

# COVID Prevention Plan



# **COVID-19 Prevention Program (CPP) for Children's Paradise**

Updated 2022

This COVID Prevention Program is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. It is also intended to decipher the “Guidance” from a variety of agencies and put their complex language into a more simplified form to ensure the teams working to provide high quality early care and education within Children’s Paradise Inc. sites have relevant direction as we all work to manage the shifting Covid-19 plans, directions and guidance documentation. This plan will enable CPI to respond in real time to each circumstance with consistency and calm. This plan will be continuously updated as county guidelines change.

## **Authority and Responsibility**

Children’s Paradise corporate offices has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all corporate directors, managers and site directors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## **Identification and Evaluation of COVID-19 Hazards**

We implement the following in our workplace:

- Conduct workplace-specific evaluations to identify COVID-19 hazards and monthly Health and Safety checks to ensure a healthy work environment in the early learning centers, offices, warehouses, and other areas where employees work. Evaluations are completed by the facilities team, education team and/or site directors and reports are sent to the corporate offices. Site directors shall evaluate hazards in areas under their specific control.
- Every center uses the Caring Series Operation System of posters, signs and checklists to ensure a healthy work environment. Each poster is described in this document.
- Staff are occasionally surveyed to determine their vaccination status, as specific information requests require this action. The survey is anonymous and staff are given the option of “decline to answer.”
- Evaluate employees’ potential workplace exposures from all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who may have COVID-19 to prevent or reduce the risk of transmission in the workplace. The most up to date information on our policies and procedures are presented to employees regularly through email communication or during employee training.
- Review applicable orders and general and industry-specific guidance from the World Health Organization, UNICEF, Centers for Disease Control, State of California Department of Public Health, State of California Department of Education, State of California Department of Social Services, Cal/OSHA, Head Start Performance Standards, San Diego County Office of Education, and the San Diego Public Health Department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.

- Conduct monthly health and safety inspections to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### **Employee participation**

All employees have engaged in significant health and safety training, including COVID-19 prevention and response training and are encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying the site director of an identified hazard so they can respond to the concern.

- Allow for opportunities for staff to work remotely when possible.

### **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on **the Health and Safety Monthly Checklist form** and corrected in a timely manner based on the severity of the hazards, by reporting to the site director, facilities/maintenance department and to the appropriate executive personnel within our corporate offices. The site director is responsible for rectifying the concern and/or referring it to the appropriate leader.

### **CONTROLS OF COVID-19 HAZARDS**

#### **Employee, Child and Visitor Health Screening**

All employees and children attending our centers are asked to self-screen at home prior to reporting to work and school. Employees or children who have multiple symptoms from below may not return to work/school until criteria is met to return.

Symptoms include:

- Fever of 100 or higher
- Chills
- New cough, nasal congestion or runny nose
- Shortness of breath or difficulty breathing
- New muscle or body aches or fatigue
- Headache (if abnormal for you)
- New loss of taste or smell
- Sore throat
- Diarrhea
- Loss of appetite, nausea, vomiting, abdominal pain
- Recent diagnosis, or possible exposure to COVID-19 (if unvaccinated)
- Persons with pending COVID-19 tests are not allowed to enter our facilities at any time.

As an additional precaution, employees and children are also screened by a greeter at the entrance of each center or classroom using the Health Screening Poster.



The Health Screening Poster ensures an operationally compliant and an organized health check-in process for children, families, visitors and teaching teams. Everyone is screened for signs of illness, exposure to illness or other factors which should cause concern. After the initial health check, this poster ensures proper check-in procedures, handwashing and a safe walk for children to their classrooms. These daily routines will help keep your center safe from outside germs. The flow chart displays steps to take as you gain information from active communication and ongoing assessment of the illness symptoms and indicators for each person before granting access to your center.

Social distancing markers are placed 6 feet apart in front of each center to help families maintain social distancing, as required by local mandates, by encouraging them to stand on these adorable circles. The animals not only help keep everyone 6 feet apart at check in, they also help entertain the children! Children can count the circles, hop to the next one or freeze in place on the animal circle. Simply peel off the back and place on the sidewalk, down your hallway corridor or strategically in every classroom. These weatherproof stickers are a great way to liven up your center!



Whether self-screened or screened upon arrival, we respond to those with COVID-19 symptoms using the most updated [San Diego Department of Health & Human Services COVID-19 Decision Tree](#) for early education centers.

- Symptomatic employees and children are instructed to stay home or go home and to contact their medical provider if they have symptoms including cough, fever, shortness of breath, loss of taste buds or had close sustained contact with a known positive case of COVID-19.
- Employees, children and visitors who test positive for COVID-19 should contact their director supervisor or center director. The director or supervisor will contact Diane Prospero, Director of Child Development. Diane Prospero is also the primary point of contact between Children's Paradise and the San Diego Public Health Department. Diane and the SDPHD will work together to assist all employees and children with return to work/school guidance and give current direction to the staff or families of children in close contact with the identified person.

## Masks/Face Coverings

Children's Paradise provides clean, undamaged face coverings, including N95 masks to employees and children upon request for use as we work together as a team to implement the most current guidance, Orders of the health officer or emergency regulations. ALL employees utilize face coverings as indicated by recommendations from the California Department of Public Health (CDPH) and local health department. All of Children's Paradise employees have followed masking guidance that meet section 3205(b)(8) "face covering" definition and requirements, and the 3205(b)(9) definition of "fully vaccinated" is applied since the beginning of the pandemic. Employee are encouraged to watch ["Get the Most Out of Masking"](#) to understand how what type of mask they should wear and how the mask should be worn. Employees at Children's Paradise take pride in their work, act in the most professional manners with COVID-19 guidance and laws, and participate willingly in the masking mandates per the specific guidelines and orders.

At Children's Paradise the zany animals do the tough work of reminding staff, parents, and children to wear a mask during times of illness. Each poster has a fun message or quote encouraging mask wearing, yet is delivered with a sense of humor. Each location has a large entry poster then places several smaller posters strategically throughout its school.



## Face Coverings

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.

- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- When employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it. If their condition does not permit it, then the employee will be at least six feet apart from all other persons and either fully vaccinated or tested at least weekly for COVID-19.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

We will not prevent any employee from wearing a face covering when it is not required unless it would create a safety hazard, such as interfering with the safe operation of equipment.

Face coverings will also be provided to any employee that requests one, regardless of their vaccination status.

- Upon request, face masks will be provided to individuals who have forgotten to bring one.
- No employee or family member will be discriminated against for wearing a mask or for applying for an appropriate exemption. Exemptions are submitted to Diane Prospero, Director of Child Development. Diane submits and requests approval from the San Diego County of Public Health Department. Once the exemption is approved, a copy of the approval is placed in the child's file or staff personnel file.

Anyone wearing a mask will be encouraged to try not to touch their face covering and keep his or her hands washed frequently.

An at home weekly learning plan is available for all families who feel more comfortable learning from home.

## **Cleaning and Disinfecting**

All Children's Paradise staff are trained and follow the *Caring Series* to manage cleaning and sanitation routines for the center's common area, classrooms, play yards, bathrooms, staff lounge and laundry.

Should we have a COVID-19 case in our workplace, we utilize and outside service and direct them to deep clean and sanitize to eliminate COVID-19.

### **Supplies & Tools**

Each staff member has the appropriate tools, equipment, products and training to provide enhanced disinfecting at all schools, offices and warehouses. The Cleaning Products Checklist identifies the tools and supplies needed to keep all areas clean. Having ample supplies in the classroom makes work easy and fun. It also allows staff to focus on teaching throughout the day rather than being distracted as they hunt for the appropriate cleaning product or classroom supply. The system is also a great inventory tool and supports easy refills to ensure replacements are available as supplies are used.



## Cleaning products are used with following guidelines:

- Cleaning products should be from the Environmental Protection Agency (EPA)-approved list “N” approved for use against COVID-19, following product instructions for use for appropriate dilution rates and contact times.
- Using disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
- Providing employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Establishing a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

Staff use the proper protective equipment as required by the product instructions.

Each site has all products kept out of children’s reach and stored in a space with restricted access.

Areas used by any staff or children with COVID-19 symptoms will be closed off and not used before cleaning and disinfection. To reduce risk of exposure, staff will wait until confirmation that someone has COVID-19 or as long as feasible before entering the area. If a positive COVID-19 case is present, North County Janitorial will be contacted to deep clean the classroom or area. When possible, the room will be aired out by opening any windows and doors to the outside.

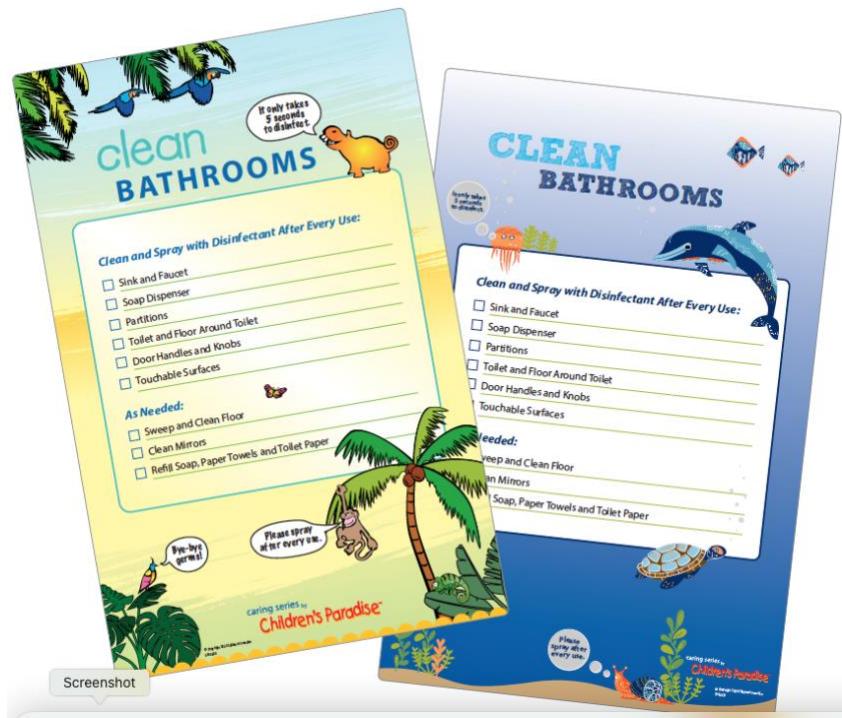
## Caring for Our Classroom

At Children’s Paradise each classroom is a place where children and teaching teams must present a sanitary and well-furnished environment to ensure learning happens daily. Each and every person in the classroom must be actively engaged in a continuous cycle of daily routines which become the building blocks of an organized classroom environment. Using the Caring for Our Classroom poster, staff-teams and students can be sure the tasks every classroom must complete are checked off in order of importance. Each poster includes a daily, weekly and monthly cleaning and sanitation checklist to keep the classrooms COVID-19 free.



Teachers follow the daily steps on the poster to ensure classrooms are always clean and disinfected. At least three times a day teachers clean and disinfect ALL touchable surfaces and objects, such as doorknobs, switches and buttons, equipment, tools, handrails, handles, and controls. All are wiped using cleaning products from the [Environmental Protection Agency \(EPA\)-approved list "N" approved](#) for use against COVID-19. Bathrooms within the classroom are also cleaned and disinfected according to the daily schedule using a Bathroom Checklist that hangs in each bathroom.





The Weekly Dazzling Learning Centers section of the Caring for Your Classroom poster guarantees staff don't forget to clean and disinfect shelves, books, toys and other early learning manipulatives. Changing out learning centers also reengage the children in productive and individualized learning experiences.

The Monthly Monitoring section goes a step deeper so every area of the classroom; from ceiling to floors are inspected for safety, cleaned and sanitized to sparkle and shine!

All sections include a check box or signature area and date to certify everything is completed in a timely manner.

### WEEKLY dazzling learning centers

<b>ART &amp; ART EASEL</b> Wash shelves, refill paint, brushes, colored pencils, markers, paper, add diverse supplies and organize.
<b>MATH</b> Wash and sanitize manipulatives and shelves. Update with new activities to introduce math concepts.
<b>BLOCKS</b> Wash and sanitize toys and shelves. Rotate block set and change building activities.
<b>MINDFUL ME &amp; MUSIC</b> Wash and sanitize. Change calming materials and relaxation experiences. Clean musical instruments and add new music selections.
<b>LIBRARY &amp; WRITING</b> Add new books, writing tools and various paper choices. Remove damaged books.
<b>SCIENCE &amp; INQUIRY</b> Wash and sanitize manipulatives and shelves. Change inquiry items. Introduce new experiment.
<b>FINE MOTOR</b> Wash and sanitize shelves and toys. Add new manipulatives and small-muscle strengthening activities.
<b>DRAMATIC PLAY</b> Wash and sanitize center shelves. Wash clothes and toys. Add at least 2 new play experiences.
<b>SENSORY &amp; PLAYDOUGH</b> Clean and sanitize sensory tools. Make new playdough. Change sensory materials. (Examples: seasonal items, cotton, feathers, bubbles, cornstarch, smooch, etc.)

**SWEET TEAMS™**

*Clean, happy, healthy and motivated!*

### MONTHLY monitoring checklist

Item to be Cleaned:	Cleaned & Sanitized?	Initials	Date
CLASSROOM RUGS checked and spot-cleaned	YES NO		
TABLES & CHAIRS scrubbed, dirt and marks removed AND don't forget to clean and disinfect underneath!	YES NO		
CUBBIES emptied one-at-a-time and wiped clean	YES NO		
CABINETS emptied, cleaned, refilled and organized	YES NO		
EXTRA SNACK cleaned out and restocked	YES NO		
FIRST AID KITS refilled and signed off	YES NO		
CLEANING SUPPLIES refilled (see checklist)	YES NO		
TRASH CANS cleaned out and disinfected	YES NO		
SHELVES relabeled where needed (pictures and words)	YES NO		

**SURFACE CLEANING** procedures

**1 Soap & Water**  
Spray surface and wipe with GREEN towel or paper towel. Wipe dry with a separate clean paper towel.

**2 Water**  
Spray entire surface and wipe dry with a clean paper towel.

**3 Sanitize AND/OR 3 Disinfect**  
Spray Sani-10 Sanitizer on surface, leave for one minute, air dry or wipe dry with new paper towel. Spray Sani-10 Disinfectant\* on surface, leave for 10 minutes, air dry or wipe dry with new paper towel.

\*Food surfaces MUST be rinsed using clean water after disinfecting.

A Germ Bin is a MUST HAVE in every classroom. This poster is in every classroom to help staff separate the used dirty toys and seamlessly turn these yucky toys into clean toys again! After working as a team to place the toys and items in the germ bin, this poster explains how to clean and disinfect toys and the Germ Bin properly.

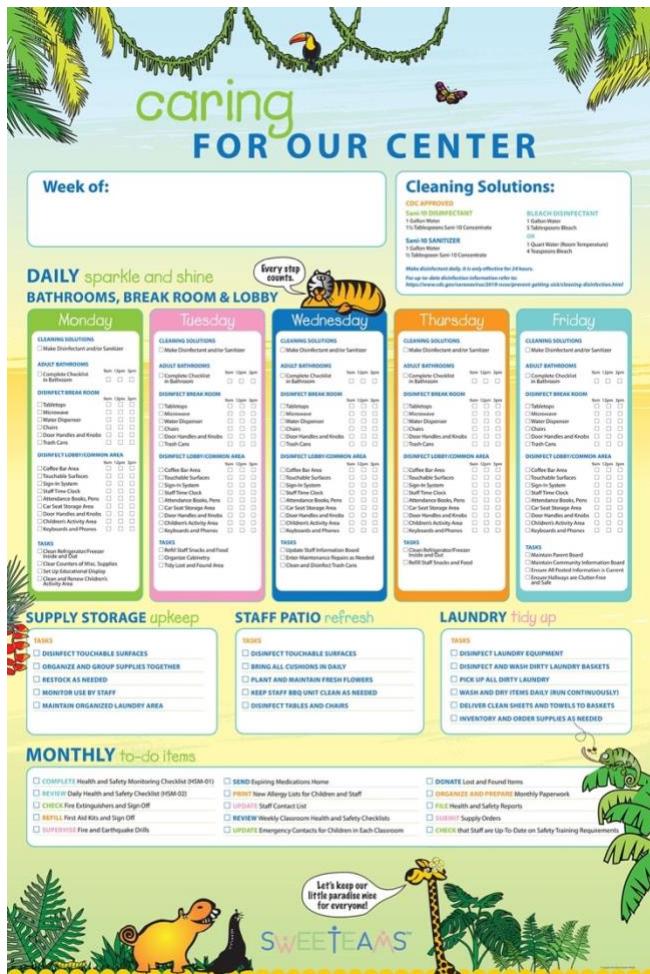


#### ITEMS FOR THE GERM BIN

- Mouthed toys with saliva on them
- Soiled pacifiers and teething toys
- Play foods, pretend dishes and utensils (YUCK—not for real eating!)
- Stuffed animals
- Manipulatives or other washable toys which have become soiled

## Caring for Our Center's Common Areas

Staff uses the Caring for Our Center poster to support consistent monitoring, cleaning and compliance in the common areas of each early learning center. The poster includes a detailed list of tasks to be completed Monday through Friday and a monthly to do's list to ensure the entire school is healthy, safe, clean and well maintained. By using this poster Children's Paradise common areas are free from COVID-19 and sparkle and shine everywhere!



Staff follow the daily steps on the poster to ensure the break room equipment, lobby, adult bathrooms, supply storage, outside staff patio and other common areas are always clean and disinfected. The poster includes a checklist off all items to clean and disinfect at 9:00 am, 12:00 p.m. and 3:00 p.m. Touchable surfaces and objects, such as doorknobs, switches and buttons, car seat storage, kitchen equipment and tools, handrails, handles, and controls are wiped using cleaning products from the [Environmental Protection Agency \(EPA\)-approved list "N" approved](#) for use against COVID-19. Adult bathrooms are also cleaned and disinfected according the daily schedule using a Bathroom Checklist, shown above.

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<b>TASKS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clean Refrigerator/Freezer Inside and Out</li> <li><input type="checkbox"/> Clear Counters of Misc. Supplies</li> <li><input type="checkbox"/> Set Up Educational Display</li> <li><input type="checkbox"/> Clean and Renew Children's Activity Area</li> </ul>				<b>TASKS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Refill Staff Snacks and Food</li> <li><input type="checkbox"/> Organize Cabinetry</li> <li><input type="checkbox"/> Tidy Lost and Found Area</li> </ul>				<b>TASKS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Update Staff Information Board</li> <li><input type="checkbox"/> Enter Maintenance Repairs as Needed</li> <li><input type="checkbox"/> Clean and Disinfect Trash Cans</li> </ul>																																																																																																																											
																																																																																																																																			

## SUPPLY STORAGE *upkeep*

## TASKS

- DISINFECT TOUCHABLE SURFACES**
- ORGANIZE AND GROUP SUPPLIES TOGETHER**
- RESTOCK AS NEEDED**
- MONITOR USE BY STAFF**
- MAINTAIN ORGANIZED LAUNDRY AREA**

## STAFF PATIO refresh

## TASKS

- DISINFECT TOUCHABLE SURFACES**
- BRING ALL CUSHIONS IN DAILY**
- PLANT AND MAINTAIN FRESH FLOWERS**
- KEEP STAFF BBQ UNIT CLEAN AS NEEDED**
- DISINFECT TABLES AND CHAIRS**

The Monthly Monitoring section goes beyond cleaning and disinfecting to clean up, refill and discard items and areas that are important to running and organizing a business. This helps maintain COVID-19 indirectly, by being organized and well prepared should an emergency or crisis happen.

## MONTHLY to-do items

<input type="checkbox"/> <b>COMPLETE</b> Health and Safety Monitoring Checklist (HSM-01)	<input type="checkbox"/> <b>SEND</b> Expiring Medications Home	<input type="checkbox"/> <b>DONATE</b> Lost and Found Items
<input type="checkbox"/> <b>REVIEW</b> Daily Health and Safety Checklist (HSM-02)	<input type="checkbox"/> <b>PRINT</b> New Allergy Lists for Children and Staff	<input type="checkbox"/> <b>ORGANIZE AND PREPARE</b> Monthly
<input type="checkbox"/> <b>CHECK</b> Fire Extinguishers and Sign Off	<input type="checkbox"/> <b>UPDATE</b> Staff Contact List	<input type="checkbox"/> <b>FILE</b> Health and Safety Reports
<input type="checkbox"/> <b>REFILL</b> First Aid Kits and Sign Off	<input type="checkbox"/> <b>REVIEW</b> Weekly Classroom Health and Safety Checklists	<input type="checkbox"/> <b>SUBMIT</b> Supply Orders
<input type="checkbox"/> <b>SUPERVISE</b> Fire and Earthquake Drills	<input type="checkbox"/> <b>UPDATE</b> Emergency Contacts for Children in Each Classroom	<input type="checkbox"/> <b>CHECK</b> that Staff are Up-To-Date on



All sections include a check box or signature area and date to certify everything is completely in a timely manner.

## Laundry

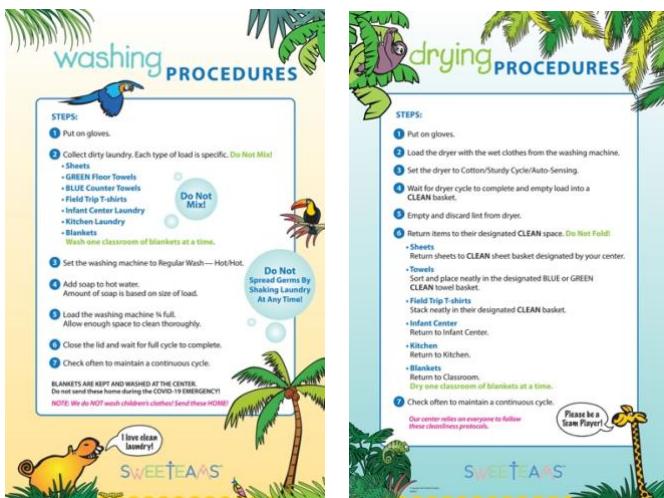
At Children's Paradise laundry is done onsite and held to the highest standards through specific steps to prevent the transmission of COVID-19 and guarantee cleanliness.

Laundry safety protocols begin with separation in the classroom where laundry bins are labeled. These tags coordinate with the Cleaning Supplies Checklist where blue towels clean floor spills and green towels are used for tables and other surfaces. It's important to keep them separated in the laundry process so that cloths used on tables and floors are not mixed. Simple laundry separations and routines help keep germs from spreading throughout the center.



Specific step by step Washing and Drying Procedures are used in each center. Each type of laundry is collected and separated then washed and dried using the setting recommended on the poster. Personal toys and stuffed animals are not allowed to be brought into the center. Children's Paradise supplies and cleans all blankets, sheets and stuffed toys. Blankets and sheets from each classroom are washed separately and not to be exchanged between classrooms. Soap and hot water and high dry settings are used to kill any germs that may be present on the items.

These posters coordinate with the Supply Checklists, Caring for Our Centers and Caring for Our Classroom posters.



## Caring for Our Play Yards

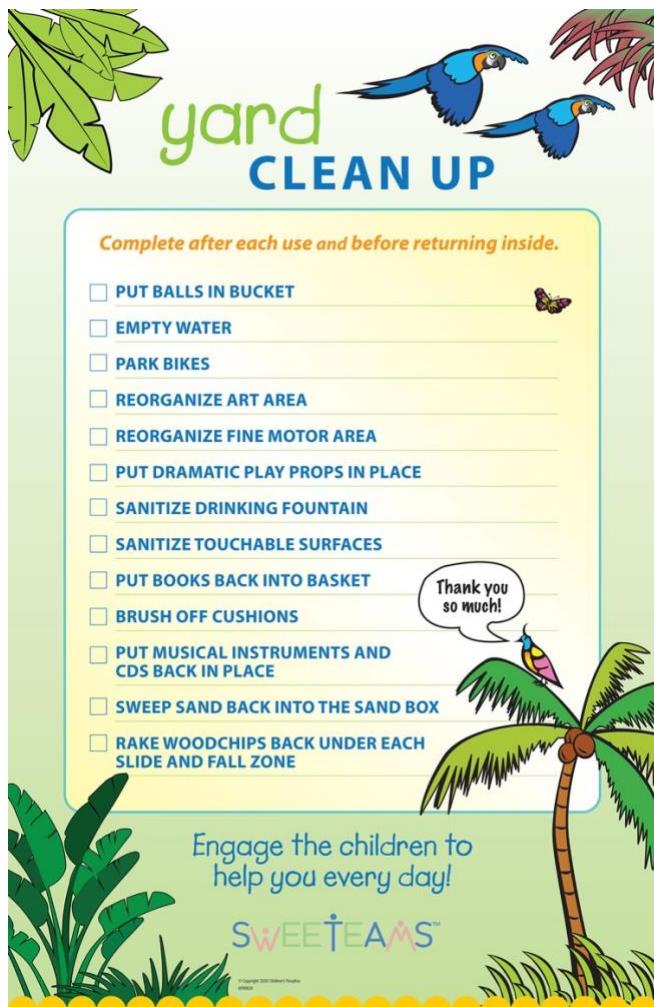
Play yards are checked for hazards and cleanliness daily with the Caring for Our Play Yards poster. Different set up instructions are included for each age group, as these systems help your team achieve the highest standards for health and safety. This poster will remind staff of each action it takes to support high quality service delivery to children and families in the play yards. Outside learning is a fun adventure when you start the day keeping children safe as you build a high quality outdoor classroom using the Caring for Our Play Yards poster. The Caring for Our Play Yards poster also coordinates with the Yard Clean Up checklist poster.



The Caring for Our Play Yards poster also includes a Monthly Monitoring section so that outside structures, sheds, gutters and other surfaces are deep cleaned. The checklist helps prevent COVID-19 and certifies all outside areas are free from accumulating mold or other contaminates.



Yard Clean Up posters are on entry and exit doors to each yard. Teachers follow the instructions on this poster after each use and before returning inside. This simple reminder can help team members do their part to keep the yard clean and fun as each group actively engages the beautiful equipment set out for play each day. An outdoor classroom needs this kind of team work to make the dream of an amazing outdoor classroom work! The Yard Clean Up poster coordinates with the Caring for Our Play Yards poster.



## Hand Hygiene

To implement effective hand hygiene procedures, we:

- Provided all staff, children and visitors with hand sanitizer during the health screening process, in the classroom and at periodic stations throughout the center and play areas.
- Hand sanitizer contains at least 60% alcohol, and no methyl alcohol.
- Keep hand washing a priority with a fun and easy Time to Wash Your Hands! poster. This amazing tool helps children and adults in your classroom remember to wash their hands properly.
- Encourage and allow time for employees to wash hands with liquid soap and warm water for at least 20 seconds at hand sinks available in restrooms, break rooms, and other areas where sinks are present and stocked with supplies.

- Handwashing procedures for the children are established as classroom routines when arriving in the classroom and before all meals.
- Encourage the use of hand sanitizers after washing hands.
- Stock soap, paper towels, hand sanitizer and wipes in classroom according the Preschool and/or Infant/Toddler Supplies Checklist.
- Provide signage in classrooms and offices remind students and staff on proper hand sanitizing procedures, including washing hands for at least 20 seconds.



## Engineering Controls

For indoor locations, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by:

- Using the maximum filtration supported by our HVAC systems, including MERV- 11 filters in our preexisting buildings and MERV-13 filters in all new buildings. Filters are replaced company-wide on a quarterly basis.
- Wearing face coverings per CDPH guidance
- Ensuring that the space is well ventilated
- Encouraging open windows and doors

Children's Paradise follows applicable orders and guidance from the State of California and your local health department related to COVID-19 hazards and prevention, including [CDPH's Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#).

## **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves and face shields) as required by CCR Title 8, section 3380, and provide such PPE, as needed. Gloves are provided for food service and diapering. N95 masks are available on site by request. Upon request, we also provide respirators for voluntary use to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. Employees simply need to request a N95 or respirator from their manager or center director. The center director will then communicate this to Diane Prospero, Director of Child Development who will fulfill the request within 48 hours. We provide and ensure use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

PPE must not be shared, e.g., gloves, masks and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses using the sanitizing and disinfecting supplies provided.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

## **Employee Training and Instruction**

We provide all employees training and instruction on the symptoms of COVID-19 illness and exposure control methods in place at Children's Paradise including:

- Information on how COVID-19 spreads, including airborne and asymptomatic transmission.
- Information on how COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
- Information on how viral particles can travel more than 6', especially indoors, so physical distancing, face coverings, and increased ventilation may decrease the spread of COVID-19, but are most effective when used in combination.
- Symptoms of COVID-19 and how an infectious person may have no symptoms.
- The importance of getting a COVID-19 test and staying out of the workplace if you have symptoms.
- The right of employees that are not fully vaccinated to request a mask for use, without fear of retaliation, and our policies for providing the masks. Employees using masks will be trained according to section 5144(c)(2) requirements:
  - How to properly wear them.
  - How to perform a seal check according to the manufacturer's instructions each time a mask is worn and the fact that facial hair can interfere with a seal.
- Our symptom screening procedures for employees and all other visitors entering the workplace.
- Risk of exposure to COVID-19 on the job.
- Cleaning and disinfection schedules and procedures for our workplace.
- Control measures to protect employees from exposure and infection:
  - Requiring employees to stay home when sick.

- Frequent handwashing with soap and water for at least 20 seconds, or using hand sanitizer when handwashing sinks are not readily accessible.
- The recommendation for people who are not fully vaccinated to wear a face covering if outdoors if 6' of distance between people can't be maintained, and how to request face coverings at the workplace.
- Covering coughs and sneezes.
- Acceptable PPE and proper use. Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
- What to do if they are sick and how to obtain a COVID-19 test.
- Information on COVID-19 related leave benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, Children's Paradise leave policies, leave guaranteed by contract, and section 3205.
- All Children's Paradise training is documented, and an attendance is reordered by the trainer.

## **Investigating and Responding to COVID-19 Cases**

We have developed effective procedures to investigate COVID-19 cases that include seeking information from our employees and families regarding COVID-19 cases, close contacts, test results, and onset of symptoms. We also ensure the following is implemented:

- Employees who had potential COVID-19 exposure in our workplace will notify a supervisor as soon as possible to reduce further exposure.
- We inform and direct employees who have COVID-19 symptoms, have had potential COVID-19 exposure in our workplace and those that test positive using the most updated [San Diego Department of Health & Human Services COVID-19 Decision Tree](#) for early education centers.
- Employees and children that had a close contact are encouraged to seek advice from their medical professional, and are provided information regarding COVID-19 testing at one of the many free local testing centers in the county, or with their health insurance provider.
- Employees that had a close contact are offered COVID-19 testing during their working hours.
- Written notice within one day of knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees, independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.
- We consider a “close contact” that meets the definition as described in section 3205(b)(1) definition; “high-risk exposure period” meets the section 3205(b)(10) definition; and “worksit” meets the section 3205(b)(12) definition
- Employees are informed of COVID-19 isolation and inclusion pay requirements, when and if applicable. Employees may also contact the Children's Paradise Human Resources Department.

## **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees and families, in a form, they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms to their direct supervisor, including possible close contacts in the two days before symptom onset. Parents or the guardian of a child attending Children's Paradise should report COVID-19 symptoms to their center, including possible close contacts in the two days before symptom onset.
- Direct Supervisors must report any potential or positive cases to Diane Prospero.
- Employees should report COVID-19 hazards to their supervisor.
- Employee and families can report symptoms, positive COVID-19 test results and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness can request accommodations from their Direct Supervisor.
- Company-wide emails are sent to all employees and families to update on changes in requirements.
- Employees have access to free COVID-19 testing through the County of San Diego testing sites, school districts, emergency care clinics and their doctor.
- In the event of an outbreak and Children's Paradise is required to provide COVID-19 testing, Children's Paradise will communicate the plan for providing testing and inform affected employees and families of the reason for the testing and the possible consequences of a positive COVID-19 test.
- New hire/Onboarding training includes information on Health and Safety practices, including COVID-19.

## **Exclusion of COVID-19 Cases and Employees and Children who had a Close Contact**

Where we have a COVID-19 case or close contact in our workplace, we limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work and return-to-school requirements are met.
- Excluding employees or children that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
  - Employees who were fully vaccinated before the close contact and are not exhibiting COVID-19 symptoms.
- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. For children excluded from attending, we offer a weekly online learning plan.
- Providing employees at the time of exclusion with information on available benefits.
- Providing opportunities to work remotely, if applicable with approval from Executive team member.

## **Reporting, Recordkeeping, and Access**

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with Section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, all families attending Children's Paradise centers and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases. A confidential spreadsheet is maintained by Diane Prospero, on the Children's Paradise M drive.
- Use the "Investigating COVID-19 Cases" form to keep a record of and track all COVID-19 cases.

## **Return-to-Work and Return-to-Center Criteria for Potential COVID-19 Cases**

Due to the rapidly changing COVID-19 Decision Tree guidance for childcare, Children's Paradise receives regular updates with the most current guidance, given by the San Diego Health and Human Services Department. Please see [San Diego Department of Health & Human Services COVID-19 Decision Tree](#) for our most current practices.

## **Following a Confirmed COVID-19 Exposure at Children's Paradise**

Due to the rapidly changing COVID-19 Decision Tree guidance for childcare, Children's Paradise receives regular updates with the most current guidance, given by the San Diego Health and Human Services Department. Please see [San Diego Department of Health & Human Services COVID-19 Decision Tree](#) for our most current practices.

- Per current CDPH guidelines, following a confirmed case of a child or employee who was at school during his/her infectious period, eligible, unvaccinated close contacts without symptoms may begin their quarantine, as documented in the [San Diego Department of Health & Human Services COVID-19 Decision Tree](#).
- Contact tracing and close contact exposure screening will be conducted as required by public health, with quarantine requirements as described above. Stable grouping inside and outside the classroom will be implemented as practicable to assist with these efforts.
- Per CDPH guidelines, exposed, asymptomatic individuals who are vaccinated do not have to quarantine; however, CDPH currently recommends testing 3-5 days after exposure and wearing a mask indoors at all times.

## **Employee and Child Protocol Following a Positive COVID-19 Test Result**

Due to the rapidly changing COVID-19 Decision Tree guidance for childcare, Children's Paradise receives regular updates with the most current guidance, given by the San Diego Health and Human Services Department. Please see [San Diego Department of Health & Human Services COVID-19 Decision Tree](#) for our most current practices.

Children's Paradise™

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