COVID-19 ECL Family Handbook Updates
2021-2022

In response to current events, the Early Childhood Lab School (ECL) will be designed and implemented in alignment with CDC guidance for operating child care programs during COVID-19, CAL OSHA COVID-19 guidance provided the State of California and Yolo County, and UC Davis COVID-19 campus policies and procedures. The ECL will take action to lower the risk of COVID-19 spread by consistently adhering to multiple prevention strategies including: staying home when sick, wearing masks, physical distancing (as best as possible), avoiding crowds, avoiding poorly ventilated indoor spaces, frequent handwashing, and regular cleaning, sanitizing, and disinfecting of classrooms and play materials.

By enrolling your child in the program, you are committing to adherence to all CDC health and safety guidelines, state and local orders and guidelines, campus policies and procedures, as well as modified ECL program policies listed in this document. We ask that ALL parents/family caregivers, initial each section, confirming that you have read and agree to the program guidelines.

Please Note: The ECL is unable to refund tuition due to COVID-19 related program closures. In the event of extended program closures due to COVID-19, all children may participate (as desired) in small-group, virtual learning programs. The virtual programs will be one hour in length and offered Monday-Thursday.

Parent/Family Caregiver 1: 
Parent/Family Caregiver 2: 

1. COVID-19 Vaccination

After an extensive consultation period that found strong support within the university community for moving forward with a COVID-19 vaccination requirement, UC’s final policy regarding required COVID-19 vaccinations has been approved. The ECL professional staff, paid student staff, and practicum student caregivers are all expected to adhere to this campus initiative and to show proof of vaccination.

UC’s approach to required COVID-19 vaccinations can be summarized as follows:

- For the safety and well-being of the entire university community, the policy will require, with few exceptions, that all students, faculty and staff be vaccinated against the COVID-19 virus before they will be allowed on campus or in a facility or office.
- Individuals will be required to show proof of vaccination, and UC locations are preparing for how they will record individual vaccination status.
- For campuses, compliance with the policy will be required two weeks before faculty, staff and students are expected to be on campus for the fall term.
- The policy will allow for medical exemptions consistent with CDC guidance and manufacturer labeling on contraindications and precautions. As with other policies,
and, in the case of employees as required by federal and California law, faculty, staff and students will also be eligible to request accommodations based on disability or religious belief, and deferrals are available for those who are pregnant.

- Those with approved exemptions, accommodations or deferrals may return to their location with the expectation that they will remain masked in all public settings, and comply with the local testing plan.
- Employees who choose not to be vaccinated, and have no approved exemption, accommodation or deferral, potentially put others’ health at risk and may face disciplinary actions.

**2. Promoting Behaviors that Reduce Spread of COVID-19**

- **Staying Home When Appropriate**
  - Sick children and staff, no matter how mild the symptoms, must stay home and self-isolate. Sick children and staff will not be permitted to return to program until they have met the criteria to discontinue home isolation.
  - Staff and children must stay home if they have recently had close contact (within 6 feet for a cumulative total of fifteen minutes or more over a 24-hour period) with a person with COVID-19.
  - Families must keep children home if a sibling or any other household member presents symptoms consistent with COVID-19, without medical diagnosis, and must self-isolate according to current CDC recommendations.

- **Symptom Surveys**
  - Everyone — students, employees, visitors — must complete a Daily Symptom Survey before entering the ECL. A daily symptom survey is a requirement for all UC Davis-operated facilities anywhere in California and serves as a reminder to pay attention to your symptoms.
  - The survey sends you an email to indicate whether you’re Approved or Not Approved to enter campus facilities. You will need to present this email at arrival.

- **Hand Hygiene**
  - All children and staff will engage in hand hygiene at the following times:
    - Arrival to the facility and after breaks
    - Before and after preparing food or drinks
    - Before and after eating or handling food
    - Before and after sensory play (e.g., play dough, water play, indoor sand trays, etc.)
    - Before and after administering medication or medical ointment
    - Before and after diapering
    - After using the toilet or helping a child use the bathroom
    - After coming in contact with bodily fluid
- After touching of any face mask.
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage

  o Adults and children will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
  o Staff will supervise children when they use hand sanitizer to prevent ingestion.
  o Staff will assist children with handwashing to ensure proper hygiene.
  o After assisting children with handwashing, staff will also wash their hands.
  o Posters describing handwashing steps will be placed near sinks.

- **Wearing Masks**
  o Teach and reinforce the consistent and correct use of masks for all staff and children aged 2 years and older.
  o **Masks will be worn at all times**, with the exception of eating and drinking, indoors AND outdoors.

- **Physical Distancing**
  o To ensure ample space for play and exploration, the majority of the daily routine (approximately 65%) will take place in the outdoor classrooms; some weather conditions (e.g., wind speeds in excess of 25 mph, AQI ≥100, and heavy rainfall) may require modification of the daily routine.
  o Children will be guided, as best as possible, to maintain space while at play both indoors and outdoors.
  o Children will eat snack outdoors with their designated care group, spaced at least 3-6 six feet apart.
Program cohorts will use their program specific outdoor classroom (e.g., toddler cohorts will co-mingle in the Toddler Yard during outdoor play and preschool cohorts will co-mingle in the Preschool Outdoor Classroom). Outdoor areas will receive routine cleaning, sanitizing, and disinfecting in accordance with NAEYC guidelines, including between morning and afternoon preschool programming.

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Parent/Family Caregiver 2: ________

4. Maintaining Healthy Operations
   - Direct Service Providers (DSPs) include direct support professionals, paraprofessionals, therapists, early intervention specialists, and others. DSPs will be allowed into the ECL to provide important services to children. All DSPs will be expected to adhere to the policies and procedures listed in this document.
   - Indoor classrooms will include the same group of children each day, and the same teaching staff will remain with the same group indoors each day.
   - The ECL will limit any nonessential visitors, volunteers, and activities involving external groups or organizations.
   - Families who have traveled out-of-state, or those with an individual family member who has traveled, must stay home for 10 days and show no symptoms of illness before returning to program OR stay home for 7 days and submit proof of negative test results (test should be completed 3-5 days after travel).

Parent/Family Caregiver 1: ________
Parent/Family Caregiver 2: ________

5. Preparing for When Someone is Sick with COVID-19
   - Staff and families are required to self-report if a staff member, child, or household member has symptoms of COVID-19, tests positive for COVID-19, or was exposed to someone with COVID-19 within the last 14 days. Please contact the ECL Director via email (kktwibell@ucdavis.edu) or phone (530-752-6239).
     - Report generation will begin and be finalized with the parent/family caregiver. The report will be submitted to Campus. Campus will most likely have additional information to collect.
     - Staff will contact Environmental Health and Safety and follow campus protocol (https://safetyservices.ucdavis.edu/coronavirus/reporting-concerns-confirmed-cases) for potential and confirmed Covid-19 cases.
     - Campus (custodial services) will provide cleaning and disinfecting of potentially contaminated areas.
     - Return to campus/work will be dependent on Campus review.
Any decision about temporary closures of child care programs or cancellation of related events will be made in coordination with campus, as well as state and local health officials. Child care programs are not expected to make decisions about closures on their own.

- The ECL Director will notify staff and families of closures and any restrictions in place to limit COVID-19 exposure (for example, limited hours of operation).

- Children and staff who come to program sick or become sick while at school will be sent home. A sick child will be isolated from others and must be picked up immediately (within 30 minutes). At least one parent/family caregiver **MUST** be available by phone while program is in session.
  - The staff meeting room in Research House will serve as an isolation room.
  - During isolation, report generation will begin and be finalized with the parent. The report will be submitted to Campus. Campus will most likely have additional information to collect.
  - Staff will contact Environmental Health and Safety and follow [campus protocol](https://safetyservices.ucdavis.edu/coronavirus/reporting-concerns-confirmed-cases) for potential and confirmed Covid-19 cases.
  - Campus (custodial services) will provide cleaning and disinfecting of potentially contaminated areas.
  - Any decision about temporary closures of child care programs or cancellation of related events will be made in coordination with campus, as well as state and local health officials. Child care programs are not expected to make decisions about closures on their own.
  - The ECL Director will notify staff and families of closures and any restrictions in place to limit COVID-19 exposure (for example, limited hours of operation).

**Parent/Family Caregiver 1:** ________

**Parent/Family Caregiver 2:** ________

### 6. Daily Procedures

- **Arrival/Drop Off Procedures**
  - Families will enter one of two opened gates based on their assigned classroom; use hand sanitizer.
  - We ask that families keep younger siblings at home or safely confined in slings, baby carriers, or strollers.
  - All adults and children must wear masks before they enter the ECL campus.
  - Adults and children will wait on social distance markers for a health screening by ECL staff.
  - Adults and children will participate in a daily health check, including a temperature scan using a touch-free infrared forehead digital thermometer.
    - Parents/Family caregivers **MUST** disclose if any family member has been directly exposed to anyone with COVID-19.
- Staff will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Staff will change gloves before the next check if they have physical contact with a child.
  - Staff will clean the non-contact thermometers (or isopropyl alcohol on a cotton swab) with an alcohol wipe if they have physical contact with a child. Staff can reuse the same wipe as long as it remains wet.
  - Persons who have a fever of 100.40 (38.00C) or above or other signs of illness will not be admitted to the facility.
  - Parents/family caregivers must be on alert for signs of illness in their children and keep them home when they are sick.
  - Parents/family caregivers must disclose when they have administered fever-reducer medication.
    - Parents/family caregivers will not be permitted past the gated entries to the outdoor classrooms.
    - To facilitate the transition into program, children and parents/family caregivers may sit in a designated open space and read a book from home.
    - Once ready to part:
      - Parents/family caregivers sign-in their child with a “clean” pen and place the used tool in the appropriate (“used”) holder when finished.
      - Children are greeted by their assigned teacher and welcomed into the outdoor classroom.

- **Departure/Pick Up Procedures**
  - Parents/family caregivers will enter and depart through one of two gates based on their assigned classroom; use hand sanitizer.
  - We ask that families keep younger siblings at home or safely confined in slings, baby carriers, or strollers
  - All adults and children over 2 years of age must wear masks until you leave the ECL campus.
  - Parent/staff check-ins will be brief; all parties should maintain physical distance.
  - Parents/family caregivers sign-out their child with a “clean” pen and place the used tool in the appropriate (“used”) holder when finished.

**Parent/Family Caregiver 1:** ________

**Parent/Family Caregiver 2:** ________

7. **Coping and Resilience**
   - The ECL staff will remain as transparent as possible (communicate openly) about program and policy changes.
• We encourage all families to stay well by engaging in healthy eating habits, physical activity, getting sleep, and finding time to unwind. Stress reduction strategies such as mindfulness practices, social support, deep breathing, and spending time in nature or outside can also positively impact physical health. Seek mental health support services as needed to manage stressors related to COVID-19.

Parent/Family Caregiver 1: 
Parent/Family Caregiver 2: 

8. Additional Information
• There will be no attendance requirement, as previously required for ECL operations. Should families choose to keep their child home for health or comfort reasons, they are encouraged to do so, but they will not be credited missed days toward future tuition.
• Parents/Family Caregivers are expected to notify staff of any program absence before 8 AM. Email mloganj@ucdavis.edu or call 530-752-2888. Please disclose the reason for absence, especially those related to illness.
• While we value community, children and family caregivers are asked to maintain physical distancing at all times and to avoid socializing on-site before and after program hours. Families that linger will be gently reminded to move social communication to outside the ECL campus.

Parent/Family Caregiver 1: 
Parent/Family Caregiver 2: 

I, ______________________________________, have read and agree to comply with all CDC health and safety guidelines, state and local orders and guidelines, campus policies and procedures, as well as modified ECL program policies listed in this document. I acknowledge that COVID-19 child care program planning is contingent on the current conditions/spread of the virus and evolving CDC recommendations. ECL staff will provide timely updates to program policies, as needed, and I will affirm my understanding of these modifications as requested.

Parent/Family Caregiver 1 Signature: ___________________________ Date: ______________

I, ______________________________________, have read and agree to comply with all CDC health and safety guidelines, state and local orders and guidelines, campus policies and procedures, as well as modified ECL program policies listed in this document. I acknowledge that COVID-19 child care program planning is contingent on the current conditions/spread of the virus and evolving CDC recommendations. ECL staff will provide timely updates to program policies, as needed, and I will affirm my understanding of these modifications as requested.

Parent/Family Caregiver 2 Signature: ___________________________ Date: ______________