

ST. PHILIP'S COLLEGE CHILD DEVELOPMENT CENTER TRANSITION PLAN AS OF JULY 1, 2020

When Alamo Colleges District determines it is safe to re-open the Child Development Center our Enrollment/Staffing/Scheduling will follow the Texas Health and Human Services Childcare opening safety checklist/protocols. These protocols adhere strictly to Center for Disease Control COVID19 guidelines, City of San Antonio Metro Health Department regulations, and the National Association for the Education of Young Children requirements.

Summer and Fall 2020 - closed

- Engage families/children
 - Provide scheduled, consistent virtual summer and fall classrooms and parenting sessions for student-parents.

Spring 2021 – plan to re-open

- If requests are greater than our capacity to serve, we will adhere to our waiting list process.
 - Current student parents, faculty and staff, and parents with CCS subsidies, take priority on our waiting list.
 - Waiting list is first come - first serve and is dated and marked with the time.

Licensing/NAEYC requirements will be followed

- All staff, agency representatives, and parents wear masks.
- PPE in place for staff: masks, gown, gloves, (goggles still in question)
- Per licensing requirement “No Family Style Serving.” Classroom teacher (masked) will wash her hands, put gloves on, and serve individual meal to child. Pending meal program serving meals.
- Cleaning needs/sanitizing needs are to be met
- Allow enough time for staff to sanitize center
- Sanitize playground between each use
- No group sensory tubs

Reliance on Personal Protective Equipment (see Example 3)

- If social distancing or barrier/partition controls cannot be implemented during screening, personal protective equipment (PPE) can be used when within 6 feet of a child.
- Upon arrival, staff are to wash their hands and put on a **facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with a child is anticipated.**

- Take the child's temperature.
- If staff members use disposable or **non-contact (temporal) thermometers** and did not have physical contact with an individual, they do not need to change gloves before the next check.
- If staff members **use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. Staff can reuse the same wipe as long as it remains wet.**
- After each screening, remove and discard PPE, and wash hands.
- **Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.**
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>

Procedure Changes to Operational Hours and Daily Opening Process

- Hours of operation have been adapted to 7:00am-5:30pm. We will be receiving children 7:30am-4:30pm thus allowing time for screenings and sanitation.
- Curbside pick-up and drop off, limiting to one consisted guardian. Drop off designee should not be high risk individual.
- Scan temperatures with non-touch thermometers and keep temp. log for staff, children, parent if coming into building for payment slip or CCS card reader
- All staff, children, and parents/guardian will sanitize their hands once cleared by temperature (unless we get a portable sink for the entrance), then wash hands upon entering classrooms

Lower teacher/child ratios to accommodate sick leave for staff.

Following new teacher/child ratio guidelines as of June 29, 2020.

If you have staff members or teachers age 65 or older, or with serious underlying health conditions, encourage them to talk to their healthcare provider to assess their risk and to determine if they should stay home.

For Facilities Management:

All products on this list meet EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19.

Finding a Product

To find a product, enter **the first two sets** of its **EPA registration number** into the search bar below. You can find this number by looking for the EPA Reg. No. on the product label.

For example, if EPA Reg. No. 12345-12 is on List N, you can buy EPA Reg. No. 12345-12-2567 and know you're getting an equivalent product.

ST. PHILIP'S COLLEGE CHILD DEVELOPMENT CENTER PLAN TO RETURN TEACHER/ CHILD RATIOS (RATIOS/PLAN AS OF JUNE 29, 2020)

Tiger Cubs Class

6/2

Liz Ramirez (new teacher)

Sierra Cannon

Bear Cubs Class

7/2

Stephanie Salazar

Elva Maltos

Lions' Class

10/2

Esmeralda Wells

Jasmine Hamilton

Eagles' Class

10/2

Bibiana Yanes

Yvonne

Hernandez

Floater

Pamela Trevino

Cynthia Baker

Kitchen

Leticia Tapia – can also be a floater in consistent classroom

Aileen Hartfield- Admin

Monica Guzman-Coordinator

The following PowerPoint offers the SPC Early Childhood Development Center protocols for reopening the Center.

St. Philip's College Child Development Center



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St. Philip's College



Ensuring the health and safety of children, staff and families is SPC's priority.
SPC CDC's protocols are subject to change at any time.

What will my day look like?



Arriving at work (Staff)

- Temperature will be taken at front door
- Aileen and Ms. Monica will log your temperature reading daily
- Staff will fill out their Health Self Check Survey
- Once cleared go to your assigned classroom



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Required Trainings

Ensure all caregivers have taken required health and safety training related to COVID-19 through the Texas A&M AgriLife Extension and Alamo Talent.

What do I need?



- Face Mask
- A couple of changes of clothes
- Change of shoes



Soiled Clothing Requirements

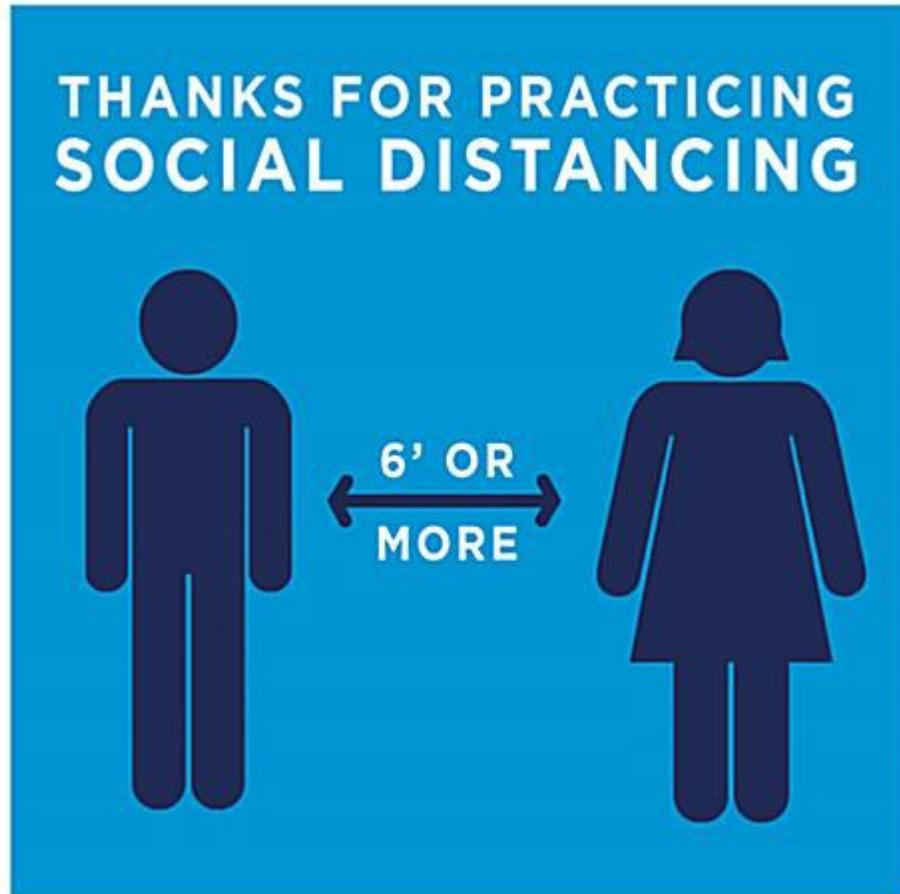
The emergency rules require you to ensure all children and caregivers have multiple changes of clothing available in order to change any clothing with secretions on it. If clothing becomes soiled with bodily secretions, you must:

- Place contaminated clothing in a sealed plastic bag to be sent home with the child or caregiver, or wash in a washing machine at the operation.
- Wash the child's and caregiver's hands.
- Not allow a child to wear another child's clothing.

Post signs describing handwashing steps near sinks used for handwashing.

Facilities- Adjust the HVAC system if possible, to allow fresh air to enter the operation.





- ## Office Area & Resource Rooms
- Create a list of things you need
 - One person at a time in the copier and resource room
 - Call to the office when resource room key is needed
 - We can not gather in the lounge, office, or hallway.

Children Pick Up/Drop Off Procedure



- Person taking temperature must use gloves, masks and long sleeves
- Each child will have temperature taken and logged onto Health Screening Document
- Parents will fill our Health Screening questionnaire at drop off daily
- Parents will remain in their cars until next to screen. They will be encouraged to allow ample time for drop off and pick up.
- Parents will call the office for pick up.

Exclusion Criteria for Entry



- Fever of 100.4 or above
- Cough or signs of respiratory symptoms such as:
 - Semi regular – not one time
 - Shortness of breath
 - Sore throat
 - Constantly runny nose
- Had contact with someone who had COVID-19 (confirmed or suspected) or a respiratory illness in the last 14 days





- An assigned staff person will remove child's shoes and walk child to the classroom
- Classroom teachers will help the child put items in cubby and put child's "at school" shoes on.
- Classroom teachers will sign the child in and help him/her wash hands properly

Basic Prevention Practices



- Continue to follow NAEYC Sanitation Chart
- Wash hands often with soap and water
- Use hand sanitizer if soap and water is not available
- Use gloves
- Wear face mask
- Disinfect frequently touched places
- Cover coughs and sneezes with sleeve
- Avoid touching your face



Hand Washing



- The number one thing you can do to prevent the spread of germs and disease!
- We wash our hands:
- At arrival and departure
- After helping a child wash hands
- Before and after serving food
- Before putting on face mask
- We wear gloves and still wash hands:
- Before and after diapering
- After helping with toileting
- After cleaning
- After handling bodily fluids

Also NAEYC guidelines



Classroom Materials



- Remove fabric items such as dress-up clothes and stuffed toys
- Remove any item that cannot be cleaned
- Reduce number of materials to make daily sanitation easier (can rotate items more often)
- Make sure you have a "mouthed toys" bin to put any items that children have had their mouths on
- No group sensory tubs. You may designate individual bins.



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Daily Sanitation Process



- Wear gloves while cleaning
- All toys, games and other classroom materials must be sanitized every day
- Anything fabric must be washed on warmest temperature, after each child uses it
- Sanitize with new bleach water solution – 16 oz water to 2 tsp bleach
- Disinfect high touch areas such as light switches, doorknobs, counters, cubbies, tables and chairs daily
- Increase frequency to multiple times per day.

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Movement Restrictions



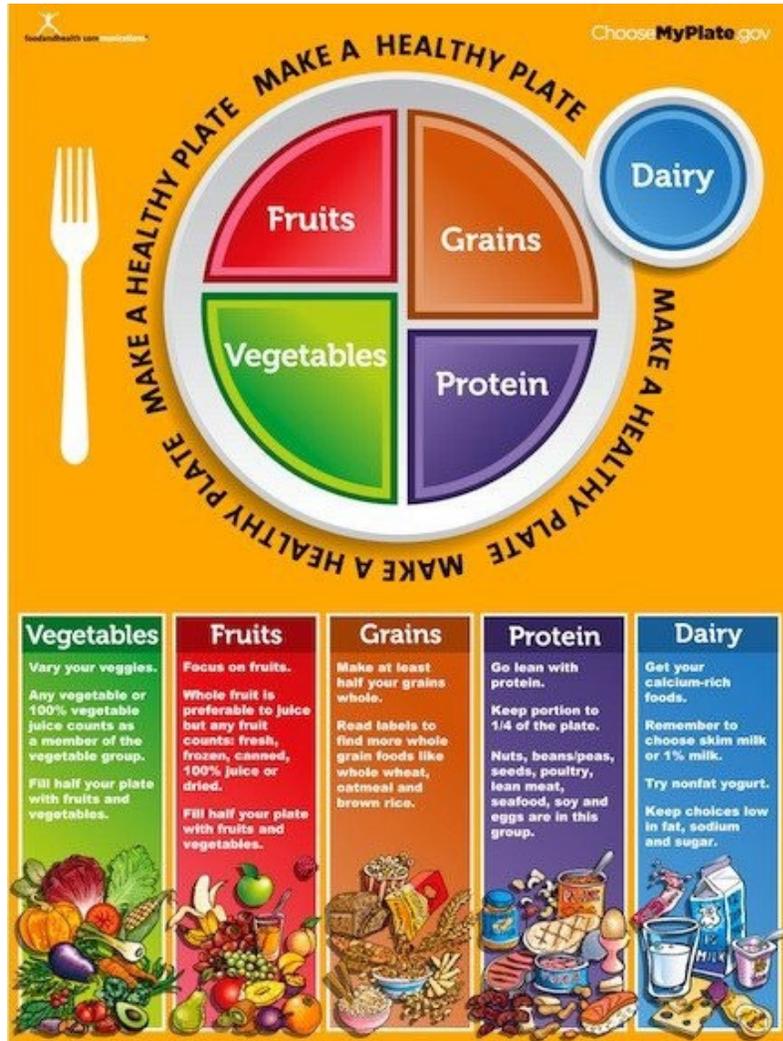
- Classes may not combine
- Children may only be with their assigned group
- Children should not be in hallways unless being picked up or dropped off
- Assign Restroom Times for classrooms
- Allow time in between outdoor exploration for sanitation of playground/toys
- Have an assign bin for outside toys that children may have put in their mouth for proper cleaning at the end of the day
- Cannot reasonably expect children to social distance – but should be encouraged
- Nap cots should be separated as much as possible. Lay children opposite head to toe



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Meals and Snacks



- Hands washed before and after any meal or snack
- Teachers will serve children individual meals from carts/ wearing gloves and masks.
- Do not let children handle other children's food items
- Children will drop dishes in new bins to avoid tipping over.



Staff Common Areas



- Lunches/ break times may not be taken indoors.
- No congregating during break times
- Adult bathrooms will have Lysol and must be sprayed down after each use



End of Day Procedure



Child Pick Up

- Parent will call front office, and someone will walk the child to the pick up designated area
- Make sure the child has all necessary belongings



Cleaning Classroom



- All surfaces must be wiped down using the four-step process
- Any fabric items must be machine washed
- All toys must be sprayed with sanitizing solution
- Clean all high touch areas (doorknobs, light switches, countertops, tabletops, sink handles, etc.) sprayed with disinfecting solution
- Clean and disinfect plastic laundry baskets



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End of the Day:

Everyone's Responsibility



- Do not leave all the cleaning and disinfecting for the last person
- Disinfecting happens after all children are gone
- Cleaning surfaces and toys can be done while children are present
- Follow laundry schedule



What if Someone Gets Sick



Sick Policy



- Sick children/staff should stay home
- If someone becomes sick, they should be isolated in office until pickup
- Children with cough, sore throat, or signs of respiratory illness should be sent home – even without fever
- Must be fever free for 72 hours to return
- If respiratory symptoms present, can return 3 days after symptoms are cleared up but no sooner than 7 days



Respiratory Illness or suspected COVID-19



- Must be 72 hours fever free without medication
- All signs of respiratory illness cleared
- Fever
- Cough
- Runny nose
- 7 days have passed since symptoms appeared if no fever present



What if there is a confirmed case?



TEXAS
Health and Human
Services

**Texas Department of State
Health Services**



CITY OF SAN ANTONIO
METROPOLITAN HEALTH DISTRICT

- SPC CDC will contact local health department for recommendations
- SPC CDC will notify Licensing Representative, NAEYC & TRS Mentor
- SPC CDC will notify SPC chain of command
- Situation will be communicated with families and staff
- SPC CDC closes for 2-5 days until further determination by health department
- Thorough disinfecting will take place before anyone returns



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If COVID-19 is confirmed in a child or staff member: cont..

- Contact your local health authority to report the presence of COVID-19 in your facility. Your local health authority will advise you on re-opening procedures.
- Contact Child Care Licensing to report the presence of COVID-19 in your facility.
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

