close the windows before leaving the room. Additionally, please remember to clean the workspace used prior to leaving the staff office. Cleaning supplies will be made available.

HYGIENE & CLEANING PRACTICES

1. Doors and windows will be opened as much as possible. When the Center air conditioning is in use, we will use a setting that brings in fresh air. When cleaning, teachers will air out the space before children arrive and will plan to do thorough cleaning when children are not present.
2. Center staff will attend and complete the following meetings and trainings via Zoom or on site as determined:
 - Mandatory Full Staff Meeting
 - Part 1: Annual Integrated Pest Management (IPM) Training
 - Part 2: IPM Cleaning, Sanitization, and Disinfecting Zoom Training
 - CACFP Nutrition Training.
3. Designated Center staff/teachers will disinfect Sign-in/out Station table surfaces, pens, file tote boxes, and other materials that may be used for check-in and display.

4. Designated Center staff will disinfect frequently touched surfaces such as door handles, light switches, sink handles, bathroom surfaces, counters, tables, and other commonly used items at least once per day. Shared items will be disinfected between uses.
5. In the classroom, teachers will designate a container for toys that need to be cleaned, sanitized, or disinfected before being introduced back into the environment. Sharing of objects between children is discouraged and shared objects will be disinfected between uses.
6. The water fountains both inside and outside will not be used until further notice (*see the Things to Bring to School checklist*). The water fountain will be covered, and water turned off.
7. Teachers provide and facilitate learning experiences in many ways. They plan curriculum for each child and for the group as a whole. They read books and sing songs about hygiene and healthy practices and engage with children in helping them to learn about taking care of their bodies, including how to use a tissue, or cough/sneeze into their elbow. Once again, the teacher will model and support learning handwashing skills after eating, after coughing or sneezing. The Center encourages parents to incorporate these practices at home to foster their child's understanding and compliance with healthy behaviors.
8. In the past, the full day children brushed their teeth after lunch as part of their routine in preparing for rest time. This practice will be discontinued until further notice.

ESSENTIAL PERSONAL PROTECTIVE EQUIPMENT (PPE) AND SUPPLIES

All Employees and visitors at the Center will:

1. Wear a mask as required for all employees in an early learning program and other participating adults, even if fully vaccinated.
2. N95 masks will be available for unvaccinated employees as needed. Face shields are available to wear in addition to masks if desired.
3. Frequently wash hands, and always do so after coughing, sneezing, using the restroom, eating, or taking a break.
4. Use hand sanitizer when handwashing is not easily accessible (at least 70% ethyl alcohol preferred or at least 70% isopropyl alcohol) located at: Sign-in/out Stations, facility entrance and hallway, and areas of the classroom that are out of reach of children. Staff may also carry portable hand sanitizers in apron pockets.
5. Wear gloves for tasks such as serving food, handling trash, or using cleaning and disinfecting products. A new pair of gloves must be used for each task.

FAMILY CHECKLIST OF THINGS TO BRING TO SCHOOL

1. Please bring a container with a lid for your child's mask labeled with their name. This will be a sanitary place for your child to keep their mask during water breaks, mealtime, rest time, or outdoor play, as well as to store their backup mask.
2. Depending on what is most appropriate for your child, please bring a durable water sippy cup/thermos/flask labeled with your child's name. This will be taken home daily for cleaning.
3. Extra clothing, diapers/pull-ups/underwear (*please see the Classroom Beginning of the Year Packet that teachers will provide for you. The packet will have additional items that are specifically for your child's classroom, and may include specific classroom plans, and how to best contact them*).
4. The Center provides rest time mats and sheets for full day children. If your child has a blanket or specific comfort item, please let the teacher know. Personal items will be taken home weekly (or as needed) for cleaning.

**If you have any questions about the Return to School Plan, please contact our designated COVID-19 Liaison Maria Calderon, College of the Canyons, Director, Human Resources Programs at 661-362-5563.

Return to School Plan – Family Acknowledgement of Receipt

SIGNATURE of PARENT or LEGAL GUARDIAN:

PRINTED NAME of PARENT or LEGAL GUARDIAN:

NAME of CHILD: _____

NAME of ADDITIONAL CHILDREN: _____

DATE: _____, 20__

Return to School Plan – Center Staff Acknowledgement of Receipt

SIGNATURE of Employee:

PRINTED NAME of Employee:

DATE: _____, 20__