

# SFF! COVID-19 Operation Policies

At this point of the pandemic, it is important to mention that the guidelines of the CDC, NCDHHS (Childcare Health Toolkit) and Local Health Department are changing constantly, and there have been variances between them.

Childcares are required to report all cases in the school to our Local Health Department (Wake County in our case), and they confirm quarantine/isolation times.

To explain a little more about the variances and to understand better isolation/quarantine time for childcares, we would like to use the information received from one of our Health Consultants:

*"There is always a little lag time from when the CDC makes updates and when guidance could be changed. NCDHHS (the state) writes the Toolkit. While there are some reduced quarantine options, the toolkit states...that local health departments have the authority to determine isolation and quarantine times ... This is based on case/ cluster numbers, county transmission rates and hospitalization rates. CDC guidance is reviewed by NCDHHS (state) and Wake County. Each county must follow any requirement outlined in the Toolkit, but can also create guidelines that are stricter than the Toolkit, depending on county transmission/hospitalizations rates." ( Health Consultant email, 01/10/22)*

Guidelines for childcare are different than other industries, for some reasons:

1. Childcares work with a non-vaccinated population (children under 5)
2. Inability to mask "appropriately and consistently" throughout the day in childcare, because children, even if masked, remove them for snacks, naps and meals.
3. Childcare centers are set up to be social environments, and hard to distance, which is different even than K-12 schools. Also, K-12 students are all able to be vaccinated now as well.

All in all, SPANISH FOR FUN! continues to follow requirements, recommendations, rules and regulations about Covid-19 from the Toolkit for Childcares from the NCDHHS (NC Department of Health and Human Service). And we are required to report all COVID-19 cases and expositions in the school to the Local Human Department (Wake County), who confirms quarantine/isolation time based on Toolkit and local numbers and hospitalizations.

This document revises our Covid-19 policies to inform our school community the way we will implement the guidelines of the updated toolkit.

Parents or guardians, staff and children MUST adhere to SPANISH FOR FUN! procedures for the well-being of all of us.

For questions or concerns about the toolkit guidelines, please refer to a NCDHHS contact:

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## Update Key Points

- Omicron spread easily than earlier variants
- Currently, North Carolina is experiencing widespread, very high levels of transmission.
- Staff and children should stay home if they are experiencing any COVID-19 symptom, and test for Covid-19 as soon as possible.
- Children must stay home if any exposure to COVID-19 of themselves or anyone in their household, and report to the Director to determine (reporting to Health Consultant and License Consultant) if quarantine/isolation time is needed.
- The correct and consistent use of masks are a key component to avoid spreading COVID-19.
- New guidelines for parents to access the facilities, following Covid-19 policies.
- Vaccination: Ways to encourage vaccines in our staff by SFF! were added.
- The ways of support to SFF! staff were added.
- Disposable masks are highly recommended and masks will be replaced after nap time.
- SFF! requires staff and requests children (5+ years) to provide the vaccination proof, in order to have them on file.
- Resources for Covid-19 vaccines and tests
- Prevention is our best option:
  - Get vaccinated
  - Get boosted
  - Wear a mask in public indoor settings in areas of substantial and high community transmission
  - Take a test before you gather.
- The American Academy of Pediatrics now recommend everyone ages 5 and older:
  - Receive a primary series of a COVID-19 vaccine AND
  - Remain up-to-date with their vaccines, which includes additional doses for individuals who are immunocompromised and/or booster doses for those who are eligible.

***Child care providers should continue to consult with local public health officials about transmission and vaccine rates in their community to make operational decisions.***

## Prevention Strategies

SFF! understand and work hard with the prevention strategies to avoid epidemics and cases that may become fatal in our community.

# **Promoting Vaccination**

According to the NCDHHS, vaccination and staying up-to-date with boosters are the most effective way to be protected for Covid-19.

## **Getting Staff Vaccinated**

Our goal is to have most of our staff vaccinated as we understand that this is an important factor to prevent COVID-19.

SFF! has encouraged vaccination among staff since it was announced as an official prevention measure.

SFF! is:

- Offering days off, one for primary series and one for booster.
- Offering flexibility and support staff with sick leaves for vaccines and its effects.
- Offering paid days off for quarantines and isolation times.

We have had great results, having a rate of 97% of staff vaccinated.

## **Encouraging Vaccines in our School Community**

SFF! encourages our school community to be up-to-date with COVID-19 vaccines and boosters.

### **Getting informed about vaccines:**

- [COVID-19 Vaccine Confidence | CDC](#)
- [Key Things to Know About COVID-19 Vaccines \(cdc.gov\)](#)
- [Frequently Asked Questions About COVID-19 Vaccinations | NC COVID-19 \(ncdhhs.gov\)](#)

### **Finding Spots for Vaccines:**

- Entering a zip code, a list of places near to it will be displayed on this website: [Vaccines.gov - Vaccine Location Search Results](#)
- And visiting [yourspotyourshot.nc.gov](#) or call 1-888-675-4567

**Vaccination Status on File:** SFF! requires staff and requests children (5+ years) to provide the vaccination proof, in order to have them on file.

## **Supporting SFF! Staff**

We all know that we are facing a great resignation time due to the pandemic, and SFF! is working hard to support our staff :

SFF! is:

- Offering days off for primary series and booster.
- Offering flexibility, supporting staff with sick leave for vaccines and its effects.
- Offering paid time for days off for quarantines and isolation times.
- Improved health benefits.
- Increased wages.
- Offering bonuses.
- Offering continuing education Scholarships.
- Career growth opportunities.
- Created new recruitment plans: referral program, and relocation package.

SFF! is committed to continue to evaluate ways to retain, recruit and support staff.

## Hours of Operation

- SPANISH FOR FUN! is operating from 7:00 am to 6:00 pm
- Health and safety of our children and staff is our top priority.
- Parents should expect some waiting time for check-in and check-out procedures.

## Building Entrance

SFF! will allow access for:

- *Starting March 14th 2022, Limited Number of Parents in the Building.*- SFF! will allow one parent per classroom in the facility, to limit the number of people in the building that will help all of us with the Covid-19 situation.
- Professionals who support children with special health care needs and/or behavioral/mental health needs to provide services and/or assessment.
- Early intervention service coordinators and providers for children with Individualized Family Services Plans (IFSP)
- Itinerant teachers and related service providers for children Individualized Education Plans (IEP)
- Technical assistance providers.
- Orientation Meetings will allow Parents/Guardians and new staff entrance to the school as part of the orientation process. If there is an additional need for Parents to enter the school per request or planned meeting a Negative Covid-19 test will be required prior to entrance to the school./Guardians
- Mothers who are breastfeeding to meet the nutritional needs of breastfeeding infants. And they are required to follow our health and safety policy.
- Contractors to provide necessary maintenance. All providers will be screened and will follow health and safety protocols.
- Access will not be allowed for people that reports having COVID-19 symptoms
- Parents, contractors, clients, etc., will be received outside the building. SFF! will allow the entrance of parents following the limit of parents allowed in the building at a time. Any maintenance or public assistance needed.

- Following a limit of parents allowed in the facilities: PARENTS AND GUARDIANS ARE ALLOWED TO ACCESS TO OUR FACILITY DURING OPERATING HOURS FOR THE PURPOSES OF CONTACTING THE CHILD OR EVALUATING CAREGIVING SPACE AND THE CARE PROVIDED FOR THE CHILD. Please you need to coordinate this time with the Director, preferably.
- Regulatory agencies are allowed to access to the facility
- SFF! will avoid having parents in the classrooms, but will work with parents to make the necessary accommodations for them to be able to either contact the children, evaluate caregiving spaces and the care provided for the child.
- Parents staff meetings for orientation will be held in the school with a negative Covid-19 proof of 72 hours before the meeting
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\*\*\*Any adult entering our building must follow our health and safety procedures\*\*\*

## Pick-up and Drop-off Procedures

Before arrival we request that parents/caregivers and staff be aware of any symptoms of COVID-19 and possible exposures within your own household. If there is any suspicion of exposure to Covid-19, please keep the child(ren) home and contact SFF! administration for further guidance.

### Procedure:

*Update:* Starting March 14th, Parents and Caregivers will be allowed into the schools to drop off and pick up children. Masks must be worn at all times while inside the building and we ask that social distance is maintained and that parents/caregivers drop off and pick up children at their classroom door one by one. Only one adult per child will be allowed to enter the center.

1. Parents or authorized caregivers must initiate check in by scanning the QR code at the door or by GPS sign in.
2. Mandatory COVID-19 questionnaire must be completed through the Procure App. Questions have been updated to include the child and the authorized family member that will drop off the child.
3. Parents may access and open the entrance door by utilizing their code.
4. Parents will walk children to their classroom door where children will be received by their teacher.
5. Childrens temperature will be taken on the forehead by the teacher upon entrance to the classroom.
6. Upon pick up, parents must initiate check out by scanning the QR code at the door or by GPS sign out before entering the school to pick up their child.

### Guidelines:

- **Please allow other parents to leave their children at the classroom entrance, and keep distance until the other parent leaves form the classroom entrance.**
- Children cannot enter while eating any food.
- Do not bring any toys.

- If possible, the same parent or designated person should drop off and pick up the child every day. Avoid designating those considered at high risk such as elderly grandparents who are over 65 years of age.
- Please keep the social distance recommendation of 6 feet away from one another.
- Staff should monitor and encourage social distancing at arrival and drop-off.

### Screening during drop-off time:

The presence of any of these symptoms suggests the person may need to be tested for COVID-19:

- Fever (temperature 100.4 F or higher) or chills
- New cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

\* Fever is determined by a thermometer reading 100.4 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.

***If your child is exhibiting symptoms, we will ask that you provide us with a negative Covid -19 test result, and children have not had a fever or used fever- reducing medications within the past 24 hours before returning.***

### Daily Health Screening

**We will conduct an UPDATED daily health screening on staff and children. Teachers will be screening the children once they enter the classroom, we will not take temperature to parents or caregivers as long as parents stay in the building for less than 15 minutes, otherwise, temperature will be taken. The staff member doing screenings should maintain a six-foot distance while reviewing Procure questionnaire, and they all MUST wear a mask.**

**People should not be at the child care facility if they are showing symptoms of fever, chills, shortness of breath, difficulty breathing, new cough, or new loss of taste or smell.**

***Completing this questionnaire in Procure before receiving your child is mandatory for all of our families. Please take into consideration that the system will track these records, if we do not have all of your answers, reports will not be accurate for mandated COVID-19 reporting requirements.***

## Daily Questionnaire

All of these questions will have the options for answering as:

“Yes, the statement is true” If you select this option, this means that you do not have Covid-19 or have been exposed to Covid-19.

“No, the statement is false” If you select this option, this means that the child may have Covid-19 or may have been exposed to Covid-19.

### Statements:

1. Neither you nor the child(ren) you are dropping off has been diagnosed with Covid-19 since they were last at child care.
2. Neither you nor the child(ren) you are dropping off has been diagnosed with Covid-19 since they were last at child care.
3. Neither you nor the child(ren) you are dropping off have had close contact (been within 6ft for a cumulative total of 15 mins over a 24-hour period) with a person with undiagnosed symptoms of COVID-19 or diagnosed with COVID-19 in the last 14 days.
4. Neither you nor the child(ren) you are dropping off has been contacted by health department staff or a health care provider and been advised to quarantine.

## Masks

**SFF! will follow NC Toolkit recommendations, as it is highly recommended in areas of high or substantial transmissions, as defined by the CDC. We will consider moving to mask optional when community transmission levels decline to moderate or low levels of community transmission.**

One of the most effective ways to prevent the spread of COVID-19 is the correct and consistent use of masks.

- All workers, all other adults, and children (2) years or older on site need to wear masks when indoors unless an “Exemption Statement Form” has been filled out and provided to the Director. \*\*With the new quarantine, we will have children coming back from quarantine and required to wear masks at all times, and controlling this will be very difficult for teachers, so we need to make sure that our teachers are supported to make sure the requirements are covered.
- Masks are not mandatory during outdoor activities, unless children or adults have been exposed to a Covid-19 case.
- Disposable masks should be worn, and SFF! will provide them, in case children or adults do not bring one. According to the Health Consultants, cloth masks are not recommended.
- Parents should send an additional mask labeled as we will use new ones after nap time.

- **Staff members will wear masks when physical distance is not possible.**
- Families should encourage children to wear the masks correctly and consistently at school: reading books, letting children know that this will make you feel safer, and giving them compliments for the correct use of it.
- Staff is going to make sure children do not have difficulties breathing when they are wearing a mask, and the situation will be assessed to make sure the children are safe and healthy.
- SFF! will not take any disciplinary action if the child is not wearing a mask, or is not wearing it correctly. In case of quarantine period masks must be worn at all times correctly, otherwise the child will be required to finish the quarantine/isolation time at home (Requirement from the Toolkit.)
- Face touching should be avoided.

SFF! will work in the classroom to support this policy, as follow:

- SFF! staff and program will support the correct and consistent use of masks, reinforcing and encouraging the use of it, making child appropriate activities to explain the importance of it, and the correct way to use it.
- Using strategies to assist children with becoming comfortable wearing masks.
- Young children are more likely to touch their masks, so staff will be asking children to wash hands frequently.

**Exceptions for children.-** There are exceptions, not all children should wear masks

- Children under the age of 2
- Anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
- Anyone who cannot tolerate a mask due to developmental, medical, or behavioral health needs.
- If there is a medical condition that prevents the use of face coverings.
- Children will not wear a mask while sleeping or when children are actively eating, drinking.

Always discuss with your healthcare provider regarding any concern about wearing masks, if your child has a medical condition, or you observe a difficulty of breathing.

**If your child is 2 years old or older and is exempt from wearing a face mask for any of the reasons mentioned above, parents must complete and sign the face covering exemption form.**

### Wear your Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



- CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent



### Take Off Your Mask Carefully

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Place the mask in the Dirty masks bag, or in the washing machine ([learn more about how to wash masks.](#))
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.
- Wash your hands.

## Cohorting and Physical Distance

In a childcare setting it is very difficult to keep physical distance, as they are set up to be social environments:

- Water play, sensory play (such as rice, beans, or playdough activities), and sand play, will be allowed if physical distancing measures can be maintained. Hand hygiene and clean supplies and materials will be performed as described in the Cleaning and Hygiene section.
- Staff will screen all children and themselves for fever during lunch time and afternoon snack, and record it.
- Whenever possible staff will maintain 6 feet away from other people.
- Special events such as festivals, holiday events, and special performances have been modified to have them in each classroom, or if using a common space, the groups will go individually.
- At nap time, we are placing children head to toe in order to further reduce the potential for viral spread, and we separate them as much as possible, and use a divider if necessary.
- Waiting areas have 6 feet spacing markings.

- We keep a designated bin for separating mouthed toys and maintain awareness of children's behaviors. When a child is finished with a mouthed toy, it will be removed, placed in a toy bin that is inaccessible to other children, and hands will be washed. The toys will be cleaned and sanitized before returning to children's areas.
- We have discontinued the use of drinking directly from water fountains, and have posted signs requesting water fountains to be used for bottle filling stations only.
- Staff will communicate with administration, in case a child develops symptoms during the day or any condition where exclusion will be needed. (See Monitoring - Symptoms of this policy)

### **Avoid mixing children:**

- SFF! avoids mixing children from different classrooms by scheduling and staggering playground times, keeping groups separate for special activities such as art, music, and exercising.
- Mornings for opening and afternoons for closing are the times during the days where we children may be in a different classroom and with children that are in different classrooms.
- If the class is closed due to quarantine, and there are few children that were not exposed, they can attend the school. These children may be placed in a different classroom.
- When a change in operations does not allow us to be in compliance with the ratio, we may need to move some children to a different class. We will always evaluate if there is any way to avoid this to happen, first.

SFF! will limit non-essential visitors, volunteers and activities involving external groups or organizations with people who are not up-to-date on COVID vaccinations

## Monitoring and Determining Exclusion for COVID-19

### **Monitoring**

**Symptoms.-** Any adult or children having symptoms for COVID-19 should stay home. Symptoms are very likely to other viruses, allergies or sicknesses, but as we know prevention is the best way to avoid the spread of COVID-19, and for quarantine/isolation time.

If a child or staff member is having any of these symptoms , the person needs to stay home and be tested to come back:

- Fever (temperature 100.4 F or higher) or chills
- New cough
- Shortness of breath or difficulty breathing

- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

***If your child is exhibiting symptoms, we will ask that you provide us with a negative Covid -19 test result. As well, children must be fever free for 24 hours without the use of fever- reducing medications before returning to school. If a negative COVID-19 test result is not provided, the child must quarantine for 5 days from the onset of symptoms and may return to school after the 5 days.***

**Exposure:**

**NC DHHS recommends child care facilities no longer exclude individuals after an identified exposure to COVID19 (regardless of location of exposure) unless they develop symptoms.**

**Although exclusion from child care is no longer recommended following an exposure, when an individual with COVID -19 is identified in the child care setting:**

- SFF will notify staff and families of children who have been exposed so they can receive appropriate public health guidance, testing, and access to any resources that might be needed.

- SFF! will ask individuals who have been exposed to wear a well-fitting mask for 10 days after the last known exposure, unless an exemption to face covering applies.

SFF will strongly recommend that exposed individuals be tested on day 5 after exposure, unless the person tested positive for COVID-19 within the last 90 days.

If the exposed individual develops symptoms, SFF will request that he/she stay home and get tested immediately.

**Testing:**

If symptoms	Please get tested and provide a negative COVID-19 test before returning to school.
If exposition	We highly recommend getting tested after 5 days of the last day of exposition.
Routine Screening Test	**Confidentiality on results and privacy of the people who are screened will be kept.

Testing Places: The difficulty of testing at this time is the appointment availability. SFF! is always looking for places that announce to perform this tests, and a place where SFF! had found out to have availability for appointments will be found on any of these links:

- <https://www.wakegov.com/covid-19-information/no-cost-covid-19-testing>
- [Wake County Public Health \(qualtrics.com\)](http://Wake County Public Health (qualtrics.com))

Other places to find Tests:

- [Find COVID-19 Tests | NC COVID-19 \(ncdhhs.gov\)](http://Find COVID-19 Tests | NC COVID-19 (ncdhhs.gov))

Pharmacies such as CVS and Walgreens also offer tests by appointments, and WRAL or any other News have updated information on places that do not need appointments.

## **Covid-19 positive cases and expositions in SFF!**

In case of a Positive Covid-19 in our school:

- SFF! needs to notify and report all positive Covid 19 cases to the Health Department. The Health Consultant will make the determination and inform us about quarantine/isolation time. SFF! will send an email to notify parents/guardians with the quarantine or isolation periods.
- Home for Fun! will be offered to children that are excluded due to Covid-19. SFF! will send packages (2 years old and older) and overview of the activities, and links for videos for the days that the child is not attending, will be sent.

**Exclusion:** SFF! needs to continue reporting for positive cases to the Health Department, and they will confirm the exclusions, as it has been the process required to follow for licensed child care center.

**Summary Table for Returning to Child Care**

Exclusion Category	Scenario	Criteria to return to child care
Positive antigen test without symptoms	Child/staff person has tested <b>positive</b> with an <b>antigen test (including an at-home test)</b> but does <b>not</b> have or develop symptoms of COVID-19.	<p>If the child/staff person takes a repeat PCR/molecular test performed in a laboratory within 48 hours of their positive antigen test, and that PCR/molecular test is negative, the positive antigen test can be considered a false positive and the person can immediately return to child care; OR</p> <p>If the child/staff person does not take a repeat PCR/molecular test, or takes one within 48 hours and it is also positive, he/she can return to child care 5 days</p>
		<p>after the specimen collection date of the first positive test, as long as they did not develop symptoms. The person must continue to mask for an additional 5 days to minimize risk of infecting others, unless an exemption to mask use applies. Isolation should begin starting from the date of their first positive test.</p> <p>The person is not required to have documentation of a negative test in order to return to child care.</p>
Positive PCR test without symptoms	Child/staff person has tested <b>positive</b> with a <b>PCR/molecular test</b> but the person does <b>not</b> have and does not develop symptoms.	Person can return to child care 5 days after the specimen collection date of their positive test as long as they did not develop symptoms. The person must continue to mask for an additional 5 days to minimize risk of infecting others, unless an exemption to mask use applies.
Positive antigen or PCR test with Symptoms	Child/staff person <b>has symptoms</b> of COVID-19 and has tested <b>positive</b> with an <b>antigen test or PCR/molecular test</b> .	<p>Child/staff person can return to child care when</p> <ul style="list-style-type: none"> <li>• He/she completes 5 days of isolation*.; AND</li> <li>• It has been at least 24 hours since the he/she had a fever (without using fever reducing medicine); AND</li> <li>• Other symptoms of COVID-19 are improving.</li> </ul> <p>The person must continue to mask for an additional 5 days to minimize risk of infecting others, unless an exemption to mask use applies. The person is not required to have documentation of a negative test in order to return to child care.</p>
Symptoms without COVID-19 test or alternative diagnosis	Child/staff person has symptoms of COVID-19 but has <b>not</b> been tested for COVID-19 nor has visited a health care provider. Therefore, the person who has symptoms is presumed positive.	<p>Child/staff person can return to child care when</p> <ul style="list-style-type: none"> <li>• He/she completes 5 days of isolation*; AND</li> <li>• It has been at least 24 hours since he/she had a fever (without using fever reducing medicine); AND</li> <li>• Other symptoms of COVID-19 are improving.</li> </ul> <p>The person must continue to mask for an additional 5 days to minimize risk of infecting others, unless an exemption to mask use applies.</p>

# Cleaning and Hygiene

It is very important to practice all cleaning procedures, and we encourage parents to keep and practice them at home, this will give consistency for children.

## Hand Washing

We know that washing hands constantly during the day is a big part of avoiding Covid-19 or another virus transmission.

- We have trained and reinforced hand hygiene guidance for staff and children such as washing hands frequently with soap and water for at least 20 seconds (as long as it takes to sing “SFF! Manitos limpias” twice).
- We monitor to ensure both children and staff are washing hands correctly.
- In addition to usual handwashing, everyone should wash hands:
  - Upon arrival in the classroom in the morning;
  - Before and after eating meals and snacks;
  - After blowing noses, coughing, or sneezing or when in contact with body fluids; or
  - After toileting or changing diapers

## Hygiene and Cleaning Practices

- Surfaces will be cleaned once a day, prioritizing high touch surfaces
- If a COVID-19 case is detected in a classroom, a deep cleaning will be performed within 24 hours using EPA-approved disinfectant for SARS-CoV-2, and will have an extra professional cleaning that will need a 24 hours without people in the classroom or building.
- SFF! will follow our cleaning plan for sanitizing, disinfecting and doing a deep cleaning.
- We encourage people to cough and sneeze into their elbows, or to cover with a tissue.
- We encourage people to avoid touching eyes, nose, and mouth.
- Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Hand hygiene stations at the entrance of the facility will be set.
- We have incorporated frequent handwashing and sanitation breaks into classroom activity.
- Hand sanitizing products with 60 percent alcohol may be used in lieu of handwashing when outdoors if hands are washed upon returning indoors. Hand sanitizer should be stored out of reach of children when not in use. Cannot be used for diapering or eating, preparing, or serving food.
- Clean and sanitize all toys at the end of the day following DCDEE recommendations.
- Consider removing soft toys that cannot be easily cleaned. Soft toys that are machine washable should be washed often, at the warmest temperature recommended on the label and dried thoroughly.

- Toys and other items that cannot be cleaned and sanitized/disinfected, should be removed. (Children’s books are not considered a high risk for transmission and do not need additional cleaning or disinfection.)
- Ensure that all non-disposable food service items are minimally handled and washed according to current child care and sanitation rules. Individuals should wash their hands immediately after handling used food service items.
- Wash linen items using the warmest appropriate water setting for the items and dry items completely. Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces. In child care centers, linen used in rooms where children in care are less than 12 months old must be changed and laundered when soiled and at least daily. Otherwise, bedding that touches a child’s skin should be cleaned whenever soiled or wet, before use by another child and at least weekly.
- Clean and disinfect shared tools, supplies, and equipment.
- Minimize use of shared supplies and label individual supplies and items.
- Routinely check and refill/replace hand sanitizer at entries, soap, and paper towels in bathrooms.
- Limit sharing of supplies where possible, such as toys. Ensure adequate supplies to assign for individual use, or limit use to small groups and disinfect between uses. Keep children’s personal items separate and in individually labeled cubbies or boxes.
- Playground equipment, knobs, bathrooms, and common areas will be wiped off with a Clorox wipes or spray disinfectant and let it dry, after each use.
- Mouthed toys or other objects contaminated with oral or respiratory secretions should be removed when a child is finished with them and before another child has access to them. Place these toys in a bin that is inaccessible to other children, then wash hands.
- In all classrooms, clean and sanitize mouthed toys and contaminated objects between use by individual children in a dishwasher with a sanitizing setting or using the following procedure:
  1. Scrub in warm, soapy water using a brush to reach into crevices.
  2. Rinse in clean water.
  3. Submerge in a sanitizing solution containing 50 to 200 ppm of chlorine for at least two minutes (or sanitize with another approved sanitizing solution) if the toy is submersible. If toy is not submersible, spray the item with sanitizer.
  4. Let air dry
- Pacifiers must be reserved for use by one child. Pacifiers that have been observed or suspected to have been shared should be cleaned and sanitized using following procedure:
  1. Scrub in warm, soapy water using a brush to reach into crevices.
  2. Rinse in clean water.
  3. Spray with a sanitizing solution containing 50-200 ppm of chlorine (or sanitize with another approved sanitizing solution).
  4. Wait at least two minutes or the approved contact time for the type of sanitizing solution. ChildCareStrongNC Public Health Toolkit · Published March 23 2020; Updated February 21 2022 15
  5. Rinse again to remove sanitizer residue.

6. Inspect the pacifier for fluid trapped inside. (Discard damaged pacifiers or ones with fluid trapped inside.)
7. 7. Let air dry.

*Safety for Cleaning procedures:*

- Staff should ensure that there is adequate ventilation when using cleaning, sanitizing, and disinfecting products to prevent children from inhaling toxic fumes (e.g., open doors and/or windows). Always read and follow the manufacturer's use instructions.
- All cleaning products must be kept secure and out of reach of children in accordance with NC child care and sanitation rules.
- Avoid mixing chemicals. In particular, do not mix bleach with ammonia, acids, or other cleaners, as this can cause serious inhalation hazards and injuries. Be sure to always read the product label before using a cleaning product
- Cleaning products should not be used near children.

## Communication

Constant communication between families and SFF! is a key factor to avoid COVID-19 spread.

We are committed to providing open communication and being transparent with any COVID-19 case.

SPANISH FOR FUN! will use official sources for COVID-19 information.

- Teachers are required to communicate to the administration of any child that is presenting any of the COVID-19 symptoms.
- Parents are required to communicate to SPANISH FOR FUN! if their child or any household member presents any symptoms of COVID-19..
- Parents and staff are required to communicate to SPANISH FOR FUN! when they are visiting or traveling outside of the State/ Country to places that are considered Hot Spots for Covid-19. Quarantine will be required for these families.
- If you have any questions or concerns, please contact the Director or Assistant Director through phone or email.

We require parents to follow our Communication Policy as it is written in the Parent Handbook.. Following the procedure will give us the opportunity to work on concerns or suggestions. Parents that do not follow our SFF! Communication policy, depending on the situation, may be dismissed from the program.

### **Socio-emocional Support for our Children.**

Socio-emotional development is a big part of SPANISH FOR FUN! curriculum. Therefore, we work on the validation of the emotions and feelings by guiding our children to recognize them.

As we all know our society is going through visible changes for our children, and for this reason it is very important to listen to them, learn about their thoughts, fears, questions, and feelings; and have a conversation with them. In SFF!, we have resources, such as visual materials, tales, and age appropriate activities to learn more about the importance and ways to prevent us from getting sick. Also, about self care, and health.



## Tuition

SFF! will not be able to accommodate any tuition reimbursement or fee refunds during the quarantine time.

The cases of isolation or quarantine are mandated, and we are obliged to comply with all the health, safety and sanitation regulations for the benefit of all the SFF! Community.

We are offering our **HOME FOR FUN!** virtual classes for all the children who need to quarantine or isolate.

We are working hard to support our staff, and we want to support our families as much as we can.

We know that we all are facing challenging times, so please let's work together to pass this new surge.

Please always communicate with us for any concern and suggestions.

## HOME FOR FUN! Program

The HOME FOR FUN! Program will be available to all children and families that are required to quarantine. It will continue to provide academic activities and programming. HOME FOR FUN! consists of packets of activities (2 years and older) to work on during the day, links for educational videos or songs in Spanish, and overview of the activities.

This program will be coordinated with the school Director or administrator.

## Additional Considerations

- We encourage people (including children) to talk with people they trust about their concerns and how they are feeling.
- We provide staff and families with information or help lines to access information or other support in reference to COVID-19, such as 211, Hope4NC Helpline for all North Carolinians (1-855-587-3463), and Hope4Healers Helpline for child care staff (919-226-2002).
- We consider the ongoing need for regular training among all staff on updated health and safety protocols.
- We are open to partner with other institutions in the community to promote communication and cooperation in responding to COVID-19.
- SPANISH FOR FUN! works closely with the health consultant and license consultant for any case or questions regarding Covid-19. Additionally, Dr. Hung has always been a great resource for us.

## Resources

- NCDHHS: [download \(ncdhhs.gov\)](#)
- CDC: [Coronavirus \(COVID-19\)](#)
- CDC: [Coping with Stress](#)

Direct information from the CDC and NCDHHS ChildcareStrongNC Toolkit has been sourced to generate this letter.

### Acknowledge Policy Update

Date: \_\_\_\_\_

We, \_\_\_\_\_ (Parent's Family Name) commit to communicate with SFF! any symptom or suspect of COVID-19 exposure that my/our child(ren) may have.

I certify that I review and understand the SFF! COVID-19 Operations and Policies, and I agree with them.

\_\_\_\_\_

Parent's or Guardian's Name

\_\_\_\_\_

Parent's or Guardian's Name