

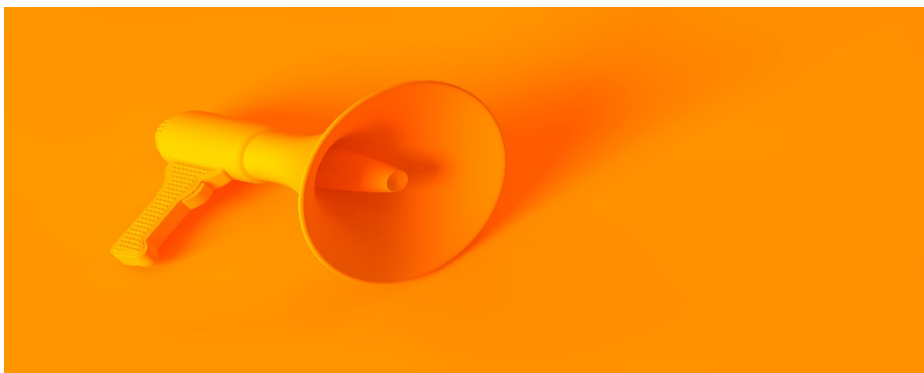


WEEKLY UPDATE | July 12 – 2021



From the Directors

## IMPORTANT ANNOUNCEMENTS



From: Debbie Peralez, Executive Director

### **COLA increase and COVID Pay Updates**

Effective **July 1, 2021**, all staff will receive a Cost of Living Increase (COLA) of 1.22% as directed by the Office of Head Start.

Weekly COVID supplemental pay will continue for site-based staff working in classrooms and Home Visitors until further notice, but will be discontinued for all other staff, effective July 16, 2021.

Continue next page.

# Stay CONNECTED WEEKLY UPDATE

## IMPORTANT ANNOUNCEMENTS

There are some big organizational shifts happening at the Administration office. These changes are in preparation for a few retirements that are occurring in the coming program year.

After 25 years with Head Start, I have made the decision to retire at the end of this program year. My last day is projected to be May 31, 2022. Debbie McGrath, our Business Services Director, will also be retiring in December. As a result, we are making some interim organizational changes to ensure we have all duties covered until a new Executive Director is hired, sometime in the Spring of 2022.

The decision has been made not to fill the Business Services Director position. Instead, I will take over more direct supervision of the Fiscal, Human Resources, Facilities and IT functions within the organization.

Juan Cisneros will step into the role of Deputy Director to oversee more of the community and programmatic needs and to ensure that we have continuity between my departure and whomever is hired into the Executive Director role. He will take over supervision of our Data Services Department and Communication Specialist.

Susan Smith will take over supervision of all program directors, including Education and Disabilities, Health and Nutrition, and Family Services. She will also retain supervision of the Regional Program Managers. This aligns with the vision for all program services that occur at the classroom level to be overseen by one Director. As such, her title will change to Program Director.

ERSEA will stay under Juan, but we will begin a transition towards having ERSEA managed by Tarek Hassan, who currently manages our Data Systems work. To assist with the ERSEA responsibilities, Rebekah Christie will step into a Specialist role in support the ERSEA process. And, because we know that ERSEA is such an important task, and to ensure we meet our enrollment numbers, Andrea Calderon will continue to support ERSEA for the next few months as we slowly transition the responsibilities.

Finally, our Early Head Start-Child Care Partnership model will transition over the next year to Susan Smith. It is time to more fully integrate EHS-CCP into all other program services. This should be a support to that program model but it's important that we make the transition slowly and with a great deal of planning since it is a very different model than the rest of the program.

Debbie Peralez, Executive Director

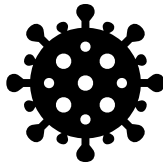
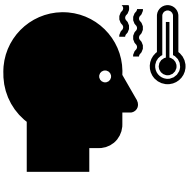


# Stay CONNECTED WEEKLY UPDATE



## Human Resources Department

### COVID-19 POLICY UPDATE



Hello,

I want to share with you the updated COVID-19 policies for the admin office.

As the ongoing threat related to the COVID-19 virus has significantly declined, and in recognition of the Governor's June 15 announcement related to the reopening of the state, the following policies and procedures are being updated to reflect new practices in place at the Administrative Office and other Child Start spaces that are not childcare spaces. These policies take effect on July 12, 2021.

Please take a moment to familiarize yourself with them. If you have any questions, please let me know.

**Alonso Duarte, PhD**

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## COVID-19-Policies

As the ongoing threat related to the COVID-19 virus has significantly declined, and in recognition of the Governor's June 15 announcement related to the reopening of the state, the following policies and procedures are being updated to reflect new practices in place at the Administrative Office and other Child Start spaces that are not child care spaces. These policies take effect on July 12, 2021.

### Entering the Admin Office

Employees entering the building will find hand sanitizer, sanitizing wipes and masks for their use when signing in. Employees who need an N95 mask may request one.

#### Sign-in/Sign-out Staff:

Staff will be responsible for signing **in and out** on the binder located at the entryway table.

#### Sign-in/Sign-out Visitors:

Visitors will sign in on the binder provided and check 'in' or 'out' as appropriate.

### While in the Building

**Face Coverings.** Fully vaccinated staff without COVID-19 symptoms do not need to wear face coverings.

Fully vaccinated staff who do not want to wear a mask must submit to HR a copy of their COVID-19 vaccination card (which includes the name of the person vaccinated, type of vaccine provided, and date the last dose administered)

Staff not fully vaccinated must wear a face covering, defined as a surgical mask, a medical procedure mask, a respirator (N95s), or a tightly woven fabric or non-woven material of at least two layers. The face-covering must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or a single layer of fabric. Respirators (N95s) will be provided upon request to any employee who requests it.

**Physical Distancing.** Physical distancing and barriers are no longer required.

**In the case of a major outbreak (20 exposed staff).** Physical distancing will be required for all staff. When physical distancing is not possible, face coverings will be required for all staff.



## COVID-19-Policies

### COVID-19 Symptoms

#### While at Home

Employees having a temperature of 100.4 or over, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea will be required to stay home and **take a COVID-19 test**. The employee must communicate with HR and self-quarantine for at least 10 days from the onset of symptoms. Employees may return to work if a licensed healthcare professional determines that the symptoms are caused by a known condition other than COVID-19. See the **Test Results** section for the next steps.

#### While at Work

When a staff member working at any Child Start location develops symptoms of COVID-19, has had close contact with someone infected, or is diagnosed with COVID-19, the following measures need to take effect.

Employees showing COVID-19 symptoms (e.g., fever of 100.4° or more, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) that cannot be rationally explained (allergies, etc.), will be sent home and **required to take a COVID-19 test**. The employee must stay home and self-quarantine for at least 10 days since symptoms first appeared. Employees may return to work if a licensed healthcare professional determines that the symptoms are caused by a known condition other than COVID-19. See the **Test Results** section for the next steps.

### COVID-19 Exposure

Employees who come in close contact (less than 6 feet) with a confirmed COVID-19 case regardless of the use of face coverings, will be sent home and required to self-quarantine for at least 10 days from their last exposure to the infectious case based on the following criteria:

- Employees who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again if they do not develop new symptoms.
- Employees who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- Employees who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.
  - Proof of vaccination must be provided to HR.





## COVID-19-Policies

- Fully vaccinated means that the employee has received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine.
- Employees who have not been fully vaccinated or who have not tested positive within the past 3 months and recovered **must take a COVID-19 test**. See the **Test Results** section for the next steps.

### Pay During Quarantine

Employees may use their accruals including emergency sick hours to get paid during the quarantine if no remote work is available. To determine the availability of remote work, please contact HR. If no hours are available to the employee and there is no appropriate work for the employee to perform remotely, the quarantine time will be unpaid.

### Test Results

**Positive Results.** If the results of the test confirm that an employee has a COVID-19 infection, the employees may return to work after 10 days have passed since symptoms first appeared if symptomatic or 10 days have passed from the date of the specimen collection if asymptomatic, 24 hours have passed without a fever without the aid of fever-reducing medication, and symptoms have improved. The following measures will take place upon learning of an infected employee:

1. The Child Development Director will contact the Child Care Licensing Regional Office.
2. HR will identify contacts by conducting the contact tracing steps.
3. Disinfection and cleaning of common areas and primary spaces where infected employees spent significant time. If possible, wait up to 24 hours before beginning cleaning and disinfection.

**Negative Results.** If the results of the test are negative and the employee is asymptomatic, employees may return to work after the 10-day quarantine from the last known exposure and the employee remains asymptomatic.

### Contact Tracing

HR will determine the date and time the employee with COVID-19 was present at work, the first date of the positive test or diagnosis, and the date of the first symptoms if any. The positive tested staff member will be asked to log all other staff or clients they were in contact with during the previous 14 days. Within one day of knowing of the positive case, HR and the appropriate person designated by operations will contact the listed individuals in writing (email, text) to advise them that they may have been exposed to COVID-19. Within one business day, HR will notify the union of the exposure. Staff will be required to get tested during paid time and 'work from home' and self-quarantine for at least 14 days from last known exposure or onset of symptoms if any develop. A medical release needs to be sent to HR; however, this will not shorten the 10-day quarantine.



## **COVID-19-Policies**

### **About this Policy**

The policy will remain in effect until further notice. The policy is subject to change as the situation changes and recommendations change.

# Stay CONNECTED WEEKLY UPDATE



## Family Services Department

### IMPORTANT REMINDERS

**Are attending Level 2 Triple P training Certification?  
(Selected Staff)**

**SAVE THE DATE**

**2021-2022 Child Start Triple P Level 2 Practitioner Training**

**Training Dates: 7/14/2021 & 7/15/2021 (must attend both dates)**

Time: 8:00 to 4:30

Zoom Link: Will be sent to participants later.



Look for in your email.

**Pre-accreditation Date: 8/5/2021 (more information to follow)**

**Accreditation Date: 8/19/2021 (more information to follow)**

Please know that you must attend all four dates to get certified. You got this!



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## This Week Early Childhood Education Facts



### ▶ Did you know?

#### **Preschool Education Leads to More Effective Socialization.**

It took me a while before I understood that my 4-year-old daughter needed a more diverse social life as much as I needed it. She was spending her entire days with me. We live in a very busy neighborhood and playing on the street is a mission impossible. Sure, I took her to the park every day, but most of her contacts were limited to family.

When I introduced play dates and preschool into her life, I saw a completely different child. She was no longer nervous. No longer bored. She became a happier, more communicative child; and that practically happened overnight.

Source: [simplyfamilymagazine.com](http://simplyfamilymagazine.com)



▶ *Submit your inquiry about content by sending an email to:*

*[lpineda@childstartinc.org](mailto:lpineda@childstartinc.org)*

**“If you’re going to equalize the academic playing field, you’ve got to get the kids in early childhood programs.”**

*- Paul Vallas -*



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