

## Covid 19- Special Guidelines

### Social Distancing:

- Each classroom has been set up in stable groups that are as small as possible.
- Playground times are staggered to keep groups separate for outdoor activities. Outdoor time has been increased to allow for more fresh air exposure.
- Napping cots will be spaced six feet apart, placing children head to toe.
- Carpet squares and other visuals will be used for creative spacing of children. Individualized activities will be planned whenever possible.
- Staff are maintaining the 6 foot rule for distancing.

### Parent Drop off and Pick up:

- **We are asking all families to kindly sanitize or wash your hands thoroughly before entering the campus and when you return home.** Hand sanitizer is also available on campus.
- **When you arrive on campus you will walk through the Elementary School Office. Please read and adhere to informative signs and distancing stickers, posted for the safety of all families.**
- The recent county ordinance requires the use of masks, so **please wear a mask at all times during drop off and pick up of your child.**
- If possible, **the same parent/caregiver should drop off and pick up your child everyday. Avoid designating those in a sensitive group. Only healthy individuals should be on campus.**
- From 8:00am-9:00am, enter through the preschool office only and exit by the outside gate. For Extended Care(7:00-8:00am and 5:00-6:00pm), use the outdoor gate.
- Parents will drop off and pick up children just outside of their classroom, and **for added safety, will not be allowed to enter the class at this time.** The teacher will accept your child's personal items and wipe them down as they are welcomed to the class for the day. The sign-in roster will be attached to the classroom easel, please refrain from touching the roster board. You will be asked to bring your own pen. These practices are required by the CCL as infection control measures and to limit the exposure of children.
- During this pandemic, the CCL has also asked us to **restrict parent visits in order to minimize the risk of exposure as much as possible.** If an item needs to be dropped off during the day, we will ask that you take it to the Elementary School Office, clearly marked with your child's name and class number, and we will ensure that it is taken to your child's classroom. Also, **the playground may not be used before or after drop-off.**

### Screening upon arrival and Daily Health Policies:

- Every teacher will be self-screening each day. Temperatures are taken daily before starting their shift. Only healthy staff members, free of signs of illness, will be on campus.
- **Every child will have their temperature taken before entering the classroom, if a child presents a temperature of 100 or greater, or shows signs of illness, they will not be allowed to stay.**
- You can help us by taking your child's temperature before they come to school. This way, if they present a fever while at home, it will save you a trip to the preschool.
- Teachers will assess your child's well being throughout the day. If your child exhibits any symptoms of illness, they will be moved to a separate room and **you will be called to pick up your child immediately.**
- Be sure to **update your child's emergency contact information** if any changes have occurred, as we will need to be able to reach you immediately if your child becomes ill.

- A doctor's note is now required by CCL, in order for your child to return to preschool if they experienced any possible Covid symptoms. Health Department guidelines are closely followed in the event of an exposure or Covid case.
- In the case of a positive COVID result, according to the County Health Department, ill staff and children can not return to work or childcare until their respiratory symptoms are improving and they have had no fever for 72 hours without the use of fever-reducing medicines, also 7 days must pass since the onset of the illness.
- Parents are asked to inform the preschool if your child is ill and to keep children home, rather than administering a fever-reducing medicine, as there is a risk of exposing others when ill. Parents are required to inform the office of a positive Covid 19 case, along with all communicable diseases, so that the appropriate people may be informed and health and safety measures may be followed. Names of ill individuals are always kept confidential.
- As always, as the parent, you have the right to keep your child at home any time you feel it is necessary. However, your continued monthly payment saves your spot in your classroom.
- Please refer to the Alameda County Public Health Department's webpage for the most updated Health Screening Guidelines for Child Care Programs:  
<https://covid-19.acgov.org/covid19-assets/docs/childcare-schools-colleges/health-screenings-child-care-programs-2020.11.18.pdf>

#### **Cleaning and Disinfecting:**

- A rigorous cleaning schedule is adhered to throughout the day; wiping down all surfaces and objects that are frequently touched, such as, door knobs, phones, light switches, bathroom counters, faucets, coffee machine, cabinet handles, pens, etc.
- We have removed all toys that cannot be adequately cleaned and sanitized.
- Toys that children have placed in their mouth will be washed and sanitized before being put back out in the play area.
- We will continue to keep children's bedding separate and store children's belongings in their cubbies. It is helpful for your child to have a backpack or bag for their belongings.
- Our facilities staff continues to use our Earthsafe Protexus handheld hydrostatic sprayer to disinfect the objects in our building and on our playground every evening.
- All teachers and children will be washing their hands, using the suggested 20 second method, continually throughout the day, and at designated times.

#### **Face Masks:**

- Teachers and staff will wear face coverings while on shift.
- Masks are highly encouraged, but not required at all times. A mask is recommended if the child can manage it and can wear it properly. If not, washing hands and covering a sneeze with an elbow is often the best defense. Face masks are not recommended for children under 2 years of age.

#### **Lunch and Snack time:**

- Based on the new, stricter regulations regarding food preparation and distribution, unfortunately, we will no longer be able to provide food items as part of our program package. **You will need to provide lunch(including utensils), beverages, and two snacks for your child each day. A labeled water bottle should also be provided.**

**\* Subject to Change with Updated County and State Guidance\***