



## Updated Health and Safety plan for Covid-19 最新 Covid-19健康与安全计划

### Reopening plans for Kiddosland Child Development Center Kiddosland儿童发展中心重开计划

Kiddosland will share these plans with families via email, written notice, and virtual meetings prior to opening the center.

此计划将在中心重开前，通过电子邮件，书面形式以及在线会议等方式通知各位家长。

Staff will be fully trained the week before we open on the new guidelines. We have successfully sent emails to chinese speaking staff on the guidelines in their primary language.

在中心重开的前一周，所有工作人员会通过培训学习新的规定。我们已经通知所有讲中文的员工有关新的规定。

Kiddosland has made the following changes:

本中心已采取以下措施：

- Purchased containers for children to have their own supplies such as but not limited to crayons, markers, and pencils.  
购买了文具盒给每个学生放置各自的文具用品包括但不限于：蜡笔、马克笔、及铅笔等。
- Areas were marked off for single routes down hallways. Kiddosland has removed all rugs, fabric chairs, sofas, and bean bags.  
已经移除所有地毯、毛绒质座椅及沙发、还有豆袋椅。
- Purchased wall fans to promote circulation of air.  
购买并安装了风扇提高课室空气流通。
- Colored coded areas in the classroom so each child knows which area is theirs. Each child will place their name tag at that center.  
在课室里，用颜色划分了学生活动区域。每个区域标有学生姓名。
- Remove any additional chairs that will not be in use and separate tables and chairs so that distancing will be easier for the children when tables are in use. Each child has their own tray, chair, and spot at the table labeled with their name to help children know where they sit.  
移除不必要的椅子，安排学生座位，保证学生之间的身体距离。每个学生都有各自的盘子，椅子，以及使用台子的区域。每个区域都标明了学生的姓名。

## Requirements for Families:

以下是对家长的要求：

- Please send in their child's supplies in back packs. Inside the backpack all items will be in sealed plastic bags labeled with their child's name on it.  
请给每个学生准备书包，用以装孩子的各种用品。每样用品需要有标明姓名的塑料袋分装。
- Please send in their child's lunch that will be ready to serve from the lunch box. Cups will need to have protection over the straw and be left in the child's cubby. Refills of water will be provided by parents as well. Kiddosland will provide each student with disposable cups, silverware, and napkins. These will be single use only.  
请给每个学生准备中午便当盒和杯子。杯子需要有密封盖子和吸管。另外需要给学生准备饮用水。本中心会提供一次性餐具和纸巾。

Additions to cleaning/sanitizing the center from what we already had in place:

我们已经对中心进行了全面消毒和清洁，另外还有以下措施：

- The center will mix bleach and water solutions every morning before the center opens. The bleach bottles will be distributed to the classrooms and placed out of reach from children. ½ cup bleach to every gallon of water for disinfecting, 4 teaspoons of bleach and water solutions for sanitizing, separated into individual spray bottles that are labeled for each classroom. Before the center opens staff will sanitize all surfaces such as but not limited to tables, counter tops, and sinks.  
本中心每天在开门前准备稀释的漂白剂溶液。每个课室都被分配漂白剂溶液进行消毒，存放在学生接触不到的地方。根据用途，我们按照稀释比例配置漂白剂溶液。用于消毒用途，我们将 1/2 杯家用漂白剂添加到 1 加仑的水中；用于杀菌，我们将或者将 4 茶匙的漂白剂添加到每夸脱的水。在开门前，工作人员会对所有台面和洗手池以及设备进行杀菌。
- The center will sanitize all toys, shelves, tables, chairs, and sinks in the classroom throughout the day with bleach and water solution as long as children are not near them. If spraying toys is not the option we will use the dishwasher and cleaner to sanitize the toys leaving them to air dry overnight. We will also have clorox wipes for bathroom sanitation after each child uses the restroom a staff member will wipe down the entire bathroom stalls and sinks. We will alternate bathrooms at time of use to ensure the cleaner has time to air dry before the children use it again.  
在没有学生的情况下，我们中心将全日式使用稀释的漂白剂溶液进行清洁、消毒和杀菌措施。如果喷雾是清洁方式不适用，我们将使用洗碗机和清洁剂对儿童使用的玩具和活动用品进行清洗和消毒，并进行隔夜风干。在学生使用洗手间后，我们使用消毒纸清洁马桶以及洗手池。工作人员会安排学生轮流使用不同的洗手间，以确保洗手间有足够的时间在消毒后风干。
- We have designated staff purchase cleaning products from outside vendors such as Bj's, Walmart, and other stores. We have no other vendors that come to the center, if orders that arrive from ups or fedex will be left at entrance inside and met by center Director for signature if needed.

我们会指定工作人员在个零售店（如 Bj's、Walmart等）购买清洁用品。我们中心没有第三方采购商送货到中心。如果快递公司如UPS或是Fedex送包裹，中心主任会在中心门外签收。

- Once the center is closed for the day our cleaner will come in. Their responsibility is but not limited to mopping all high traffic areas and classrooms, clean bathrooms and all surface areas in the bathroom, sanitize toys in each classroom with spray bleach and water, and trash removal to the dumpster. Staff will also keep up on the sanitizing throughout the day, and sweep up after each meal or as needed. We will have no rugs in the center or fabric furniture as these can be hard to sanitize. Times that staff will sanitize is after use by a child, at nap time, and when the classroom is closed.

每天中心关门后，我们有指定的工作人员进行全面清洁。清洁工作包括但不限于：拖洗课室和公共区域的地板、消毒洗手间、清洗消毒所有使用过的玩具和教材、倒垃圾。所有地毯和毛绒质座椅已经被移除。工作人员将全日式，在午饭后、午休时等各种时间，使用稀释的漂白剂溶液进行清洁、消毒和杀菌措施。

#### Plan for Identifying and screening children and staff:

- Children, Parents, and Staff will be met downstairs at the entrance in the vestibule area by the Center Staff member every morning during the staggered drop off times and schedule times. Families will be asked to wait in their car till messaged via app or text when it is their turn. To limit the number of families in the building at one time. Children will change shoes before entering the main hallway, families will enter with masks on, and drop off children to their designated classrooms for the day.

每天儿童被送来中心时，中心工作人员会在中心门口迎接学生。家长和儿童需要回答主任相关的健康问题。我们会安排个家长的接送时间，避免各位同时聚集在中心门口等候健康检查。家长需要佩戴口罩或面罩护送儿童到指定的课室。进入课室前，儿童需要换户内鞋。

- The Center Staff member will have on a facemask, smock, shoe coverings, and gloves to do temporal scans of each person or child entering the building. The staff member will sanitize the thermometers between each use, change their gloves, and have hand sanitizer to use in between each person/child.

中心工作人员会在中心门口迎接学生并进行体温检测。中心工作人员会佩戴所有防护用品如：口罩、工作服、鞋套、手套等进行测温。每次测温后，温度计须进行消毒、用免洗消毒液洗手、以及换手套。

The center staff member will ask each individual :

中心工作人员将询问以下问题：

Today or in the past 24 hours, have you or any household members had any of the following symptoms?

您或任何家庭成员在今天或过去24小时内，是否有下列任何症状？

- Fever (temperature of 100.0°F or above), felt feverish, or had chills? 发烧（温度为100.0°F或以上），感觉发烧或发冷？
- Cough? 咳嗽？

- Sore throat?喉咙痛？
- Difficulty breathing?呼吸困难？
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)?肠胃道症状（腹泻、恶心、呕吐）？
- Abdominal pain?肚子痛？
- Unexplained Rash?突发红疹？
- Fatigue?疲劳？及同时有其它症状？
- Headache? 头痛？
- New loss of smell/taste?突然丧失味觉/嗅觉？
- New muscle aches?出现肌肉疼痛？
- Any other signs of illness?是否还有其它疾病迹象？

In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)? If any of the below are yes, the child must not be allowed to enter the building. The child must return home with their parent or caregiver.

在过去14天中，您是否与已知感染COVID-19的人有密切接触？如果儿童出现以上任何症状迹象，您的孩子不允许进入我们中心。必须在家由父母亲或者其他人照顾。

- Each family will complete a daily attestation form. 每个儿童家长需要回答健康问卷的问题。
- While the one set of family members are being screened others will have to wait outside the door. If this is not possible due to weather in their car. The staff member will message the next family via app when it is safe to come in for their screening.  
如果发生超过一个家庭同时到达中心门口，为避免近距离等候情况，请后到的家庭回到车里或远距离等候。直至收到中心工作人员手机短信或者brightwheel程序通知。
- The Center Director will keep records via app for child temperatures and share them with the family and child's teacher. When staff recheck temperature throughout the day they may add it to the log in their tablets in the classroom.  
中心主任会记录学生的体温情况并通过网络程序告知家长。老师也会使用网络程序及时与家长沟通。
- If Children or Staff have a fever or they are showing signs and symptoms of illness they will be removed from the classroom immediately. Staff will be sent home for the day and may use their sick time to cover loss of hours. The child's parent or guardian will be notified that they need to come pick them up within the hour in the isolation room children or staff (closed classroom 1) . They may not return to the center until seen by a physician and given the clear to do so.

如有儿童或工作人员出现症状，他们必须立刻离开课室。工作人员必须立即停止儿童照护工作回家，并使用病假在家休息。本中心会马上通知家长接学生回家。家长须在一小时内接走儿童。儿童会被安排在指定的地方(暂定一号课室)。学生必须有医生证明才能重返中心。

- If any child or staff appears to have severe symptoms, call emergency services immediately. Before transferring to a medical facility, notify the transfer team and medical facility if the individual is suspected to have COVID-19. Severe symptoms include the following: extreme difficulty breathing (i.e. not being able to speak without gasping for air), bluish lips or face, persistent pain or pressure in the chest, severe persistent dizziness or lightheadedness, new confusion or inability to rouse someone, or new seizure or seizures that won't stop.  
如有儿童或工作人员出现严重症状，本中心必须打电话给紧急服务部门。在该人被送到医院时，向救护人员说明有COVID-19的症状。明显的症状包括：呼吸困难（比如如不口呼吸则无法说话）、唇脸发紫、胸闷和发痛、严重的头晕、突然不能辨认人、突然抽筋或者持续抽筋。
- If Staff or a child becomes sick in the classroom, but there is no extra staff member in ratio to cover the classroom so the classroom teacher can stay with the sick child until the parent or guardian comes to pick them up. 如果学生或工作人员突然不舒服，但由于中心没有多的工作人员顶班，不舒服的老师或者儿童可以留在课室内。
- The contact information for the local board of health in our city or town in which the program is located on the contact sheet that is laminated by each phone in the classroom or throughout the center by the phones.  
中心课室还有其它地方都张贴了已经过了塑的重要联系方式，包括当地卫生部分的联系方式。
- We will have back up masks and other cloth face coverings available for use by children and staff who become symptomatic, until they have left the premises of the program if they do not have one of their own to use. These backup masks will be located in the Directors office stored in individual baggies. If used they will be labeled on the mask and baggies to ensure no other person or child may use them.  
如果儿童或工作人员出现 COVID-19症状，而他们自己没有自备口罩或面罩，我们中心可提供口罩或面罩。可到中心主任办公室领取。在使用前，请在口罩上标明姓名。
- The designated separate exit from the exit used to regularly exit for those being discharged due to suspected infection will be the back door that leads directly to the front exit. Known as stairwell B.  
如果儿童或工作人员有生病症状，须从指定的中心出口离开。此出口是后面楼梯B直接通往中心大门。

### **Plan for handling absences or closings:**

中心临时关门计划：

- If the center has to be closed the center Director and Licensee will notify but not be limited to EEC, DPH, and Families with notice of reasoning. All persons will remain confidential, the letter and email will start date of onset, symptoms, what to look for, and the area in the center most affected. 如果由于出现 COVID-19 病例，我们中心需要临时关闭，我们中心会及时通知早期教育和护理局、公共卫生署以及各个家长。在通知里，我们会写明病例出现时间、症状和具体地点，但个人信息保密。

- Absences will be logged and tracked in our system by the center Director. If a child or staff member is absent due to illness parents must obtain a physician's letter stating they are allowed to go back to school, what they were seen for, and are not contagious before entering the building.  
中心会记录学生由于生病的缺勤原因。如果学生生病恢复后需要返回中心，家长必须提供医生证明，注明看病时间和原因以及无传染风险等。
- If a staff member has to be out for an extended absence Kiddosland will have on call staff to replace them in the center, until it is deemed safe for them to return. Staff will be able to use any sick time or PTO to cover for their absences.  
如果工作人员需要休长期病假，我们会安排另外的老师顶班直至该工作人员完全康复。

#### **Plan for administration of medication:**

##### 药物的管理与监督计划

- All children will need current physical, immunization, medications, and medication consents upon returning to the center.  
每个儿童的个人档案里必须有最新的健康报告和疫苗记录，以及医生证明学生康复可重返中心。
- All staff is trained in administering medication, but will be limited to the center Director at this time. The child will be brought with their medication and medication logs to the center Director's office by staff. Once medication is given the center Director will return the child to the classroom.  
虽然中心所有工作人员都参加过药物管理与监督的培训。但在疫情期间，只有中心主任可以监督和管理每个学生用药情况。每次服（涂）药时间，儿童须由工作人员陪同送至主任办公室。儿童服（涂）药后返回课室。

#### **Plan for facilitating Services:**

##### 第三方特殊服务的安排计划

Plan for coordinating space and facilitating support services for children, including when identified on an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP). A space should be made available to allow for service delivery to occur, whenever possible.

如中心学生需要接受专业机构的服务如个人化教育课程（IEP）或个性化家庭服务计划（IFSP），我们中心会尽量安排课室辅助这些需要。

- If a child in attendance can not receive these services at home Kiddosland will designate the community room for services. After use the area will be sanitized.  
如果学生无法在家接受这些专业辅导，中心会安排学生在平时大肌肉活动区域接受专业辅导。等辅导课完成后，此活动区域需要经过清洁消毒。

#### **Plan for sharing information and guidelines with parents will include the following:**

通知家长中心各项规定的计划如下：

(a) Parents must notify the center if their drop off time changes in advance. This can be done via email the day before, message via app, or phone call to the center.

如果接送学生的时间有临时变动，家长必须提前一天通知中心主任。通知方式可以是电子邮件、短信或者打电话。

(b) Kiddosland has Staff onsite to translate both verbally and in writing any information to be given in primary language of parents/guardians.

如有需要, 中心有工作人员进行口头或者书面中文翻译, 帮助家长与中心主任沟通。

(c) Parents of Kiddosland will update their enrollment packet contact page so that the center has at least 3 ways to contact each emergency contact on their list. This will be but not limited to emails, business number, cellphone, and landlines. Children enrolled in preschool or pre-k classrooms will be asked to download our center app as an additional means of communication. 如有任何信息变动, 家长需要及时通知主任并更新学生入学档案。主任需要三种有效的联系方式包括但不限于: 电子邮箱、工作电话、手机或座机号等。幼儿班和学前班的学生可使用我们中心的网络程序与中心主任沟通。

(d) Kiddosland will send out emails for a response to test the email given, as well as messages through the app. Kiddosland will ask or call the numbers given to test if they are available.

如有需要, 中心会使用家长提供的联系方式或者中心的网络程序进行测试。

(e) Kiddosland will provide parents with information on COVID-19 including symptoms, transmission, prevention, and when to seek medical attention. Encouraging parents to share the information with their children as appropriate.

中心会向家长提供最新的COVID-19的信息包括: 症状、传播、防护以及何时需要药物治疗。如有可能, 请家长们教育孩子此类信息。

(f) Kiddosland will provide parents with guidance on how to share information with their children in developmentally appropriate ways, encouraging parents to share the information with their children, as appropriate.

中心会向家长们提供相关的指引例如如何根据儿童发展程度进行教育, 鼓励家长根据儿童年龄分享适龄信息。

(g) Kiddosland will provide parents with information on the program's policies for preventing and responding to infection and illness. With an insert in their parent handbook by email, written letter, and posting in classrooms.

中心将通过邮件, 书面信件和通知栏等向家长们宣传如何防护或应对病毒感染和生病等相关的知识。