



Health and Safety Plan

1. Section 1 – Signage and Education:

- 1.1. Buen Dia will post a copy of the Social Distancing Protocol at each public entrance to the facility at 589 Guerrero St.
- 1.2. Buen Dia will post a copy of the Health and Safety Plan at each public entrance to the facility at 589 Guerrero St.
- 1.3. Buen Dia will distribute to all staff copies of the Social Distancing Protocol and the Health and Safety Plan and any educational materials required by the Health and Safety Plan.
- 1.4. Buen Dia will train and educate all staff on the requirements and protocols of social distancing and of the Health and Safety Plan that apply to them. This will take place before camp opens and again before the start of the school year.
- 1.5. Buen Dia will update the Health and Safety Plan as appropriate while the Directive is in effect.

2. Section 2 – Requirement Regarding Buen Dia Staff:

- 2.1. Buen Dia will instruct all staff orally and in writing not to come to work or the facility if they are sick.
- 2.2. Buen Dia will provide a copy of the handout for personnel titled, “Information for Personnel (Employees, Contractors, Volunteers) of Additional Business and Other Businesses Permitted
- 2.3. Buen Dia will review the criteria listed in Part 1 of the Attachment on a daily basis with all staff in the City who regularly work at the facility before each person enters work spaces or begins a shift. If any teacher answers yes to any question in Part 1 of the Attachment they will be required to return home or not come to work and follow the directions on the Attachment.
- 2.4. Buen Dia will instruct all teachers who stayed home or who went home based on the criteria listed on the Attachment that they must follow the criteria as well as any applicable requirements from the quarantine and isolation directives before returning to work. If they are required to self-quarantine or self-isolate, they may only return to work after they have completed self-quarantine or self-isolation. If they test negative for the virus (no virus found), they may only return to work after waiting for the amount of time listed on the attachment after their symptoms have resolved. Buen Dia teachers are not required to provide a medical clearance letter in order to return to work as long as they have met the requirements outlined on the Attachment.
- 2.5. In the coming weeks the Department of Public Health may issue guidelines requiring Childcare Providers and other permitted businesses to comply with COVID-19 testing requirements for

employers and businesses. Buen Dia will closely monitor the testing requirements for all childcare facilities. If requirements are added, we will ensure that the Health and Safety Plan is updated and that all teachers comply with testing requirements.

- 2.6. If any staff member tests positive for COVID-19, Buen Dia will follow the requirements set forth by the city of San Francisco and the health department. All teachers will be trained and given the guidelines on when they can return to work.
- 2.7. Buen Dia will provide Face Coverings for all teachers and staff, with instructions that they must wear Face Coverings at all times when at work, as further set forth in the Face Covering Order. Teachers will be allowed to bring their own Face Covering if they bring one that has been cleaned prior to the start of their work shift. In general, people should have multiple Face Coverings (whether reusable or disposable) to ensure they use a clean one each day.
- 2.8. Buen Dia will provide a sink with soap, water, and paper towels for hand washing, for all personell working on site. All teachers and staff are required to wash hands at least at the start and end of each shift, after sneezing, coughing, eating, drinking, using the restroom, helping a child use the restroom, changing a child's diaper or soiled clothes, when changing tasks, and frequently during each shift. If they can not access a handwashing station hand sanitizer will suffice and be used.
- 2.9. Buen Dia will provide hand sanitizer effective against COVID-19 throughout the facility. Teachers must keep hand sanitizer out of the reach of young children, and supervise use. If sanitizer cannot be obtained, a handwashing station with soap, water, and paper towels will suffice for all children and staff who are on-site at Buen Dia .
- 2.10. Buen Dia will frequently disinfect any break rooms, bathrooms, and other common areas throughout the day.
- 2.11. Buen Dia recommends that teachers and staff change clothes and shoes before or upon arriving at home after a shift in order to reduce the chance of their clothing or shoes exposing anyone in the household to the virus and that such clothing should be cleaned before being used again..

3. Section 3 – Stable and Separate Groups of Children:

3.1. Buen Dia and all state-licensed Childcare Providers for children ages 0-5 years must currently limit group size to 10 children per room or space under state licensing requirements (if the state increases the permitted group size, Childcare Providers may increase the size of their groups accordingly, not to exceed 12 children), and all other Childcare Providers must limit group size to 12 children per room or space. A group can have no more than 10 or 12 children or youth, even if not all children or youth attend the program at the same time.

For example:

- A Childcare Provider may not have a group of 5 children who attend full-time, 3 children on Monday/Wednesday/Friday, and 3 children on Tuesday/Thursday (total of 11).
- A Childcare Provider may not have a group of 8 children who attend for the entire day, 4 who attend mornings only, and 4 who attend afternoons only (total of 16).

State-licensed Childcare Providers for children ages 0-5 years must adhere to the teacher:child ratios set by the California Department of Social Services, which is currently set forth in PIN 20-06-CCP regarding Social and Physical Distancing Guidance and Healthy Practices for Child Care Facilities in Response to the Global Coronavirus (Covid-19) Pandemic. The ratio set forth for preschool age children is currently 1 teacher to 10 children (age 3 to kindergarten) and 1 teacher for 6 children for toddler age children (18-36 months). Minors ages 14-17 years of age who are employed as program staff, including interns, are considered staff and are not included in the maximum number of children per group.

3.2. Youth summer camps (age 6 and older) must have a minimum of 2 staff persons per group. Minors ages 14-17 years of age who are employed as program staff, including interns, are considered staff and are not included in the maximum number of children per group.

3.3. Keep children and youth with the same group each day, for the entire session, unless a change is needed for a child or youth's overall safety and wellness.

3.4. Assign children and youth from the same family to the same group, if possible.

3.5. Keep staff with the same group to the greatest extent possible.

3.6. If a program has more than one group of children or youth, each group should be in a separate room or space. Interactions between the groups should be minimized to the greatest extent possible.

3.7. BUEN DIA does not use large indoor spaces like gymnasiums or auditoriums in its preschool or summer camp programs.

3.8. Buen Dia Family School will implement strategies to limit the mixing of children and youth in our shared spaces. We will stagger playground time and other activities so no two groups are in the same place at the same time.

For example, we will:

- Keep groups separate for special activities such as art, music, and outside.
- Meals will be eaten in small groups or with children and adults spaced as far apart as possible when face coverings are removed for snack and eating. As supervision is very important due to the hazard of choking, adults will be vigilant in supervising during meal times at all times. When staff are on lunch break and not with children they will eat 6 feet apart while face coverings are removed.
- Provide individual materials for children in their small groupings such as but not limited to art materials, beading materials, sensory experiences etc.

- Set up classrooms with areas that are spaced as far apart as possible. This will promote children spreading out and playing in different areas of the classroom and exploring the classroom safely.
- Place children's mats as far apart as possible, ideally 3-6 feet apart. Children will lie head to toe on their mats.
- Create a social story and share it with all families. It will illustrate the changes that are new to the school environment and inform children of our new protocols such as their teachers wearing masks. (Teachers will also talk with children at the start of camp or school about the new protocols and discuss any questions that they may be having.
- Hold as many activities as possible outside in our backyard or side yard.

Buen Dia has at this time cancelled or postponed all special events that involve parents and families, such as graduation, end of year picnic, back to school night etc. We will adjust this as gathering requirements and protocols evolve and as requirements from the city of SF & the Health Department change.

As required by the health department and city of San Francisco BUEN DIA will not hold gatherings that bring large groups of children together, even if held outdoors.

3.9. Sports with shared equipment or physical contact may be played, but only within the same stable group of up to 10-12 children and youth. Equipment used, will be cleaned at least once a day.

3.10. Drop-in childcare is not permitted. Childcare Providers may not enroll children for fewer than three weeks.

4. Section 4 – Illness policies & Symptom Screening for Children:

4.1. Buen Dia staff will ask parent(s)/caregiver(s) about possible symptoms of COVID-19 when they arrive and before they are allowed into the school. Specifically, we will ask whether they have had one or more of these symptoms within the past 24 hours, which is new or not explained by a pre-existing condition:

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| • Fever, Chills, or Repeated Shaking/Shivering | • Cough |
| • Feeling Unusually Weak or Fatigued | • Sore Throat |
| • Loss of Taste or Smell | • Shortness of Breath |
| • Muscle pain | • Difficulty Breathing |
| • Headache | • Runny or congested nose |
| | • Diarrhea |

4.2. **All families are required to take all children's temperatures before arrival and report it to the teacher upon arrival.** Teachers will be equipped with thermal thermometers to recheck the

child's temperature if a reading is not reported upon arrival. If checking a temperature PPE is required that includes mask, eye protection, and gloves. Teachers will stand 6 feet from the child.

- **Temperature Checking Details:** There are two thresholds for temperature that the department of health explains in detail. 100.0 and 100.4. For simplicity and because infrared thermometers (the kind BUEN DIA will use) tend to read slightly lower than oral thermometers, SFDPH recommends a single screening threshold of 100 degrees for everyone. If a temperature reads below 96 degrees it will be rechecked. If a non-touch (infra-red) or temporal temperature is used and the staff member does not touch the person being screened, gloves do not need to be changed before the next check. If a temporal thermometer is used it will be cleaned with an alcohol wipe or isopropyl alcohol on a swab between each check. Once all temperatures are checked gloves will be removed and discarded. Staff will then wash or sanitize their hands.

- 4.3. Upon arrival all teachers will look at the child or youth for signs of illness like flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness. If symptoms are present a temperature does not need to be taken and any child with symptoms will be sent home.
- 4.4. Children with symptoms or a fever will be sent home and encouraged to seek COVID-19 testing. If any child who has symptoms is sent home the child must follow the criteria as well as any applicable requirements from the quarantine and isolation directives (see attached directive) before returning to the program. If they are required to self-quarantine or self-isolate, they may only return to the program after they have completed self-quarantine or self-isolation. If they test negative for the virus (no virus found), they may only return to the program when the following criteria are met:
 - Fever is gone for 72 hours without the use of fever reducing medicine
 - No symptoms exist and it's been at least 10 days after first symptoms
 - Children are not required to provide a medical clearance letter in order to return to the program as long as they have met the requirements outlined in the Attached directive.
- 4.5. Personnel conducting the screening should stand at least 6 feet away from the child and parent/caregiver.
- 4.6. Children who pass the screening should wash their hands with soap and water or clean their hands with hand sanitizer before they enter the program.

5. Section 5 – Drop-Off and Pick-Up Procedures:

- 5.1. Buen Dia requires that all family members and caregivers wear face coverings when dropping off or picking up children. We ask that no parents come into the school facility or on school grounds at this time. No adults outside of guardians are allowed inside the school facility at this time.
- 5.2. Staff should remain 6 feet apart from parents and caregivers.

- 5.3. Whenever possible Buen Dia will stagger arrival and drop-off times to limit contact between families. No adults dropping off children can congregate at the drop off or pick up area and talk with other adults.
- 5.4. Children must be signed in & out. California Law requires you to sign your full name legibly in ink and indicate the time of pick up. We will check ID if we do not recognize the person picking up a child.
- 5.5. Buen Dia will set up a Student Check in area where a parent will follow the posted procedures to preform a daily health screening and temperature check for their child. BUEN DIA staff will come to the check in area to receive the child after screening, and bring child to same area to be picked up at end day.
- 5.6. Buen Dia encourages the same family member or designated person to drop off and pick up the child **every day**. If this is not possible there can be no more than two adults dropping off and picking up a child. Grandparents and other older relatives are highly discouraged from picking up children, if they are over 60 years old, since they are more at risk for serious illness.
- 5.7. Cell phone usage is strictly prohibited during drop off & pick up.
- 5.8. **Parents are required by law to pick their child up in a car seat.** Buen Dia cannot release a child to a parent without a car seat in their car. Parents must buckle their child into their car seat. Teachers are prohibited from buckling a child into a car seat.
- 5.9. Extended Care: Early/Late Drop off or Pick up
- Buen Dia does not provide supervision outside of the published class time. This unfortunately prohibits us from taking children early for drop off or keeping children late after pick up.

6. Section 6 – Face Coverings:

- 6.1. All adults and youth 13 years and older are required to wear face masks or cloth face coverings at all times. This includes family members and caregivers waiting outside to drop-off or pick-up children.
- 6.2. We encourage children 3 to 12 years old to wear face coverings with adult supervision but we do not require face coverings for anyone under the age of 13 years of age.
- 6.3. Face masks or cloth face coverings are prohibited for children ages 2 and younger, anyone who has trouble breathing, or is asleep, unconscious, or otherwise unable to remove the mask without assistance.

7. Section 7 – Hygiene and Sanitation:

7.1. Buen Dia will require that all children and staff wash their hands upon entry of the school their hands. They will wash and sanitize often throughout the day with soap and water for at least 20 seconds. Whenever hand washing is not available children and teachers will be required to use hand sanitizer.

- Hand washing will take place often and especially before eating, after going to the bathroom or diapering, or after wiping their nose, coughing, or sneezing.

7.2. Buen Dia will continue to educate children and teachers about basic measures to prevent the spread of infection, including covering one's coughs and sneezes and washing hands frequently.

7.3. Buen Dia will create a "social story" tool to send to all families that explains the protocols, changes in expectations, and explains what school might look like. This will include introducing them to our teachers in masks, reminding them to wash their hands, cover coughs and sneezes, not mixing groups, not using some spaces that were previously accessible, and other new recommendations.

7.4. Buen Dia will be cleaned and disinfected daily at the end of the day. It will also be cleaned and disinfected between uses by different groups, for example, between sessions, between classes using the same space at different times, etc., and with special attention to indoor eating areas where people have removed their masks.

7.5. Buen Dia will clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may include doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.

7.6. If surfaces are visibly dirty, clean them using detergent or soap and water before disinfecting them.

7.7. Our cleaning crew and teachers will use cleaning products according to the directions on the label and use products that are effective against coronavirus in addition to other illnesses. We will follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

7.8. Buen Dia will keep all cleaning materials secure and out of reach of children and ensure that there is adequate ventilation when using these products to keep children and staff from inhaling toxic fumes.

7.9. Buen Dia will not use toys that cannot be cleaned and sanitized.

7.10. Buen Dia will set aside toys that children have put in their mouths or that are otherwise contaminated by body secretions or excretions. We will clean them by hand while wearing gloves. We will clean them first with water and detergent, rinse, then sanitize with an EPA-registered disinfectant, and air-dry. Or we will bleach them if possible, rinse, and air-dry them.

- 7.11. During class times, Buen Dia will set aside any toys that need to be cleaned in a marked container for “dirty toys.” They will then be cleaned and disinfected at a later time.
- 7.12. Buen Dia will provide individual materials such as scissors, markers, pens, pencils, glue sticks, etc.) within groups of children. Any materials will be washed and sanitized before moving them from one group to another.
- 7.13. Machine-washable cloth toys will be used by one child at a time or removed if this is not possible.
- 7.14. Books and other paper-based materials like mail or envelopes, do not need additional cleaning or disinfection.
- 7.15. If used at all only bedding (pillows, blankets,) that can be washed will be used.
- 7.16. All belongings will be kept separate from each other. Extra clothes will be kept in ziplock bags and belongings will be kept in a child's cubby. We ask that children do not bring bags to school. They should bring a container for their food for snack and/or lunch and any clothing needed. All belongings must fit in a child's individual cubby. No large backpacks or bags are allowed at the school.

8. Section 8 – Travel Precautions & Requirements:

- 8.1. Buen Dia requires and expects that all families and staff members will follow all the safety protocols outlined by the SF Health Department, Govt. officials, and CDC in regards to social distancing, face masks, and other protocols when away from school. These are in place to stop the spread and contraction of COVID-19. This will keep our community safe.
- 8.2 All families and staff are required to be local and have returned from any travel involving airplanes, hotel stays, or other possible situations that could expose the child, family, or staff member to the higher risk of contracting COVID-19. They must be back from travel at least 14 days before starting a summer program, school year, or returning to work.