

Office of Catholic Education

# Guidelines to Re-Open Preschools

May 28, 2020 Edition

## **Health and Safety Plan of Operation During COVID-19**

This plan of operation is in accordance with the CDC's guidance for Child Care Programs and the CA Department of Social Services which outlines guidelines to be following until further notice.

- Childcare providers must comply with the Diocese of Fresno guidelines established by Bishop Brennan.
- Childcare providers must comply with all federal, state, or local authorities.
- Guidelines are in addition to all other licensing guidelines set forth by Community Care Licensing (CCL Title 22)

## **Social & Physical Distancing Measures**

- The same children and teacher will be with the same group and include children from the same family for the entire session.
- Extend the indoor environment to outdoors and be outside as much as possible. 90 degrees and above, students must remain indoors.
- Open windows and doors to ventilate the classrooms before and after children arrive.
- Each student will have assigned (taped area) on the carpet for large group and individual activities such as reading, puzzles, writing, etc. for the entire session.
- Assign table areas for each student to use for play, meals, and snacks.
- Arrange developmentally appropriate activities for smaller group activities.
- Staff will model social distancing whenever possible.
- Stories, role play, and puppets will be used to teach social distancing practices.
- Staff will give frequent reminders to students.
- Re-arrange furniture and play spaces to maintain 6-foot separation, when possible.

## **Teacher to Child Ratio & Group Size**

- In accordance with this guidance, each classroom will have one teacher and no more than 10 children.
- Toddler (under 36 months) ratio is 1:6.

## **Health Screenings & Hygiene**

- Any adult or visitor to campus will be required to wear a mask (personal protection device).
- Communicate to parents the importance of keeping children home when they are sick.
- Staff will conduct self-screening including taking each other's temperatures before caring for children. Each day's temperature will be recorded and kept.
- If a staff member exhibits signs of illness, she/he will be required to go home.
- Staff will wear smocks/over-shirts or bring extra clothes in case their clothes become soiled caring for a child.
- Temperatures of children will be taken with a no-touch thermometer before entering the classroom and parents/guardians must notify the school if children have taken any fever reducing medications in the prior 24 hours.
- Anyone with a temperature of 100.4F or higher will be excluded from the preschool facility.
- If temperature reading is slightly over 100.4F, allow the child to rest in a cool area for 30 minutes and retake temperature before sending home.
- Staff will monitor children through the day for signs of illness.
- If a child exhibits signs of an illness, he/she will be isolated in a designated isolation area and the parents/guardians will be notified to pick up the child immediately.
- If a child tests positive, he/she will need to remain at home for two weeks.
- Visual schedules and posters on proper hand washing will be posted near sinks in the bathrooms.
- Children will be taught how to use tissue to wipe their nose and cough inside their elbow.

## Hand Washing:

- Strict hand washing guidelines for all staff and children will be implemented and enforced (at least 20 seconds per/wash).
  
- All children and staff will engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food and drinks
  - Before or after eating, or handling food
  - After using the bathroom or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After playing outdoors or in sand
  - Before and after administering medication or medical ointment
  - After handling garbage

## **Drop off & Pick Up**

- At high traffic drop-off and pick-up times, the security gate will be propped open to lessen the amount of germs on keypad and gate handle. Any other time, the director or teacher will disinfect the keypad and gate handle *after each use*.
- Parents will be greeted at a designated table outside the classroom for drop-off and pick-up.
- Social distancing markers will be placed on the walkway for families (6 feet apart).
- The preschool director or teacher will complete wellness checks and take the student's temperature while wearing a face covering and gloves.
- The parents/caregivers will be asked health screening questions/questionnaire.
- The parents/caregivers will bring their own pen for sign-in and sign-out at the table (if not, the pen/pencil used for sign-in/out will need to be disinfected *after each use*).
- The parents will say goodbye at the entry of the classroom and the teacher will then ensure the student is escorted to the bathroom for hand washing. At pick-up the parents will adhere to the same procedure by going to the classroom entry and waiting for the teacher to escort the child to them.
- Hand sanitizers will be near all entry doors and other high traffic areas.
- Student's shoes will be sprayed with disinfectant (bottoms too). If disinfectant is not readily available, students will take their shoes off at the door and put on shoes kept at the school for indoor use. Parents are to have children wear easy on/off shoes.

## **Environment and Play**

- Students will be given their own tub of materials to use when independently playing at their assigned area either on the carpet or at the table. Other center areas will have 2 or less students with toys/manipulatives that are easy to clean and sanitize throughout the day.
- Indoor and outdoor activities will be offered to reduce the number of children in the same area (weather permitting).
- Each classroom will have designated outside time to limit the number of children on the playground.
- A tub in each classroom will be designated for toys that need to be cleaned and wiped after each use.
- Students will not bring personal toys to centers.

## **Toothbrushing**

- Stop toothbrushing during class.
- Encourage parents and caregivers to regularly brush teeth at home.

## **Bathrooms**

Each classroom will have a designated bathroom.

- Individual children will be escorted to the bathroom to reinforce healthy habits and monitor proper hand washing.
- For social distancing, use every other sink only or only send 1 child at a time.
- Sinks and toilet handles will be sanitized before and after each child's use.
- Children will be taught to use a paper towel when using the handle to flush the toilet.
- The staff bathroom will be sanitized before each use by the staff member using the facility.
- Door handles will be sanitized after each use.

## **Napping**

- Parents/guardians will not be allowed to provide a blanket and sheet for the napping mats. These will be provided by the center and washed daily.
- Mats will be placed 6 feet apart and labeled with each child's name.
- The top of the mats will be arranged in opposite directions to lessen the possible spread of illness between children from coughing or sneezing.

## **Cleaning Services**

Each facility will determine cleaning services (internal or contracted service) to sanitize and disinfect the classroom, bathrooms, and offices daily using sanitizers recommended by the CDC.

## **If COVID-19 is Confirmed in a Child or Staff Member**

- Notify the Office of Catholic Education, CCL, and local public health officials for instructions.
- Close preschool for 24-72 hours for deep cleaning.
- Wait 24 hours before cleaning and disinfecting.
- Staff without close contact with the person who is sick, can return to work immediately after disinfection.
- Continue routine cleaning and disinfection.

## Next Steps

1. Train employees on COVID-19
  - How COVID-19 is spread.
  - Preventing the spread of COVID-19 if you are sick.
  - Symptoms of COVID-19 and when to seek medical attention.
  - Screening: what questions to ask and how to take/read a thermometer.
2. Read, sign & return the “*Affidavit for Compliance.*”
3. Clean & disinfect facility prior to opening and multiple times daily.
4. Communicate Guidelines and Safety procedures to parents.