**Holy Name Preschool**

**Reopening and Infection Mitigation Plan**

**Archdiocese of San Francisco-2020-2021**

**Overview**

The Archdiocese of San Francisco's Elementary Preschool Task Force has developed a template based on the Best Practices listed in the Directive of the Health Officer of the City and County of San Francisco Regarding Required Best Practices for Childcare Providers and the Department of Catholic Schools Re-opening and School Infection Mitigation Plans.

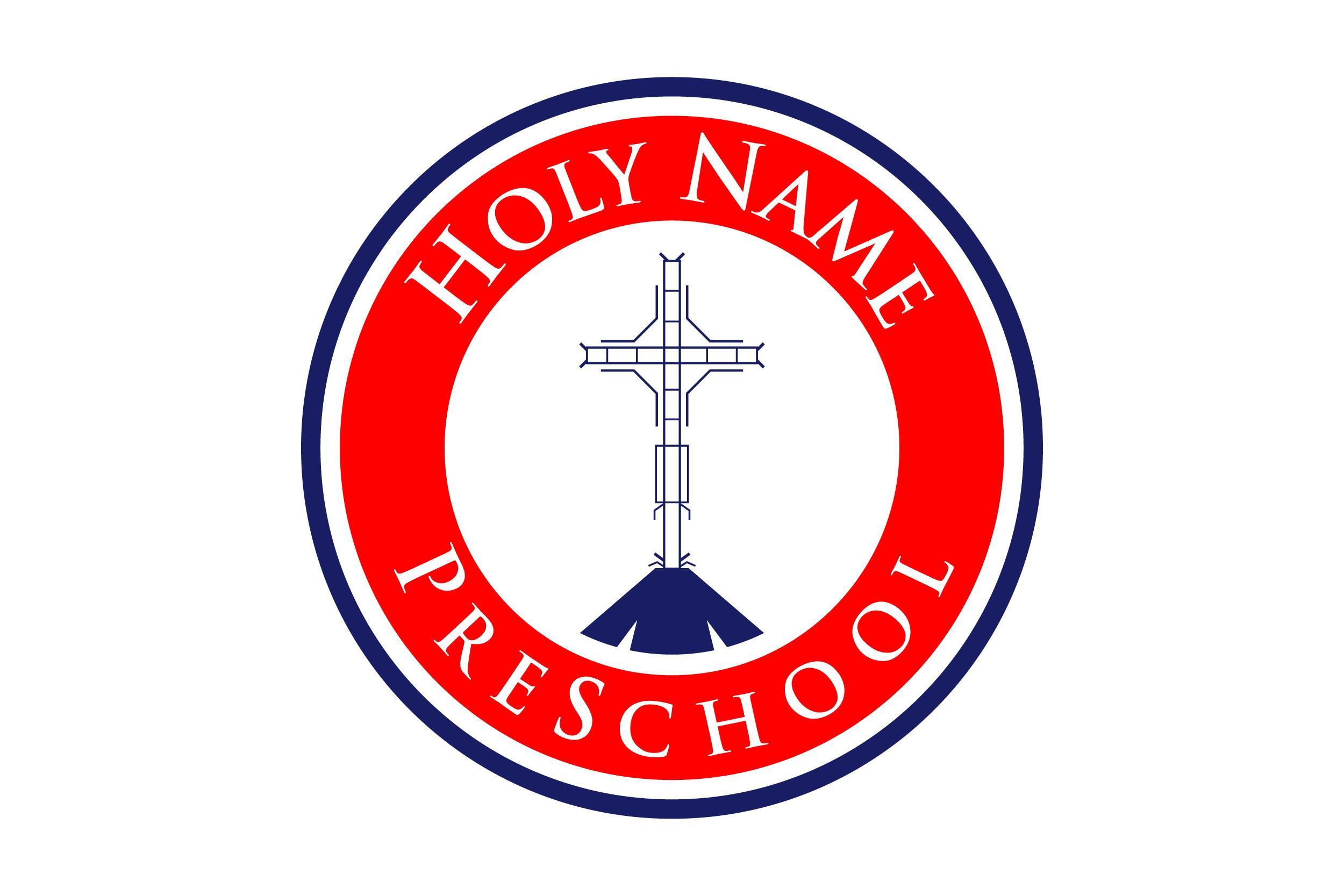
The Archdiocese of San Francisco guidance below is informed by local County, State, and CDC guidelines. Catholic schools in the Archdiocese of San Francisco will follow all County health and safety guidelines. If no County guidelines exist, then schools will follow State guidelines. If no State or County guidelines exist, then schools will follow the CDC guidelines.

The purpose of the practices outlined in the plan are to mitigate against the spreading of disease and to ensure the safety of the children, staff and parents of the preschools of the Archdiocese of San Francisco.

Included with the template is a copy of the checklist which Child Care Licensing asks all schools to complete.

**New Updates-July 6th, 2021-**[**https://www.sfdph.org/dph/alerts/files/Directive-2020-14-Childcare.pdf**](https://www.sfdph.org/dph/alerts/files/Directive-2020-14-Childcare.pdf)

* All adults and children **must** wear face coverings while indoors, per CDPH guidance.
* Physical distancing and cohorting are not required.
* Open windows to increase natural ventilation with outdoor air when health and safety allow. When possible, consider also leaving room doors slightly open to promote flow of outdoor air through the indoor space.
* When air quality is poor due to wildfires or other causes, programs can remain open even if they need to close windows or adjust ventilation systems to maintain indoor air quality.
* CDPH **requires** face masks indoors for everyone 24 months or older, even if they have been fully vaccinated for COVID-19
* Face Masks are not required outdoors.
* When there are no children on site, staff may follow Cal/OSHA Emergency Temporary Standards.
* Handwashing with soap is more effective than hand-sanitizer
* Festivals, performances, and other events that involve families: tours and open houses are allowed.
* Parents and caregivers may enter the building for pick-up and drop-off, even if they are not fully vaccinated.  **Must wear masks.**
* Children and youth may share toys, computers, books, games, play areas and area rugs.
* Consider strategic use of physical distancing for higher-risk activities, rather than distancing throughout the day, for example: o During dance, exercise or singing. o When unvaccinated children are not wearing masks, for example, during meals and naps. o Having children lie head-to-toe during naptime
* Blankets will be brought home every weekend to be washed.

**Preschool name: Holy Name Preschool** 

**Facility Address: 1560 40th Ave. San Francisco You may contact the following person with any questions or comments about this protocol:**

**Name: Alice Ho Seher Email / Phone:** [**aseher@holynamesf.com/415-664-4753/**](about:blank)

**415-269-3002 (cell)**

**Complete each subsection with a description of how the preschool plans to comply. The pre-school should provide details, such as explaining where items are posted, how it educates Personnel, or how it does other things that are required. If an item does not apply, the preschool may write “N/A” or “none” or “does not apply” and also provide any relevant information to explain why an item is inapplicable if there is any potential for confusion.**

## Section 1 – Signage and Education:

* 1. Post a copy of the [social distancing protocol](https://drive.google.com/file/d/1E9LjDndZbr9zsy-YT7v_pIBeNecJIDvr/view?usp=sharing) at each public entrance to the facility or location.

*A copy of the Social Distancing Protocol is posted at the entrance of the school and in every classroom. It is also posted on our website:* [*www.holyname*](http://www.holyname) *sf.com*

* + - Post a copy of the Health and Safety Plan at each public entrance to the facility or location.

*The Health and Safety Plan is posted at our entrance of the school and in every classroom. It is also on our website: www.holynamesf.com*

* 1. Distribute to all Personnel copies of the Social Distancing Protocol and the Health and Safety Plan (or a summary of each item with information on how copies may be obtained) and any educational materials required by the Health and Safety Plan.

*All Personnel have received a copy of our Social Distancing Protocol and the Health and Safety Plan. The documents are shared on Google Drive. All updates are made in the plans.*

***1.3*** Create and implement an education plan for all Personnel covering all items required in the Social Distancing Protocol and the Health and Safety Plan that apply to them.

*All staff will be required to attend all the COVID-19 ONLINE TRAINING courses available for all teachers of the Archdiocese. In addition, EDvance zoom meeting sponsored by SF State for Early Childhood Educators will be attended as well. All staff have taken the Integrated Germ Management online training and their certificates are in their personnel file.*

***1.4*** Update the Health and Safety Plan as appropriate while the Directive is in effect.

*The Health and Safety Plan will be updated as needed and shared on our Google Drive. All staff will be required to read and sign off as being read any current updates to our Health and Safety Plan.*

## Section 2 – Requirement Regarding Personnel:

* 1. Instruct all Personnel orally and in writing not to come to work or the facility if they are sick.

*Staff members will be instructed orally and in writing to remain at home if they are ill.*

* 1. Provide a copy of the attachment to this Exhibit, titled “Handout for Personnel (Employees, Contractors, Volunteers) of Essential Business and Other Businesses Permitted To Operate

facility or location in hardcopy format or electronically. PDF and translated versions of the Attachment can be found online at [www.sfcdcp.org/covid19](https://www.sfcdcp.org/covid19) (open the “Businesses and Employers” area of the “Information and Guidance for the Public” section). If the Attachment is updated, provide an updated copy to all Personnel.

*Staff members have a hardcopy of the “Handout for Personnel of Essential Business and Other Businesses. A copy will also be shared on Google Drive and updated as necessary.*

* 1. Review the criteria listed in Part 1 of the Attachment on a daily basis with all Personnel in the City who regularly work at the facility or location before each person enters work spaces or begins a shift. Instruct any Personnel who answered yes to any question in Part 1 of the Attachment to return home or not come to work and follow the directions on the Attachment.

*Each staff member will complete the Google Docs Health Screening Form prior to coming to work. If Personnel answered “yes’ or any questions in Part I, she/he must return home and not come to work. He/She will follow the directions on the attachment.*

* 1. Instruct Personnel who stayed home or who went home based on the criteria listed on the Attachment that they must follow the criteria as well as any applicable requirements from the quarantine and isolation directives (available online at [www.sfdph.org/dph/alerts/coronavirus- healthorders.asp](https://www.sfdph.org/dph/alerts/coronavirus-healthorders.asp)) before returning to work. If they are required to self-quarantine or self- isolate, they may only return to work after they have completed self-quarantine or self- isolation. If they test negative for the virus (no virus found), they may only return to work after waiting for the amount of time listed on the Attachment after their symptoms have resolved. Personnel are not required to provide a medical clearance letter in order to return to work as long as they have met the requirements outlined on the Attachment.

*Personnel who stayed home will follow the criteria and any applicable requirements from the quarantine and isolation directives before returning to work.*

* 1. In the coming weeks the Department of Public Health may issue guidelines requiring Childcare Providers and other permitted businesses to comply with COVID-19 testing requirements for employers and businesses. Periodically, check the following website for any testing requirements for employers and businesses: [www.sfcdcp.org/covid19.](https://www.sfcdcp.org/covid19) If requirements are added, ensure that the Health and Safety Plan is updated and that the Childcare Provider and all Personnel comply with testing requirements.

*The Director and our staff Safety Coordinator will check the* [*www.sfcdcp.org/covid19*](http://www.sfcdcp.org/covid19) *website weekly for updates and ensure that our Health and Safety Plan is updated and all Personnel are complying with testing requirements.*

* 1. If an employee or other Personnel tests positive for COVID-19, follow the guidance on “Business guidance if a staff member tests positive for COVID-19,” available online at [sf.gov/business-guidance-if-staff-member-tests-positive-covid-19.](https://sf.gov/business-guidance-if-staff-member-tests-positive-covid-19)

*All personnel have been instructed to follow the guidelines set forth by the “Business guidance if a staff member tests positive for COVID-19”.*

* 1. Provide Face Coverings for all Personnel, with instructions that they must wear Face Coverings at all times when at work, as further set forth in the Face Covering Order. A sample sign is available online at <https://www.sfcdcp.org/covid19/>(open the “Schools, Childcare, and Youth Programs” area of the “Information and Guidance for the Public” section).

Allow Personnel to bring their own Face Covering if they bring one that has been cleaned prior to the shift. In general, people should have multiple Face Coverings (whether reusable or disposable) to ensure they use a clean one each day.

Disposable face coverings are available for staff. Also, each staff member will be provided with five reusable/washable face coverings. Staff are responsible for cleaning their face coverings.

* 1. Provide a sink with soap, water, and paper towels for handwashing, for all Personnel working onsite at the facility or location. Require that all Personnel wash hands at least at the start and end of each shift, after sneezing, coughing, eating, drinking, using the restroom, helping a child use the restroom, changing a child’s diaper or soiled clothes, when changing tasks, and frequently during each shift.

Sinks are available in each classroom with soap, water and paper towels. All staff will wash their hands when arriving, after sneezing, coughing, eating, drinking, using the bathroom, helping a child use the restroom, changing a child’s diaper or soiled clothes, when changing tasks, frequently during each shift and upon leaving.

* 1. Provide hand sanitizer effective against COVID-19 throughout the facility or location for Personnel. Keep hand sanitizer out of the reach of young children, and supervise use. If sanitizer cannot be obtained, a handwashing station with soap, water, and paper towels will suffice for Personnel who are on-site at the Childcare Provider. Information on hand sanitizer, including sanitizer effective against COVID-19 and how to obtain sanitizer, is available online from the Food and Drug Administration here: [https://www.fda.gov/drugs/information-drug-class/qa-consumers-hand-sanitizers-and-covid-1 9](https://www.fda.gov/drugs/information-drug-class/qa-consumers-hand-sanitizers-and-covid-19).

*Hand Sanitizers will be available for the staff in each classroom away from the children.*

* 1. Frequently disinfect any break rooms, bathrooms, and other common areas throughout the day.

*All break rooms, bathrooms and other common areas will be disinfected frequently throughout the day.*

* 1. Consider advising Personnel that it is recommended for them to change clothes and shoes before or upon arriving at home after a shift in order to reduce the chance of their clothing or shoes exposing anyone in the household to the virus and that such clothing should be cleaned before being used again.

*All staff have been instructed to bring in at least two changes of clothing and shoes. A uniform scrub has been provided to each staff member to wear at work. They will change their shoes upon arriving and when they depart. They will leave their clean extra clothing and shoes in our staff room. They will be responsible for washing soiled clothes and shoes. The school will wash the scrubs everynight.*

## Section 3 – Stable and Separate Groups of Children:

* 1. State-licensed Childcare Providers for children ages 0-5 years must currently limit group size to 12 children per room or space under state licensing requirements (if the state increases the permitted group size, Childcare Providers may increase the size of their groups accordingly, not to exceed 12 children), and all other Childcare Providers must limit group size to 12 children per room or space. A group can have no more than 10 or 12 children or youth, even if not all children or youth attend the program at the same time. For example,
     + A Childcare Provider may not have a group of 5 children who attend full-time, 3 children on Monday/Wednesday/Friday, and 3 children on Tuesday/Thursday (total of 11).
     + A Childcare Provider may not have a group of 8 children who attend for the entire day, 4 who attend mornings only, and 4 who attend afternoons only (total of 16).

*We will have a consistent group of students with the same teachers every day. We will not add students on different days. All our children either attend five or four days.*

* 1. State-licensed Childcare Providers for children ages 0-5 years must adhere to the teacher:child ratios set by the California Department of Social Services, which is currently set forth in PIN 20-06-CCP regarding Social and Physical Distancing Guidance and Healthy Practices for Child Care Facilities in Response to the Global Coronavirus (Covid-19) Pandemic, available at <https://www.cdss.ca.gov/inforesources/child-care-licensing>. All other Childcare Providers must have a minimum of 2 staff persons per group. Minors ages 14-17 years of age who are employed as program staff, including interns, are considered staff and are not included in the maximum number of children per group.

The new PIN 20-15-CCP states: There should be a ratio of one teacher visually observing and supervising no more than 12 children in attendance, except as specified in (b) and (c) below…

(b) The licensee may use teacher aides in a teacher-child ratio of one teacher and one aide for 15 children in attendance.

(1) A ratio of one fully qualified teacher and one aide for every 18 children in attendance in a preschool program is allowed….

With accordance of the SF Dept. of Public Health, at Holy Name Preschool, we have class sizes of 12 students with two teachers or floaters.

* 1. Keep children and youth with the same group each day, for the entire session, unless a change is needed for a child or youth’s overall safety and wellness.

*We will have four classes with the same students and teachers throughout the day.*

* 1. Assign children and youth from the same family to the same group, if possible.

*We have two set of twins and they are assigned together.*

* 1. Keep staff with the same group to the greatest extent possible.

*The head teachers will remain with their class throughout the day. We will have same floaters/aides providing them with their morning break, lunch and afternoon breaks*

* 1. If a program has more than one group of children or youth, each group should be in a separate room or space. Interactions between the groups should be minimized to the greatest extent possible.

We will have our two large rooms divided by a 7’ 4” H and 24’ 1” L panel in each room.

* 1. For large indoor spaces like gymnasiums or auditoriums, more than one group may use the space if:
     + The space has at least 144 square feet (12’ x 12’) per child or youth, or about 1750 square feet for a group of 10 or 12;
     + The designated areas for each group are clearly marked, and separated by a 10- 12 feet “no-go” buffer zone that neither group uses;
     + The space can be adequately ventilated, for example, by opening windows or doors;
     + Partitions (e.g., a gym divider curtain) are placed to keep air from flowing directly from one group to another; and
     + Both groups are from the same program.

A smaller square footage per child is permissible if the indoor space is separated by a room divider that does not allow air circulation between the two spaces.

When choosing activities that will take place in the shared space, consider the potential to create respiratory droplets or aerosols, and try to do higher-risk activities outdoors. For example, a vigorous game of basketball is higher risk than a quiet, sedentary activity.

*We will have our children play outside as much as possible. We will also use a large room (1730 square feet) that a group of children of 10 or 12 may use for indoor activities.*

*The children will be placed in small cohorts of three or four children.*

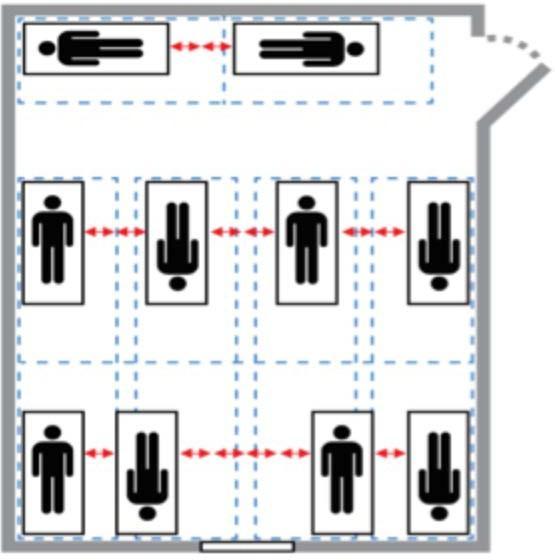
*All staff will be provided with a Walkie-Talkie to communicate with other teachers when they are in need of assistance.*

* 1. Implement strategies to limit the mixing of children and youth. For example:
     + Stagger playground time and other activities so no two groups are in the same place at the same time.
     + Keep groups separate for special activities such as art, music, and exercising.
     + Consider staggering meal/snack times. Consider having staff eat at separate times, so that they do not remove their face coverings at that same time as children, youth or other staff.
     + Encourage individual activities like painting, crafts, and building with blocks, and other materials.
     + Space children as far apart as possible, ideally at least 6 feet apart, for individual activities and especially during meals and snacks, when face coverings are removed. If a program has more than one group of children or youth, each
     + the group should be in a separate room or space. Interactions between the groups should be minimized to the greatest extent possible.

We will have our younger students RF eat snacks and lunch first, followed by the BF/RF class, the BF #2 next, and lastly the BF #1 class.

The students have centers where they can paint, build blocks, use legos and do puzzles alone.

The staff will be assigned breaks where they can leave the classroom and eat in the staff kitchen, staff room or outside.

* + - At naptime, place children’s mats or cribs as far apart as possible, ideally at least 6 feet apart. Try to have children lie on their mats so that they are head-to-toe. (See diagram.)
    - Involve children in developing social distancing plans, using chalk and materials like pool noodles and yarn to create personal space areas.
    - Do as many activities as possible—including snacks and meals—outside.
    - Cancel or postpone special events that involve parents and families, such as festivals, holiday events, and special performances.
    - Do not hold gatherings that bring large groups of children together, even if held outdoors.

*We will have the mats as far apart as possible, ideally at least 6 ft. apart. We will arrange the children to sleep with the head-to-toe as shown in the diagram. We will use chalk, hoola hoops and tape to create a personal space area. We will have the students outside for snacks as much as possible. We will not have any large gatherings with our children and parents.*

* 1. Sports with shared equipment or physical contact may be played, but only within the same stable group of up to 10-12 children and youth. Clean equipment at least once a day.

*Each class will have their own set of play equipment-e.g. balls, hoola hoops. Each group will have a scheduled time in the play structure. The structure will be cleaned before the next group arrives.*

* 1. Drop-in childcare is not permitted. Childcare Providers may not enroll children for fewer than three weeks.

*We will not have any drop-in children.*

## Section 4 – Symptom Screening for Children:

* 1. Ask parent(s)/caregiver(s) and child about possible symptoms of COVID-19 as set forth in SFDPH guidance on COVID-19 Health Checks at Programs for Child and Youth available online at [https://www.sfcdcp.org/covid19/](https://www.sfcdcp.org/covid19/#1585590211125-ccfb7e93-4edf) (open the “Schools, Childcare, and Youth Programs” area of the “Information and Guidance for the Public” section)

*We will have the parents sign off COVID-19 Daily Screening Log form every morning. This will be monitored by one consistent staff member.*

* 1. Either (a) ask parents/caretakers to take a child’s temperature before arrival and report it; or

(b) take the child’s temperature with a “no-touch” (infrared) thermometer upon arrival. For details on how to safely take a child’s temperature with a no-touch thermometer, see San Francisco department of Public Health’s Guidance Interim Guidance for Child Care Programs and Summer Day Camps, available at [https://www.sfcdcp.org/communicable- disease/diseases-a-z/covid19whatsnew/.](https://www.sfcdcp.org/communicable-disease/diseases-a-z/covid19whatsnew/)

*One consistent staff member wearing a face covering and gloves will take the children’s temperature every morning.*

* 1. Look at the child or youth. Look for signs of illness like flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness.

*The class teachers will do a daily morning scan of the children before they enter the classroom.*

* 1. Children with symptoms or a fever should be sent home and encouraged to seek COVID-19 Children with symptoms or a fever should be sent home. Children may return to the facility when they meet the criteria set forth in SFDPH guidance on COVID-19 Health Checks at

Programs for Child and Youth, available online at [https://www.sfcdcp.org/covid19/](https://www.sfcdcp.org/covid19/#1585590211125-ccfb7e93-4edf) (open the “Schools, Childcare, and Youth Programs” area of the “Information and Guidance for the Public” section).

*Students may return to school after a fever with a note from their doctor and have been fever-free for the past 24 hours*.

* 1. Personnel conducting the screening should stand at least 6 feet away from the child and parent/caregiver.

*The staff doing the temperature screening will stand at least 6 ft. away from the child and parent/caregiver. She/He will be wearing a face covering and gloves.*

* 1. Children who pass the screening should wash their hands with soap and water or clean their hands with hand sanitizer before they enter the building or program.

*Students will be asked to use the hand sanitizer before they enter the classroom. The hand sanitizer will be administered by a staff member.*

## Section 5 – Drop-Off and Pick-Up Procedures:

* 1. Require that family members and caregivers wear face coverings when dropping off or picking up children, and at all times inside the Childcare Provider’s facility or area

*Family members and caregivers will be asked to wear face coverings when dropping off or picking up their child. They must wear a face covering inside the preschool.*

* 1. Staff should remain 6 feet apart from parents and caregivers.

*Staff will remain 6 ft. apart from parents and caregivers. Staff will always wear a face covering.*

* 1. Stagger arrival and drop-off times to limit contact between families, if possible.

*We will offer a staggered drop-off time with the students. The Red Fish students will be asked to arrive from 8:00-8:15 am. The Blue Fish students will be asked to arrive from 8:15-8:30 am.*

* 1. Have staff greet children outside as they arrive. Place sign in stations (if any) outside, and provide sanitary wipes to clean pens between uses.

*We will greet and screen the children outside the main doors. We will provide extra pens for the parents/caregivers to use. We will wiped the pens between uses.*

* 1. Consider curbside drop-off and pick-up, where staff come outside the facility to pick up the children as they arrive, and bring children outside to be picked up.

*We may coordinate a drive-thru drop-off with the elementary school. Before that begins, we will have parents drop off their child at the main door where the screening and sign-in will occur.*

* 1. Encourage the same family member or designated person to drop off and pick up the child every day. Discourage grandparents and other older relatives from picking up children, if they are over 60 years old, since they are more at risk for serious illness.

*We will remind the parents/caregivers that the same family member or designated person to drop off and pick up their child every day. We will discourage grandparents, older relatives, or caregivers whose health may be compromised to pick up their child. These reminders will be provided in their class handouts* *and the school website.*

## Section 6 – Face Coverings:

* 1. All adults and youth 13 years and older should wear face masks or cloth face coverings at all times. This includes family members and caregivers waiting outside to drop-off or pick-up children.
  2. *All adults must wear a face covering at all times in the preschool.*
  3. Encourage children 3 to 12 years old to wear face coverings with adult supervision.

*We will ask parents to bring two/three children’s masks for their child. We will encourage the children to wear them. The face coverings will be kept in a baggie and placed in their individual cubbies.*

* 1. Do not use face masks or cloth face coverings for children ages 2 and younger, anyone who has trouble breathing, or is asleep, unconscious, or otherwise unable to remove the mask without assistance.

*We will not use face masks for children who have problems breathing.*

* 1. Children should not wear face coverings at nap time.

The students will not wear a face covering at nap time.

## Section 7 – Hygiene and Sanitation:

* 1. Encourage children, youth, and staff to wash their hands often with soap and water for at least 20 seconds or with hand sanitizer, especially before eating, after going to the bathroom or diapering, or after wiping their nose, coughing, or sneezing.

*Children and staff will wash their hands for at least 20 seconds with soap and water or with hand sanitizer before eating, after using the bathroom, wiping their noses, coughing or sneezing.*

* 1. Educate children, youth and staff about basic measures to prevent the spread of infection, including covering one’s coughs and sneezes and washing hands frequently.

*We will discuss good hygiene with the children at circle time. We will have signs posted to remind children to wash their hands and to cover their coughs and sneezes. We will instruct our students through “Social Stories” good hygiene protocols.*

* 1. Consider involving children and youth in making signs to remind people to wash their hands, cover coughs and sneezes, and stay 6 feet apart.

*We will involve the students in making signs to remind them of good hygiene and to create a 6 ft. distance signs.*

* 1. Establish a schedule for cleaning and disinfecting. In addition to regular cleaning, the space must be thoroughly cleaned and disinfected between use by different groups, for example, between sessions, with special attention to indoor eating areas where people have removed their masks.

The staff will have a schedule for when they clean, sanitize and disinfect. All my staff have taken the “Integrated Germ Management” class and know the proper procedures to clean and disinfect.

* 1. Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may include doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.

*The staff and aides will be assigned to clean, sanitize and disinfect their rooms throughout the day. In addition, the cleaning service will clean three times a week after the school is closed.*

* 1. If surfaces are visibly dirty, clean them using detergent or soap and water before disinfecting them.

*The staff will clean with soap and water all dirty surfaces before disinfecting them.*

* 1. Use cleaning products according to the directions on the label. Most household disinfectants are effective. To see if a disinfectant is on the EPA’s list of products that are effective against coronavirus, go to [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against- sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2). Follow the manufacturer’s instructions for concentration, application method, and contact time for all cleaning and disinfection products.

*All the preschool’s cleaning products have been approved by the EPA as effective against the coronavirus. In addition, the school’s cleaning service uses all EPA cleaning products.*

* 1. Keep all cleaning materials secure and out of reach of children and ensure that there is adequate ventilation when using these products to keep children and staff from inhaling toxic fumes.

*We will keep all cleaning materials secure and out of reach of children. We will provide adequate ventilation by opening the windows throughout the day.*

* 1. Do not use toys that cannot be cleaned and sanitized.

*All our toys will be able to be cleaned and sanitized.*

* 1. Set aside toys that children have put in their mouths or that are otherwise contaminated by body secretions or excretions. Clean them by hand while wearing gloves. Clean first with water and detergent, rinse, then sanitize with an EPA-registered disinfectant, and air-dry.

*We will place all toys that have been contaminated in a “yucky” bin in each classroom. The staff will wash the items with soap and water wearing gloves. Afterwards, they will sanitize and disinfect with the proper EPA- registered disinfectant and air-dried.*

* 1. Set aside toys that need to be cleaned. Place in a dish pan with soapy water or in a separate container marked for “soiled toys.” Keep the dish pan out of reach from children to prevent risk of drowning.

*We will set aside toys to be cleaned in a “dirty” bin in each classroom. We will place dirty toys in a dish pan and keep the dish pan away from reach of children.*

* 1. Do not share toys, arts and crafts materials, or school supplies (e.g., scissors, markers, pens, pencils, glue sticks, etc.) between groups of children and youth. Wash and sanitize toys before moving them from one group to another.

*The students will share only toys, art and craft materials and school supplies within their class group.*

* 1. Machine-washable cloth toys should be used by one child at a time, or not be used at all.

The students will not share cloth toys.

* 1. Books and other paper-based materials like mail or envelopes, do not need additional cleaning or disinfection.

*We will place paper materials in sheet providers as much as possible. The sheet protectors will be wiped down throughout the day.*

* 1. Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed.

*The preschool will wash the children’s sheets/blankets every week.*

* 1. Keep each child’s bedding separate. Consider bedding stored in individually labeled bins, cubbies, or bags.

*Each child’s beddings will be kept separately in their individual bins. All bedding will be labeled.*

* 1. Bedding that touches a child’s skin should be cleaned weekly or before use by another child.

*Each child will have their own bedding. Bedding will be washed weekly by the school.*

* 1. Label cots and mats for each child.

*Each cot will be labeled with a child’s name. Cots will never be shared.*

* 1. Establish adequate time in the work day to allow for proper cleaning and decontamination throughout the facility or location.

*The teachers/aides will have time throughout the day to clean, especially in the afternoon when there are less students. In addition, the cleaning service will clean in the evenings.*

***Section 8 - Managing Infection Notification***

Maintaining the dignity of every child is a priority of all Catholic schools in the Archdiocese of San Francisco. In cases where health protocols require contact tracking and tracing, such is the case with COVID-19, schools will make every effort to maintain the confidentiality of community members while complying with local, state and federal guidelines. As a matter of health and safety, this section is subject to amendment at any time. Wherever possible, written notice of such amendments will be provided.

* 1. In the event that a student is determined to have COVID-19, notice will be given to those school community members who sustained prolonged exposure (>10 minutes) with or near the student during the previous 14 day period. This notice will be provided on a standard exposure form that contains non-identifiable information regarding the student. Unless a specific PII release is obtained from the custodial parent, release of information regarding infection of a student must be managed to avoid a FERPA violation See 34 C.F.R. § 99.31(b)(1).

*A written notice will be provided to the parents of the children in the same group of where there was an exposure to the coronavirus. We will not identify the child.*

* 1. Pursuant to FERPA guidelines, under no circumstance will identifying information regarding any student be released to media/external outlets. Further, it is the position of the Archdiocese of San Francisco, Department of Catholic Schools that no communication regarding possible or confirmed cases of COVID-19 at school sites be discussed with external outlets with the notable exception of the associated public health department.

*Staff will not speak to other parents or media about a possible or confirmed case(s) of COVID-19 in the school. The staff will only speak to the health department.*

* 1. FERPA permits educational agencies and institutions to disclose, without prior written consent, PII from student education records to appropriate parties in connection with an emergency, if knowledge of that information is necessary to protect the health or safety of a student or other individuals. 20 U.S.C. § 1232g(b)(1)(I); 34 C.F.R. §§ 99.31(a)(10) and 99.36. If local public health authorities determine that a public health emergency, such as COVID-19, is a significant threat to students or other individuals in the community, an educational agency or institution in that community may determine that an emergency exists as well.   
     Under the FERPA health or safety emergency exception, an educational agency or institution is responsible for making a determination, on a case-by-case basis, whether to disclose PII from education records, and it may take into account the totality of the circumstances pertaining to the threat. See 34 C.F.R. § 99.36(c). If the educational agency or institution determines that there is an articulable and significant threat to the health or safety of the student or another individual and that certain parties need the PII from education records, to protect the health or safety of the student or another individual, it may disclose that information to such parties without consent. This includes releasing information about infected student(s) to local health officials.

The staff will only provide the student education records if FERPA (Family Educational Rights and Privacy) determines if it is a health or safety emergency. We will work with FERPA and follow their instructions.

* 1. In the event that an employee is determined to have COVID-19, notice will be given to those school community members who sustained prolonged exposure (>10 minutes) with or near the employee during the previous 14 day period. This notice will be provided on a standard exposure form that contains non- identifiable information regarding the employee.

*If a staff member has been exposed to COVID-19, a notice will be given to the school community without identifying the employee.*

***Additional Directives***

* All families are required to sign and return to the preschool the [Risk Acknowledgement](https://drive.google.com/file/d/14RiXAa3VJ1DkBhBzlGUtvXyHrPBjrBKO/view?usp=sharing) form. The preschool should retain these documents in a separate binder.

Additional directives may be added that are unique to a particular classroom or program. If more instructions/guidelines regarding your daily routine are necessary, please add them here.

*All my families will be required to sign and return the Risk Acknowledgement form before starting school The form will be kept in their child’s file.*

| **Covid-19 Child Care Program Self-Assessment Guide** | | | |
| --- | --- | --- | --- |
| **Completed by:** | **Date:August 3, 2020** | | |
| Is the facility dually licensed? | | | |
|  | **Please Check One.** | | |
|  | **Completed** | **In Progress** | **Not Started** |
| COVID-19 preparedness has been incorporated into the Emergency Plan for the facility. |  | x |  |
| Designated staff person to coordinate preparedness planning and integrate local LHD, CDPH, and CDC guidance. | x |  |  |
| Develop and include a communications plan to use to keep families, staff, and the community informed. | X |  |  |
| **Entry & Visitation Procedures** |  |  |  |
| Signs have been posted at facility entrance with  visitor policy (limit to essential visits only; limited visitation hours). | X |  |  |
| Explain to parents and caregivers that all visits should be as brief as possible. | X |  |  |
| Participants have been notified about your COVID-19 policies. | X |  |  |
| Ask parents or caregivers to enter and exit the room one person at a time to allow for social and physical  distancing. | X |  |  |
| Ask caregivers and parents to meet at the facility entryway for pick-up and drop-off of children  whenever possible. | X |  |  |
| Ask parents and caregivers to wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up, and  when they get home. | X |  |  |
| Ask parents and caregivers to bring their own pens when signing children in and out. | X |  |  |
| Install hand sanitizers, out of the reach of children, near all entry doors and other high traffic areas. | X |  |  |
| Daily symptom screening (+/- temperature check) has been initiated for all children, staff and parents (drop-off and pick up). \*\* Follow guidelines in PIN 20- 06-CCP\*\*  CCC’s: If anyone has a temperature of 100.4°F/38°C  or higher they must be excluded from the facility. | X |  |  |

|  | **Please Check One.** | | |
| --- | --- | --- | --- |
|  | **Completed** | **In Progress** | **Not Started** |
| One central entry point has been designated for universal entry screening. | X |  |  |
| Routine symptom screening (+/- temperature check) has been initiated at entry for all staff, 1:1 staff, participants, and essential visitors. | X |  |  |
| Handwashing on entry is requested for all staff, participants, and visitors. | Yes-X | * No |  |
| Conduct visual wellness checks of all children upon arrival and ask health questions when concerned. | X |  |  |
| **Staff Training and Policies** |  |  |  |
| Facility provides ongoing updates about COVID-19 to participants, staff and responsible parties. The communications are language and reading level  appropriate. | Yes X | * No |  |
| Facility has conducted staff training on COVID-19 prevention, symptoms, transmission. | X |  |  |
| If you as the licensee, have a fever and/or respiratory infections symptoms, please notify your parents immediately that care will not be available and follow  reporting requirements. | X |  |  |
| Facility has conducted staff training on when and how to use personal protective equipment. | X |  |  |
| Facility has conducted staff training on sick leave policies. | X |  |  |
| Sick leave policies have been created that are non- punitive, flexible, and consistent with public health policies that allow ill personnel to stay home. | X |  |  |
| Facility provides ongoing updates about COVID-19 to staff and parents/families. The communications are language and reading level appropriate. | * XYes | * No |  |
| Staff have been notified to avoid work if acute  respiratory illness is present and to contact medical providers to consider COVID-19 testing. | X |  |  |
| Staff have been notified when they may return to work after acute respiratory illness (72 hours after  last fever or 14 days if COVID-19 positive). | X |  |  |
| Staff have been notified that medical clearance is not required to return to work, unless under quarantine order by a Public Health entity. | X |  |  |

|  | **Please Check One.** | | |
| --- | --- | --- | --- |
|  | **Completed** | **In Progress** | **Not Started** |
| Alternate staffing plan has been developed to account for shortages. | X |  |  |
| **Participant Counseling & Policies** |  |  |  |
| Daily symptom screening (+/- temperature check) has been initiated for all participants. | X |  |  |
| All group community-based activities have been canceled. | X |  |  |
| Internal group activities have been limited to foster social distancing practices (i.e. staggered meals, 6 feet of space between participants in common areas,  etc.). | X |  |  |
| All emergency contact information for all participants have been updated. |  | X |  |
| Facility supports participants in complying with Covid-19 prevention and containment guidelines. | X |  |  |
| Daily symptom screening (+/- temperature check) has been initiated for all children, staff and parents (drop-off and pick up). \*\* Follow guidelines in PIN 20-  06-CCP\*\* | X |  |  |
| Cover cough with a tissue or sleeve. See CDC’s Cover Your Cough page (https://[www.cdc.gov/flu/prevent/actions-prevent-](http://www.cdc.gov/flu/prevent/actions-prevent-) flu.htm) for multilingual posters and flyers, posted at  the bottom of the webpage. | X |  |  |
| All emergency contact information for children is current. | X |  |  |
| Following the group size guidance for Centers and  FCC's as noted in PIN 20-06 CCP. (see link below) | X |  |  |
| Avoid family- or cafeteria-style meals, ask staff to  handle utensils, and keep food covered to avoid contamination. | X |  |  |
| Napping equipment has been moved at least 6 feet apart or 3 feet apart with head-to-toe orientation. | X |  |  |
| Implement staggered outdoor or large group times to limit the number of children who are together as  much as possible. | X |  |  |
| CCC’s: If anyone has a temperature of 100.4°F/38°C  or higher they must be excluded from the facility. | X |  |  |
| Children’s Roster is updated and current. | X |  |  |

|  | **Please Check One.** | | |
| --- | --- | --- | --- |
|  | **Completed** | **In Progress** | **Not Started** |
| All activities/field trips that take children into public  or crowded places have been canceled. | X |  |  |
| Discussing Social Distancing strategies as noted in PIN  20-06 CCP. (see link below) | X |  |  |
| **Mitigation Strategies** |  |  |  |
| Plan has been developed to immediately notify  children’s authorized representative if symptoms  develop or if COVID-19 exposure occurs. | * XYes | * No |  |
| Encourage hand washing by children and staff through education, scheduled time for handwashing,  and the provision of adequate supplies. | X |  |  |
| Separate sick infants, children, and staff from others until they can go home. When feasible, identify a “sick room” through which others do not regularly  pass. | X |  |  |
| Provide adequate supplies within easy reach, including tissues and no-touch trash cans. | * XYes | * No |  |
| Enhance cleaning consistent with CDC guidance (see Environmental Cleaning and Disinfection Recommendations). Encourage flu vaccine for those persons over 6 months of age who have not had it  this season to reduce illnesses. | X |  |  |
| Facility has (CCC only) or is encouraged to (FCCH) to  designate a single bathroom for isolation of symptomatic and/or asymptomatic exposed children | * XYes | * No |  |
| **Containment Strategies** |  |  |  |
| Facility has a specific plan for participants who develop symptoms of acute respiratory illness while in day program, including when to contact 911. | X |  |  |
| Plan has been developed to accept back children following quarantine and medical clearance for COVID-19. | X |  |  |
| Plan has been developed to notify DPH if any children or staff develop symptoms or have exposures to COVID-19. | X |  |  |
| Plan to communicate with parents to test and isolate symptomatic children at home for COVID-19. | X |  |  |
| A plan to supervise and monitor children in isolation at all times has been developed. | X |  |  |
| Trash bins and hand washing stations are located throughout the facility. | * XYes | * No |  |

|  | **Please Check One.** | | |
| --- | --- | --- | --- |
|  | **Completed** | **In Progress** | **Not Started** |
| Plan has been developed to immediately notify participants' medical provider if symptoms develop  or if COVID-19 exposure occurs. | * XYes | * No |  |
| Plan has been developed to notify LHD or CDPH if any participants or staff develop symptoms or have exposure to COVID-19. | X |  |  |
| Facility can provide meals and medications (following  IMS guidelines) to children in isolation if needed until picked up by parents / guardians. | X |  |  |
| **Environmental Preparation and Cleaning** |  |  |  |
| Facility has a specific plan to ensure proper cleaning and disinfection of environmental surfaces and  laundry. | X |  |  |
| Commonly touched surfaces are cleaned and disinfected at least once a day. | XYes | * No |  |
| Signs are posted throughout the facility to encourage participants to report acute respiratory illness to  staff. | X |  |  |
| Signs are posted throughout facility to promote  handwashing, cough/sneeze etiquette, and social distancing. | * XYes | * No |  |
| Hand washing stations or alcohol-based hand sanitizer are available in every classroom. | * XYes | * No |  |
| Sinks are well stocked with soap and paper towels for handwashing. | * XYes | * No |  |
| Children’s Bathroom:   * Sanitize the sink and toilet handles before and   after each child’s use.   * Teach children to use a tissue when using the handle to flush the toilet. * Wash hands for 20 seconds and use paper towels (or single use cloth towels) to dry hands   thoroughly. | X |  |  |
| A plan has been created to audit and address supply shortages. | X |  |  |
| Signs are posted throughout the facility to encourage staff and parents to report acute respiratory illness. | X |  |  |

|  | **Please Check One.** | | |
| --- | --- | --- | --- |
|  | **Completed** | **In Progress** | **Not Started** |
| Signs are posted\*\* throughout the facility to promote handwashing, cough/sneeze etiquette, and social distancing. \*\*At children’s eye level as well. | X   * Yes | * No |  |
| Use the Cleaning and Waste Management Considerations for Residences to help clean your  home. |  |  |  |
| Does the Facility have enough hygiene supplies? | * XYes |  |  |
| If "No", how many days’ worth of hygiene supplies does the facility have: |  |  |  |
| Does the facility have enough Personal Protective Equipment (PPE)? | * XYes | * No |  |
| If "No", how many days’ worth of PPE supplies does the facility have: |  |  |  |
| **If “No” to either of the preceding questions, what**  **additional supplies does the facility need?** |  |  |  |
| Hand hygiene supplies |  |  |  |
| Surgical masks |  |  |  |
| Disposable gloves |  |  |  |
| Food supplies |  |  |  |
| Tissues, paper towels, cleaners and EPA-registered  disinfectants |  |  |  |
| Other Supplies not listed |  |  |  |
| Additional Notes: The Preschool will coordinate with the elementary school’s Safety Coordinator and  the church’s Safety Coordinator for additional supplies if our supplies run low. | | | |