



Build Your Business Reopening Plan Worksheet

CHILD CARE FACILITIES

Introduction and Purpose of Business Reopening Worksheet:

The purpose of this Business Reopening Plan Worksheet is to ensure child care facilities have a clear and consistent guide to create their own industry-specific plan to quickly and safely reopen their businesses. Like business owners, consumers want to feel safe when engaging in commerce. Take time to prepare and post your businesses safety precautions.

Using this Worksheet:

To use this worksheet, refer to the [Safe Business Operations Protocol](#) for the actions required by the County of Mendocino. Your plan should list in detail how your business will implement the best practices that follow the items on the [Safe Business Operations Protocol checklist](#).

1. Signage:

- Provide signage at each entrance of the facility to inform employees and customers of common COVID-19 symptoms and that they must not enter the facility if they are sick with or suspect they may be experiencing COVID-19 symptoms.
- Post a copy of the Safe Business Operations Protocol at each business entrance.

2. Measures for Employee Training:

- Provide information about Covid-19, how it is spread, and any underlying conditions that make some people more vulnerable.
- Train employees on all measures and protocols applicable to their function or role prior to returning to work at place of business.
- Train employees in the usage of face coverings and other appropriate personal protective equipment (PPE) that is appropriate for the work.
- Train employees to conduct a health self-assessment at home.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they, or someone they live with, have been diagnosed with COVID-19.
- To seek medical attention if they exhibit symptoms of Covid-19.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20

seconds or using EPA-approved hand sanitizers.

- The importance of physical distancing, both at work and off work time.
- Provide information on government-sponsored leave benefits.
- If an employer contracts with temporary workers, ensure they are also trained appropriately.

3. Measures to Protect Employee Health:

- Follow procedures daily for self-screening for all staff, residing family members in a FCCH, and children. This should include taking temperatures before arriving to work or beginning care.
- Train staff about the new screening procedures and notify caregivers. Ask caregivers to screen themselves and children daily, prior to coming to your facility. Caregiver must also notify you if children have taken any fever reducing medications in the prior 24 hours.
- If anyone has a temperature of 100.4°F/38°C or higher they must be excluded from the facility.
- It is recommended as a best practice to take children's temperature each morning **only if the facility uses a no-touch thermometer. The no touch thermometer needs to be wiped with an alcohol wipe after each use.**
- If the facility uses a thermometer requiring a touch-method (under the tongue or arm, forehead, etc.), it should only be used when a fever is suspected.
- Thermometers must be properly cleaned and disinfected after each use. (Information regarding best practices for thermometers can be found within the CDC document at [this link](#).)
- Monitor staff and children throughout the day for any signs of possible illness.
- If staff or a child exhibit signs of illness, follow the facility procedures for isolation from the general room population and notify the caregiver immediately to pick up the child.
- Review and share with staff and caregivers important guidance related to prevention and social and physical distancing:
 - [OSHA Safety and Health Guidance](#)
 - [Practice Social & Physical Distancing](#)
- Consider assigning one staff person to develop and enforce COVID-19 mitigation best practices.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.

4. Measures to Prevent Crowds from Gathering:

- Space cots 6 feet apart from each other. Arrange the head of each bed alternately, in opposite directions, to lessen the possible spread of illness between children from coughing or sneezing.

5. Measures to Keep People at Least Six Feet Apart:

Specific to child care it is important to adhere to the following distancing guidelines:

- Children should remain in groups as small as possible not to exceed ratio and capacity requirements in the charts below. It is important to keep the same children and teacher or staff with each group and include children from the same family in the same group, to the greatest extent possible.
- Extend the indoor environment to outdoors, and bring the class outside, weather permitting.
- Open windows to ventilate facilities before and after children arrive.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6-foot separation, when possible.
- Find creative ways to use yarn, masking tape, or other materials for children to create their own space.
- Implement strategies to model and reinforce social and physical distancing and movement.
 - Use carpet squares, mats, or other visuals for spacing.
 - Model social distancing when interacting with children, families, and staff.
 - Role-play what social distancing looks like by demonstrating the recommended distance.
 - Give frequent verbal reminders to children.
 - Create and develop a scripted story around social distancing, as well as handwashing, proper etiquette for sneezes, coughs, etc.
 - Send home a tip sheet for parents and caregivers to also learn about social distancing.

Child Care Centers

- All child care centers should adhere to the following teacher: child ratios and group size outlined below for prevention, containment, and mitigation measures.
- Follow the group sizes in the chart below, unless more restrictive group sizes are required by federal, state or local authorities. Note that the group sizes below do not include the teacher. When mixed ages are present and include an infant under 18 months, adherence to the 1:6 ratio must be followed to allow for responsive caregiving. If all children being cared for are infants, adherence to the 1:4 ratio must be followed within a group size, with no group no larger than 10.

| Age | Staff:Child Ratio | Group Size |
|--|-------------------|------------|
| 0-18 months (infant) | 1:4 | 10 |
| 18-36 months (toddler) | 1:6 | 10 |
| 3 years - kindergarten entry (preschool) & kindergarten entry + (school age) | 1:10 | 10 |
| 0 to school age (mixed age groups) | 1:6 | 10 |

Family Child Care Homes (FCCH)

- Small and large family child care homes may serve a total capacity of no more than 14, and group size may not exceed 10 children, unless more restrictive group sizes are required by state, federal or local authorities. (Over ten children will require an additional staff or assistant to maintain group sizes of ten or fewer children.) In other words, if there are more than 10 children in care, then the children need to be divided into two small groups and kept separate from the other group of children each day, to the greatest extent possible. It is important to keep the same children and teacher or staff with each group and include children from the same family within the same group, whenever possible.

The following are required ratios for infants in a FCCH:

| Infants only | 1:4 Infant | 4 |
|--|-------------------------------|---|
| No more than two infants when 6 children are present | 1:6 (2 Infant +4 children) | 6 |

6. Measures To Prevent Unnecessary Contact:

- Require employees to not use handshakes and similar greetings that break physical distance.

7. Measures To Increase Sanitization:

- Implement and enforce strict handwashing guidelines for all staff and children.
- Post signs in restrooms and near sinks that convey proper handwashing techniques.
- Frequently disinfect commonly used surfaces.
- Avoid sharing phones, tablets, office equipment, etc. wherever possible. Never share PPE.
- Ensure that sanitary facilities stay operational and stocked at all times and provide additional hand sanitizer when needed.
- Teach, model, and reinforce healthy habits and social skills.
 - Explain to children why it's not healthy to share drinks or food, particularly when sick.
 - Practice frequent handwashing by teaching a popular child-friendly song or counting to 20 (handwashing should last 20 seconds).
 - Teach children to use tissue to wipe their nose and to cough inside their elbow.
 - Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.
- Conduct visual wellness checks of all children upon arrival and ask health questions when concerned.
 - Ask caregivers and parents to meet at the facility entryway for pick-up and drop-off of children whenever possible.
 - Explain to parents and caregivers that all visits should be as brief as possible.

- Ask parents or caregivers to enter and exit the room one person at a time to allow for social and physical distancing.
- Ask parents and caregivers to wash their own hands and assist in washing the hands of their children before drop off, prior to coming for pick up, and when they get home.
- Ask parents and caregivers to bring their own pens when signing children in and out.
- Install hand sanitizers, out of the reach of children, near all entry doors and other high traffic areas.
- Implement procedures to frequently clean all touched surfaces.
 - Have multiple toys and manipulatives accessible that are easy to clean and sanitize throughout the day.
 - Limit the amount of sharing.
 - Offer more opportunities for individual play and solo activities, such as fine motor activities (i.e., drawing, coloring, cutting, puzzles, and other manipulatives).
 - Plan activities that do not require close physical contact between multiple children.
 - Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
 - Designate a tub for toys that need to be cleaned and wiped after use.
- Utilize more tables to spread children out or use name cards to ensure adequate spacing of children.
 - Practice proper handwashing before and after eating.
 - Use paper goods and disposable plastic utensils when possible, following CDC and CDPH COVID-19 food handling guidelines.
 - Immediately clean and disinfect trays and tables after meals.
 - Avoid family- or cafeteria-style meals, ask staff to handle utensils, and keep food covered to avoid contamination.
- Stop toothbrushing during class. Encourage parents and caregivers to regularly brush teeth at home.
- Use bathroom breaks as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Sanitize the sink and toilet handles before and after each child's use.
- Teach children to use a tissue when using the handle to flush the toilet.
- Wash hands for 20 seconds and use paper towels (or single use cloth towels) to dry hands thoroughly.
- All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others. During this time, personal toys should be kept at home until further notice.