

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

COVID-19 Operating Procedures
Effective June 1, 2021

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:

Arrival and Dismissal Procedures

- Family members must wear a face covering when arriving to drop off or pick up their child.
- When children arrive at school, parents/guardians 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. o 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 dismissal time parents ring the school doorbell if a staff member is not at the front of the school, and a staff member will bring your child to the door for you, with their belongings.
 - Children who have not been picked up on time will wait 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, janitorial personnel in the evening, and facility repair personnel as necessary (following health screening).
 - 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
- 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 must follow the guidelines on our most current Health Protocols form, before returning to preschool.

Childcare will be carried out in stable cohorts of children and staff (“stable” means that the same children are in the same group each day).

- Children will not change from one cohort to another.
- If more than one group of children is cared for in the facility, each cohort will use separate rooms. Groups will not mix with each other.
- Childcare providers will remain with one cohort of children as much as possible.
- 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.

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 you and those around you).
- According to the CA Department of Public Health (5/3/2021): “For **unvaccinated** persons (which includes all preschool-age children), face coverings are **required** outdoors *any time physical distancing cannot be maintained*, including when attending crowded outdoor events, such as live

performances, parades, fairs, festivals, sports events, or other similar settings. In indoor settings outside of one's home, including public transportation, face coverings continue to be **required** regardless of vaccination status."

- Acceptable face coverings can be made of a variety of cloth materials, be factory-made or handsewn. 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 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.)

Creating Physical Distancing in an Early Care and Education Setting

- Maintaining stable cohorts will minimize cross-contagion and allow increased distancing between children.
- classrooms are arranged 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.
- Individualized activities may include coloring, painting, puzzles, building blocks, sensory materials, or other activities.
 - We will use a bin or basket for each child's individual daily play materials.
- We will stagger outdoor time so no two cohorts use the same part of the playground at the same time.

Food Service

- Staff will wash hands and don gloves before serving snack individually to children.
- 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.)
- 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

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 structures, tables, trikes, and toys 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 children from other cohorts 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.