

Coronavirus Disease 2019 (COVID-19)

ECEP Staff Handbook Supplement

What is the Coronavirus Disease 2019 (COVID-19)?

COVID-19 is an illness caused by a novel (new) coronavirus that can be spread from person to person. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. There is currently no vaccine to protect against COVID-19. At this point, the best way to protect yourself is to avoid being exposed to the virus that causes COVID-19. Stopping spread of the virus through everyday practices is the best way to keep people healthy (Alameda County Public Health Department, 2020).

How Does COVID-19 Spread?

COVID-19 is thought to be spread from person to person by respiratory droplets. Respiratory droplets transmitting this virus are produced mainly by coughing, sneezing, and talking, but it is possible that laughing and singing may produce similar droplets. Larger droplets usually fall within 3 feet, smaller droplets within 6 feet – but tiny droplet nuclei might travel farther in some circumstances. For this reason we are recommending a minimum of 6 feet be maintained between people. Farther away is better. Shorter duration of interaction is better.

Because infectious droplets may fall onto surfaces, COVID-19 can be spread when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

Washing your hands frequently, and frequent cleaning and disinfection of high-touch surfaces, can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next (Alameda County Public Health Department, 2020).

Personal Protective Equipment (PPE)

Face masks or other face coverings are recommended by the Centers for Disease Control and Prevention (CDC) to help prevent transmission. The appropriate use of face masks or coverings is critical in reducing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. Face coverings are not, however, a substitute for adequate distancing.

Face masks/coverings currently must be worn by **all** employees working on or off campus, **whether indoors or outdoors**, when in the presence of others and in public settings (e.g., common workspaces, meeting rooms, classrooms, break rooms, etc.). The only time when you may remove your face covering within the center is when you are in an enclosed room by yourself.

Surgical mask



A surgical face mask is a form of personal protective equipment (PPE) that generally fits loosely over the nose and mouth. These masks shield against large cough or sneeze droplets, splashes, or sprays, but they cannot protect against smaller droplets.

People should refrain from sharing these masks, which can come with or without a face shield. [Researchers](#) acknowledge that the single use of a medical mask is not always feasible but note that it is preferable because long-term use and reuse could lead to self-

contamination.

Cloth face coverings



The [CDC](#) has created a video providing guidance on how to make a cloth face covering.

People can make these masks using a variety of fabrics and items of clothing, including scarves, bandanas, T-shirts, and pillowcases. A tightly woven cotton fabric is most suitable.

[Research](#) on various fibers, including cotton, silk, chiffon, flannel, and various synthetics, showed that a combination of different fabrics was most effective.

You may wear a cloth face covering while working on campus as long as it properly covers your nose and mouth. A plus to cloth face coverings is they help the University reduce the need to purchase additional masks, which are in short supply. Cloth face coverings should be worn only for one day at a time; they should be properly laundered before use again.

Having a one week supply of cloth face coverings can help reduce the need for daily laundering.

Cloth face coverings or disposable/reusable masks will be provided by ECEP if needed to staff who return to campus. Two cloth face coverings are available for all employees. ECEP will distribute these masks to staff upon request.

According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks. However, to keep both yourself and the children in your care safe, gloves need to be used for tasks such as serving food, handling trash, changing diapers, wiping children's noses, or when using cleaning and disinfectant products.

Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands immediately after removing gloves.

Staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

Key Times to Wash Hands

You can help yourself and the children that are in your care stay healthy by washing your hands often, especially during key times when you are likely to get and spread germs, such as:

- Whenever they look dirty
- **After** removing gloves
- **Before, during, and after** preparing food
- **Before** eating food
- **Before** and **after** caring for someone who is ill
- **Before** and **after** treating a cut, sore, or wound
- **After** using the toilet
- **After** changing diapers or cleaning up a child who has used the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage or body fluids



If soap and water are not available, and hands are not visibly dirty or greasy, an alcohol-based hand sanitizer that contains at least 60% ethyl alcohol or at least 70% isopropyl alcohol can be used. Hand Sanitizer should only be used when the ability to wash hands is not an option, and you should wash your hands as soon as you are able to. Frequent handwashing is more effective than use of hand sanitizers.

Health Screening

Staff who enter any ECEP center must follow the required health screening procedures. Each staff member is required to take their temperature and complete COVID-19 Screening Questionnaire (see next page) upon arrival each day.

Individuals that have an affirmative response on any of these questions, or have a temperature over 100.4, are not allowed into the classroom. Staff must remain home until they are symptom-free and fever-free for 48 hours. The presence of multiple symptoms may extend the amount of time staff are required to stay home.

The Center Director will document/track incidents of possible exposure and notify the administrative team, local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

COVID-19 (Coronavirus) Screening Questionnaire

With the advent of the spread of COVID-19, UC Berkeley's Early Childhood Education Program is taking every precaution to protect the health and safety of its children, staff, visitors, and the community at large. As part of our COVID-19 Response Plan and upon the advice of the Department of Developmental Services (DDS), all individuals entering this facility are to complete this COVID-19 screening questionnaire

1. Have you, or anyone you have had contact with, recently traveled to a domestic or foreign area severely affected by COVID-19 virus? Yes No
2. Within the last 14 days and to the best of your knowledge have you, or anyone you have had contact with, been infected with COVID-19 virus? Yes No
3. Within the last 14 days, have you, or anyone you have had contact with, experienced any of the following? (Please check all that apply):
 - New or worsening cough, respiratory illness, shortness of breath or difficulty breathing Yes No
 - Fever Yes No
 - Chills Yes No
 - Repeated shaking with chills Yes No
 - New or worsening muscle pain Yes No
 - New or worsening headaches Yes No
 - Sore Throat Yes No
 - New loss of taste or smell Yes No
 - New unexplained rash Yes No

My temperature upon arrival is: _____

Name (please print): _____ Date: _____

Signature: _____

Classroom Space / Physical Distancing

It is important to keep group sizes small, and to keep the same children and teacher together to the greatest extent possible. Classrooms should be arranged to maintain 6 feet of separation whenever possible. Minimize the potential spread of germs in the classroom environment by:

- Temporarily removing toys that are not easily cleanable such as stuffed animals and pillows.
- Planning activities that do not require close physical contact between multiple children.
- Dividing playdough, slime, and other sensory materials into individual containers labeled with a child's name and only used by that child.
- Offering more opportunities for individual play.
- Staggering indoor and outdoor play, and adjusting schedules to reduce the number of children in the same area.
- Ensuring all outdoor play equipment is cleaned and disinfected between uses by different groups of children.
- Developing spacing instructions in both indoor and outdoor spaces that are developmentally appropriate and easy for children to understand.
- Rotating the toys that are out at any one particular time so that they can be adequately cleaned.
- It is important to keep small group sizes and the same children and teacher with each group, to the greatest extent possible.
- For napping, place cots/cribs/mats 6 feet apart, with heads in opposite directions.

Introduce fresh outdoor air as much as possible, for example by opening windows. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.

Meal Times

- Practice proper handwashing before and after eating.
- Utilize more tables to ensure adequate spacing of children. There should be a maximum of four children at each table.
- Do not allow children or staff to share or touch each other's food.
- **No Family Style Dining.** Ensure meals are provided in individual portions and are delivered by staff wearing gloves. Staff are required to use glove when handling utensils.
- Keep food covered to avoid contamination.
- Immediately clean and disinfect tables after each meal.

Guidance for Cleaning and Disinfecting

Coronaviruses on surfaces and objects die naturally within hours or days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives. Normal routine cleaning with soap and water removes germs and dirt from surfaces, and lowers risk of spread.

Staff should clean and disinfect all areas within the classroom (e.g., cribs, bedding, bathrooms, and common play areas) daily. Pay extra attention to frequently touched surfaces, such as:

- Doorknobs
- Counters/tables
- Chairs
- Changing tables
- Toys
- Light switches
- Faucet handles
- Toilets
- Tablets
- Keyboards
- Crib railings

Always clean from least contaminated (light switches, doorknobs) to most contaminated (faucet, handle, toilet) areas.

- **Sanitizing** reduces germs to levels considered safe, but does not eliminate them. Sanitizing is safe for food contact surfaces (such as silverware and high chair trays) and for toys and pacifiers that children may place in their mouths.
- **Disinfecting** eliminates or inactivates germs. Disinfecting requires a stronger concentration of bleach to kill the germs. Surfaces that should be disinfected include diaper changing tables, potty chairs, toilets, countertops, sinks, floors, drinking fountains, cabinet handles, and doorknobs.

Surfaces

If surfaces are dirty, they should be cleaned using a detergent, or soap, and water before disinfection. Use a diluted bleach solution to disinfect any non-porous surfaces. Prepare a bleach solution by mixing:

- 1/3 cup bleach per 1 gallon of water, OR
- 4 teaspoons of bleach per quart of water

Leave the solution on a surface for at least 2 minutes before wiping with a paper towel or diaper wipe. Bleach solutions may not be effective after 24 hours, so staff must remake solution daily.

Laundry

When at all possible, remove fabric materials from the classroom. Any fabrics used within the classroom (including cot/mat covers for nap time) must be laundered daily. Do not shake dirty laundry, as this can potentially disperse the virus through the air.

Laundry must be washed with hot water and detergent in order to properly disinfect. Dry laundry in a hot dryer when possible.

Toys

Designate a container for toys that need to be cleaned, sanitized, or disinfected before being introduced back into the classroom environment. Collect toys as they become dirty throughout the day; pay special attention to any “mouthed” toys, as these should be collected after each use by a child.

Step 1: CLEAN toys thoroughly with soap or detergent and warm water to remove dirt, grime, and saliva. It is important to clean toys before sanitizing them because the sanitizer kills germs better on clean surfaces

Step 2: RINSE toys with water to remove the dirt, soap residue, and germs to help make a clean surface.

Step 3: DISINFECT toys by covering them in a solution of chlorine bleach. Protect your skin by wearing gloves. Allow toys to dry completely (i.e. overnight) or allow a 2-minute contact time before wiping toys dry with a paper towel. Chlorine from the sanitizing bleach solution evaporates off the toys so no residue remains, and further rinsing is not necessary.

SIGNED RECEIPT FOR HANDBOOK

I have received and understand the **Coronavirus Disease 2019 (COVID-19) ECEP Staff Handbook Supplement**.

I understand that I should consult my supervisor regarding any questions that are not answered in the handbook.

I understand that my failure to follow these procedures is grounds for corrective action, up to, and including, termination.

Name (please print): _____ Date: _____

Signature: _____