Kids on Campus Child Development Center  
at Santa Clara University

Fall 2021 COVID-19 Policies and Procedures  
*Subject to change based on current COVID-19 conditions

Overview
These guidelines and considerations are put in place in response to the COVID-19 pandemic and based on the best available public health data at this time. We recognize that this health crisis is a fluid situation and we are working with the Santa Clara University Return-to-Campus Plan, as well as state and local agencies, to provide support and guidance. We will continue to monitor updated guidelines and information; as new data and practices emerge, these policies and procedures may be updated.

Social distancing with young children is a challenging effort. These policies and procedures have been developed based on recommendations to keep children and providers safe and healthy, while ensuring children are in a nurturing and responsive environment. It is important that we maintain frequent communication with parents/caregivers to keep everyone informed and safe.

General Information

- Operating hours have been adjusted to 7:45 AM - 5:15 PM. We ask that children arrive by 9:00 AM unless other arrangements have been made.
- Staffing will consist of 14 regular staff members, with student staff support when necessary. In an effort to screen for asymptomatic cases, all staff will take a COVID-19 test weekly at SCU.
- Face masks will be required for all children 24 months and older, indoors and outdoors.
- When indoors, children will remain with the same group/class each day. Outdoors, children may commingle with other classes in their program, for example; 3 preschool classes together, 2 infant/toddler classes, fully masked when able.
- The infant/toddler program will continue to use the exterior playground gate for drop off and pick up for our infant/toddler program. Families are asked to wear a mask in the drop off area and stay 6 feet apart while waiting to check-in.
- Daily schedule will allow for maximum outdoor classroom time.
- Outside visitors will be permitted in the school only when necessary.
- Staff and parents will wear face coverings at all times. Children 2 years and older will wear face coverings unless eating or during nap time. An outdoor mask break area will be available for children.
- Each child’s belongings should be placed in a well-labeled, washable (or disposable) bag, large enough to fit their belongings. Specific lists of items will be communicated in a welcome letter from each classroom teaching team. (Clean bedding should arrive on the first day of week and will be sent home on the last day of week for washing and may be in a separate bag.)
- All children must be up-to-date on well-child pediatric visits and immunizations, including flu vaccines over age 6 months.
- Parents will consider, understand, and acknowledge that every decision they make for their family in terms of exposure and safety has the potential to affect every family in their child’s class. To ensure our community’s well-being, travelers are expected to check SCU, County, and State guidance in advance of travel and follow the narrower limitations that apply.
**Arrival/Departure Procedures**
(Note: every family will have an access code to enter the front door.)

*Drop off*

- Wear proper face coverings at all times, indoors and outdoors.
- Drop off time is 7:45 AM - 9:00 AM.
- Please use physical distance practices to wait for your family’s turn to drop off at the gate.
- Each class will enter at their designated gates. A staff member will welcome and screen children. Once signed in, the children will have free choice on the playground until 9:15. Families with children in the infant and preschool program should drop off infants/toddlers first to minimize unmasked infant/toddlers exposure in the building.
- Sign in/sign out will be completed electronically by scanning a QR code (or you can bookmark the URL) and complete the sign in/out just prior to approaching the gate. (This form serves as a required licensing document and must include the time stamp of arrival and departure times for each child.)
- Keep drop off as brief as possible. Special instructions/information that you need to share regarding your child should be emailed to the classroom teachers and office.

*Pick up*

- Children will be picked up at their designated drop off/pick up location between 4:15 PM -5:15 PM, or by arrangement at the front door outside of the specified hours. Call or email the office to arrange for a pick up that is not during the scheduled time frame (408-554-4771).
- Our staff will help your child pack all belongings into your provided washable/disposable bags at the end of each day and make them available for easy access at pick up time. KOC Staff will bring your child to you when you arrive.
- Daily classroom communications from each classroom will be delivered via email.
INFANT/TODDLER CLASSROOMS
7:45-9 AM: The infant/toddler classes will enter through the Benson Parking Lot gate adjacent to their playground. A teacher will greet the children and check that you have completed the daily symptom checker and that your child has been signed in via the qualtrics QR survey. One of your child’s classroom teachers will greet your child, gather his/her belongings, and help your child wash their hands and then join the group.

4:15-5:15pm: Pick up will be at the same gate. One infant/toddler teacher will monitor the gate for your arrival. This teacher will check your phone to confirm sign out on the qualtrics survey. Our staff will collect your child’s bag of belongings and bring your child to you. If preferred, we are able to accommodate pick up before 4:15 pm at the front door (the parking lot gate will not be available after 9:00 a.m. or before 4:15 p.m.). Call or email the office to arrange for a pick up that is not during the scheduled time frame (408-554-4771).

PRESCHOOL CLASSROOMS
7:45-9:00 AM: Preschool classrooms will enter through the KOC front door. Please have your child hang their school bag on their hook outside their classroom and go straight to the patio/playground gate. One teacher will be near the side patio gate to help with check in procedures. A teacher will greet your child, check your phone screen for proof of the qualtrics QR check in survey and then take them to wash their hands at the outdoor sink. The individual classrooms will be closed during this time. Please avoid congregating in the hallways and have friendly conversations outside in front of KOC.
4:15-5:15 PM: Pick up will be at the same patio/playground gate. The closing preschool teacher will watch the gate for your arrival. This teacher will check your phone for proof that your child is signed out via the qualtrics survey. Your child will collect their bag of belongings in the hallway and exit the building. Classrooms will be disinfected and closed at the end of the day. Please do not enter the classroom space on your way out and avoid congregating in the hallways.

**Daily Health Screening**

- Upon arrival, a health screening will be conducted for every child and staff member. Staff and children must not have a temperature in excess of 100.4° F and will be asked to affirm that they do not have any of the symptoms that the CDC has deemed to be indicators of COVID-19. If anyone does not pass the health screening, they will be asked to leave immediately. KOC must exclude any child, parent, caregiver, or staff showing symptoms of COVID-19 or other communicable disease per the Child Illness Policy.

- Staff and children will be monitored throughout the day of signs of illness. Children with a fever of 100.4 degrees or higher, cough, or other COVID-19 symptoms will be isolated in the office and parents will be notified to pick up their child within 30 minutes.

- **Any one** of the following symptoms require children or staff to stay home from school and inform us as soon as possible:
  - A fever of 100.4 or above
  - Cough
  - Shortness of breath
  - Chills/Repeated shaking with chills
  - Headache
  - Sore throat
  - Stomach cramping
  - Diarrhea
  - Nausea
  - Fatigue
  - New loss of taste or smell
  - A family member living within your home has any one of the above symptoms

**What if someone in our community tests positive?**

At this time, the Health Department is advising that anyone who presents with COVID-19 symptoms (listed above) be presumed a positive case and be excluded from the program. If a staff member, parent or child has exposure to a confirmed COVID-19 case, they may be required to self-isolate per guidance from the local health department. Kids on Campus will consult with SCU, the local health department, and the Department of Social Services for further direction. Current guidelines for education programs can be found [here](#).
The quick guide for scenario response, shown below, is a helpful tool. Our infant/toddler program is one cohort and the preschool program is a cohort.

### What to Do When There Is a Confirmed or Suspected COVID-19 Case or Close Contacts

<table>
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<tr>
<th>Scenario</th>
<th>Steps to Take Immediately</th>
<th>Understanding Results</th>
<th>Returning to Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario 1: Child or staff has one or more COVID-19 symptoms</td>
<td>• Send child/staff home and recommend a COVID test immediately. • Tell program administrator and COVID-19 Designee, if you have one. • Program stays open. • If child/staff is not tested and does not meet exceptions on Test Result Decision Tree, treat as positive case and quarantine 10 days.</td>
<td>• If test is negative, child/staff must stay at home until 24 hours after fever goes away and other symptoms improve. • If test is positive, child/staff must isolate at home for at least 10 days after the first symptoms started and at least 24 hours after fever goes away and other symptoms improve. Send out letters.</td>
<td>• If test is negative, person can return to the program 24 hours after fever goes away and other symptoms improve; they must bring proof of negative test or a medical note to explain why they were not tested. • If positive, they can return once the full isolation period is completed.</td>
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**Scenario 2:** Child or staff is a Close Contact* of someone who tested positive for COVID-19

A close contact is someone who was:
- within 6 feet of the COVID-positive person (with or without a mask)
- for at least 15 minutes*
- when the person could spread the infection (starts 2 days before they had symptoms or tested positive)

<table>
<thead>
<tr>
<th>Case</th>
<th>Contact</th>
<th>Program stays open</th>
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</thead>
<tbody>
<tr>
<td>COHORT – Group closes</td>
<td>• Send home with instructions to isolate.</td>
<td>• Send home all members of the group cohort and any other in-program close contacts. Then follow SCENARIO 2.</td>
</tr>
</tbody>
</table>

**Scenario 3:** A child or staff member tests positive for COVID-19 in a cohort or non-cohort setting

<table>
<thead>
<tr>
<th><strong>Case</strong></th>
<th><strong>Contact</strong></th>
<th><strong>Program stays open</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>NON-COHORT – Group stays open</td>
<td>• Use attendance roster &amp; staff/child input to identify close contacts and send them home.</td>
<td>Then follow SCENARIO 2.</td>
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</table>

**Scenario 4:** Routine COVID-19 screening (no symptoms, not a close contact)

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<th>Program stays open</th>
</tr>
</thead>
<tbody>
<tr>
<td>• After a screening test, the person can continue at the program/work until results are available.</td>
<td>• If negative, no action needed.</td>
<td>• If negative, can go to program/work. No test results needed.</td>
</tr>
</tbody>
</table>

*Close contact can be 15 minutes of contact all at once or repeated contact with the infected person that adds up to 15 minutes or more in a 24-hour period.

Hygiene

- Strict handwashing guidelines will be enforced for all staff and children. Frequent handwashing will be encouraged upon entering, between activities, before and after meals, and when in close contact with others. Hands will be washed for 20 seconds with soap, rubbing thoroughly after application, using paper towels to dry hands thoroughly. Hand sanitizer will be available for adults and older children to use when soap and water are not available.
- Encourage children to avoid contact with eyes, nose, and mouth when age appropriate. Model and practice wiping their nose with a tissue, including proper disposal, and to cough/sneeze inside their elbow.
- Dress your child in clean clothes each day. Infants should bring an ample supply of extra clothing and bibs from home for eating and drooling.
- Apply sunscreen to your child within 30 minutes of dropping off at school. Teachers can reapply as needed after naptime.
- Provide a clean bag that will fit all of your child’s belongings at the end of each day (lunchbox, jacket, hats, and any items to go home). This will ensure items stay separate from others when hanging on hooks in close proximity.
- If it is not always part of your routine, practice wearing masks when in public spaces so your children become accustomed to them as a part of daily life.

8/30/21
Snack/Meals
- Parents will be asked to donate to snack supplies on a monthly basis. Snacks will be provided for children ages 18 months and over. Teaching staff will prepare individual snack plates for each child to avoid cross contamination.
- Additional tables will be utilized to ensure adequate spacing of children during snack and mealtimes. Dining outdoors will be encouraged when possible.
- Proper handwashing before and after eating will be required for all staff and children.
- More information regarding snacks and meals will be provided during orientation.

Restrooms
- Classroom cohorts will avoid using the shared restroom at the same time when possible.
- No-touch soap and no-touch water faucets are provided in the children’s bathrooms.
- Staff will disinfect sinks and toilets on a regular basis, per health department recommendations.
- Staff from different classrooms will not enter the restroom at the same time when possible.

Face Coverings
- All KOC staff must wear a face covering at all times, indoor and outdoors.
- Children over the age 2 will be asked to wear a face covering. We will work with each family and child as needed to support this requirement. Teachers will make an effort to ensure the masks are used throughout the day.
- Children over age 2 should arrive wearing a clean mask each day. At least two extra masks may be kept at school with extra clothes. *Children under 2 years of age are not permitted to wear masks.*

Cleaning Classrooms and Materials
- We currently have enough cleaning supplies on hand to disinfect the school environment as required by the health department.
- Cleaning and disinfecting will be enhanced to be consistent with current guidance.
- High contact classroom surfaces (tables, chairs, counters, toys), restrooms (toilets, sinks, and counters), will be disinfected per health department recommendations.
- Nightly janitorial service is provided by SCU contracted service providers.

Communication
- Since drop off and pick up will be brief, more in-depth communication between teachers and parents will be done via email or phone calls.
- Zoom calls, emails, and/or phone calls with staff and parents will be held on a regular basis to provide for classroom updates, reflection, and feedback.
- New family orientations will be scheduled prior to the first day of school.
- Plastic envelopes will be used to send home important information when needed. Please return the envelope the following school day. Hard-copy written communications to teachers may be placed in the teacher inbox mounted outside the classroom door. (At the gate for the Infant/Toddler program.)