

ST. ANGELA'S PRESCHOOL

2020-2021 OPERATIONS PLAN

PARENT/CAREGIVER & STUDENT

IN RESPONSE TO COVID-19



11/20/2020

TABLE OF CONTENTS

INTRODUCTION	3
COMMUNICATION METHODS	3
PHASES AND TIMELINES	3
VISITORS ON CAMPUS	3
SELF-SCREENING PROTOCOL- STUDENT & CAREGIVER	3 & 4
GUIDANCE IF EXPOSED	4
HEALTH PROTOCOL- STUDENT	4
POSSIBLE CASE ON CAMPUS- COVID-19	4 & 5
DEEP CLEANING AND DISINFECTION PROTOCOL	5
SOCIAL DISTANCING	5
PERSONAL PROTECTIVE EQUIPMENT (PPE) & USE	5
FACILITIES CLEANING	6
PREVENTIVE MATERIAL INVENTORY	6
ATTENDANCE	6 & 7
DROP OFF OF PRESCHOOL STUDENTS	7
PICK-UP OF PRESCHOOL STUDENTS	7, 8 & 9
TRAVEL & QUARANTINE	9
STUDENT'S PERSONAL ITEMS FROM HOME	9
NAPPING AND PERSONAL NAP ITEMS	9
MEAL PERIODS (Snack & Lunch)	9 & 10
RESTROOM USAGE DURING THE DAY	10
CLASSROOM ARRANGEMENTS- Indoor and Outdoor	10
SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF	11

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to preschool. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), Monterey County Health Department, Diocese of Monterey, and California Department of Social Services (CDSS). Regular updates will be made to this plan based on information provided by the CDC, Diocese of Monterey, and applicable federal, state and local agencies.

COMMUNICATION METHODS

To stay current on all school information:

- **Parents or caregivers need to check their email often if not daily.**
- Parents and caregivers need to visit the school's communication platform, "Schoolze", often if not daily.
- Parents and caregivers need to check outdoor view boards and windows for calendar of events and any informational flyers.

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May-July	<ul style="list-style-type: none">• Supplies, equipment• Prepare detailed work schedule for phases• Prepare building for reopen with thorough cleaning
Phase 1	August	<ul style="list-style-type: none">• Open School• Implement social distancing protocol and open facilities with limited access/use
Phase 2	TBD/ January 2021	<ul style="list-style-type: none">• Expand class size and use of school based on recommendations and data from CDC and applicable state and local agencies• Determine what restrictions/guidelines stay in place

VISITORS ON CAMPUS

To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, St. Angela's preschool will not be welcoming visitors onto campus until further notice. The only exception will be authorized caregivers who are dropping off/ picking-up a student at which time a health screening will be performed by a preschool staff member.

SELF-SCREENING PROTOCOL- STUDENT & CAREGIVER

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we ask parents and caregivers to complete a self-screening, prior to coming onto campus, which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough, runny nose, congestion
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache

- Sore throat
- Loss of taste or smell
- Nausea and vomiting
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you, an immediate family member or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

- Quarantine yourself or your child in a specific room away from others in your home
- Contact the following (in order of priority), let them know there has been an exposure to COVID-19, then follow their instructions.
 - Your healthcare provider
 - Your supervisor
 - Your child's preschool or childcare provider
- In case of an emergency, call 911 and let them know you or your child have been exposed to COVID-19, then follow their instructions.

HEALTH PROTOCOL- STUDENT

If a student becomes ill at school, at home or if another person in their household is exhibiting symptoms of COVID-19; the student will be asked not to come to school, asked to leave school and go home and/or to the nearest health center.

Students returning to school from an approved medical leave should contact the preschool office before returning to school. In some cases, students may be asked to submit a healthcare provider's note before returning to school.

If a student is suspected or tests positive for COVID-19, he or she will follow the below protocol.

In the absence of COVID-19 test

The student may return to activities with others when, (in the absence of COVID-19 testing)

- 3 days without a fever, (above 100.4F), AND without the use of fever reducing medication.
- Symptoms have improved
- 10 days have elapsed since the symptoms first appeared

With positive COVID-19 test

The student may return to activities with others when, (in the case of a positive COVID-19 test)

- 3 days without a fever, (above 100.4F), AND without the use of fever reducing medication.
- Symptoms have improved
- Receive two negative COVID-19 tests in a row at 24 hours apart

POSSIBLE CASE ON CAMPUS- COVID-19

If an employee or student becomes ill on campus, he/she will immediately report to the school isolation room and a case report will be completed.

- Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The attending employee must complete the Suspected COVID-19 Case Form and call the local health authority and seek advice regarding transportation and location.
- Those attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The attending employee will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The campus/school supervisor must identify persons who may have come in contact with the suspected infected person. Unless required by the local health authority, the name of the employee or student should not be provided.
- Advise employees that they may have been in contact with a suspected exposure and to carry out self-screening every morning, and based on the results, contact the preschool director or school principal.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID-19 based on testing. St. Angela's Preschool will follow all guidelines set forth by the CDC, state, county, and California Department of Social Services guidelines.

When the school is notified of a case of COVID-19 or suspected case by a student/staff or family member the school will immediately notify local health officials. At the direction of the Health Department, the school may be dismissed for students and staff for 2-5 days.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. St. Angela's Preschool employees, students, parents, and caregivers should practice staying approximately 6 feet away from others and eliminating contact with others, to the greatest extent possible

Please note that social distancing should still be practiced even with the use of gloves and masks.

PERSONAL PROTECTIVE EQUIPMENT (PPE) & USE

- Students and preschool employees will wear masks/face coverings at all times with the exception of:
 - During naptime for students
 - During meal times
- PPEs masks/face coverings should be worn by staff at all times as directed, (when not eating or drinking).
 - Gloves should be worn when cleaning and disinfecting, or when symptom screening.
- St. Angela's Preschool will provide PPEs for its employees to help minimize risk.
- **Parents, caregivers, students and student siblings must ALL be wearing a face covering upon arrival to campus.**

Students will be instructed to:

- Wear masks/face coverings at all times with the exception of:
 - During naptime
 - During meal times
- Wash their hands often with soap and water for at least 20 seconds.
- Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching their eyes, nose, and mouth
- Cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

We will follow the CDC, Monterey County Health Department, and California Department of Social Services (CDSS) guidelines for general disinfection protocols (frequency, products used, etc). Employees and cleaning service will be trained in these protocols.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks	At least 4 times a day
Bathrooms	Child and Adult restrooms	At the end of each use
Common Areas	Common Areas, Play yard	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to opening.

PREVENTIVE MATERIAL INVENTORY

- St. Angela's Preschool will provide PPEs for its employees to help minimize risk.
- Touchless thermometers on-site for employee, student, parents/caregivers and visitor screening

ATTENDANCE

All students must be signed in and out with a complete legal signature, as required by State Licensing.

Morning Arrival: To help maintain social distancing requirements, parents must sign-up for a window of time for morning drop-off through the office. If you miss your drop-off timeslot, you must drop off your child between 9:00-9:15am.

All children must arrive by 9:15 am or will be considered absent. It is disruptive to the class routine if children arrive after this time. In case of delay due to an appointment or emergency situation, please call the office as soon as possible.

After 10:00 am, we will not accept children for that day without prior arrangement. This ensures that ratios are maintained and that children will receive the greatest benefit from enrollment in preschool.

Half-day Students: Dismissal time for half-day children is between 12:45 pm and 1:00 pm. Half-day students are to be signed out from their classroom and off campus no later than 1:15 pm. The naptime routine begins at this time for full day students, and children not picked up on time may be signed out in the office. Phone the school immediately if you are

unavoidably delayed, and at least 24 hours in advance to request an extended stay for your child. After 1:15 pm, a late fee of \$5 per minute will apply.

Full-day Students: The School closes at 5:30 pm. It is required that all students be signed out and off campus no later than 5:30 pm. Phone the school immediately if you have an emergency that delays you. After 5:30 pm, a late fee of \$5 per minute will apply. After three late pick-ups, you may be required to switch to half days.

DROP OFF OF PRESCHOOL STUDENTS

To help maintain social distancing requirements, parents or student’s caregivers must sign-up for a window of time for morning drop-off. An email will come from the office to arrange a drop-off time slot that fits your family’s needs. **If you miss your drop-off timeslot, you must drop off your child between 9:00-9:15am.**

FULL DAY STUDENTS (Drop-off Timeslot Options)	HALF DAY STUDENTS (Drop-off Timeslot Options)
Monday-Friday	Monday-Friday
7:30-7:45am	
7:45-8:00am	
8:00-8:15am	
8:15-8:30am	
8:30-8:45am	8:30-8:45am
8:45-9:00am	8:45-9:00am
9:00-9:15am	9:00-9:15am

Once on campus, parents or caregivers will abide by the following check-in process for their child(ren):

- **Parents, caregivers, students and student siblings must ALL be wearing a face covering upon arrival to campus.**
- Parents and caregivers must use hand sanitizer at gates prior to using the electronic keypad. Children are not allowed to use the electronic keypads.
- Parents or caregivers will walk their child to their classroom for morning check-in.
- Parents or caregivers will assist their child in placing their belonging, (i.e. jackets & lunchboxes), in the child’s designated outdoor storage bin.
- Arrows painted on the floor will mark spacing throughout the school to maintain the social distancing requirement of 6 feet.
 - Parents and caregivers will utilize these arrow floor markers to stand on as they wait to check-in their child.
 - Siblings are not allowed to move around the school freely or utilize any of the school’s outdoor toys, ride on toys or play structures.
- Parents, caregivers, students and student siblings must agree to a temperature reading, administered by a teacher, and must answer a set of questions related to COVID-19 symptoms at classroom check-in.
- Using a pen supplied by the preschool, parents or caregivers will then sign-in their child.
- Parents or caregivers of full day students should hand over napping supplies to the teacher at morning check-in.
- As parents or caregivers are not allowed in the classrooms at this time, a teaching staff member will escort students into the classroom.
- Parents or caregivers must then say good-bye to their child and exit the campus in a timely manner.

PICK-UP OF PRESCHOOL STUDENTS

Once on campus, parents and caregivers will abide by the following check-out process for their child(ren):

Half Day Pick-up: (12:45pm to 1:00pm)

- **Parents, caregivers, and student siblings must ALL be wearing a face covering upon arrival to campus.**

- Parents and caregivers must use hand sanitizer at gates prior to using the electronic keypad. Children are not allowed to use the electronic keypads.
- Parents or caregivers will collect their child's belonging, (i.e. jackets & lunchboxes), from the child's designated outdoor storage bin.
- Arrows painted on the floor will mark spacing throughout the school to maintain the social distancing requirement of 6 feet.
 - Parents and caregivers will utilize these arrow floor markers to stand on as they wait to pick-up their child.
 - Siblings are not allowed to move around the school freely or utilize any of the school's outdoor toys, ride on toys or play structures.
- Parents, caregivers, students and student siblings must agree to a temperature reading, administered by a teacher, and must answer a set of questions related to COVID-19 symptoms at pick-up.
- Using a pen supplied by the preschool, parents or caregivers will then sign-out their child.
- At the end of each week, student's napping supplies will be given back to the parents or caregiver for washing and return.
- Parents, caregivers and students must then say good-bye and exit the campus in a timely manner.

Afternoon (PM) Pick-up: (3:00pm to 5:30pm)

If, Children are Outside-

- **Parents, caregivers, and student siblings must ALL be wearing a face covering upon arrival to campus.**
- Parents and caregivers must use hand sanitizer at gates prior to using the electronic keypad. Children are not allowed to use the electronic keypads.
- Upon entering the gate; please wait and a teacher will come over with your child, the sign-out clipboard and your child's belongings.
 - Parents and caregivers will utilize the arrow floor markers closest to the gate to stand on as they wait to pick-up their child.
 - Siblings are not allowed to move around the school freely or utilize any of the school's outdoor toys, ride on toys or play structures.
- Parents, caregivers, students and student siblings must agree to a temperature reading, administered by a teacher, and must answer a set of questions related to COVID-19 symptoms at pick-up.
- Using a pen supplied by the preschool, parents or caregivers will then sign-out their child.
- At the end of each week, student's napping supplies will be given back to the parents or caregiver for washing and return.
- Parents, caregivers and students must then say good-bye and exit the campus in a timely manner.

If, Children are Inside-

- **Parents, caregivers, and student siblings must ALL be wearing a face covering upon arrival to campus.**
- Parents and caregivers must use hand sanitizer at gates prior to using the electronic keypad. Children are not allowed to use the electronic keypads.
- Parents or caregivers will collect their child's belonging, (i.e. jackets & lunchboxes), from the child's designated outdoor storage bin.
- Parents or caregivers will knock on their child's classroom door to announce their arrival.
- Arrows painted on the floor will mark spacing throughout the school to maintain the social distancing requirement of 6 feet.
 - Parents and caregivers will utilize these arrow floor markers to stand on as they wait to pick-up their child.
 - Siblings are not allowed to move around the school freely or utilize any of the school's outdoor toys, ride on toys or play structures.
- Parents, caregivers, students and student siblings must agree to a temperature reading, administered by a teacher, and must answer a set of questions related to COVID-19 symptoms at pick-up.
- Using a pen supplied by the preschool, parents or caregivers will then sign-out their child.

- At the end of each week, student's napping supplies will be given back to the parents or caregiver for washing and return.
- Parents, caregivers and students must then say good-bye and exit the campus in a timely manner.

TRAVEL & QUARANTINE

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we ask families and preschool staff to notify the office if they are planning to travel outside the state of California.

Persons arriving in California from other states or countries, **including returning California residents**, must practice self-quarantine for 14 days after arrival.

STUDENT'S PERSONAL ITEMS FROM HOME

Approved Items:

- Parents will provide 2 masks/ face coverings for their child(ren); one they will be wearing upon entry to school and one to use as back-up.
- Complete change of clothing, (underwear, shirt, pants, socks extra pair of shoes), stored in a labeled zip lock bag brought on the first day of school and replenished as needed.
- Jacket- brought home daily and washed weekly
- Lunchbox
- Books and photos on share days

Items NOT Approved:

- Backpacks
- Water bottle- **Children will have access to drinking water from the teachers on demand throughout the day**
- Toys

NAPPING AND PERSONAL NAP ITEMS

Napping:

- Masks/ face coverings will not be worn by students during naptime.
- Napping supplies will be kept in individually labeled storage bags. Each student will have their own storage bag with his/her own supplies.
- Napping mats at St. Angela's Preschool will be spaced 6 ft apart from each other.
- Mats will be sanitized each day

Personal nap items:

- St. Angela's Preschool will provide napping sheets, one for each student, that will be laundered weekly.
- A blanket and soft cuddle item, that would be able to be left on campus M-F, will be provided by the family.
- At the end of each week, student's napping supplies will be given back to the parents or caregiver for washing and return.

MEAL PERIODS (Snack & Lunch):

St. Angela's Preschool supplies daily nutritious snack to all students, unless otherwise instructed by a parent or caregiver.

St. Angela's Preschool staff will:

- Will be wearing masks/ face coverings at all times during meal preparation & service.
- Practice proper hand washing before and after snack preparation and service
- Provide these snacks to students
- Provide drinking water to students during mealtimes and throughout the day on demand

- Utilize space within the preschool to spread children out for meal time
- Keep students in small groups for all eating periods
- Immediately clean and disinfect tables and chairs after meals and/or snacks

Parents or caregivers will:

- Provide nutritious lunches daily for their student.

Students will:

- Not be wearing masks/ face coverings during mealtime.
- Practice proper hand washing before and after snack and meal service
- Remain in teacher assigned groups and areas during snack and meal times
- Not share or trade snack or lunch items amongst other students

RESTROOM USAGE DURING THE DAY

- **Parents/Caregivers & Visitors are not allowed to use bathrooms on campus**
- St. Angela's Preschool has single use bathrooms for staff only.
- Student bathrooms are shared amongst students only.
- Students will be taught to flush the toilet using a tissue.
- Cleaning supplies for all restrooms will be provided by the school.
- Teaching staff will sanitize all restrooms between uses/groups.
- Janitorial staff will clean and disinfect all bathrooms nightly.

CLASSROOM ARRANGEMENTS- Indoor and Outdoor

- The ratio will be no greater than 10:1, (students to teacher), or 14:2, (students to teacher) at St. Angela's Preschool.
- Stagger inside and outside play and adjust schedules to reduce the number of children in the same area.
- Children will remain in stable groups of no more than 10 students per 1 teacher.
- St. Angela's Preschool will, to the greatest extent possible, keep the same children and staff together.
- To the greatest extent possible, sharing between the classes will be limited.
- Shared items, (i.e. ride on & play yard toys and sport equipment), will be sanitized throughout the day.
- Offer more small motor activities, (i.e. cutting, painting, puzzles), that can be done solo
- Provide toys and manipulatives that are easy to clean and sanitize throughout the day.
- While in the classroom; students will have access to individual storage container with their own set of supplies, (i.e. crayons, pencils, scissor etc.)

Cleaning & Sanitizing Toys:

- Teachers will try to have enough toys so that the toys can be rotated through cleanings.
- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves.
- The teachers will clean toys with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry.
- Teachers will machine washable cloth items, (i.e. toys and dress-up clothing), will be laundered weekly and not shared amongst classrooms.
- Teachers will not share toys with other groups of children, unless they are washed and sanitized before being moved from one group to the other.
- Teachers will set aside toys that need to be cleaned. Washing with soapy water is the ideal method for cleaning.
- Teachers will place a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep the dish pan and water out of reach from children to prevent the risk of drowning.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

Employees:

- Principle/Director will do daily check-ins with all staff members and will provide feedback to support their needs.
- Principle/Director will host monthly staff meetings

Students:

- All staff members will address the individual needs of the students daily

Parents or Caregivers:

- Offer several online parenting workshops, via ZOOM, throughout the school year
- Provide additional children/family resources, upon request.
- Principle/Director and teaching staff will host meetings with parents or caregivers, via ZOOM, upon request