



Our Savior Lutheran Preschool COVID-19 POLICIES AND PROCEDURES

Please note that these new policies and procedures are being implemented to protect the health and safety of the staff, students, and the community we serve. As guidelines and regulations change, we will be updating these policies and procedures to reflect the updates and keep you posted to the best of our ability. We thank you for your help and cooperation during these difficult times and look forward to working with you to provide a safe, healthy, and happy environment for your children. If you have any questions or concerns, please do not hesitate to contact us at ecdclions@oslm.net.

HOURS OF OPERATION

Office Hours: 8:00-3:00

Two & Three-Year-Old Part Day Program: 8:30-11:45

Four-Year-Old Part Day Program: 8:45-12:00

Three & Four-Year-Old Full Day Program: 7:00-5:30

Two-Year-Old Full Day Program: 8:00-5:00

ARRIVAL AND DEPARTURE

Children's Arrival will take place in front of the preschool building before going through our gates to the outside classroom doors.

- All children, parents, and staff must have a mask on and practice social distancing during the drop-off and pick-up process.
- A staff person will perform a temperature and visual symptom check. Using the Brightwheel app each parent will need to complete our health screening questions.

Each child will need to be checked into class using the Brightwheel app. California State Licensing requires that each child be signed in and out each time the child attends class. Brightwheel is how we meet this requirement. We do require all parents or authorized persons dropping off or picking up children to have the Brightwheel app allowing them to

sign-in or out. There is a penalty of \$150 for failure to sign your child in or out.

- We ask that parents and children use hand sanitizer when they arrive at the check in table (children are only to use hand sanitizer when under the supervision of an adult.).
- Children may be escorted to their classroom by a parent after they have completed their temperature and health check and have been signed in. (We are limiting exposure in the classroom, so only children and teachers in the classrooms, any siblings accompanying students to class will need to be with parents at all times.)

Departure:

- Pick-up will happen at all our outside classroom doors. Please wait for your child to be dismissed. We ask that only one family at a time go through the gates at pick up and socially distance while waiting for your child to be dismissed.

ILLNESS/EXCLUSIONS

Parents and staff must disclose if anyone in their household has had a confirmed case of Covid-19 or has had a possible exposed to Covid-19.

Sickness or Symptoms before arriving at school

At this time, any child who exhibits any of the following symptoms of illness or who has any form of contagious illness, before coming to school, will need to stay home until they have been symptom free for at least 48hours and should have a medical evaluation done by a doctor before returning to school.

- 100 or greater fever
- Cough
- Shortness of breath or difficulty breathing
- Fatigue, muscle, or body aches,
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Sickness or Symptoms while at school

If you receive a call from the preschool to pick-up your child, you must make arrangements **to pick them up immediately**.

If your child is sent home due to illness, you will need to consult with your child's doctor to determine whether their symptoms pose a risk of Covid -19 exposure and when it is safe for your child to return to school. They must be symptom free for at least 48 hours, before they may return. If they experience a fever as part of his or her symptoms, your child must be fever free without the use of fever reducing medication. Acceptance back into the program will be done at the discretion of the school administration.

Allergies

If your child has on-going allergies and is experiencing symptoms, they will need to provide a doctor's note for our records. Your child **must** be able to contain their symptoms independently (blow their nose into a tissue or cover their cough) to attend school.

Additional reasons why the child cannot come to childcare or preschool:

- Fever of 100° or higher
- Cold with the thick green/yellow nasal discharge
- Constant runny nose
- Productive cough with green/yellow discharge
- Persistent phlegmy cough
- Croup
- Strep Throat
- Gastroenteritis (Stomach Flu)
- Persistent diarrhea (even if a reaction to antibiotics)
- Vomiting
- Ringworm
- Chicken Pox
- Hand Foot Mouth Disease
- Mumps
- Impetigo
- Pink Eye
- Head Lice, (children with head lice must be free of bugs and nits or eggs before returning to school)
- Scabies
- Fifth's Disease

DAILY PREVENTATIVE ACTIONS

- All children and staff members will have their temperature taken before entering the classroom.
- Daily health-checks will be done on the Brightwheel app before students are signed in each day.
- We will be following current guidelines regarding the need for children and staff to wear masks.
- All children and staff members are required to wash their hands upon entering the classroom. This process will be done each time a child or staff member leaves and re-enters the room, after playing outside, after using the bathroom, and before eating. We will be implementing fun songs and ways to take your children through this process.
- We will continue to teach the children to wash their hands after they cough, sneeze, or blow their nose. It would be very helpful if you also reinforce these procedures at home to encourage good hygiene.
- At this time, we will be limiting access to the inside of our building. Anyone entering must have authorization and will need to have their temperature checked, be wearing a mask, and sign in and out.
- Per new guidelines, students will need to remain in the same group and in the same classroom during the entire day to limit exposure. Therefore, children will be eating and napping in their classrooms.
- The classrooms will be designed to allow for the children to spread out while they are working and playing.
- The classrooms and supplies have been restructured to encourage social distancing. Please note that we will do everything we can to encourage and support social distancing, but it may not always be possible with this age group. It is important to us that we provide a safe/healthy environment while maintaining a developmentally appropriate environment that also focuses on the social/emotional needs of the children.
- There will be a heightened focus on cleaning and disinfecting the environment, learning material, manipulatives, the bathroom, and commonly used areas. Classrooms will be deep cleaned at the end of the morning session and again at the end of the day. Classrooms and bathrooms will be cleaned throughout the day as well. We will continue

to use our janitor service in the evenings to clean and disinfect the environment as well.

- All staff members will take the DPR training in order to ensure that cleaning and disinfecting is being done properly.
- We will be alternating playground time.
- Please remember this can be difficult with this age group and interaction and connection with peers is important for their development. We will follow guidelines to the best of our ability with their social and emotional needs in mind.

What we will do if we have someone who tests positive for COVID-19

If a child, family member, or staff member tests positive for covid-19, we will take the following steps:

1. A call will be placed to the Alameda County Health Department, and they will work with us to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
2. Our administrative team will be asked to help identify adults or children who may have had contact. Depending on findings, families in the preschool will be notified. Regardless of how long the facility remains closed, exposed individuals should home-quarantine for 14 days from the last date of close contact. If anyone develops any Covid symptom outlined above while in quarantine, they should contact their health care provider.
3. A call will also be placed to Community Childcare Licensing to file a report and determine next steps.
4. If it is determined that the preschool has been exposed to COVID-19, we will display notification on-site for 30 days.

Communication

- Please make sure that the preschool office has current and updated emergency contact information and that it is updated at all times.
- We **must** be able to reach someone at all times during the time your child is at school.
- Please contact the preschool office if you need assistance doing so.
- General information about the program will be sent out via email, with Brightwheel reminders through the preschool office. Please make sure to read all emails so that you stay updated.