



Policies for a Safe Reopening

Updated 8/20/21

LA County Public Health Orders

- I. BCC requires that all staff adhere to **LA County Public Health Officer Orders and Recommendations for Early Learning Environments** at all times.
- II. Health Officer Order and Covid-19 Guidelines are available at:
<http://publichealth.lacounty.gov/media/Coronavirus/>
- III. The policies in this document are in compliance with re-opening protocols established by the LA County Public Health Department, CA Public Health Department, CDC and Cal OSHA.

Before You Come to BCC

- IV. Before coming to BCC, all staff will conduct a **self-health screen** to determine whether they should go to the Center or remain home. If you answer yes to any of the questions on the self-health screen questionnaire, you should not report to work and notify your supervisor.

Protocols for Being on Site at BCC

- V. All employees are required to conduct a temperature check upon entering the building. Employees that have an elevated body temp (greater than or equal to 100.4°F will be sent home.
- VI. All employees are required to wear a **face covering** at the Center – both indoors and outdoors.
 - a. Face coverings should fit snugly, fully covering your nose and mouth, and be fitted under the chin. Coverings that are open at the bottom or do not fit tightly are not acceptable.
 - b. Based on public health recommendations, BCC strongly encourages staff to double mask (a cloth mask OVER a surgical mask), especially for staff working directly with children who cannot wear masks.
 - c. Disposable masks available for everyone at the Center. These should be disposed of at the end of each day and never used for more than one day.
 - d. If you choose to wear your own cloth face coverings, you are required to launder them daily – meaning that you cannot wear the same cloth face covering for more than one day. It is your responsibility to launder your own cloth face coverings. If you cannot do this, please use the disposable masks that BBC provides.
 - e. BCC will also make face shields available to staff. To be used properly, *a cloth face covering/disposable mask must also be worn with a face shield.*
 - f. Masks with one-way valves should not be used.
 - g. Employees need not wear a face covering when the employee is alone in a private office.

- VII. All employees are asked to practice **social distancing** at the center – both indoors and outdoors.
 - a. Maintain at least six feet distance from each other whenever possible; employees may momentarily come closer if necessary to conduct business.
 - b. Employees should not congregate in common areas or high traffic areas such as the staff lounge, lobby, front office, bathrooms, hallways and stairwells.
 - c. Employees shall discontinue handshakes or other forms of greeting that break physical distance.
 - d. In-person meetings shall be limited to 10 or fewer participants when held indoors and should be held in rooms large enough to maintain physical distancing.

- VIII. Increasing Ventilation
 - a. Employees are asked to optimize ventilation in their classrooms and offices. Keep windows open and air conditioners/fans running. Keep doors open when possible.

Food and Water at BBC

- I. Sharing of communal food is prohibited until further notice.

- II. For lunchtime, sit at least 6 feet apart from your coworkers, but increase distance if possible. Consider eating outside. Only remove your face covering while you are actively eating or drinking.

- III. The staff refrigerators in the staff lounge and kitchen may be used to store employee's personal food. The microwaves in the staff lounge and kitchen may be utilized by employees to reheat personal food. Employees should thoroughly wash their hands before and after opening the refrigerators and/or using the microwaves.

- IV. For the time being, employees may utilize the two water coolers at the Center as long as the following steps are taken:
 - a. Employees may not congregate by the water coolers, practicing social distancing
 - b. Employees should thoroughly wash their hands before and after using the water cooler.