

St. Clare's Preschool
Community Care Licensing Facility #010212344

COVID-19 Operating Procedures
Effective August 11, 2020

St. Clare's Preschool will operate under the following conditions, in compliance with the Alameda County Public Health Department (ACPHD) orders, Center for Disease Control (CDC) guidance, and the CA Department of Social Services, Community Care Licensing Division:

- Childcare will be carried out in stable groups of 12 or fewer (“stable” means that the same children are in the same group each day).
- Children will not change from one class to another.
- If more than one group of children is cared for in the facility, each class will be in a separate room. Groups will not mix with each other.
- Childcare providers will remain with one group of children.
- We will follow standard guidelines to prevent spread, such as physical distancing when it is feasible in a childcare setting, more intensive infection control measures including daily health screening, more frequent handwashing, and surface cleaning.

Arrival and Pick-Up Procedures

- Family members must wear a face covering when arriving to drop off or pick up their child.
- When children arrive at school parents will sign them in at the station outside the school (using their own pen).
 - Staff will complete a daily health screening of each child, including taking temperature.
 - A teacher will escort children with their belongings into the school to use the bathroom and wash their hands, before going to their classroom.
 - At pick-up time parents ring the school doorbell if a staff member is not at the front of the school, and a teacher will bring your child to the door for you, with their belongings.
 - Children who have not been picked up on time will wait in the church with escort staff, as the children are not allowed to combine with other groups.
 - Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people or those with serious underlying medical conditions should not pick up children, because they are at higher risk for severe illness from COVID-19.
- Only staff and enrolled children of St. Clare's will be allowed inside the building during the school day, and janitorial personnel in the evening.
 - No additional persons will be allowed into the facility (no family members, delivery drivers, tours, outside meeting groups, etc.).

Health Screening Procedures Following CDC Recommendations

- If a child or a staff member has a new cough, they should not come to school even if they have no fever. It is not uncommon for people, including children, with COVID-19 to have cough without fever, especially early in the course of illness.

- Staff will screen children daily before entering program:
 - families will practice physical distancing according to markers on sidewalk, while waiting for health screenings
 - children will be called individually for health screening
 - screeners wearing PPE (masks and gloves) will administer health check for each child, including temperature reading using a touchless thermometer
 - Staff will ask families about general health including cough, breathing difficulties, other atypical health presentations (rash, blisters on feet/hands, acute behavioral changes, etc.)
- When performing temperature checks
 - thermometer will be cleaned with alcohol between each check
 - when we use disposable or non-contact (temporal) thermometers and there is no physical contact with the child, gloves do not need to be changed before the next check
- If St. Clare's contacts you to pick up your child from school due to illness, they **must be picked up within one hour.**
- Staff members will take their own temperature daily before coming to school.
- If a staff member or child shows signs of respiratory illness (a new cough, complaints of sore throat, or shortness of breath), a fever of 100°F or above, they will enter a separate room and be sent home as soon as possible.
 - Seek medical care immediately if symptoms, such as a high fever or difficulty breathing, become more severe.
- Ill children or staff should not return to work or childcare until all 3 criteria below are met:
 - Their respiratory symptoms are improving
 - They have had no fever for 72 hours without the use of fever-reducing medicines
 - At least seven (7) days have passed since onset of illness

Creating Physical Distancing in an Early Care and Education Setting

- Maintaining class sizes of 12 children will minimize cross-contagion and allow increased distancing between children.
- We will rearrange classrooms to allow six feet between children's activity stations, tables, and chairs whenever possible.
- We will provide circle time and other group activities using seat-markers or chairs that place children six feet apart when possible. Rugs have been removed from classrooms temporarily.
- Individualized activities may include coloring, painting, puzzles, building blocks, sensory materials, or other activities.
- We will use a bin or large Ziplock bag for each child's individual daily play materials.
- We will stagger outdoor time so no two groups are on the playground at the same time, or we will divide the playground into smaller areas for each class.

Personal Hygiene Practices

- Children and staff should wash hands with soap and water (or use alcohol-based hand sanitizer containing at least 60% alcohol **if soap and water is not available** and hands are not visibly dirty) before and after eating, drinking, touching mask/eyes/nose/mouth, toileting or diapering, and physical contact with each other.
- Children and staff should cover coughs with a sleeve or tissue. Tissues and "no touch" trash cans are in each classroom.

- Face Coverings:
 - Staff should wear face coverings that cover their nose and mouth while working (even outdoors: you may need to be close to a child’s face. Your face covering may help protect those around you).
 - Children under 12 are not required to wear cloth face coverings.
 - Children age 2 years and younger may not wear face coverings.
 - Children attending childcare programs may wear cloth face coverings to reduce the risk for transmission if the parent and provider determine they can reliably wear, remove, and handle masks following CDC guidance throughout the day.
- Acceptable face coverings can be made of a variety of cloth materials, be factory-made or handsewn, or can be improvised using bandanas, scarves, t-shirts, sweatshirts, or towels. Face coverings should be washed daily with detergent and hot water and dried on a hot cycle.
 - Make sure the covering is comfortable to reduce the need to keep adjusting the mask, which means touching your face. Always wash your hands, or use hand sanitizer, before AND after touching your face or face coverings.
- A cloth face covering is not intended to protect the wearer but may prevent the spread of virus from the wearer to others. This would be especially important if someone is infected but does not have symptoms.
 - (Medical masks and N-95 respirators are still reserved for healthcare workers and other first responders, as recommended by current CDC guidance.)

Food Service

- Staff will wash hands and don gloves before serving snack individually to children.
- In order to eliminate the need to use disinfectants on children’s food and drink containers:
 - Please send your child’s lunch in a disposable bag (paper or plastic) with their name on it. Empty bags will be thrown away after lunch. Extra food will be sent home.
 - Children’s lunches should be ready-to-eat. **We are not able to heat up children’s lunches** at this time, as we use a common microwave oven in each classroom.
 - Fruit should be peeled, cut, and ready to eat, to minimize the need for teacher handling of children’s food.
 - Children should be able to open their food containers without assistance (sandwich boxes, zip-bags, etc.)
 - No water bottles from home – water will be available at all times. Teachers will serve water from pitchers in paper cups.
 - In order to reduce crowding at the lunch table while eating together, smaller groups of children may eat lunch together at staggered times.

Children’s Belongings

- Extra clothes **MUST** be labeled with your child’s name. We will only allow your child put on clothes labeled with their name.
- Toys from home may not be brought to school.
- Nap bags – please take home to launder daily
 - Sheets
 - SMALL Blanket (should not drag on the floor during naptime)
 - No pillows
 - No stuffed toys

- We are not able to provide sheets or blankets to loan at this time

Cleaning and Disinfecting Practices following CDC Recommendations

- We have a regular schedule for cleaning and disinfecting indoor and outdoor surfaces and toys.
- We routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games, doorknobs, light switches, classroom sink handles, countertops, cots, toilet training potties, desks, chairs, cubbies, and playground structures.
 - If surfaces are dirty, they will be cleaned using soap and water prior to disinfection.
- Enhanced custodial service in the evenings
- The playground tables, trikes, and climbers will be sanitized between groups

Cleaning and Sanitizing Toys

- Toys that cannot be cleaned and sanitized (including cloth toys) have been removed from the classrooms temporarily.
- Toys will not be shared with other children until they are washed and sanitized.
 - Toys that need to be cleaned will be set aside in a container marked for “soiled toys.”
 - Toys will be cleaned with water and detergent, rinsed, disinfected with an EPA-registered product, and air-dried or cleaned in the dishwasher.
- Toys that children have placed in their mouths or that are otherwise contaminated by body fluids will be set aside until they are cleaned by a person wearing gloves.
- According to the CDC, books and other paper-based materials such as mail or envelopes are not considered to be a high risk for transmission and do not require additional cleaning or disinfection procedures.