



Burbank Unified School District
Child Development Department
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The Child Development Department is doing everything possible to keep your child and staff protected from the spread of COVID 19. Based on the guidance from the CDC and Department of Public Health, we are asking for your cooperation with the following protocols.

- **DO NOT** send your child to the childcare program if they are experiencing cold/flu symptoms (e.g. runny nose, cough, sneezing, fever, sore throat) or if they are feeling sick in general.
- **DO NOT** give your child any type of medication to mask the symptoms so that you can send them to childcare. **ALL SICK CHILDREN MUST STAY HOME.**
- If you or your child, or any family member in your household are experiencing cold/flu symptoms we ask that you **NOT** send your child to childcare.
- If you, your child, or any family member has traveled to or through (airport layovers) any of the CDC level countries <https://www.cdc.gov/>, please **DO NOT** send your child to childcare regardless of your or their medical conditions. We strongly recommend that you follow CDC guidelines and self-isolate.
- All childcare sites will follow the following adult/child ratios in accordance with CDC recommendations; 1:4-infants, 1:10 preschoolers, 1:10 school-age children.
- Childcare drop off and picks ups will be staggered. Parents will be let into the building one at a time. **(Horace Mann, Monterey)**. So please be patient. ATB families will be required to wait outside while their child's temperature is being taken. Parents will not be allowed in the classroom.

Current protocols that are in place to help prevent the spread of COVID 19 in our childcare programs

- All children will have their temperature taken upon entering the childcare site and or classroom.
- All parents **MUST** wait until their child's temperature has been read before dropping off their child.
- Children **WILL NOT** be accepted if they display a fever. Please refer to CDC website <https://www.cdc.gov/>
- After each use staff will wipe down the thermometer with an alcohol wipe.
- All children will be required to wash their hands after their temperature has been taken before entering the classroom and or before touching any classroom items or surfaces.
- All parents entering childcare sites **(Horace Mann and Monterey)** will be required to wear a mask and wash their hands before entering the classrooms. **NO** parent will be allowed in the building without a mask or face covering.
- Children will not be allowed to change from one group to another.
- All childcare staff shall remain solely with one group.
- For social distancing purposes one parent at a time will be allowed to enter the classroom **(Horace Mann and Monterey)**
- **All ATB parents** will be required to wear a mask when entering the elementary/ATB campus



- For social distancing purposes **ATB families will not** be allowed to enter inside the classroom. The staff will take your child's temperature before entering the classroom.
- Children's temperature will be taken every hour to ensure that they continue to stay healthy throughout the day.
- Upon arrival, prior to eating and prior to playing with materials children will be required to wash their hands (for at least 20 seconds).
- For school- age children hand sanitizer will be used when needed and available.
- All restrooms will be closely monitored to ensure hand soap is always available.
- We have a no handshaking, no hugging policy, to reduce skin-to-skin contact and or close contact.
- Children who become noticeably sick will be isolated immediately and parents/guardians will be contacted for immediate pick-up (**30 minutes to 1 hour wait-time for pick up**).
- All **ATB children** must bring their lunch in a disposable lunch bag (**brown paper bag**). **NO** cloth lunch bags will be permitted in the classroom.
- **ATB parents**, while waiting for your child's temperature to be checked upon arrival, please maintain social distancing regulations (stay 6 feet away).
- Staff will reinforce frequent handwashing routines with soap and water for at least 20 seconds. Washing hands after outside play, prior to touching games and toys.

Current protocols that are in place for staff to help prevent the spread of COVID 19 in our childcare programs.

- All staff will be required to have their temperature taken upon arrival to work.
- All staff will be required to wash their hands (for at least 20 seconds) upon arrival and before working with children.
- Staff will follow strict handwashing routines throughout the day to help stop the spread of germs.
- Staff will be required to wear a face mask when working with children inside the classroom and outside on the yard.
- Staff will ensure social distancing in the classroom as much as possible (limited and designated seating at tables).
- Staff will create spatial boundaries on the carpet during circle time/group time activities.
- Throughout the day sink faucets, and toilet handles will be sprayed and disinfected after each use behind each child.
- To stop the spread of germs **ATB staff** will sign all children in and out of the program daily after the morning health/temperature check.
- Staff will implement multiple social distancing techniques such as staggered outside play schedules, increase physical space between people inside and outside, limit interactions, and use noncontact methods of greeting.
- Staff will intensify cleaning and disinfecting throughout the day. Disinfect surfaces regularly including doorknobs, tables, telephones, and toys in accordance with CDC recommendations.

<https://www.cdc.gov/>



Protocols in place if someone tests positive for COVID 19

- Children and or staff will immediately be sent home and separated from the group if they become sick. Parents and employees will be advised to contact their doctor or local health department as soon as they begin to show symptoms.
- Staff and parents will be required to notify the Supervisor/Coordinator of any illness if they are showing symptoms of COVID 19 and or test positive for the virus.
- The public health department will be notified of any positive cases. For all licensed childcare sites, Community Care Licensing Division will also be notified of all positive cases. The health department will provide guidance on what actions need to be taken.
- If any person and or child has tested positive for COVID 19, all parents and staff will be notified of their possible exposure. Confidentiality will be followed to protect the individual who tested positive.
- All persons exposed will be required to self-isolate and quarantine at home for 14 days.
- All areas used by the sick person will be closed for deep cleaning and disinfection. The childcare program will refer to CDC guidance <https://www.cdc.gov> on cleaning and disinfecting including but not limited to:
 1. Opening outside doors and windows.
 2. Waiting 24 hours (or for as long as possible) before the area is cleaned and disinfected.
 3. Clean and disinfect all areas and surfaces used by the sick person, such as classrooms, tables and chairs, telephone, toys, restrooms, and all common shared areas.
- We will work in collaboration with our health department to determine when to re-open closed areas and when staff or children in quarantine may be allowed to return to work or childcare.
- After reopening, we will continue regular cleaning, disinfection, social distancing, and hygiene practices.