

WELCOMING BACK
OUR
GRACE FIRST PRESCHOOL
COMMUNITY

Operation plans in the time of COVID-19

Grace First Presbyterian Preschool decided to close its doors on March 13, 2020 to keep in line with COVID-19 orders from the Los Angeles County Office of Education, and the Long Beach Department of Public Health.

We are committed to protecting the health and safety of the entire Grace First Community and we believe that by acting immediately, we contributed to the critical national effort to slow the growth of new COVID-19 cases in the larger community and beyond.

During closure, we provided regular updates to families regarding resources, staff updates, and reopening possibilities. We alleviated financial burden from our families by choosing to not charge tuition during the duration of our closure.

Our Preschool Staff continued to provide virtual Zoom learning for the entire 20 weeks and even a drive thru Pre-K Graduation.

We understand that this closure has taken a toll on families that are going to work or working remotely, and believe it's time to safely reopen our doors and welcome our families back.

When the Safer at Home guidelines for California and Los Angeles County were legislated, Community Care Licensing, the Department of Health, and the California Department of Education issued revised standards for the operation of early child care programs.

These standards are implemented to reduce the chances of disease transmission in a group care setting. The following expectations and procedures are in place so we can meet appropriate health standards.

This handbook is a helpful guide in an emergency pandemic. This handbook is very fluid and may be adjusted based on pandemic and emergency needs of the preschool. This handbook was written to help guide families and staff with clear, open communication.

Grace First Presbyterian Preschool will adjust this handbook as needed due to State and Federal Guidelines. We will follow all rules, regulations, and requirements as well as recommendations of the local, state and federal government for health and safety of children, families and staff.

This coincides with our original Grace First Preschool Handbook.

Parent expectations:

We all bear a great responsibility to each other and our whole community to prevent the spread of COVID-19. We all must adhere to strict expectations and procedures until further notice.

- ❑ Parents will comply with any and all state, county or local safer-at-home orders.
- ❑ Parents (and children) will not participate in any group gatherings.
- ❑ Parents will limit child's contact outside of care to persons living in each household.
- ❑ Parents will follow any recommendations from the CDC that limits children's risk for exposure including wearing a mask in all public areas and remaining 6ft from all other people.
- ❑ Parents must eliminate non-essential travel and notify the center if they do travel.
- ❑ It is recommended that the same parent that drops off also picks up to limit adults on campus.

Parent expectations:

Parents must be willing to make changes and adaptations as directed by Grace First Preschool.

Parents must:

- ❑ Wear a mask at drop off and pick-up and anytime while on campus.
- ❑ Wait until their child's health check is completed and the child is cleared to enter.
- ❑ Use the provided hand sanitation stations upon arrival, before entry to campus.
- ❑ Follow social distancing procedures and stay 6ft from others (except their child).
- ❑ Drop off their children and sign in outside in our designated area.
- ❑ Limit time on campus to drop off and pick up.
- ❑ Notify staff if their child has taken any fever-reducing medication within the past 24 hours.

GRACE FIRST PRESCHOOL COVID-19 DAILY SCREENING



Child's Name _____

Please initial that each of the following statements are TRUE.

_____ My child is well and has had no symptoms of any illness in the past 48 hours.

_____ My child has not had any medications in the past 48 hours that could potentially mask or minimize symptoms of illness.

_____ Those in my household have not traveled internationally within the past 14 days to restricted countries or areas (Level 3). For updated information on restricted countries visit the CDC website at www.cdc.gov/coronavirus-.

_____ My child has not had any direct contact with anyone currently being screened for COVID-19, under quarantine due to exposure of COVID-19, received a positive test results for COVID-19 or experiencing the identified symptoms of COVID-19 (ex. fever, cough, shortness of breath, etc.).

_____ My child has not attended a large group, social gathering in the last 14 days.

Guardian's Signature _____ Date _____

Children

NO ONE should be near the center if they show any symptoms of illness and must be fever-free for 72 hours before returning.

- ❑ Children will be signed in outside the building in our designated area.
- ❑ Grace First staff will take and record each child's temperature before entering the building and before nap time.
- ❑ After health check clearance, children will enter the building with their teacher.
- ❑ Children must sanitize hands at arrival, and must wash once inside the classroom.
- ❑ Children must bring all personal items, including lunch in a paper bag and change of clothes in a backpack to be taken home daily.
- ❑ No personal toys, stuffed animals, books etc. will be allowed on campus until further notice. Only necessary items needed to provide care during the day.
- ❑ Naptime bedding will be kept on campus and washed 1 time per week.

Children

It is unlikely that young children will be able to effectively wear a face-covering in a manner that might contribute to the effective reduction in virus transmission.

While not recommended, if requested and provided by a parent, children in child care may wear a cloth face-covering if the child:

- Is over 2 years old.
- Is able to remove the cloth face-covering themselves without assistance.
- Is able to avoid touching the cloth face-covering.
- Brings several face-coverings to change throughout the day.

Children

Additional guidelines for children:

- Infants and sleeping children should NEVER wear a face-covering
- Children 2-5 years must be supervised if wearing a face-covering
- If the cloth face-covering is creating discomfort or resulting in the child touching their face frequently, we may remove the face-cover. (Constantly touching or adjusting the cloth face covering will not be effective and could potentially result in increased transmission.)
- A face-covering is not a replacement for frequent hand hygiene.

Classroom and Yard Expectations:

- Limited group size (until further notice):
 - 2 year olds 8 children per teacher.
 - 3 – 5 year olds 10 children per teacher.
- Only staff necessary to maintain ratio compliance will be inside of classrooms.
 - 2 – 3 staff per room to maintain ratio and help with cleaning compliance.
- We will try to maintain a stable group as much as possible; children will be in the same classroom or group with the same adults for the duration of their day.
 - Children will no longer combine in the morning and afternoons until further notice.
- Zoom meetings will be used for events, and large group activities with children and adults such as:
 - Parent-Teacher Conferences
 - Parent-Teacher Dialogues
 - Back to School Night
 - Meetings with teachers and the Director
- Daily activities and curriculum will support maintaining physical distance between children as much as possible.
- Teachers will promote curriculum activities that do not require close physical contact between multiple children and limit item sharing.

Snack and Lunch Procedures:

Children eat snacks (2) and lunch in their designated spaces and follow these guidelines:

Daily:

- ❑ Children bring cold lunch and Grace First will provide snacks.
- ❑ We will not be heating up lunches to prevent transmission.
- ❑ Reusable lunch boxes/bags are not permitted. Paper bags are preferred daily.
- ❑ We will provide water, juice or milk in disposable cups.
- ❑ Consider pre-packaged foods and disposable utensils.
- ❑ Children/staff wash hands before and after eating snack and lunch.
- ❑ Children will be spaced away from other children, as much as possible.
- ❑ Staff will use disinfectant to clean tables before and after every meal.

Healthy Hygiene

All children and staff will engage in handwashing at following times:

- ❑ Arrival and departure from the preschool.
- ❑ Before and after:
 - ❑ Eating
 - ❑ Napping
 - ❑ Diapering/toileting
 - ❑ Moving from indoor to outdoor and vice versa
 - ❑ After coming in contact with bodily fluid (wiping noses, etc.)
- ❑ Children will be supervised in handwashing, as needed.
- ❑ After assisting children with handwashing, staff will also wash their hands.
- ❑ Staff will sanitize bathrooms between each use.

Staff

Staff need to use the 6ft social distancing when entering and leaving the building.

- ❑ Staff will enter and exit through the designated entrance.
- ❑ Staff must wash hands when entering the building.
- ❑ Staff temperature will be taken upon arrival.
- ❑ Staff will complete the daily health check.
- ❑ Staff will stay with their group of children throughout the day.
- ❑ No volunteers on site.
- ❑ Scheduled tours must wear masks and have temperature taken before allowed on campus.
- ❑ Maintenance/facility-workers must wear masks.

Protective Measures for Staff

The CDC has recommended the use of cloth face-coverings to potentially slow the spread of virus transmission.

- ❑ Cloth face-covering will be provided by Grace First.
- ❑ Staff must wear face-coverings daily when with children.
- ❑ Staff will change their mask when necessary.
- ❑ Grace First will have back-up adult face-coverings available.
- ❑ It is essential to continue frequent and consistent hand hygiene.
- ❑ Gloves will be used in bathrooms and diaper changes.

Criteria for Excluding Children and Staff:

- ❑ Children/staff who present a fever 100.4 or above.
- ❑ Children/staff that show any COVID-19 symptoms:
 - ❑ Fever or chills
 - ❑ Shortness of breath or difficulty breathing.
 - ❑ Fatigue
 - ❑ Body aches
 - ❑ Sore Throat
 - ❑ Loss of taste or smell
 - ❑ Congestion or runny nose
 - ❑ Vomiting
 - ❑ Diarrhea
- ❑ Childhood illnesses outlined in our parent handbook are also cause for exclusion.
- ❑ If someone in the child/staff member's household is sick with a fever, shortness of breath, child/staff will be excluded for 14 days.

Preparing and Cleaning of the Preschool

- ❑ Our center underwent a complete and thorough deep cleaning during the closure.
- ❑ Doorknobs, light switches, and high touch surface will be sanitized throughout the day by staff.
- ❑ Common space toilets and sinks will be sanitized throughout the day by staff.
- ❑ Playground equipment will be wiped with a disinfectant between groups by staff.
- ❑ Daily janitorial crew will disinfect each classroom every evening.
- ❑ Adult bathrooms will be cleaned in the evening and once after meal breaks.

Cleaning classrooms and use of materials.

- ❑ Teachers will maintain the daily sanitizing of the classroom materials.

Procedures for a Confirmed or Suspected Case of COVID-19

If a case of COVID-19 is confirmed at the facility, we will follow the following procedures:

- Immediately the Preschool Director will contact the Long Beach Health Department at (562) 570-4000 and will follow the directions given at that time.
- The Director will contact Community Care Licensing and the local Child Care and Resource and Referral Agency to report, if we close due to a COVID-19 outbreak.

If a parent/staff reports COVID-19 exposure, we will:

- Notify the parents and staff of the exposure (we will not release names) through Classdojo.
- Classroom teachers will call all families in the class to inform as well.

Please note:

- The center may need to close if the preschool can not provide childcare safely due to a high number of staff being out of work.
- Immunocompromised and vulnerable populations should seek advice from a medical professional before participating in our program.

Community and Parent Agreements

Stay informed about COVID-19 and follow guidelines from the public health authorities:

- ❑ Know the signs and symptoms of COVID-19 in children and adults
- ❑ Plan ahead for the eventuality that the center is forced to close:
 - ❑ Distance learning will keep us connected, as it has before.
 - ❑ Communication with staff and parents via Clasdojo.
- ❑ If families chose not to follow these recommended safety precautions as directed in this document; your preschool contract may be terminated.

Thank you for reviewing some of our initial opening plans. We hope these changes and extra precautions bring peace of mind that the Grace First Preschool is preparing to do its best to protect the health of our whole community. We are willing to make adjustments as the COVID-19 pandemic continues and different protocols are recommended, or to streamline procedures.