



The LEARNING CENTER

by

STS Academy

**@ 60 Civic Avenue – Pittsburg
(925) 252-8028**

COVID-19 NOTIFICATION

Parents/Guardians,

Please read the procedures below in order for you to be aware of how we, here at the Learning Center by STS Academy, will be managing safety during COVID-19. After reading, please sign at the bottom

We developed the procedures by following the guidelines for safety established at the national level by the Center for Disease Control (CDC)¹, the state level by California Department of Social Services, the county level by Contra Costa County, and the city level by The City of Pittsburg.

Daily Student Intake Process

The facility opens to receive students at 6:00 am weekdays. Usually, the most students come between 6:00 am and 8:00 am, so these first set of procedures are for that time frame.

- Before we can let students into the facility we must go through a brief, but important screening process².
 - There are three steps to the intake process, which should take about 2 minutes to complete. There will be three tables set up to maintain social distancing

¹ Interim Guidance for Business and Employers Responding to Coronavirus Disease 2019 (COVID-19) May 2020
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

² State of California—Health and Human Services (Department of Social Services) PIN #20-06-CCP April 7, 2020 Pg. 3 “Exclude from your facility any child, parent, caregiver or staff showing symptoms of COVID-19”
https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN_20-06-CCP.pdf

- At the first table, staff will ask parents/guardians some basic health questions (see attached)
- At the second table we will use touchless infrared thermometers to take the temperature of the children who will be attending that day (**anyone with a temperature of 100.4° F/38° C must be excluded from the facility**³) Once kids are screened for temperature, they will receive a sticker and be allowed into the facility
- The third station will be for parents/guardians to sign their children into the facility (Parents are requested not to enter the facility after their child is screened to reduce the chance for any inadvertent virus transmission)
 - NOTE: Parents/guardians should bring their own pens for sign-in to reduce their chances of transmission from a prior parent/guardian⁴ STS Academy will have disposable pens available as needed
- STS Academy Staff will follow the same questionnaire and temperature check process prior to opening and will also have wear a “Screened Sticker”.
- There will be signs reminding parents of social distancing and markers on the ground for parents to observe proper distance

Once children are screened and enter the facility, they will go into the Common Area on the left, where they will have desks spaced appropriately for social distancing.

- Immediately after entering the facility, kids will be escorted to the bathroom so that they may wash their hands in accordance with established safety guidelines⁵.
 - English Version of Handwashing Video from the CDC
<https://www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be>
 - Spanish Version of Handwashing Video from the CDC
https://www.youtube.com/watch?v=d6GqqqSC4Zw&feature=emb_title
- The Common Area can accommodate 12 kids⁶ and Youth Development Leaders (YDLs) will ensure there are activities planned that incorporate social distancing into their programming. **Parents are encouraged to remind kids to practice social distancing as the Learning Center by STS Academy staff will also remind them**
- In the past, early students could sleep on couches but going forward, children who are sleepy can put their heads down on their desks
- STS staff will wear masks inside the facility, however, children 12 and under are NOT required to wear a mask⁷ (**Parents always have the option of choosing to have their children wear masks**)

³ State of California—Health and Human Services (Department of Social Services) PIN #20-06-CCP April 7, 2020 Pg. 4

⁴ State of California—Health and Human Services (Department of Social Services) PIN #20-06-CCP April 7, 2020 Pg. 5 “During Drop Off and Pick Up”

⁵ California Department of Industrial Relations Division of Occupational Safety & Health “Safety & Health Guidance COVID-19 Infection Prevention in Child Care Programs” May 5, 2020

⁶ Groups are limited to no more than 12 per Contra County Health Officer “Guidance for Modified Childcare During COVID-19 Pandemic, March 23, 2020

https://813dcad3-2b07-4f3f-a25e-23c48c566922.filesusr.com/ugd/84606e_06ed99a719a24af3a1734daaeaf8762d.pdf

⁷ Contra Costa Health Services Press Release (April 17, 2020) “Contra Costa Health Officer Issues New ‘Cover Your Face’ Order”
<https://cchealth.org/press-releases/2020/0417-Cover-Your-Face-Order.php>

Arrivals after 8:00 am

Children will still be screened, but the screening location will change.

- Parents/guardians should proceed to the “green” door where they normally come for child pick up and knock or ring the doorbell
- One of the Learning Center staff will meet the parent/guardian outside of the facility and administer the questionnaire, temperature check, and sign in procedure mentioned above
- Children will then be escorted to their age-appropriate section of the facility by a staff member

INSIDE THE FACILITY—General

Everyone entering the facility will be screened and cleared prior to gaining access. If, however, any child develops [symptoms](#)⁸ during the day, they will be moved into an isolation room and their parents/guardians will be notified to come pick them up⁹

- Students will be assigned to one YDL and will be expected to remain with that YDL each day
- Similar to the school year and past summer programs, to the extent possible, children will be assigned by grade, however, due to physical limits imposed by social distancing, some grades may combine, e.g., 1st graders with 2nd graders
- Children in 1st grade and above, as of their last semester in school, will be assigned to one (1) of three (3) locations: The classroom where the 6-8 am students meet, or one of the two portable buildings inside the gated facility
- Students will have supervised access to computers and they will be spaced according to social distancing guidelines
 - Rooms and computers will be cleaned with disinfectant before and after use by kids per CDC guidelines¹⁰ and as illustrated by UCSF¹¹

INSIDE THE FACILITY—Kinders

Children in the Kindergarten age group will have one primary location and two alternates

- The Kinder room will have space to accommodate 10 students based on social distance guidelines.
- For Kindergarten students who nap, we will provide two separate cot rooms, appropriately spaced to allow for 10 nappers.
- Consistent with our past practices, Kindergarten students will have scheduled bathroom breaks and those breaks will also serve as part of consistent handwashing practices
 - Hand sanitizers are available but will be used on a restricted basis since they are less effective than handwashing¹²
- Activities for this group will be directed towards individual participation or group activities that do not require movement into closer proximity than their desks

⁸ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

⁹ State of California—Health and Human Services (Department of Social Services) PIN #20-06-CCP April 7, 2020 Pg. 4-Bullet 8

¹⁰ Center for Disease Control and Prevention—Coronavirus Disease 2019 “How it Spreads”

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Ftransmission.html

¹¹ California Department of Pesticide Control “Step-by-Step Disinfecting for Child Care Programs

https://cchp.ucsf.edu/sites/g/files/tkssra181/f/Step-by-Step-Disinfecting-CCP_4-20.pdf

¹² California Department of Industrial Relations Division of Occupational Safety & Health “Safety & Health Guidance COVID-19 Infection Prevention in Child Care Programs” May 5, 2020 Pg. 1

OUTSIDE THE FACILITY—General

To the extent possible, the Learning Center at STS Academy will engage in outdoor activities¹³

- The Learning Center at STS Academy will leverage the baseball field and the Basketless court adjacent to the facility
- Activities will be limited to those that can leverage social distancing, e.g., races with assigned lanes
 - Any games will be strictly no-contact types

CHILD PICK UP

We will use the normal pick up area subject to the following safety modifications

- We will put down distance markers on the approach to the pick-up door for social distancing
- Only one parent/guardian will be allowed into the waiting area—we will call for their child(ren) to come to the front to sign out
 - Parents/guardians will be encouraged to use their own pens for sign-out
- Parents/guardians and children will leave through the door they came in which will signal the next parent in the queue to enter—there is a second exit gate available for departing parents/guardians
- If parent/guardians have any financial business to conduct, we will encourage it be done online
 - If it must be handled on location, we will have the cashier in an isolated room with a plexiglass barrier between them and the parent/guardian

GENERAL NOTES

The following is a partial list of activities we will engage in for safety as noted in the various regulations controlling our actions:

- Lunchtime will be staggered to reduce the amount of crossover between groups
- Seating at meals will be limited to no more than two students at opposite ends of tables
- Hand sanitizer will be available but will be used to complement handwashing rather than as a substitute

It is our intent to provide the safest environment we can for your child(ren) and these procedures were developed with all of the latest safety information available.

¹³ State of California—Health and Human Services (Department of Social Services) PIN #20-06-CCP April 7, 2020 Pg. 2