



**Provider Information Notice PIN 20-04-CCP 03.16.20
SAMPLE TEMPLATE FOR WAIVER REQUEST**

**This Tool is a Supplemental Resource from the Early Care & Education (ECE)
Alameda County-wide Collaborative Response to COVID - 19**

SUBJECT: STATEWIDE WAIVERS FOR LICENSING REQUIREMENTS DUE TO CORONAVIRUS DISEASE 2019 (COVID-19), AND PREVENTION, CONTAINMENT, AND MITIGATION MEASURES

PIN 20-04 provides a statewide waiver for operation of child care facilities, including licensees, registered TrustLine providers, and temporary employer sponsored child care, along with guidance for the implementation of prevention, containment, and mitigation measures for COVID-19.

The California Department of Social Services (CDSS) is recommending child care providers follow guidance in this PIN in addition to guidance or instructions from their CDSS Child Care Regional Office, including but not limited to all CDSS PINs, and from health care providers, the Federal Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), and local health departments.

At the time of this PIN's release, the State of California is implementing mitigation measures.

EMERGENCY WAIVER

Waiver for Operation of Temporary Employer Sponsored Child Care. On March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency ("Proclamation") in response to a rising number of cases of COVID-19 in California.

The Proclamation permits the California Department of Social Services (CDSS) to waive any provisions of the Health and Safety Code (HSC), Welfare and Institutions Code (WIC), accompanying regulations, interim licensing standards, or other written policies or procedures with respect to the use, licensing, or approval of licensed facilities.

Pursuant to the Governor's Proclamation, CDSS is announcing a statewide waiver.

The waiver will help ensure that child care services are available for working families in need while schools are closed to prevent the spread of COVID-19.



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An employer that needs to immediately provide temporary employer sponsored child care as defined in Health and Safety Code section 1596.771 as a result of the spread of COVID-19, may do so using this waiver, provided all terms and conditions below are met:

Section A.

PRIOR TO OPERATION:

A1. Prior to operation, the employer shall contact their Child Care Regional Office for approval.

[To fast track you waiver request form through Community Care Licensing in Alameda County email: Denise.Turner@acgov.org Early Care & Education Program Specialist]

The _____, potential temporary employer sponsored child care setting has submitted this waiver request to **Community Care Licensing Child Care Licensing Oakland Regional Office** (or) **Oakland South Regional Office** [*check zip codes for region*]

Via electronic mail to: CCLCOVID-19INFO@dss.ca.gov

SUBJECT: Facility Type Child Care PIN 20-04 Waiver Request

Optional, by Mail to: Community Care Licensing, 1515 Clay Street, Suite 1102, MS 29-04, Oakland, CA 94612

A2. A copy of this waiver shall be posted in a prominent location visible to anyone who utilizes the child care setting.

To ensure visibility of this required posting, the child care setting _____, has created a public posting board for critical information that is visible and accessible within the child care setting. This PIN 20-04 waiver is posted on this public board which is located _____, in the facility.

A3. The employer shall distribute a copy of this waiver to parents or legal guardians of all children in care, obtain a signed acknowledgement of receipt from them, and retain a copy in each child's file. Signed acknowledgements shall be placed in a child's file immediately once a child starts attending the program.

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To ensure that each Parent/Legal Guardian of all children in care, has a documented and signed copy of this waiver the child care setting _____, has required a signature and dated on the document as an acknowledgement of receipt of the waiver from each Parent/Legal Guardian for each child receiving care. The original signature hardcopy will be placed in each child’s file and the photocopy of the signed waiver will be provided to the Parent/Legal Guardian and discussed with them to answer any questions regarding the content of the document. This will occur prior to the child’s care.

A4. To seek anything further than what is authorized under this waiver, the child care setting shall obtain the approval of the Child Care Regional Office prior to implementing the changes.

The child care setting _____, acknowledges that a representative must obtain the prior approval of the Child Care Regional Office prior to implementing any further changes than what is authorized under this waiver.

Section B.

ENROLLMENT RESTRICTIONS:

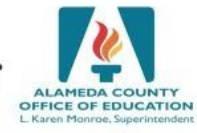
B1. Care shall be available exclusively for the care of children of that employer, and of the officers, managers, and employees of that employer.

To ensure that the child care setting _____, exclusively serves the children of _____ employees, each Parent/Legal Guardian will be cross-checked with current employee records. In addition, each Parent/Legal Guardian will provide a copy of a birth certificate or legal guardianship document for each child in care. The photocopy of the document will be placed in each child’s file. This will occur prior to the child’s care.

Section C.

CHILD INFORMATION REQUIREMENTS:

C1 The employer shall immediately create emergency authorization cards for each child with emergency contact information, adults authorized to pick up, consent for emergency attention and if applicable, documentation of the administration of medication, identification of allergies or



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special needs including developmental or behavioral, and any dietary restrictions. The emergency authorization cards shall be placed in a child’s file within 5 calendar days of the issuance of this waiver.

The child care setting _____, will assist each Parent/Legal Guardian to complete a LIC Form 700, IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS for each child receiving care. The completed form will be filed in each child’s file. This will occur prior to the child’s care.

<https://www.cdss.ca.gov/Portals/9/Additional-Resources/Forms-and-Brochures/2019/I-L/LIC700.pdf?ver=2019-10-24-143032-763>

C2. The employer shall create a file for each child in care to maintain emergency authorization cards, acknowledgement of receipt of the waiver, and any additional information pertinent to the care and supervision of the child.

As referenced in sections A3., and C1; the child care setting _____, will assist each Parent/Legal Guardian to completion of pertinent documents and file them in the child’s onsite file. A signed acknowledgement of receipt of the waiver, and emergency authorization will be acquired through completion of LIC Form 627 CONSENT FOR EMERGENCY MEDICAL TREATMENT.

<https://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC627.PDF>

Additional information pertinent to the care and supervision of each child receiving care will be completed using the LIC 702 CHILD’S PREADMISSION HEALTH HISTORY - PARENT/AUTHORIZED REPRESENTATIVE REPORT.

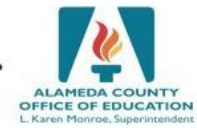
<https://www.cdss.ca.gov/Portals/9/Additional-Resources/Forms-and-Brochures/2019/I-L/LIC702.pdf?ver=2019-10-24-143032-793>

The completed forms will be filed in each child’s file. This will occur prior to the child’s care.

Section D.

STAFF INFORMATION REQUIREMENTS:

D1. The employer shall immediately obtain and retain documentation of proof of criminal background clearances for all adults working or volunteering at facility or TrustLine approval.



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The child care setting _____, will immediately obtain and retain documentation of proof of criminal background clearances for all adults working or volunteering at facility or TrustLine approval. This documentation will be stored in onsite staff file folders.

D2. The employer shall require caregivers to self-screen for respiratory infection symptoms each morning before interacting with children.

The child care setting _____, will require all staff to complete the CDC Coronavirus Self-Checker online or offline, each morning before reporting to work and/or before interacting with children. If symptoms are present the staff member will be required to remain home or return home and to seek medical advice.

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

Section E.

CHILDCARE EQUIPMENT/REQUIREMENTS:

E1. The child care setting should have age appropriate equipment, such as sleeping, bedding, learning and play materials. If care involves children under 12 months, a crib or play yard shall be provided and adherence to safe sleep best practices is required.

The child care setting _____, will meet environmental Rating Scale recommendations for children under age 5 years old, (ECERS, ITERS and/or FCCERS) and best practice recommendations for school aged care environments.

<https://ers.fpg.unc.edu/>

Section F.

HEALTH & SAFETY REQUIREMENTS:

F1. The employer shall adhere to the local public health department’s guidelines for providing a

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healthy and safe child care environment and incorporate policies and procedures provided by CDSS, in consultation with the Department of Public Health, to support prevention, containment and mitigation of COVID-19.

The child care setting _____, will adhere to local Alameda County Public Health Department guidelines for providing a healthy and safe child care environment.

In addition to California Department of Social Services (CDSS) Community Care Licensing the ongoing incorporation of policies and procedures provided by CDSS, in consultation with the Department of Public Health, to support prevention, containment and mitigation of COVID-19.

Most recently, Alameda County Public Health Department Guidance for Child Care and Preschool Programs: Novel Coronavirus Disease 2019 (COVID-19) - March 19, 2020.
<http://www.acphd.org/media/560647/acphd-child-care-guidance-20200319.pdf>

California Department of Public Health – February 11, 2020 2019 Novel Coronavirus Guidance for Child Care and Preschool Settings:
https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/Coronavirus%20daycare%202_7_20%20Final.pdf

California Department of Social Services (CDSS) Community Care Licensing Provider Information Notices, most recently:

PIN 20-04-CCP - Statewide Waivers for Licensing Requirements Due to Coronavirus Disease 2019 (COVID-19), and Prevention, Containment, and Mitigation Measures
https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN_20-04-CCP.pdf

PIN 20-02-CCP - Coronavirus Information and Guidelines for Child Care Settings
https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN_20-02-CCP.pdf

F2. The employer shall comply with directives of a local health department officer and shall not restrict CDSS, CDPH, local health department officials, healthcare providers, and essential government authority from entering or conducting investigations at the facility.

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The child care setting _____, agrees to comply with directives of a local health department officer and shall not restrict CDSS, CDPH, local health department officials, healthcare providers, and essential government authority from entering or conducting investigations at the facility.

Daily Sign In and Sign Out Procedures -

F3. Persons who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice shall not be allowed on site (see Evaluating and Reporting Persons Under Investigation by the CDC).

As a component of the daily health check procedure during sign in. The child care setting _____, will also observe the CDC guidance titled: Evaluating and Reporting Persons Under Investigation by the CDC, to screen for persons who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice in order to exclude the person from accessing the site.

<https://www.cdc.gov/coronavirus/2019-nCoV/hcp/clinical-criteria.html>

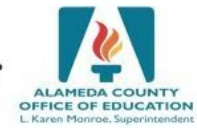
F4. Persons who have been in close contact with someone diagnosed with COVID- 19 shall be excluded from the site for 14 days from the day of their last exposure.

Once screened through the daily health check, the child care setting _____, will exclude persons who have been in close contact with someone diagnosed with COVID- 19 shall be excluded from the site for 14 days from the day of their last exposure.

Sick Child Procedures -

F5. The employer shall immediately notify parents and send a child home immediately if the child presents with fever and/or respiratory infection symptoms.

The child care setting _____, will immediately notify parents, recommend that they seek medical advice, and send a child home immediately if the child presents with fever and/or respiratory infection symptoms. In observance of the CDC’s recommended 14 days Health Notice the child care will exclude the child from care, unless cleared by a Public Health document.



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<https://www.cdc.gov/coronavirus/2019-nCoV/hcp/clinical-criteria.html>

F6. The employer shall separate sick infants, children, and staff from others until they are able to leave the site, by designating a “sick room” that is separate from the rest of the child care site and through which others do not regularly pass.

The child care setting _____, will implement a sick child procedure to limit exposure of others to illness. Under staff supervision, a child that presents symptoms of illness will be cared for separately from others until they are able to leave the site. The child care setting has identified and designated a “sick room” separate from the rest of the child care and through which others do not regularly pass.

Cleaning, Sanitizing, and Disinfecting Procedures -

F7. The facility shall engage in regular cleaning and sanitation practices.

The child care setting _____, will implement the recommended cleaning, sanitizing, and disinfection schedules as recommended for child care settings in response to COVID - 19. The provider, staff, and/or custodian will ensure that all environmental cleaning and disinfection procedures are followed consistently and correctly as product directions for use specify.

**Presence of Children in Care during environmental cleaning intervals:
Children will be redirected ideally to another room however, if not feasible as far away from the space through a transitional activity.**

Standard Precautions (Universal Precautions) require immediate response.

The child care setting _____, will implement the CDC’s recommended infection control procedures for Standard Precautions, used to prevent transmission of diseases that can be acquired by contact with blood, and body fluids such as urine, feces, vomit or mucous and other drainage.

<https://www.cdc.gov/oralhealth/infectioncontrol/summary-infection-prevention-practices/standard-precautions.html>

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Integrated Pest Management (IPM) Reminders for Using Disinfectants at Schools and Child Cares (Linked within the ACPHD Guidance for Child Care and Preschool Settings in Alameda County)

https://apps.cdpr.ca.gov/schoolipm/pubs/reminders_for_using_disinfectants.pdf

CDC Disinfect, Clean, Sanitize Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/cleaning-disinfection.html>

F8. Frequently used surfaces, bathrooms, door handles, sinks, drinking fountains, play areas and toys shall be regularly sanitized throughout the day.

Environmental cleaning, sanitizing, and disinfecting will occur as follows:

Disinfection -

Regularly scheduled and routine disinfecting for use on non-porous surfaces such as will follow a recurring schedule _____, and be addressed for on the spot attention for soiled surfaces including:

Restrooms, toddler toileting areas, and diaper changing table stations

Countertops, shelves, table tops, food prep and eating surfaces (not in preparation for food prep or eating)

Frequently touched surfaces such as door and cabinet handles

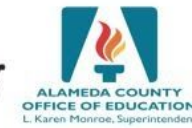
Sinks and water fountains

Indoor and outdoor play areas

Sanitizing -

Surfaces used for food prep and as eating surfaces will be sanitized and fully dried prior to each use with a solution identified for food prep and eating surface safe sanitizing (not disinfecting). In addition, food will not be placed directly on the table or highchair tray.

Also, sinks and fixtures will frequently be sanitized between disinfecting cycles when feasible and as needed for on the spot cleaning.



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“Yuk” Buckets and Mesh Laundry Bags -

Additionally, the child care setting _____, will utilize “Yuk” Buckets and Mesh Laundry Bags for increased sanitary practices. Small plastic tubs will be provided to each group so that soiled toys/items can be immediately removed from the children’s environment and held out of child reach, until they can be cleaned and sanitized properly. Each classroom will also receive a mesh laundry bag to clean and sanitize several soft textile toys/items for in sink hand washing or if feasible / product recommended laundered.

F9. Disposable paper towels shall be used instead of cloth towels.

The care care setting _____, will ensure the provision of paper towels and prohibit the use of cloth towels. Likewise, when feasible disposable/single use cleaning materials will be utilized when cleaning materials can not be laundered. Additionally, disposable paper towels will not be submerged in a basin of solution or returned to soak in a solution.

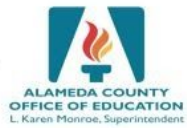
Food Preparation Procedures -

F10. Sinks for preparing food and washing hands shall be separate.

The care care setting _____, will ensure that sinks for preparing food will be identified and visibly labeled to prohibit misuse for any other purposes such as for washing hands. In addition, handwashing sinks will also be identified separately from food prep sinks and visibly labeled to prohibit misuse. All staff will ensure that this practice to prevent cross-contamination is carried out at all times.

F11. Food shall be handled in areas separate from toilets and diaper- changing tables.

The child care setting _____, will ensure that food will be handled exclusively in designated food preparation surfaces and areas and that these areas will be labeled as such. Likewise, the child care setting will also ensure that toileting and diapering is confined exclusively within areas designated as restrooms, toddler toileting stations, and/or diaper changing tables and that these areas will be visibly labeled as such.



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As a practice to prevent cross-contamination, all staff will also ensure that surfaces such as tables for seating, shelves, activity stations outside of the designated areas for toileting or where food is served are not utilized as prohibited and that these areas will be labeled as such.

Section G.

TEACHER to CHILD RATIOS:

G1. Adhere to a child to caregiver ratio of no more than 10:1.

The child care setting _____, will adhere to recommended child to caregiver ratios referencing Caring for our Children. Social distancing small group sizes of no more than 10:1 will be implemented as well as no mixing of groups. The setting will implement the following staffing schedule _____, to mitigate the daily operating hours of care for children _____. Optional Before and After Care Staffing hours _____.

[Caring for our children Chapter 1. Staffing and Ratios: <https://nrckids.org/CFOC/Database/1>]

Based upon staffing children will be admitted or scheduled for early pick up on a first in first out policy in order to maintain compliance with ratios.

Per Age Group Ratios:

Number of Staff _____

Number of available Child slots _____

AM Staff Total Hours _____

AM staff Breaks _____

PM Staff Total Hours _____

PM staff Breaks _____

Optional: Staff Only

Before Care Hours Care _____

After Care Hours Care _____

H. CDSS Rescind, or Modification of Waiver



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H1. CDSS may rescind or modify an employer’s authorization for use of this waiver if it determines the employer does not meet the terms and conditions of this waiver, or based upon new federal, state or local directives or guidance. The Child Care Regional Office will be conducting a site visit as soon as possible after an employer has started operation and will be available to provide technical assistance as needed.

The child care setting _____, acknowledges the authority of CDSS to rescind or modify an employer’s authorization for use of this waiver if it determines the employer does not meet the terms and conditions of this waiver, or based upon new federal, state or local directives or guidance. As well as, the Child Care Regional Office visitation of the child care setting in order to conduct site visits provide technical assistance after _____, the employer has started operation.