

HIVE CHILD CARE GUIDELINES



Background

The following provides the minimum standards that must be achieved to operate Child Care in accordance with Physical Distancing and Sanitation Protocols as defined in the existing [San Mateo County Health Order](#) effective August 6th, 2020. These guidelines also align with the [CDC Guidance for Child Care Programs](#), guidelines created by the [Community Care Licensing Division of California](#), guidelines provided by [San Mateo County Office of Education's Pandemic Recovery Framework](#), and the [California Department Public Health \(CDPH\) COVID-19 Industry Guidelines for Child Care Programs and Providers](#). All Hillsborough Recreation programs must be able to comply with these guidelines to operate. These guidelines are subject to change based on changes in local, state, and federal direction related to COVID-19. The HIVE Child Care in Hillsborough targets children 5-14 years of age.

Definitions

Child Care: foster children's emotional, social, and physical and creative growth through various interactive activities and relationships with role model instructors/leader

HIVE Child Care Leader: an adult (18 years of age or older) hired by Hillsborough Recreation having received necessary background checks and health screenings prior to starting employment as a Recreation Child Care Leader. All Child Care Leaders are required to attend a Pre-Child Care Leader Training.

HIVE Child Care Jr. Leader (Staff): this may be a staff member hired by Hillsborough Recreation having received necessary background checks and health screenings prior to starting employment as a Recreation Child Care Jr. Leader. Their main job will be to assist the Leaders in providing a safe and quality experience for our participants.

HIVE Child Care Director: An informal title given to the Site Director that is the lead staff member for a specific Child Care setting and oversees all operations of the program on that site. This can be either an hourly staff member or a full-time staff member.

HIVE Child Care Stable Cohort: A stable cohort is a group of 16 individuals (combination of staff and students) that will be housed in the same space for the duration of Child Care. The Stable format requires students maintain 6 feet of physical distancing while within this group. Stable Cohorts will not be able to intermingle with other cohorts at the same site/location.

Disinfecting: refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. This is best described to staff as a bleach/water ratio solution where protective PPE must be worn by staff at sites where camps are hosted. Centers for Disease Control (CDC) states a disinfecting solution is mixing five tablespoons of bleach per one gallon of water.

Personal Protective Equipment (PPE): includes, but is not limited to face shields, gloves, goggles, face covers, head covers, and masks.

Sick Bay (Isolation Area): This will be a room that is set aside for isolation should a camper or counselor fall ill suddenly. There will be first aid equipment and areas for these isolated persons to rest.

Sanitizing (Cleaning): refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. This is best described to staff as a soap and water solution to be used on surfaces after they are disinfected with chemicals. This is a best practice to avoid harsh chemical residue on surfaces after disinfecting.

Facility Requirements

HIVE Staff will assess facilities to ensure that proposed child care activities can be conducted with necessary physical distancing prescribed by the County of San Mateo Public Health Order protocols for childcare and outdoor recreation. The following requirements will be met for indoor and outdoor camp times.

- Check-in/Check-out area is sufficiently spaced and marked so that participants and parents/guardians can line up six-feet apart. We will be doing this outdoors. Check-in/Check-out will be located in pre-designated spaces for each cohort on a site, so parents/guardians do not break the physical distancing protocol required of our bubbles.
- Restrooms will be accessible during all camp hours and is regulated to ensure that only one-person per stall is inside the restroom facility. We will be assigning restrooms to each Cohort, so that the cohorts have designated bathrooms for those campers.
- We will follow guidelines set by Hillsborough City School District and the San Mateo County Health Order for cleaning and frequency of cleaning restrooms.
- Handwashing facilities or hand hygiene stations, will be accessible so that participants and staff can wash hands or use hand sanitizer at minimum at each transition of activity and/or every 45 minutes.
- Lunch and snack areas will be set-up to provide Stable cohorts their own space. There will be no mixing during camp time at all especially during lunch. Lunch and snack areas will be disinfected and sanitized after each use.
- Signage area is available at the entrance to be visible by staff and participants.
- Each Stable cohort of students will be in separate areas and will not interact with each other at any time. **Students are allowed to be in other Stable Cohorts, but are not allowed to be a Bubble Cohort of any kind.**
- Rotation of areas/shared facilities will only be performed if the area is cleaned, sanitized, and disinfected prior to another cohort using the area.

Check-In/Check-Out Procedures

The HIVE Child Care staff will work with HCSD for check-in and check-out protocols to ensure that all participants and staff are able to practice physical distancing. Staff and participants will conduct a health screening prior to arriving on site, and a secondary screening will be conducted during check-in.

- Prior to arrival, families will be communicated to their designated areas for drop off/pick up. Clearly visible signage will advise participants that they should: avoid entering the facility if they have a cough or fever; wear facial coverings (any student Kindergarten and up including staff); maintain a minimum of six-foot distance from one another; and not engage in any unnecessary physical contact.
- Prior to arriving at the camp location, HIVE staff, participants and parents must perform a self-conducted health screening by taking their temperature, and ensuring that they do not have a fever

of 100.4 degrees F or higher. They must also ensure that they do not have symptoms that the CDC has indicated are symptoms of COVID-19.

- Upon arrival, the HIVE Child Care staff must receive a health screening, which includes taking their temperature with a contactless thermometer. Staff must not have a temperature of 100.4 degrees F or higher, and must be asked to confirm that they do not have any of the symptoms that the CDC has indicated are symptoms of COVID-19.
- Upon arrival, Child Care participants must receive a health screening, which includes taking their temperature with a non-contact thermometer. Participants must not have a temperature of 100.4 degrees F or higher, and must be asked to confirm that they do not have any of the symptoms that the CDC has indicated are symptoms of COVID-19.
- A non-contact (temporal) thermometer will be available for health screening.
- Staff conducting the health screening must wear a facial covering during the screening.
- Staff must wear disposable non-latex gloves. The same gloves may be used to conduct all health-screening checks provided this task is uninterrupted as long as no other surfaces were touched during the duration of the health-screening process.
- If a participant has a temperature of 100.4 degrees F or higher there will be an allowable grace period (up to ten minutes) where the camper can wait with their parent/guardian in a vehicle or a reasonable distance away from the facility. This guideline recognizes that temperatures can rise quickly if the camper was running to the facility excited, wearing a hat, or drinking a hot drink. If after the second test, they still test 100.4 degrees F or higher, the camper will need to leave the area immediately for the remainder of the day. Staff must also disinfect all surfaces and areas that the dismissed camper may have touched. If the camper has a temperature of 100.4 degrees F or higher, a new pair of gloves is required and the non-contact thermometer should be disinfected and sanitized before additional participants are checked.
- When parents/guardians want to check-out their child, they will remain six feet distanced apart and notify the staff they are there.

Equipment Requirements

The HIVE Child Care plan is based on the current order with Stable Cohorts required to maintain 6 feet apart and cannot share equipment with other participants in their cohort. We will provide equipment that is designated for each student that would provide them all with the necessary toys and equipment to participate in our games and activities.

- Each HIVE Child Care participant will have their own set of supplies (i.e. craft materials, art supplies, sports equipment, board games, etc.)
- Paper based materials are not considered high-risk by the CDC for transmission, so we will have stacks of paper in each classroom for kids to use for multiple purposes.
- Any equipment shared (ozobots, Dash robots, etc.) between cohorts will stay within those cohorts for the entirety of the week. At the end of the week, that equipment will be disinfected and sanitized thoroughly before being used the following week by another cohort.
- HIVE Child Care staff and students are not allowed to bring any equipment from their home to camp.

Staffing Requirements

Prior to conducting HIVE Child Care activities, the HIVE Child Care Site Director will have appropriate staffing to manage the ratios needed to safely run care. HIVE Child Care will run at a safe ratio, and secure necessary staff to ensure if someone gets sick, we have support for that cohort.

- Upon arrival, HIVE Child Care staff will have their temperature checked and complete an informal health screening of answering a set of questions, such as “do you feel sick?” If the temperature check and informal health screening was passed, staff will then wash their hands and start their shift.
- HIVE Staff must be available to lead a camp cohort of 13 or less participants. The participants in that cohort must remain with that cohort each day, and cannot be moved from one group to another.
- To the extent possible, HIVE staff should remain with their cohort and should not be assigned to other job functions.
- HIVE staff must be provided all required PPE to ensure theirs and participants safety. They must wear a mask (covering mouth and nose) during all camp activities. Reusable masks must be disinfected daily.
- Should a HIVE staff member fall suddenly ill, they will be relocated to the sick bay room, and monitored.
- In addition to the HIVE Child Care Site Director, a floater(s) may be designated at camp should the need arise. The floater may assist with supervision on the yard, check-in/check-out, etc. The floater must always maintain at least 6 feet of distance with all other staff and campers and wear a face mask covering as to avoid cross contamination.

Management of Participant Requirements

When students are back in school, HIVE Child Care will operate in Stable cohorts with a total of 16 participants (combination of students/staff). Each Child Care cohort will have a designated area/room as their home base, and will not rotate to another shared facility space unless that space has been cleaned, sanitized, and disinfected prior to a new cohort using it.

- Areas for the HIVE Child Care Stable cohorts will be designated. For outdoor activities, the areas will be designated with cones or delineators, and separated from general community use.
- Students will wash their hands for a minimum of 20 seconds when arriving at HIVE.
 - Participants must wash their hands or use hand sanitizer to clean their hands every 45 minutes and/or between activities.
- Reasonable accommodations shall be made for inclusion program participants.

Lunch, Snack, and Consumption Requirements

HIVE Child Care will be provided pre-packaged snacks (popsicles, nut-free snacks, etc.) when applicable, but they must bring their own lunch that will then be stored in their Cubby.

- Kids may bring backpacks to the care program, but please limit what is brought to/from home. No stuffed animals/toys/etc.
- All lunch contents must be disposable. We are not allowing for reusable lunch bags and containers to come back and forth from home to camp.

- Lunch/snack areas designated for these purposes must be cleaned and sanitized before and after each use.

Cleaning, Sanitizing, and Disinfecting Requirements

Areas that are used for HIVE Child Care activities will be cleaned, sanitized, and disinfected regularly. Staff and Site Director will adhere to the local guidelines when it comes to cleaning, sanitizing, and disinfecting. We envision following the directives from HCSD on their level of protocols.

- Each day, our indoor facilities including restrooms will be cleaned, disinfected, and sanitized by the same janitorial staff that Hillsborough City School District and Hillsborough Recreation use throughout the school year.
- Our Child Care staff and custodians will also be diligent about cleaning and disinfecting frequently touched surfaces (door handles, sink handles, etc.)
- Our Child Care program is prioritizing outdoor activities to limit the proximity of participants, but also to encourage fresh air, including Distance Learning outdoors when appropriate.

Visitors at School

Hillsborough Recreation and Hillsborough City School District will have proper signage around campus preventing non-essential visitors on campus. Here are the rules HCSD is using for visitors:

- Only necessary visitors will be allowed on campus.
- The number of students/staff who they will come in contact with will be restrictive.
- Parents will not be allowed on campus, except to drop off and pick up students.
- Access to the school office will be restricted. Drop-off or pick-up of materials will be facilitated with racks or tables outside the school offices.
- Parents will not be allowed into any classrooms, restrooms, or common areas on campus.
- Admittance to the School is at the discretion of Site Administration.

Preparing for When Someone Gets Sick

HIVE Child Care will do everything possible to mitigate risk as much as possible, knowing that we cannot eliminate 100% of risk inherent in sending kids to Child Care settings.

- Any students or staff exhibiting COVID-19 symptoms prior to coming to care, should not attend care until feeling better (fever-free 3 days) or ensuring a negative COVID-19 test.
- If they feel sick or start exhibiting symptoms while at camp, they should immediately be required to wear a face covering (if not already) and be required to wait in isolation until they can be transported home or to a healthcare facility, as soon as practicable.
- Any student or staff who has been in contact with someone who is exhibiting COVID-19 symptoms or is a confirmed case should not come into care/work. If they are a Contact of a Case, they will need to

refrain from coming to care and self-quarantine for 14 days from the point of contact. Please refer to the Information below about Cases, Close Contacts, and Indirect Contacts for details.

- All areas or facilities in which this student/staff member will be vacated and will be cleaned, disinfected, sanitized before being used again for HIVE Child Care.
- If someone in the Cohort tests positive for COVID-19, that Cohort will be closed and sent home for quarantining. The purpose of utilizing Stable Cohorts is to eliminate cross-contamination with other cohorts, and therefore the remaining bubbles will be allowed to continue care as they did not come into contact with one another or share facilities/equipment.
- If someone in the Cohort is a Close Contact with a positive COVID-19 case, the Cohort will continue to run as the participants are considered Indirect Contacts. The indirect contacts are to monitor health symptoms.
- In accordance with state and local laws and regulations, we will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).

If someone becomes sick...

- Before they arrive at school: They should stay home and monitor their symptoms. If they exhibit symptoms that CDC provides for COVID-19, they should get tested. See table below for next steps.
- While at school: They will be taken to an isolation area where they will be monitored and required to be picked up. The request is that the person gets a COVID-19 test to determine if they have it or not.

COVID-19 Terms

Case/Close Contact/Indirect Contact:

- Case: A person who tests positive for a disease.
- Close Contact: A person who has come in close contact with a case (less than 6 feet for more than 15 minutes).
- Indirect Contact: People who may have been in proximity to a close contact.

COVID-19 Response Chart : [From the Pandemic Recovery Framework, pg. 41](#)

When a Student, Teacher, or Staff member Has Symptoms, Is a Close Contact of Someone Infected, or Is Diagnosed with COVID-19

Student or Staff Who:	Action	Communication
1. Presents with COVID-19 Symptoms Symptom Screening: CDPH, p. 14	<ul style="list-style-type: none"> • Send home • Recommend testing <ul style="list-style-type: none"> ○ if positive, see #3 ○ if negative, see #4 • School/classroom remain open 	No action needed
2. Is a close contact ¹ with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	<p>Sample message to larger school community</p> <p>Sample message to community member who may be a contact</p>
3. Has a confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts¹, quarantine, and exclude exposed contacts (likely entire cohort²) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	Sample message to whole school community
4. Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	No action needed

From California Department of Public Health

Considerations for Care Closures

We will do our best to mitigate risk and safely enforce that our cohorts stay as stable as possible. By doing so it allows for HIVE Child Care to continue running if there is a positive COVID-19 test on the school campus. That being said, we may still implement a closure due to increased risk or concern in our Community.

APPENDIX A - COVID Testing and Contact Tracing (taken from HCSD Return to School Procedures 9/16/20)

HCSD COVID Screening & Testing Program: Increasing Safety for Staff & Families

Importance of Screening / Testing Program for Return to InPerson School (RTS):

- While HCSD cannot require families to be tested, staff would have an increased feeling of safety and security if this is done.
- After reviewing multiple providers, HCSD has chosen a provider offering an integrated program of screening, testing and cohort risk profiling.
- The greater the proportion of the whole community gets tested, the more effectively the program can keep the HCSD community safe.
- All staff will be asked to be tested every month at a minimum to detect possible cases. The district will provide the testing kits for staff through Ambry Genetics.

Ambry CARE 4 COVID Screening App

- All students' caregivers will have a mobile app that obtains appropriate consents, HIPAA compliant, houses student's COVID risk status ("badge" or "passport"), and recent COVID test results provides real-time data of staff & student status to the school so HCSD knows cohort COVID risk status at any time. Staff will also have the app and will be asked to screen every school day.
- Each morning the student's caregiver will complete a COVID screening in the app including temperature and symptoms check, to confirm they are clear to come to school. (e.g. "green badge" shown to staff at the morning drop-off traffic circle). Staff will do the same.
- If a student presents symptoms that flag risk (e.g. "red badge"), app will notify the caregiver that the student is not allowed to come to school. Staff will do the same.
 - App will refer caregiver or staff member to have physician consult (own choice or in-app telehealth consult)
 - "Red badge" alerts HCSD that there is an elevated risk student and/or staff member.
 - Test kit available for pickup at District Office or option to order it shipped to the home; FedEx prepaid envelope included.
 - Results will be available within 48-72 hrs after Ambry receives sample.
- Families or staff who choose another testing provider should note that wait times for tests and results may vary, and test results must be sent to HCSD for approval and manual entry.

Test Results and Contact Tracing

The following Immediate Actions will be taken as shared below from the [Pandemic Recovery Framework](#), section III C “Testing and Contact Tracing”.

Case, Close Contact, Indirect Contact

To understand the continuum of health concern for members of the public regarding the contracting of COVID-19, the Pandemic Recovery Framework uses the terms Case, Close Contact, and Indirect Contact to mean the following within a pandemic context:

- Case: A *Case* refers to a person who tests positive
- Close Contact: A *Close Contact* refers to a person who is within 6 feet of a confirmed case for more than 15 minutes, regardless of face covering use.
- Indirect Contact: *Indirect Contacts* are people who may have been in proximity to a *Close Contact*



1. Student or Staff Member who has Symptoms or is a Close Contact of a confirmed Case (outside school community):

Scenario	Immediate Actions
<p>Scenario 1: A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.4°F or above</p>	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see Scenario 3; if negative, see Table 2) • School/classroom remain open
<p>Scenario 2: A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> • Send home • Contacts should be quarantined for 14 days from the last exposure to the case • Testing can be considered but will not shorten 14-day quarantine. <i>One cannot test out of quarantine.</i> • School/classroom remain open

2. Student or Staff Member having Positive test result:

Scenario	Immediate Actions
<p>Scenario 3: A student or staff member tests positive for COVID-19</p>	<ul style="list-style-type: none"> • The school Principal or designee must immediately notify SMC CD Control • Case should be isolated and excluded from school for at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, or date of positive test if case is asymptomatic • Quarantine and exclude the affected cohort/pod for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control. • Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine) • Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time • Other cohorts/pods continue in-person instruction. I.e., the entire school does not need to close. • Send notification to affected cohort/pod

3. Student or staff member having a Negative test result:

a. If Symptomatic then Table 2 as follows:

Scenario	Immediate Actions
<p>A symptomatic student or staff member tests negative for COVID-19 and was a household contact to a case</p>	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
<p>A symptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case</p>	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.
<p>A symptomatic student or staff member tests negative for COVID-19 without close contact to a case</p>	<ul style="list-style-type: none"> • Student/staff may return to school 72 hours after resolution of symptoms

b. If Asymptomatic:

Scenario	Immediate Actions
An asymptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
An asymptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.
An asymptomatic student or staff member tests negative for COVID-19 without close contact to a case	<ul style="list-style-type: none"> • Can return to school/work immediately.

c. Other Scenarios depending on status as Close Contact:

Scenario	Immediate Actions
A symptomatic student or staff member who is not a close contact to a known COVID-19 case tests negative for COVID-19 after Scenario 1	<ul style="list-style-type: none"> • Student/staff may return to school 72 hours after resolution of symptoms
A symptomatic or asymptomatic student or staff member who is a close contact to a known COVID-19 case tests negative after Scenario 2	<ul style="list-style-type: none"> • Student/staff must remain in quarantine for a full 14 days after: <ol style="list-style-type: none"> 1. date of last exposure to COVID-19 positive non-household close contact OR 2. date that COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
A staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> • Can return to school/work immediately.

APPENDIX B - Transitioning to Distance Learning (taken from HCSD Return to School Procedures 9/16/20)--FYI for parents

When to Close a School Site or Close all District Schools

1. The decision to close an individual school will be based on the number of cases in the school and the percentage of the teacher/students/staff who are positive for COVID-19.
2. The decision will be made following consultation with San Mateo County Health.
3. The closure of a school may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers, students, and staff are identified as cases within a 14-day period, depending on the size and physical layout of the school.
4. San Mateo County Health may also determine whether school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data.
5. Once closed, a school may typically reopen after 14 days and the following have occurred:
 - a. Cleaning and disinfection
 - b. Public health investigation
 - c. Consultation with San Mateo County Health

State's Criteria for Closing School District Campuses Once Open

1. The school district will close if 25 percent or more of the schools in the district have closed due to COVID-19 within 14 days.
2. This decision will be made in consultation with San Mateo County Health.
3. The district may typically reopen after 14 days, but again, in consultation with San Mateo County Health.

Should a school or the district-at-large close, students will continue to receive instruction through distance learning with the least amount of disruption possible in making this transition.