

WCPC PRESCHOOL COVID-19 SAFETY PROCEDURES

We require all families to be active partners in reducing the risk of spreading COVID-19 in our school community.

Preparing Your Child to Return to WCPC Preschool

In response to the current COVID-19 pandemic, we have updated many of our procedures and policies to comply with published guidelines from the Contra Costa Department of Public Health, California Community Care Licensing, and the CDC. Please read through the following document for a detailed look at the many plans we have in place for the upcoming school year.

The following summarizes our plan for school reopening:

- 1. Screening to prevent symptomatic individuals to prevent entering the school**
- 2. Curbside Drop-Off/Pick-Up Procedures**
- 3. Masks for children and teachers**
- 4. Physical distancing (where appropriate)**
- 5. Smaller class sizes and cohorting**
- 6. Increased hand hygiene procedures**
- 7. Daily classroom cleaning and sanitizing**
- 8. Reduced personal belongings entering school**
- 9. Extensive illness procedures**
- 10. COVID-19 exposure plan**

1. ARRIVAL AND DEPARTURE

A) AT HOME HEALTH CHECK

- Parents are required to do a health check before arriving at school. Should you, your child or any household members have any symptoms of COVID-19, the state of California requires that you or your child remain at home and notify the school.

B) DROP OFF

- Each class will have a staggered drop-off time. There will be a 15-minute drop-off window for your child's class.
- Parents must **stay in the car** when dropping off their child, except to unbuckle their child from their car seat.
- Parents and children must wear masks and bring a pen from home.
- A staff member will greet the family outside of the car wearing PPE and take the child's temperature with a touchless thermometer while the child remains in the car.

C) MORNING SCREENING PROCEDURES:

- A parent or guardian will sign their child in while in the car and initial a health check questionnaire, including the following:
 - Have you, your child or anyone in our household had symptoms of COVID-19 in the past 72 hours, which can include, but is not limited to:
 - Fever over 100°F
 - Cough
 - Shortness of breath or difficulty breathing
 - Bloodshot eyes
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
 - Rash on toes like chickenpox, blotchy rash
 - Has your child taken any fever-reducing medication in the last 72 hours?
 - Have you, your child, or anyone in your household been in contact with someone displaying symptoms of COVID-19?
 - Have you, your child, or anyone in your household traveled in the past 14 days or been in close contact with someone who has traveled to a highly impacted area?

If the morning screening has cleared, the child has a temperature below 100.4 and has no symptoms, the child may enter school. If the child has a temperature above 100.4, is exhibiting any symptoms and/or the health screening has not been met, the child is to return home. Students who have taken fever-reducing medications are not permitted to attend school until they are fever-free for 72 hours without taking medications.

D) PICK-UP PROCEDURES

- The parent or caregiver arrives at appointed staggered pick-up time.
- Parents must wear a mask and bring a pen to sign out their child.
- Parents **stay in car** when picking up their child, except to buckle their child in their seat.
- A staff member will bring the child out to the car wearing PPE.

2. CLASSROOM SAFETY

A) CLASSROOM STRUCTURE

- Class sizes are reduced to 10-12 children per classroom.
- Teachers will be assigned to one group of students for a “bubble” and classes will not mix.
- Children participating in Lunch Bunch will stay in the same classroom with the same children and the same teacher.

B) CLASSROOM PROCEDURES

- Children will wear masks while indoors per the California Department of Public Health and CDC recommended guidelines.
- Teachers will wear masks at all times and face shields and gloves as needed for tasks such as snack time and any necessary close contact with children.
- Upon entering the classroom the child will wash their hands.
- Children will practice some social distancing when activity allows, i.e. circle time- children will sit inside of their own hula hoop with their name on it.
- Children will be allowed to play together in small groups within their bubble.
- Children will have their own art supplies in a tub with their name on it (provided by school).
- Toys will be distributed by the teacher and not shared until they can be sanitized. The toys will be placed into a bin, after playing, to be cleaned and sanitized after school.
- Each classroom will have a designated time for using the playground. The play structure will be sanitized in between classes with a disinfectant sprayer. The disinfectant will remain on the equipment for 10-15 minutes, per instructions, while it dries and before another class comes outside to play.

C) SNACK AND LUNCH

- The school will provide snacks, water and juice for the children in disposable cups.
- The children will eat their snack on a tray with their name on it, will be socially distanced from other children when eating and will eat outside whenever weather permits.
- If the child stays for Lunch Bunch, parents must send their child with a nut-free lunch in a disposable container to be tossed when lunch is over. The disposable container will be placed in their individual cubby upon arrival.
- Special parent-provided snacks for the class for birthdays will not be allowed at this time.

D) CHILD’S PERSONAL BELONGINGS

- In addition to the mask the child will wear to school, we ask that each child bring 2-3 child-sized masks to remain at school.
- 2-3 changes of clothes, including socks, to remain at school in a gallon sized Ziplock.
- Rubber soled School Shoes to remain at school. Children will change into School Shoes upon arrival and Home Shoes will be stored in a container in their cubby.
- To reduce the number of items traveling back and forth between school and home, we are requiring the following:
 - No water bottles (disposable cups of juice and water will be provided)
 - No reusable lunch bags, lunch boxes or backpacks
 - No toys or loveys from home

3. HEALTH AND HYGIENE

A) CLEANING AND SANITATION

- Increased cleaning procedures, including frequent disinfecting and sanitizing of high-touch surfaces like sink handles, toilet handles, tables and door knobs.
- Sinks and toilet handles will be sanitized after each child's use and children will be taught to use a tissue when using the handle to flush the toilet. The number of children in the bathroom will be limited to one.
- After a child plays with indoor and outdoor toys, they will be placed in a special sanitizing bin to be cleaned and disinfected at the end of the day.
- The classroom will only have play materials that can be cleaned and sanitized daily.

B) HAND HYGIENE

- Strict handwashing guidelines will be implemented for staff and children. Hands will be washed multiple times per day, beyond what is usually recommended. This will include, but is not limited to: upon arrival, before eating, after using the bathroom and other additional times during the day.
- Age appropriate signage will be placed around the classroom to remind students to promote hand hygiene.
- Children should be taught how to properly clean their hands at home, washing for at least 20 seconds with soap and water and teachers will demonstrate proper handwashing to children and the importance of handwashing.

4. ILLNESS

A) UPDATED GENERAL ILLNESS POLICY

- Parents are required to do a health check before arriving at school.
- Children **will not** be permitted to attend school when exhibiting **any symptoms of illness**, this includes, but is not limited to: runny nose, congestion, headache, fever, cough, chills, sore throat, rash, nausea, stomach ache or vomiting.
- Parents must notify the school if your child has taken fever-reducing medication in the past 24 hours.
- If your child has seasonal allergies, a Doctor's note is required to attend school.

B) ILLNESS PROCEDURES

- If a child is exhibiting symptoms of illness, they will be quarantined in the Preschool Office, away from other students and parents will be contacted immediately.
- Please ensure that a parent or caregiver is reachable at all times and can pick-up your child in a quick and timely manner.
- If a parent does not reply, we will go to the next approved caregiver listed in your file. Parents are responsible for ensuring that all data in your child's file is **current** and that the approved pick-up person is available to be at school within 30 minutes.
- If your child is home with a fever or respiratory symptoms, they may not return to school until both of the following occur:
 - At least 3 days with no fever (without the use of fever-reducing medications) and no respiratory symptoms AND at least 10 full days since symptoms appeared

C) SUSPECTED OR CONFIRMED COVID-19

- The health and well-being of our children, families, and staff is of the highest importance. In order to attend WCPC Preschool, your child **MUST** remain home if any member of your household, (or anyone in your household has been in close contact with) has a suspected or confirmed case of COVID-19. (Close contact includes: school, work, religious service, extended family gathering, wedding or emergency room visit, etc.)
- If your child, a member of your household or anyone your child has had close contact with, has a confirmed or suspected COVID-19 diagnosis, immediately inform Mrs. Brown (tbrown@wcpres.org, 925-935-1669).
 - After confirmed exposure, we will contact the local health department and determine timing of return for children and staff to school.
- The classroom will be thoroughly cleaned and disinfected per CDC guidelines for COVID-19 exposure: All areas used by the person who is sick will be closed off. Outside doors and windows will be opened to increase air circulation in the areas. Over 24 hours must have passed before cleaning can begin to allow respiratory droplets to settle before disinfecting. All common areas used by the sick person will be cleaned and disinfected.
- Communication will be sent to parents via K12 alert and the classroom with exposure will be temporarily closed. During this time, classes will continue over Zoom.

5. TEMPORARY CLOSURES

A) SHELTER-IN-PLACE ORDER

- WCPC Preschool will follow Contra Costa Department of Public Health’s policies related to COVID-19. Should another Shelter-in-Place/Stay at Home order be issued, our in-person school will temporarily close.

B) COVID-19 EXPOSURE

- We may experience temporary classroom closures if we are made aware that a WCPC Preschool individual (child, staff or child’s household) has had direct exposure to COVID-19.

C) DISTANCE LEARNING

- During temporary closures, WCPC Preschool will provide distance learning with live instruction including circle time, art activities and more.

D) TUITION

- Tuition is to be paid in full despite temporary closures.

I have read and understand the WCPC COVID-19 Preschool Safety Procedures document. I am committed to being an active partner in reducing the spread of COVID-19 in the WCPC Preschool Community. I understand it is my responsibility to have read, understood and follow the policies set forth in this document.

Child’s Name: _____

Date: _____

Parent’s Name: _____

Parent’s Signature: _____