



UPDATED ILLNESS POLICY REGARDING COVID-19

Early Horizons is taking extra precautions to keep our community in light of COVID-19. We understand families depend on us to give quality care for their child(ren), so we've recently implemented the following policy to help reduce the spread of COVID-19. This new policy applies to staff, children, and their household members.

**Please notify the center by emailing
Kylee, the center director, at
KyleeNguyen@Early Horizons.com
should you fall into any of the following
scenarios:**

1. Should you or any of your household members experience any of the following symptoms in the last 24 hours, we ask that you remain out for the day: **fever, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of smell or taste, sore throat, congestion or runny nose, red or sore eyes or eyes that are producing unusual discharge, nausea or vomiting, or diarrhea.**
2. Should you or any of your household members exhibit any of these symptoms, we ask that you remain excluded from Early Horizons for at least 72 hours after symptoms have resolved. We also are requiring a negative COVID-19 test if you or any of your household members are symptomatic.
3. Should you or any member of your household have travelled internationally or domestically (may be to another state or out of county) to an area where COVID-19 is rapidly spreading we ask that you wait a minimum of *10 to 14 days* since you or a household member returned home from a trip to get tested for COVID-19. During that isolation period, we ask that you are excluded from Early Horizons.
4. Should any member of your household have (or has been in close contact with anyone who has) a confirmed case of COVID-19 or is suspected of having COVID-19, we ask that you remain excluded from Early Horizons.
 - If the household member tests positive for COVID-19, we ask that you quarantine for a full 14 days *after* the positive household member completes their isolation period, even if you test negative.
 - If a non-household member who you've had close contact with has tested positive for COVID-19, we ask that you quarantine for a full 14 days since the date of the last exposure to that non-household member, even if you test negative.
5. Should any testing be mandated by Early Horizons for any reason, we ask that you get tested 10 to 14 days after exposure, unless the child or staff member attending Early Horizons is exhibiting symptoms stated in the first scenario.

Pick Up & Drop Off Procedures at Early Horizons

1. To limit exposure on campus, we've set drop off and pick up times for parents. Parents can only drop off their children between 8am and 9am. Parents can only pick up children between 4pm and 5pm.
2. Parents who are attending Early Horizons for the first time since the SIP will re-register with Nito, who will be at a table in front of his office.
3. After reregistering with Nito, parents will be directed to their classroom tables where the teachers will conduct a health assessment.
4. During drop off, parents will be asked a series of pre-screening health questions that you must answer honestly to help ensure the safety of the community. Parents will sign a form acknowledging they are answering truthfully everyday. The questions include the following:
 - a. **In the last 14 days, have you or your child or anyone in your household had any of the following symptoms: fever, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, new loss of smell or taste, sore throat, congestion or runny nose, red or sore eyes or eyes that are producing unusual discharge, nausea or vomiting, or diarrhea?**
 - b. **Has your child used any fever reducing medication in the last 24 hours?**
 - c. **Have you or your child or anyone in your household tested positive for COVID -19 or are awaiting test results in the last 14 days?**
 - d. **Have you or your child or anyone in your household had close contact in the last 14 days to a person who is positive for COVID-19 or is suspected of having COVID-19 (symptomatic)?**
 - e. **In the last 14 days, have you or your child or anyone in your household travelled outside of California or to another county in California where COVID-19 is spreading rapidly?**
5. In addition to pre-screening questions, a staff member will use a no-contact thermometer to check the child and parent's temperature. It will be documented in the pre-screening health questionnaire that is signed everyday.
6. Any child or parent who receives a temperature reading of 100 degrees or above will not be permitted into Early Horizons, per the mandatory directive given by the Santa Clara County Public Health Department.
7. During drop off, teachers can allow children's comfort items and lunch boxes to enter with the child, but we ask that no additional toys be brought to care.
8. At pick up, parents should approach the table where they dropped off to pick up their child. A teacher from each classroom will be waiting there.
9. No parents or visitors are allowed on campus in the classrooms so that EH can limit exposure.
10. We ask that the same parent who dropped off will pick up their child and remain consistent to pick up and drop off.

Other Preventative Measures Early Horizons is Taking to Help Stop the Spread of COVID-19

1. Early Horizons is limiting each classroom's group sizes to reduce the number of children your child has direct contact with everyday. Classrooms are stable cohorts, including the teachers.
2. Teachers are equipped with more time to clean and disinfect toys and high touch surfaces.
3. The safest place for our children and staff members is to be outside, so we have our classes spend most of the day outside.
4. When inside the classrooms, we keep all windows and doors opened, and we keep fans and the a/c running to circulate the air in the room.
5. During naps, Early Horizons supplies a sheet for children. EH also places mats 6 feet apart alternating head to toe positions. Sheets will be changed weekly, unless soiled, and nap mats will be stored and sealed in a large labeled plastic bag.
6. Handwashing is key to help stop the spread of COVID, so EH has had teachers help children wash their hands after every transition in the day.
7. Early Horizons has installed additional portable sinks in play yards and classrooms to ensure adequate hand washing is done by the teachers and children.
8. Early Horizons now utilizes Kyla, a mobile service to test 15 random teachers every two weeks for COVID-19.
9. Masks are worn by teachers whenever they are within 6 feet of the children throughout the day. In addition, we have mandated that any child in our school age program also wear a mask throughout the day.
10. Early Horizons has supplied each child (preschool through school age) with an art supply box labeled with their name.
11. Early Horizons has stopped using shared sensory bins. Each child is now supplied with their own bin labeled with their name.
12. Teachers conduct hourly health screenings on themselves and the children throughout their shift.
13. If a child develops a fever (100 degrees Fahrenheit or higher), shortness of breath, a new cough or rash during the day, the child will be immediately removed from the classroom and moved to a designated isolation room with a teacher. A guardian must pick up their child within the hour. If more than one hour has passed, we will move onto another designated emergency contact assigned to that child for pick up.
14. Classroom groups have been reevaluated to keep future potential exposures to a minimum, thus preventing school-wide closures. We have instituted 'sibling classrooms'. For example, if you are the parent of two children, one in the infant program and one in the preschool program, their classrooms will be next door to each other. If you have two children, one in the school age program and one in the preschool program, their classrooms will be next door to each other.
15. Siblings within the same age category (under 2 years, 2-5 years, and 6+) will remain together. For example, if you are the parent of a 2 year old and a 4 year old, they will be placed in the same classroom.
16. Teachers have been assigned to classrooms where they will work closely with their own household members, as EH is a family forward business and many of our staff members are related and have their own children attending EH.

Early Horizons Illness & Medication Policy

We take the health of children very seriously. Because of this concern, we have developed strict policies regarding illness. In following these policies, we will reduce the spread of infection and therefore reduce the number of days your child will be absent due to illness.

Your child may not attend EH if he/she possesses any of the symptoms on the following chart. Please note that while we encourage parents to bring their child to see a physician, a doctor's note does not guarantee clearance for the child to come back to Early Horizons.

Symptoms	Will Be Sent Home	May Return to EH	Must Stay Home
Wet Cough	If the mucus is severe or combined with other symptoms such as wheezing, fever, cough, etc.	If the mucus is mild and not combined with any other symptoms.	If symptoms persist and/or worsen regardless of doctor's clearance and/or note.
Runny Nose	If the mucus is severe or combined with other symptoms such as wheezing, fever, cough.	If the mucus is mild or not combined with any other symptoms.	If symptoms persist and/or worsen regardless of doctor's clearance and/or note.
Fever	If the child has a temporal reading of 100.4 degrees or higher.	If the child has a temperature below 100.3 degrees for over 24 hours with no medication needed.	If the child has a temperature of 100.4 or higher.
Diarrhea	If there are two or more episodes of diarrhea within two hours. Diarrhea is defined as unusually watery stool.	When the child has had had a solid bowel movement or it has been 24 hours since the last episode.	If the child is continuously having episodes of diarrhea or it is within the 24 hour frame of their last episode.
Vomiting	After the first episode, unless the vomiting is mild or could be attributed to something not contagious.	If the child is symptom free for 24 hours and is keeping solid foods down.	If the child is still vomiting and unable to keep solid foods down or it is within the 24 hours of the last episode.
Influenza	If there are any flu like symptoms such as fever, chills, fatigue, etc.	Once all flu like symptoms have disappeared.	For at least 24 hours after symptoms have disappeared.
Conjunctivitis	If a child has any redness, discharge, or irritation in one or both eyes.	After 24 or more hours after the child has started the antibiotic eye drops <i>if the infection is bacterial</i> .	Viral Pink Eye - must stay home until all symptoms of pink eye have disappeared Bacterial Pink Eye - must stay home until symptoms have disappeared unless the child has started antibiotic eye drops for at least 24 hours
Coxsackievirus (Hand, Foot, & Mouth Disease)	If the child shows any signs of blisters/ulcers on the body that <i>may</i> be accompanied by a fever.	If the blisters/ulcers have disappeared and/or completely popped and have scabbed over. The child must also be fever free for 24 hours.	The child has a fever and/or blisters on the body. A doctor's note will not give clearance to allow your child to return back to EH.

Roseola	If a rash is present right after a fever breaks.	If the child has had the rash for 24 or more hours.	If the child is still symptomatic (fever, rash develops within 24 hours, etc.)
Lice	If there are any live bugs or nits found in their hair.	Once the child's hair is lice and nit free.	If the child has any lice and/or nits in their hair. EH has a no nit policy. A doctor's note will not clear a child to return to Early Horizons.
Rash	If there is any unidentified rash out of the diaper area.	If the rash is not suspected of being contagious, such as hives or heat rash.	If the child's rash progresses and EH suspects it may be contagious, regardless of a doctor's note.
Fungal Infection	If a child presents symptoms such as blotchy spots, rashes, and/or other irritations that may be severely itchy.	If a contagious fungal infection is being treated by antibiotics or antifungal oral medications and/or antifungal ointments for at least 24 hours.	If symptoms persist or worsen with or without treatment, regardless of a doctor's note.
Strep Throat	If the child has a fever, irritability while eating and/or drinking, complains of a sore throat, etc.	If the child is on a prescribed antibiotic for at least 24 hours.	If the child is within the 24 hour frame of starting the antibiotic.

If medication is to be administered at school, the following requirements must be met:

1. The "PARENT CONSENT FOR ADMINISTRATION OF MEDICATIONS AND MEDICATION CHART" form must be completed. This is a state licensing requirement, therefore not optional.
2. All prescriptions and nonprescription medications must have the child's name and must be dated.
3. Prescription and nonprescription medications must be stored in the original bottle with an unaltered label. Medications requiring refrigeration must be stored properly. **This includes topical creams such as Arnica, Eucerin, Aquaphor, Cetaphil, etc.**
4. Written consent must be provided from the parent, permitting the child care facility personnel to administer medications to the child.

Instructions on the medication form/chart shall not conflict with the prescription label or product label directions.

Parents providing nonprescription medications that are being used off label for their child must supply a doctor's note with specific directions for the use of the medication.

Children must be symptom free without medication (with the exceptions of certain antibiotics after 24 hours listed above) to return to EH. For example, a child has a fever that is **gone** at 3 PM on Day 1. The child must stay home throughout the next day (Day 2) and be fever free through 3PM. The child may return to school on the morning of Day 3 if they remain asymptomatic since Day 1 at 3PM.

The illness policy has been put into place and is enforced by all staff members of Early Horizons to help stop the spread of germs and viral or bacterial infections that put everyone at risk. Many of the precautionary steps we are taking are recommendations from the Santa Clara County Public Safety Department and physicians who practice in this area. Also, many of the guidelines we have created are in the best interest in keeping all the children of Early Horizons safe and healthy.

Please note that while we encourage families to take their child to see a physician to confirm any illnesses, a doctor's clearance or recommendation to return to school/daycare will not automatically permit your child to return to Early Horizons. Our staff is being trained on health assessments during the arrival of each child, and while we strive to do it as soon as we can, sometimes you may receive a call at any time during the day asking for you to return to pick up your child who we believe is ill and/or contagious. We are more than happy to have a teacher discuss in private any health concerns that they believe your child may have upon your return.

At Early Horizons, we ask that you pick up your child as soon as possible. An ill child who is suspected of being contagious may be removed from any play areas until they are picked up in efforts to stop the spread of any illnesses. If you are unable to pick up your child, we ask that you designate another adult who is on your emergency card to pick up your ill child. If we call you to pick up your child and we do not receive a response or you do not pick up the phone immediately, we will call the next adult on your emergency card that you have provided Early Horizons with for your child. If we speak with you and you do not pick up the ill child within an hour, we will also call the next adult on the emergency card.

We thank you for your cooperation.

-Early Horizons Admin Team

PLEASE DETACH, SIGN, & SUBMIT THIS ILLNESS POLICY TO EARLY HORIZONS STAFF.

I also acknowledge that I have read, understand, and will abide by the above named policies, procedures, and instructions.

Child's Name

Parent's Full Name

Parent's Signature

Today's Date