



## **DVMS COVID-19 Procedures & Guidelines**

*Updated July 7, 2023*

### **COVID-19 General Information:**

*Per the Centers for Disease Control and Prevention (CDC), COVID-19 is spread primarily from person-to-person via respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of individuals who are nearby or possibly inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).*

The following procedures and guidelines are based on current guidance from the CDC, Cal OSHA, Contra Costa Public Health, and CA State Community Care and Licensing. DVMS reserves the right to revise these procedures and guidelines, as necessary, at any time.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/child-care-guidance.html>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Child-Care-Guidance.aspx>

<https://www.coronavirus.cchealth.org/>

### **OUTLINE of DVMS COVID-19 Procedures & Guidelines**

- 1. Office Contact Information**
- 2. Keeping DVMS Safe: Family Commitment**
- 3. Keeping DVMS Safe: DVMS Commitment**
- 4. COVID-19 EXPOSURE POLICY**
- 5. DVMS Health Policy** (*excerpt from Parent Handbook*)

### **Office Contact Information**

#### **OFFICE STAFF:**

**Head of School**  
**Business Manager**  
**Office Manager**  
**Administrative Assistants**

Jayne Martin  
Deborah Donnelly  
Sheryl Flitton  
Melissa Bippart  
Shirley Otumuli

[jaynemartin@dvms.org](mailto:jaynemartin@dvms.org)  
[ddonnelly@dvms.org](mailto:ddonnelly@dvms.org)  
[sflitton@dvms.org](mailto:sflitton@dvms.org)  
[mbippart@dvms.org](mailto:mbippart@dvms.org)  
[sotumuli@dvms.org](mailto:sotumuli@dvms.org)

#### **GENERAL CONTACT INFO:**

**Phone:** (925) 283-6036

**Email:** [office@dvms.org](mailto:office@dvms.org)

## Keeping DVMS Safe: Family Commitment

### Health and Safety

- **DO NOT bring your child to DVMS if they have any signs or symptoms of COVID-19, including but not limited to:** fever, flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), excessive runny nose, coughing, fatigue, or extreme fussiness.
- **If any member of your household has tested positive for COVID-19, notify DVMS immediately.**

**Follow Scenario 2 & 3 in COVID-19 Exposure Policy (attached)**

The current Contra Costa Public Health Guidelines can be found here:  
<https://cchealth.org/covid19/pdf/Non-High-Risk-Settings-Guidance-for-Suspected-or-Confirmed-COVID-19-Cases.pdf>

### Child's Arrival at DVMS

- There are dedicated entrances and exits for drop-off and pick-up based on the location of your classroom. These are designated to facilitate the flow of traffic and minimize crowding. Please make yourself familiar with these routes.
- **Please do not bring your child to school if they have a temperature of 99.5° or higher.**
- All parents/caregivers will be asked to confirm their compliance with the DVMS Health & Wellness Agreement as follows:

**By bringing your child to DVMS, you acknowledge that your child does NOT exhibit any of the following symptoms:**

- *Cough*
- *Shortness of breath*
- *Sore throat*

**You also acknowledge that your child:**

- 1) *Is not under investigation for COVID-19;*
- 2) *If your child is a close contact to a positive COVID-19 case, they will wear a mask while indoors at DVMS*
- 3) *Is not ill with respiratory illness; and*

- Once your child has passed the DVMS morning health assessment, and you have acknowledged the Health & Wellness Agreement verbally, **your child will be escorted to their classroom by a DVMS staff member.**
- If we assess that your child is not well enough to attend, we will be unable to accept him/her into the program for the day.

<b>Picking Up Children After School</b>	<ul style="list-style-type: none"> <li>• Afternoon Pick-Up will mimic the same dedicated entrances and exits as Morning Drop-Off, including sign-out tables.</li> <li>• Once you have signed your child out, please exit the DVMS campus.</li> <li>• If your child needs to be picked up outside of their normally scheduled time, the adult must come to the DVMS office to sign the child out. A DVMS staff member will go to the child's classroom and bring them to the office to meet their adult.</li> </ul>
<b>Family Communication with DVMS</b>	<ul style="list-style-type: none"> <li>• Please call DVMS with any timely communication regarding your child's health.</li> <li>• Notify DVMS as soon as ANY member of your household has tested positive for COVID-19.</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>• It is expected that the DVMS community will follow travel guidelines as published by the CDC. Doing so will help protect the health and safety of all members of the DVMS community.</li> <li>• It is the responsibility of each family to check the guidelines before planning travel. Check here for the latest recommendations/guidelines: <a href="http://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html">http://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html</a></li> </ul>

<b>Keeping DVMS Safe: DVMS Commitment</b>	
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• <b>DVMS staff will not be on campus should they exhibit any signs or symptoms of COVID-19, including but not limited to:</b> fever, flushed cheeks, rapid breathing (without recent physical activity), excessive runny nose, coughing, fatigue, or extreme fussiness. <b>If ANY member of a staff member's household tested positive for COVID-19, staff will notify DVMS immediately. Follow Scenario 2 &amp; 3 in COVID-19 Exposure Policy (attached)</b></li> </ul>
<b>Procedures for Cases of Illness and/or COVID-19 on Campus</b>	<ul style="list-style-type: none"> <li>• If your child becomes ill while at DVMS, they will rest in a designated area while you are contacted and requested to pick up your child immediately.</li> <li>• In the event of a direct exposure to a positive COVID-19 case in a</li> </ul>

	<p>classroom, child or staff member, families in the affected classroom will be notified via email.</p> <ul style="list-style-type: none"> <li>• If an immediate family member of a child or staff member tests positive for COVID-19, families in the affected classrooms will be notified via email.</li> <li>• In the event of a COVID-19 outbreak, 3 or more positive cases within a classroom, DVMS will notify Contra Costa Health and Community Care Licensing.</li> <li>• Due to the changing nature of the guidelines, we will work closely with the health department to create a plan and families will be given direction at that time for the next steps. <b>PLEASE SEE BELOW FOR CURRENT COVID-19 EXPOSURE POLICY.</b></li> </ul>
<p><b>Proactive Prevention Protocols On Campus</b></p>	<p>As recommended by the CDC, DVMS adheres to the following in order to protect its campus and community against COVID-19:</p> <ul style="list-style-type: none"> <li>• <b><u>Vaccination</u></b>: Effective July 29, 2021, all DVMS staff must provide proof of COVID-19 vaccination. For staff members not fully vaccinated on that date, a written plan to secure future vaccination at the earliest possible date will be documented, subject to any medical exemptions permitted under California law. Staff members not fully vaccinated will be provided with N95 masks.</li> <li>• <b><u>Masks</u></b>: All DVMS staff and parents may choose to wear face masks while on the DVMS campus. Each DVMS family may choose to have their child/children (2 and up) wear face masks while on the DVMS campus. Teaching staff will closely monitor and guide children for consistent and correct indoor mask usage when requested by parents or required under this policy</li> </ul> <p><u>In the event of a COVID-19 outbreak, the wearing of masks indoors will be mandatory for all children and staff until the outbreak subsides.</u></p> <ul style="list-style-type: none"> <li>• <b><u>Hygiene</u></b>: Children and staff will wash hands upon arrival at school, after using the restroom, before eating, after eating, upon returning from outside play, and after touching face or nose. Hand sanitizer will be used when washing hands is not easily accommodated</li> <li>• <b><u>Ventilation</u></b>: Classroom windows and doors will be open as much as possible, when safe to do so. Each classroom is outfitted with a portable HEPA filter, which will be placed in the nap areas when children are resting.</li> <li>• <b><u>Cleaning and Disinfecting</u></b>: DVMS classroom staff have completed an annual state-mandated germ and cleaning protocol</li> </ul>

	<p>training to ensure regular and thorough cleaning and disinfection of classrooms, materials, and other surfaces at DVMS.</p> <ul style="list-style-type: none"> <li>• <b>Information:</b> Signs are posted throughout DVMS as visual reminders for children and staff to wash hands and cough/sneeze etiquette.</li> </ul>
<b>Communication</b>	<p>In the event of a confirmed positive COVID-19 case, the following communications will be sent to the DVMS community from the Head of School (as outlined in the COVID-19 Exposure Policy):</p> <ol style="list-style-type: none"> <li>1. <i>Parents and staff in the affected classroom will be notified via email of the positive case indicating the date of last exposure and course of action required based on current guidelines.</i></li> <li>2. <i>DVMS staff community will be notified via email of the workplace exposure with course of action required.</i></li> </ol>
<b>Travel</b>	<ul style="list-style-type: none"> <li>• It is expected that the DVMS community will follow travel guidelines as published by the CDC and CDPH. Doing so will help protect the health and safety of all members of the DVMS community.</li> <li>• It is the responsibility of each member of the community to check the guidelines before planning travel. Check here for the latest recommendations/guidelines: <a href="#">CA Department of Public Health Travel Guidance</a></li> </ul>
<b>Tuition</b>	<ul style="list-style-type: none"> <li>• As outlined in the enrollment contract, tuition is requested by the first of each month and no credits or refunds will be given due to any impacted closures of classrooms related to a COVID-19 exposure.</li> <li>• Credits or refunds will not be given at the request of a parent if they choose not to send a child to school for reasons outside of the <b>COVID-19 EXPOSURE POLICY</b>.</li> <li>• Should a classroom close due to any reason other than a required quarantine period, credits will be given to families (e.g., class not being able to open due to a staff shortage that is not consistent with our current <b>COVID-19 EXPOSURE POLICY</b>).</li> </ul>

## COVID-19 EXPOSURE POLICY

**DVMS is committed to protecting and respecting the privacy of individuals involved. At no time will the identity of any positive case(s) be revealed. We appreciate the close-knit community of DVMS and request that all community members refrain from discussions in pursuit of identifying the person(s) involved. All questions should be directed to the Head of School.**

	Scenario	Immediate Action	Follow Up
1	<p><b>COVID-19 Symptoms</b></p> <p>A student, staff member, or household member exhibits symptoms (e.g., fever, dry cough, sore throat, diarrhea, runny nose, headache, loss of taste or smell, difficulty breathing,...) or has a temperature of 99.5°F or above</p>	<p>Student/staff exhibiting symptoms must stay home or will be sent home if already at school</p> <p>Student/staff exhibiting symptoms will be isolated from other children, students, and staff, pending pick-up from the school</p> <p>Contact your healthcare provider and consider COVID-19 testing even if you are fully vaccinated</p> <p>If <b>positive</b>, follow Action in <b>SCENARIO 3 and</b> share test results with Head of School as soon as possible</p>	<p>No notification of CCHS is required when the COVID-19 test is negative.</p> <p>Cohort/ School remains OPEN</p> <p>School Communication: No action needed</p>
2	<p><b>Close Contact Exposure to Positive Case and No Symptoms (Asymptomatic)</b></p> <p>A member of the student or staff's household, or someone in close contact with student or staff member tests positive for COVID-19</p> <p><b>Close Contact Exposure to Positive Case and Symptomatic</b></p> <p><b>Close Contacts</b> are</p>	<p><b>Asymptomatic children and staff, regardless of age and vaccination status may continue to attend the program as long as they:</b></p> <p>Remain symptom-free.</p> <p>Test negative between days 3 - 5 after exposure.</p> <p>If appropriate for age, wear a well-fitting mask through day 10. May nap or eat with their masks off with other mitigation measures in place.</p> <p><b>Monitor</b> for COVID-19 symptoms for 10 days after the last known close contact with the positive case (whether tested or untested).</p> <p><b>Continue</b> to use preventative measures such as wearing a well-fitted mask around others, avoid crowds, and properly handwash.</p> <p><b>Symptomatic children, teachers, and staff must quarantine at home regardless of their vaccination status (even if fully vaccinated), masking, or recent COVID-19 infection history.</b></p> <p>Children and staff may return to school as long as</p> <p>Symptoms are improving,</p> <p>No fever for 24 hours (without fever-reducing medication),</p> <p>Student receives negative COVID test taken 3 - 5 days after onset of symptoms.</p> <p>If appropriate for age, wear a well-fitting mask through day 10. May nap or eat with their masks off with other mitigation measures in place.</p> <p><b>Monitors</b> for COVID-19 symptoms for 10 days after the last known close</p>	<p><b>Class remains OPEN</b> for asymptomatic close contacts</p> <p><b>School remains OPEN</b></p> <p><b>School Communication:</b></p> <ul style="list-style-type: none"> <li>-Families of affected classroom notified via email</li> <li>- DVMS staff notified via email.</li> </ul>

<p>someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For</p>	<p>contact with the positive case (whether tested or untested). <b>Continue</b> to use preventative measures such as wearing a well-fitted mask around others, avoid crowds, and properly handwash.</p> <p>If the test is positive, follow Scenario 3</p>	
---	---	--

<p><b>3</b></p> <p><b>Positive COVID-19 Test Result requires Isolation</b> A student or staff member tests positive for COVID-19</p> <p>Individuals with <b>or</b> without symptoms and have had a <b>positive</b> COVID-19 Antigen or Molecular (PCR tests, viral RNA tests, nucleic acid tests) test.</p>	<p><b>Alert the Head of School of positive test result immediately</b> (email: <a href="mailto:jaynemartin@dvms.org">jaynemartin@dvms.org</a> phone: 925-283-0356)</p> <p>All children and adults: Must <u>isolate</u> <b>regardless of vaccination status (even if fully vaccinated)</b>; to prevent the spread of COVID; stay home for at least 5 days from when you tested positive for COVID-19 and follow the <a href="#">Contra Costa Public Health Directive</a>.</p> <p>You will no longer need to isolate <b>after day 5</b> if:</p> <ul style="list-style-type: none"> <li>• Symptoms are not present, or are mild and improving <b>AND</b></li> <li>• There is no fever for 24 hours (without fever-reducing medication)</li> </ul> <p>If you have a fever: isolation should be continued until fever resolves without the use of medication that could lower your fever.</p> <ul style="list-style-type: none"> <li>• After your 5-day isolation you should wear a well fitted mask around others, for a total of 10 days, especially in indoor settings and continue to follow other preventive measures and masking guidance.</li> <li>• Close contacts of the COVID-19 positive student or staff member need to follow the Action steps listed in <b><u>SCENARIO 2</u></b></li> </ul> <p><b>DVMS will clean and disinfect classroom and primary spaces where COVID-19 positive child, student, or staff member spent significant time (≥15 minutes)</b></p> <ul style="list-style-type: none"> <li>• <b>After initial testing, no repeat testing required to return to DVMS after quarantine instructions have been followed.</b></li> </ul>	<p><b>Class remains open for asymptomatic</b> close contacts</p> <p><b>School remains OPEN</b></p> <p><b>School Communication:</b> -Families of affected classroom notified via email - DVMS staff notified via email.</p>
---	---	--

**DVMS Health Policy**  
(excerpt from DVMS Parent handbook p. 19-22)

<b>Health Guidelines</b>	
<b>Temperatures</b>	<ul style="list-style-type: none"><li>• A child with an <b>axially</b> (armpit) <b>exceeding 98.5°</b> temperature (F) or <b>exceeding 99.5° orally</b> must be kept at home.</li><li>• A child with a mildly elevated temperature who is acting sick and needs one-to-one attention should be kept at home.</li><li>• A normal temperature must be stable for 24 hours without the use of medication to control it before a child is returned to care.</li></ul>
<b>Excessively Runny Noses</b>	<ul style="list-style-type: none"><li>• A child with an excessively runny nose needs to be kept home (often this is the beginning and most communicable stage of an upper respiratory infection).</li></ul>
<b>Vomiting</b>	<ul style="list-style-type: none"><li>• If vomiting occurs a child must be kept at home for 24 hours after the vomiting stops and normal eating habits are resumed.</li></ul>
<b>Diarrhea</b>	<ul style="list-style-type: none"><li>• A child with diarrhea must be kept home for 24 hours after the last diarrhea (and cannot be on Pedialyte) and normal eating has resumed.</li><li>• If a child has two consecutive incidents of diarrhea while at the center we will call the parents to inform them: The child will need to be taken home and kept at home for 24 hours after the last incidence of diarrhea.</li><li>• <b>Note:</b> Parents should keep the center staff informed if their child has had any new food or medication which may result in diarrhea.</li></ul>
<b>Coughs</b>	<ul style="list-style-type: none"><li>• If a child has a persistent heavy wet cough with breathlessness or noisy breathing the child needs to be kept at home.</li></ul>
<b>Rash</b>	<ul style="list-style-type: none"><li>• Any unrecognizable rash will need to be examined by a physician. A doctor's note is required in order for the child to return to the center.</li></ul>
<b>Pain</b>	<ul style="list-style-type: none"><li>• If a child is in pain and needs parental attention the child should be kept at home.</li></ul>
<b>Unable to Participate</b>	<ul style="list-style-type: none"><li>• If a child is too uncomfortable to be able to participate and/or needs constant one to one attention the child should be kept at home.</li></ul>



**On New  
Medication**

- A child needs to remain at home for 24 hours when starting any new medication. Please note that in the Infant/Toddler House there is an exception to this policy if continuing another series of an antibiotic for a recurring episode.