

GLENDALE COMMUNITY COLLEGE
CHILD DEVELOPMENT CENTER
PLANS FOR REOPENING



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“Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness.”

- Center for Disease Control and Prevention

Glendale College Child Development Center created a COVID-19 Task Force. This Task Force consists of staff from the Child Development Center, Master Early Childhood Educators: Shelley Anderson, Araseli Perez, Tatiana Zargarian, Shirley Mora, and Front Desk Assistant: Deborah Park. The team has referred to and analyzed COVID-19 resources from the CCLD Licensing, LA County Office of Health, California Department of Public Health, OSHA, and the Center for Disease Control and Prevention to the CDC’s plans for reopening. In addition, the COVID-19 Task Force has been in contact with the GCC Child Development Instruction Department, GCC Health Center, GCC Facilities, GCC Human Resource Department, and the GCC Administration Department. After reviewing these resources, the COVID-19 Task Force created a proposed plan of action to reopen the Glendale College Child Development Center.

Hours of Operation: 7:00 am – 6:00 pm

Staff Schedules: 7:00 am - 3:30 pm and 9:30 am – 6:00 pm

Parent Schedules: 8:00 am – 5:00 pm

Essential Protective Equipment and Supplies

Items	Child Care Workforce	Children
Mask/ Cloth Face Covering	<p>Yes (Masks must cover the mouth and nose and fit snugly against the face with no gaps. Masks should have more than one layer of tightly-woven material. Staff who work with children who are deaf or hard of hearing may use a clear mask or a cloth mask with a clear plastic panel. For more information see, ph.lacounty.gov/masks or COVID Mask)</p> <p>The following individuals are exempt from wearing a face covering at all times:</p> <ul style="list-style-type: none"> -Individuals with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes individuals with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. -Individuals for whom wearing a face covering would 	<p>Yes, staff will encourage masks for children over 2 years of age.</p> <p>NO mask or face covering for age under 2 years or for:</p> <p>Children who experience difficulty breathing when wearing a mask should not use one.</p> <p>Children with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes individuals with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.</p>

	<p>communication will be asked to wear a clear mask.</p> <p>Outdoor Mask: NO - Wearing mask outdoors are strongly recommend but not required</p>	<p>school work, as determined by local, state, or federal regulators or workplace safety guidelines.</p> <p>Outdoor Mask: NO - Wearing mask outdoors are strongly recommend but not required</p>
Gloves	Yes (For tasks such as serving food, handling trash, or using cleaning and disinfectant products.)	No
Hand Sanitizer	No but highly recommended	<p>May be used under adult supervision only and must be kept out of children's reach. Call Poison Control if consumed: 800-222-1222</p> <p>Note that frequent handwashing is more effective than the use of hand sanitizers. Sanitizer must be rubbed into children's hands until completely dry.</p>
Disinfectant Cleaning Product	Yes (Must be kept out of children's reach.)	No

Drop off and Pick-up Procedures for Children

- Signs will be posted at entry/exit alerting visitors and persons non-essential to the operation, that they may not enter the premises. The number of people in the facility will be limited to the number appropriate for maintaining physical distancing. Only CDC staff and children will be able to enter.
- Signage will also be posted requiring masks and social distancing.
- Mask will be required for all adults and children over the age of 2. Mask will be provided for children at the center.
- Social distancing will be maintained on designated spots.
- Explain to parents and caregivers that all visits should be as brief as possible.
- Hand sanitizers will be presented near all entry doors and other high traffic areas but out of the reach of children. (Alcohol-based hand sanitizer will contain at least 60% alcohol)
- Parents/caregivers are expected to wash their own hands and the hands of the child before dropping off, picking up, and when arriving home.
- Drop off/pick up station will be outside of the Child Development Center.
- Arrival and drop off-times and locations will be staggered as consistently as practicable without causing undue scheduling challenges for families.
- Staff, children, and parents will minimize contact during drop-off and pick-up.

- member has contact with a child, gloves will be discarded, and new clean gloves will be worn.
- Staff will conduct visual checks of all children upon arrival and ask health questions when concerned.
- When possible, the same parent/caregiver should drop off and pick up their child every day (to avoid designating those who are at high risk).
- Staff will walk the child to their assigned classroom. Upon entering the classroom, children will wash their hands as part of their daily routine for at least 20 seconds.
- Designated staff will take the child to the front lobby to parent/caregiver for pick-up and sign-out child/ren.
- Staff and children will enter and exit the room one person at a time to allow for social and physical distancing.

Classroom Space

- Signs will be posted at entry/exit alerting visitors and persons non-essential to the operation, that they may not enter the premises. Only CDC staff and children will be able to enter.
- Guidance will be posted on handwashing and sanitizing procedures.
- All soft items including dress-up clothing and items that need to be laundered will be removed from the classroom.
- All shared sensory items such as play dough, goop, kinetic sand, etc. will be removed from the classroom.
- Individual sensory experiences and materials for each child will be provided.
 - Toys will not be shared with other groups of children.
 - Individual containers will be used to separate toys and materials.
 - Toys that are difficult to clean(e.g.soft toys) are either removed from the classroom or carefully monitored for use by individual children only.
 - Toys will be rotated and constantly cleaned/disinfected to ensure effective germ removal.
- Individual art materials for each child will be supplied: i.e. crayons, colored pencils, paint, brushes, and pencils, etc.
- All classrooms will have a Germ Bucket inside and outside available for all mouthed/high-contact toys that must be disinfected immediately.
- Tables will be disinfected and sanitized after each child's use.
- All area rugs in the classrooms will be removed.
- Children's bedding will be kept separate and stored in individually labeled bins or cubbies.
- All spoiled Children mask will be disposed and be replaced with a new disposable mask provided by the center.
- Children will remove and leave their mask in their individual bag during meal time and nap time.

- Cots will be 6 feet apart, when possible heads will be in opposite directions. Children will remove their mask when taking nap.
- Classrooms and outdoor spaces:
 - Furniture will be separated to create individual play spaces.
 - Chalk or tape will be used to designate individual play areas.
 - Sitting vinyl mats will be used to designate children reading areas.
- As many activities involving children as possible are conducted outdoors (all fitness activities, singing, and chanting must only occur outdoors). The use of shared playground equipment is limited in favor of physical activities that require less contact with surfaces. When shared playground equipment is used, it is cleaned and disinfected between uses.
- Classroom groups will not mix in classrooms, outdoor spaces, or any common space within the facility, so no 2 groups are in the same place at the same time.
- Staff will ensure the same children remain in the same group each day.
- When possible, children in the same household (i.e. siblings) are grouped together.
- There will be a maximum of 10 children in the preschool classroom and 8 children in the toddler classroom. Each child will stay in the same group throughout the day.

Meals

- Meals will be served outside.
- Children will have a designated eating area to ensure social distancing. Staff will rearrange the eating area to create distance between children as far apart as possible and children will sit in their assigned seats for every meal.
- Children will practice proper handwashing before and after eating.
- Meals will be catered by Head Start individually including drinks. No outside food is allowed.
- All food that is presented will be in pre-packaged boxes or bags for each child, instead of a buffet or family-style meal.
- Staff will wear gloves while serving food.
- Disposable plates, cups, and utensils will be used during mealtimes.
- Tables and trays will immediately be cleaned and disinfected after meals.

Children's Bathroom

- Sinks and toilets in children's restrooms will be cleaned and disinfected before/after each use.
- Staff will encourage children to use a tissue to flush the toilet.
- Children will wash their hands for 20 seconds and use paper towels to dry thoroughly.
- All children handwash sink has been installed to a Stainless Steel sink and touchless faucet.

- Hard surfaces will be cleaned and disinfected multiple times throughout the day. Special attention will be paid to high-touch surfaces such as doorknobs, keypads, light switches, countertops, and restrooms. (3 times a day – am, mid-afternoon, and pm)
- Keyboards and electronics will be cleaned and disinfected after each use.
- Sheets from cots and cribs will be washed daily. To minimize the possibility of dispersing the virus through the air, do not shake dirty laundry. When possible, items will be washed using the warmest appropriate water setting and items will be dried completely. Clean and disinfect hampers or other carts for transporting laundry according to guidance for hard or soft surfaces.
- All cleaning and disinfecting products will be kept out of the reach of children.
- Areas unoccupied for 7 or more days need only routine cleaning.
- Maintain existing cleaning practices for outdoor areas.
- Disinfectant and related supplies are available to all staff in room CDC 119.
- Hand sanitizer effective against COVID-19 is available to all at the following location(s): CDC 120, CDC 121, CDC 118, CDC 106, CDC 112, CDC 114, CDC 115, CDC 116.

Cleaning Guidance

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Disinfectants are selected that are labeled to be effective against emerging viral pathogens and label directions for appropriate dilution rates and contact times are followed. Staff are notified of the hazards of the chemicals, manufacturer’s directions, and Cal/OSHA requirements for safe use ([CAL OSHA Safe Use of Disinfectants](#)).
- Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- Classrooms will be a vacuumed as usual.
- Space that has been cleaned is aired out before children arrive and thorough cleanings are done when children are not present. Air conditioning, when used, is set to bring in the fresh air.
- Clean to ensure that all water systems and features (for example, drinking fountains) are safe to use after a prolonged facility shutdown to minimize the risk of infections such as Legionnaires’ disease.

Cleaning/Sanitizing Products and Procedures

- GCC-CDC uses Oxivir Tb to sanitize and disinfect surfaces.
- Oxivir Tb is a cleaning product that has been approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N”.
 - Active ingredients: .0.5% hydrogen peroxide. 99.5% other ingredients
 - EPA Reg. No. 70627-56
 - No dilution is necessary.
 - Spray 6-8 inches from the surface.

- Eliminates odors.
- Provides one-step disinfecting. Eliminate odors before walking into the room. All disinfecting products are safe for Day Care Centers.

Air System

Filters and the NPBI system.

- **The Filter:**
- MERV stand for Minimum Efficiency Reporting value. It is an acronym created by ASHRAE to provide a scale showing the effectiveness of filters at removing particles of different sizes. MERV-13, filter is designed to catch 90% of particles in the 3-10 μm range, 85% of particles in the 1-3 μm range and 50% of particles in the range 0.3-1 μm range.
- **Why using MERV-13 filters?**
- According to Covid -19 Industry Guidance: Institutions of Higher Education.
- We are introducing more fresh air to the buildings and therefore, we are using MERV-13 filters to remove air particles including Allergens.
- MERV-13 filters will prevent of individuals with Asthma to be susceptible to Covid virus.
- **NPBI technology installation District wide.**
We are in the process of installing NPBI technology (Needle-Point Bipolar Ionization) system that safely cleans indoor air.
- This patented technology produces a high concentration of positive and negative ions, delivering them to the space via the ventilation system. Within the air stream, ions attach to particles, where they combine, become larger and are more easily filtered from the air. When ions encounter pathogens, they disrupt the pathogens' surface proteins, rendering them inactive.

Step-by-Step Sanitizing procedures

- Pre-clean area with soap and water solution to get rid of all residue from surfaces.
- Spray 6-8 inches from the surface, making sure to wet the surface thoroughly.
- Allow the surface to remain wet for 5 minutes.
- Wipe surfaces dry, rinse, or allow to air dry.
- Staff and workers using cleaners or disinfectants will wear gloves and/or eye protection as required by the product instructions.
- All products will be kept out of children's reach.

Children's Health and Wellness

- Staff will remind children not to touch their faces.
- Routines will be established enabling staff and children to regularly wash their hands at staggered intervals.
- Daily Health Screening will take place every day before entry for COVID-19 symptoms. The site will

- Children will be monitored throughout the day for possible signs of illness.
- Staff will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any possible cases of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- Social distancing strategies will be implemented at all times. The same children will remain in the same group each day, no surrounding care will be provided.
- Center classrooms will introduce fresh outdoor air as much as possible by opening windows and doors.

Staff's Health and Wellness

- Staff will alternate, stagger or shift work schedules when possible, to maximize physical distancing.
- Staff will be instructed to wash or replace their masks daily. If the staff has been instructed by their medical provider that they should not wear a mask should wear a face shield with a drape on the bottom edge, to comply with State directives, as long as their condition permits it.
- Staff is offered gloves to be used for tasks such as serving food, handling trash, or using cleaning and disinfectant products.
- Staff will be instructed to maintain at least a six (6) feet distance from visitors and each other in all areas of the facility whenever feasible. Staff may momentarily come closer as necessary to assist children, or as otherwise when it is necessary.
- Staff will be assigned to their own equipment and have been instructed to avoid sharing phones, tablets, other work supplies, or office equipment wherever possible. They have also been instructed never to share PPE.
- Cleaning assignments are assigned during working hours as part of the staff job duties.
- Where items must be shared, items will be disinfected with a cleaner appropriate for the surface between shifts or uses, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared workstations, audio, and video equipment, etc.
- Staff will be discouraged from eating or drinking except during their breaks and only if they can safely remove their masks and physically distance themselves from others.
- Staff meals and breaks are arranged to permit maximum distancing while individuals have removed face coverings to eat in keeping with the Health Office Order prohibiting gatherings of individuals from more than one household.
 - Occupancy is reduced and space between individuals is maximized in any room or area used by staff for meals or breaks. This has been achieved by:
 - Posting a maximum occupancy that is consistent with a distance of at least six feet between individuals in rooms or areas used for meals or breaks.
 - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks.
 - Placing tables six feet apart and ensuring six feet between seats, removing or taping seats to

Employees are not penalized when they stay home due to illness.

- Communicate to staff the importance of being vigilant for symptoms and staying in touch with GCC guidelines if or when they start to feel sick.
- The CDC has a protocol in place to have the staffs isolate themselves at home and require the immediate self -quarantine of all staff that had workplace exposure to the COVID-19 case(s). All quarantined staff to have access to or be tested for COVID-19 to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- CDC will monitor staff absenteeism and will have trained backup staff.
- Any staff member needing support (physiological, psychological, and or emotional) will be provided with resources from Glendale Community College and outside sources:
 - CSEA Employee Assistance Program, Health Center for physical and mental health
 - California Surgeon General's Guide to Stress Relief: <https://covid19.ca.gov/manage-stress-for-health/>
 - Center for Early Childhood Mental Health Consultation - Posters to help combat Stress: https://www.ecmhc.org/documents/CECMHC_GrafittiPosters.pdf

Health and Safety - Teach, Model, and Reinforce:

- As part of the curriculum, teachers will have child-friendly discussions of COVID-19 and the importance of germ transmission, hand washing, and social distancing.
- All staff and children will be notified to wear face coverings consistently and correctly.
- Children will be reminded to avoid contact with one's eyes, nose, mouth and to cough/sneeze inside their elbow.
- Photo documentation will be used to support children's understanding of classroom routines.
- Children and staff will wash hands frequently (including when entering the center, before/after each activity, before/after meals, before/after using the restroom). Hand washing guidelines will be posted.
- No toothbrushing at school. Encourage parents to regularly brush their child's teeth at home.

Communication

- Parent orientation is mandatory for all families returning to the CDC. All parents and staff will be informed of the enhanced sanitation practices, physical distancing guidelines and their importance, proper use, removal and washing of masks, screening practices, and COVID-19 specific exclusion criteria. A copy of the reopening plan document will be available to all.
- Signs will be posted to cover coughs, sneezes, and handwashing.
- Communicate to parents the importance of keeping children home when they are sick.
- Staff and families are educated about the risk of outbreaks and the importance of maintaining safe practices. Children will receive age-appropriate education about best practices to avoid risk as well.
- Weekly communication with all parents regarding any updates and policy changes will be provided as needed

Physical distancing guidelines	https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html
Use of face coverings	https://www.cdc.gov/coronavirus/2019-ncov/downloads/hcp/fs-facemask-dos-donts.pdf
Signs/symptoms of COVID- 19	https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
Screening Practice/ Daily Screening Checklist.	GCC Daily Screening Checklist

Illness Policy:

Following the Center for Disease Control and Prevention Guidelines:

- Require sick children and staff to stay home in isolation and/or contact a physician. Also, contact the CDC to report illness or exposure. Child care programs **must** exclude or isolate any child, parent, caregiver, or staff showing symptoms of a contagious disease or illness as **required** pursuant to Title 22 in **CCR sections 101216(h), 101226.1(a)(1) and 102417(e)**.
- Provide families with guidance on home isolation from the DPH website: <http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>

If someone is or becomes sick at the CDC:

Following the DPH guidance on [Decision Pathways](#):

- If an individual is ill and shows symptoms of COVID-19:
 - Isolate the child or staff from the classroom and other children immediately. The child or staff exhibiting symptoms will be cared for in the isolation room until they can be transported home or to a healthcare facility, as soon as practicable.
 - The child who shows signs of illness should be picked up immediately. Staff members would be sent home. CDC will ensure to have at least one, but preferably more emergency contact number for each child and staff to ensure prompt notification.
 - Guidelines for isolation of a sick child are the same as those for an adult. The child must stay home in isolation and not return to the center for a minimum of 10 days after onset of symptoms AND until their symptoms have improved AND they are free of fever for at least 24 hours without fever-reducing medication. If the child is tested positive follow the guidance on home isolation can be found on the DPH website: [Isolation \(click\)](#)
- Covid Exposure among family member or outside of center:
 - Children or Staff who is exposed to a known COVID-19 person when not wearing a mask or with significant tie of exposure, the child and staff will be expected to quarantine for 10 days and monitor health and take extra precaution from day 11-14. Please follow the guidance on self

the past 3 months, do not have to self-quarantine after exposure to a person with COVID-19 and can travel unless they have COVID-19 symptoms. However, fully vaccinated staff should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

- **If COVID-19 is confirmed in a child or staff member:**

- When someone at our site (child and/or staff) has COVID-19 (confirmed by lab test) and has been exposed in classrooms, all persons in the classroom during the period in which the exposure occurred will be notified to quarantine.
- We will contact DPH if the whole classroom will need to quarantine. Call number: 888-397-3993
- We will close off areas used by the person who was confirmed sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who was sick, such as classrooms, bathrooms, and common areas.
- If more than 7 days have passed since the person who was sick visited or used the facility, additional cleaning and disinfection are not necessary.
- Note that while all parents/caregivers and staff should be informed of a confirmed case of COVID-19 at CDC.
- Anyone who has had close contact with an infected person must be sent home to self-quarantine for 5-10 days regardless of vaccination status for extra precaution to limit exposure to others.
 - All Children, Staff, and Lab Students assigned to classroom may return ONLY if PCR covid test received on day 5 is negative AND has NO covid symptoms.
- If any staff or children develop symptoms while in quarantine, they should follow the guidelines for self-isolation (10 days after symptoms started AND 24 hours after fevers have resolved and symptoms improved.)
- All confirmed COVID-19 cases will be reported to [Glendale Community College District COVID-19 Triage Protocol](#). And LAC DPH COVID-19 [Case and Contact Report Form for Education Sector](#) and call <https://www.cdss.ca.gov/Portals/9/CCLD/202006-Community-Care-Licensing-Division-Child-Care-Offices.pdf>

When it is necessary to close the Center:

- Families will be informed immediately about the need for and the likely duration of site closure. We will also inform them about the nature and extent of risk to their children and whether that risk indicates a need for quarantine and testing.
- Parents, teachers, and staff will be reminded of the importance of physical distancing and other preventive measures while the center is closed. We will emphasize the importance of home quarantine and preventive practices to avoid spread among children and their household members in case one or more have contracted COVID-19.

Morning Arrivals	Check that children over 24 months wear an appropriate face mask. Ensure the child who is 24 months can breathe safely and avoid choking or suffocation. Complete daily health check. The staff ensures all pick-up/drop-off visits are brief as possible. Staff monitor that parent sanitizes their hands and then sanitizes child's hands. Staff will walk the child back to the assigned classroom.
Classroom teachers	Create a safe environment, welcome children, ensure children wash hands throughout the day, implement curriculum (inside and outside), class activities, and supervise meals.
Sanitizers	Responsible for sanitizing and disinfecting high-touch surface areas and curriculum materials in the children's classroom. Responsible for laundry.
Break Support	Give breaks as needed to classroom teachers.
Afternoon Child Pick-up	Classroom staff will receive notification of the parent's arrival. Staff will walk the child to the front desk to sign out.
Sanitizing/Clean Up	Cleaning and disinfecting materials used throughout the day.

Environmental Checklist	Completed
Post No VISITOR signs at entry/exit.	X
Remove all soft items, including dress-up clothing.	X
Remove shared sensory items such as play dough, finger paint, etc.	X
Cease use of all group water / sensory tables.	X
Prepare individual art material activity packets for each child.	X
Prepare soiled toys bucket for mouthed/high contact toys to be disinfected.	X
Disinfect toys/materials twice daily to ensure effective germ removal.	X
Cots should be at least six feet apart wherever possible. Place children head to foot instead of head to head.	X
Remove area rugs if possible, cover with vinyl matting.	X
System set up to Screen daily at the entry for COVID-19 symptoms: <ul style="list-style-type: none"> Take the temperature of all persons upon arrival each day. Ask about any symptoms (cough, fever) at home. Conduct visual checks of all children upon arrival. 	X
Require frequent hand washing by all children and staff upon entering, before/after each activity, and before/after meals.	X
Implement social distancing strategies. <ul style="list-style-type: none"> Children remain in the same group and staff each day. Do not combine groups in the morning or afternoon. 	X
Remind children and staff not to touch their faces.	X
Clean and disinfect: <ul style="list-style-type: none"> Tables before and after each use. Hard surfaces three times per day. Doorknobs, light switches, countertops, and all frequently touched surfaces. Restrooms after each use. 	X

Stay in regular communication with parents regarding updates and policy changes.	X
Establish alternative means of communication with families.	X
Maintain transparency with staff so they remain informed.	X
Conduct frequent staff meetings and information sessions to ensure all policies and procedures are followed properly.	X
Conduct daily wellness checks on staff to monitor physiological, psychological and emotional health.	X
One central entry point has been designated for universal entry screening	X
Facility provides ongoing updates about Covid-19 to staff and families.	X
Facility has conducted staff training on Covid-19 prevention, symptoms and transmission.	X
Facility has conducted staff training on when and how to use personal protective equipment.	X
Facility has conducted staff training on sick leave policies.	X
Staff have been notified to avoid work if acute respiratory illness is present and to contact medical provider to consider Covid-19 testing.	X
Staff have been notified that medical clearance is not required to return to work, unless under quarantine order by Public Health entity.	X
Explain to parents that all visits be as brief as possible.	X

Child Development Center's Coronavirus Task Force Communication to Staff about Coronavirus (Covid-19)

At Glendale Community College Child Development Center staff health and safety are of high priority. Our goal is to support you in caring for yourself as well as minimizing the opportunity to spread illness to your co-workers, children and families. If you are at work and begin to feel ill, notify your supervisor. We will work together to get you the care you need. If you are at home and you are suffering from any respiratory symptoms, you should notify your health care provider. Respiratory symptoms include fever, cough and difficulty breathing. As soon as it is possible, also notify your supervisor so he/she is aware. Stay home until your health care provider clears you to return to work. Stay home and notify your supervisor if you are caring for a family member with Covid-19 or respiratory symptoms in your home.

We encourage our staff to maintain self-care and be mindful of your overall well-being. Engage in self-care by staying connected to social support, getting enough rest, and taking time for restorative activities (exercise, meditation, reading, outdoor activities). You will be encouraged to take needed breaks, to relax, decompress and remove your mask for a while. Glendale Community College offers resources to support and manage anxiety and stress during this time of Coronavirus outbreak.

College employees are encouraged to reach out to CSEA's Employee Assistance Program and GCC Health Center for physical and mental health support. Be mindful of your overall well-being and do your best to take care of yourself.

- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
- Assist Childcare Reopening Decision:
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Childcare-Decision-Tree.pdf>
- Symptoms of Coronavirus:
 - <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Cleaning and Disinfecting Your Facility:
 - https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html
- LA County ECE COVID-19 Response Team Frequently Asked Questions:
 - https://docs.google.com/document/d/1zX3UI36mB5uQ2hcS8pmeVSOqQm6t_qBjz1XSF_RnnsY/edit#
- First 5 LA COVID-19 General information and Resources:
 - <https://www.first5la.org/covid-19-general-resources-alerts/>
- California Department of Public Health - COVID-19:
 - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- OSHA- COVID-19:
 - <https://www.osha.gov/SLTC/covid-19/>
- California Government - COVID-19:
 - <https://covid19.ca.gov/>
- LA County of Health Dept:
 - <http://publichealth.lacounty.gov>
- GCC Health Center - COVID-19:
 - <https://www.glendale.edu/students/student-services/health-center/what-you-need-to-know/information-about-coronavirus-covid-19>
- GCC Covid-19 Resource (protocol):
 - <https://www.glendale.edu/about-gcc/human-resources/covid-19-resources>
- LA County Early Care & Education Covid-19 Toolkit:
 - <http://ph.lacounty.gov/acd/ncorona2019/EducationToolkit/ECE/>
- COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH ORDER OF THE HEALTH OFFICER - Guidance for Early Care and Education Providers:
 - <http://publichealth.lacounty.gov/media/coronavirus/docs/education/GuidanceEarlyChildhoodEducation.pdf>