



Covid-19 Guidelines and Daily Procedures and Practices

Guidelines and Procedures

Here are our school guidelines and procedures to ensure safety of children, parents and staff during the threat of COVID-19. The school staff has been trained to follow these procedures to ensure safety for everyone.

Cleaning Procedures followed

- Provide fresh outdoor air as much as possible, for example by opening windows.
- Air out the indoor space before children arrive; thorough daily cleaning is done when children are not present.
- While using air conditioning, use the setting that brings in fresh air.
- Replace and check air filters and filtration systems to ensure optimal air quality.
- High-touch surfaces such as sink knobs, toilet handles, tables, door handles are cleaned three times a day. After all the children have arrived, before and after snacks and lunch. There will be one person designated to disinfect in each classroom.
- Designated containers for toys are cleaned, sanitized, or disinfected before being introduced back into the classroom environment.
- Will have multiple toys and manipulatives accessible that are easy to clean and disinfect throughout the day. Toys that a child may put into their mouth should be washed with soap.
- Toys that are difficult to clean (e.g. soft toys) are removed from the classroom. The books will be hard cover books that can be sanitized.
- Use of cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions. To reduce the risk of asthma related to disinfecting, aim to select disinfectant products on the N list with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid). Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma. o Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
- Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act training (for childcare centers only). Staff using cleaners or disinfectants will wear gloves and/or eye protection as required by the product instructions. All products are kept out of children's reach.

Hygiene

Follow strict handwashing guidelines for all staff and children. Wash hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly. **It may be helpful to sing a 20-second song while children wash.** (Happy Birthday song)

Use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.

Teach children to avoid contact with one's eyes, nose and mouth, and use tissue to wipe their nose and to cough/sneeze inside their elbow. Staff as a model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.

All personal items should be labeled by the parents and will be kept in a separate box to ensure personal items are separate from others. Personal toys and blankets will be sent home with the family each day.

The school will allow bedding (sheets, pillows, blankets, sleeping bags) that can be washed.

Cots and mats to be labeled for each child. Bedding that touches a child's skin will be cleaned weekly or before use by another child.

Arrival Procedures

Any parent/caregiver entering the classroom, must wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up, and as soon as they get home.

The parents/caregivers to meet at the facility entryway for pick-up and drop-off of children whenever possible and to be as brief as possible.

Only one parent/caregiver will be allowed to come inside if needed. They must wear a mask.

Parents/caregivers: please bring your own pen when signing children in and out. If needed, we will provide a sanitized pen and will immediately put the pen away for sanitization.

Hand sanitizers will be provided and kept out of the reach of children.

Avoid contact with children and adults as much as possible.

Please try that the same parent/caregiver drops off and picks up the child every day, avoid designating those at high risk. We stagger drop off and pick up times.

Health Screening

A questionnaire will be filled in each morning at the time of arrival. Screening procedures for all staff and children before they enter the facility:

- Will ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Will exclude anyone who has an affirmative response on any of these points.
- Will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

- Will conduct visual wellness checks of all children upon arrival and ask health questions when concerned.
- Will take children's temperature each morning with a no-touch thermometer. (If a thermometer requiring a touch-method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected.) Thermometers will be properly cleaned and disinfected after each use.
- Will monitor staff and children throughout the day for signs of illness; send home children with a fever of 99 degrees or higher, cough, or other COVID-19 symptoms after isolating from the general room population and notify parents.
- School will exclude any child, parent, caregiver, or staff showing symptoms of COVID-19. Staff will discuss with parent/caregiver and refer to the child's health history form and/or emergency card to identify if the child has a history of allergies, which would not be a reason to exclude. Parents and emergency services will be called if necessary, for safely transporting anyone sick home or to a healthcare facility, as appropriate.
- Sick staff members and children not to return until they met CDC criteria to discontinue home isolation.

Coronavirus Symptoms

Fever

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore throat

New loss of taste or smell

Group Size and Staffing

Children will remain in groups of no more than twelve. Should these guidelines differ from local health ordinances, we will follow the stricter guidance.

The school will keep the same children and teacher or staff with each group and include children from the same family in the same group, to the greatest extent possible

Classroom Space / Physical Distancing

- Will arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6 feet of separation, when possible.
- For napping, place cots 6 feet apart, with heads in opposite directions.
- Will offer more opportunities for individual play.
- Will plan activities that do not require close physical contact between multiple children.
- Will try to stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
- Will try to include games with no touch.
- Will close the outdoor with equipment.
- Will develop spacing instructions in both indoor and outdoor spaces that are developmentally appropriate and easy for children to understand

Mealtimes

- Will utilize more tables to spread children out and use name cards to ensure adequate spacing of children.
- Practice proper handwashing before and after eating.
- Will use paper goods and disposable plastic utensils when possible, following CDC and CDPH COVID-19 food handling guidelines.
- We do not allow children or staff to share or touch each other's food.
- Will immediately clean and disinfect trays and tables after meals.
- Will ask staff to handle utensils, portions and will be delivered by staff wearing gloves.
- Will try to implement outdoor mealtimes if space and weather allows.

Here is the list of disinfectants:

Hand Sanitizers for hands; bleach / Windex / industrial cleaners for the floors, sinks, toilet, doors and knobs and handles to disinfect.