



St. Clare's Preschool

Community Care Licensing Facility #010212344

COVID-19 Operating Procedures

Effective March 14, 2022

St. Clare's Preschool operates under the following conditions, in compliance with order of the Alameda County Public Health Department (ACPHD), California Department of Public Health (CDPH) and Centers for Disease Control (CDC) guidance, CalOSHA, and the CA Department of Social Services, Community Care Licensing Division.

As with COVID-19, this document is flexible and may be changed by St. Clare's Preschool whenever deemed necessary to ensure the safety of our children, staff, and families. Any changes will be communicated to families immediately.

Arrival and Dismissal Procedures

- When children arrive at school, parents/guardians will sign them in via the ProCare app at the stations at the preschool entrances.
 - Staff will complete a daily health screening of each child, including taking their temperature.
 - A teacher will escort children with their belongings into the school to their classroom.
 - children will sanitize or wash their hands before going to their classrooms.
- At dismissal time parents will 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.
 - Part-day children who have not been picked up by 3:00 PM will wait with escort staff.
- Only staff and enrolled children of St. Clare's are able to enter the preschool building during the school day, and facility repair personnel as necessary (following health screening).

Health Screening Procedures Following CDC Recommendations

- As a licensed provider, we must exclude any child or staff showing symptoms of a contagious disease or illness.
- Families must answer health screening questions on the ProCare app about general health and exposures before signing each child in.
- Staff will perform a health screening for each child 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, and may enter preschool with other children and staff from the same cohort.
- When performing temperature checks, the thermometer will be cleaned with alcohol between each check.
- Anyone who has a temperature of 100.4°F/38°C or higher must be excluded from the school, regardless of vaccination status.
- If St. Clare’s Preschool contacts you to pick up your child from school due to illness, they must be picked up within one hour. Families must ensure that there is someone on your emergency list to pick up your child within one hour.
- Ill children or staff must follow our most current Health Protocols before returning to preschool. (Please refer to separate signed document).

Personal Hygiene Practices

- We follow standard guidelines to prevent spread including daily health screening, more frequent handwashing, and surface cleaning.
- 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, and wash hands immediately after. Tissues and “no touch” trash cans are available in each classroom.

Face Coverings

- Effective at the end of day Friday March 11, masking will no longer be required by the State of California or Alameda County in childcare settings.
 - St. Clare’s Preschool, ACPHD, and CDPH strongly recommend that individuals continue to mask in childcare settings.
 - Staff will continue to wear face coverings that cover their nose and mouth while working (including outdoors, as staff members may need to be close to a child’s face.)
 - 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.

Creating Physical Distancing in an Early Care and Education Setting

Maintaining stable cohorts minimizes cross-contagion and allows increased distancing between children.

- St. Clare’s provides care in two stable cohorts of children and staff (“stable” means that the same children are in the same group each day), one for the PreK classes (3 classrooms), and one for the 2- and 3-year-old classes (3 classrooms).
- Children will not change from one cohort to another.
- If more than one group of children is cared for in the facility, cohorts will use separate rooms. Cohorts will not mix with each other.
- Staff will remain with one cohort of children as much as possible.
- Playground time is scheduled so the two cohorts use the playground at different times.

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.)

Children’s Belongings

- Extra clothes **MUST** be labeled with your child’s name.
- Please take nap bags home daily.

Cleaning and Disinfecting Practices following CDC Recommendations

- We routinely clean and sanitize surfaces and objects that are frequently touched, including toys, doorknobs, light switches, sinks and faucets, countertops, cots, tables, chairs, cubbies, and toilets.
- Restroom fixtures are sanitized between use by different cohorts.
- If surfaces are dirty, they are cleaned using soap and water prior to sanitizing or disinfection.
- We have regular custodial service in the evenings.