

Trinity Lutheran Preschool COVID-19 Procedures and Policies for 2020/2021

This plan focuses on instruction being given in-person with established procedures and protocols along with procedures and protocols to be implemented for distance learning if preschool needed to continue the education through distance learning at any given time during the school year. The following sets forth guidelines that prioritize the health, safety, and well-being of students and staff, provides for the best learning environments and instruction allowable under the pandemic, is flexible and responsible under changing conditions, and updates, re-evaluates and complies appropriately with outside regulatory agencies based upon changing conditions and public health authority guidelines. Trinity's start date is August 19, 2020. Average class size is ten students.

Prevention:

1) COVID-19 Symptoms:

Staff and students are directed to stay home if they are not feeling well and/or exhibit COVID 19 symptoms. Center for Disease Control's COVID-19 definition:

People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Where to get tested: <https://www.emergencyslo.org/en/index.aspx#>

2) Health Screening/Temperature Check:

Daily health and temperature check required for staff, students, and parents/guardians who enter the preschool.

- Prior to school arrival, parents assess student's health for any COVID-19 symptoms using a health screening check off list we have provided them to use at home. We also ask

that the parents/guardians have their child use the restroom at home before leaving for school.

- Using our health screening checklist, upon arrival the parent/guardian will be asked if the student has had any of the COVID-19 symptoms as aforementioned and if anyone in their household has had any of those symptoms. They will also be asked if they have given the student any fever or symptom reducing medications. Then the student will have their temperature taken with a no-touch infrared thermometer, if the students temperature is not above 100.4° they may enter the preschool and attend class. If the parent/guardian wants or needs to enter the preschool they will also need to answer our health screening questions and have their temperature taken.
- Upon arrival, anyone with a temperature of 100.4 or higher will not be allowed to remain on campus and is not to return until they have been fever-free, without medication, for three days.
- Staff members will also have their temperature checked and go through the same health screening process prior to entering the school.

3) Face Coverings:

Staff and students are expected to wear a mask at school in accordance with <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>.

Guidance for the use of face coverings:

<https://www.gov.ca.gov/2020/07/17/governor-gavin-newsom-lays-out-pandemic-plan-for-learning-and-safe-schools/>

Knowledge gained over the past four months

- People who are infected but are asymptomatic or pre-symptomatic play an important part in community spread
- The use of face coverings by everyone can limit the release of infected droplets when talking, coughing, and/or sneezing, as well as reinforce physical distancing.
- Face coverings do not substitute for existing guidance about social distancing and handwashing.

Face coverings worn (over mouth and nose) when students and parents/guardians are in the high-risk situations listed below:

- As of January 14th, 2021 all students must wear face coverings at school at all times, except for snack and craft time and for students who stay all day they do not have to wear a face covering at lunch and rest time.
- Arrival/dismissal for all students
- Working in or walking through common areas, such as hallways and parking facilities
- If you enter the preschool after health screening with your child at arrival/dismissal

See [Face Coverings: Additional Information](#) for more information regarding face coverings.

4) Sign In Procedures:

- When parents/guardians/caregivers arrive at school they and their child will line up at the gate in front of the preschool, face coverings and social distancing practices apply during this procedure for the parent/guardian/caregiver and child.
- A teacher will prop open the front doors, parent/guardian/caregiver and students must remain in line until called to have their health check done.
- Once the parent/guardian/caregiver is called to the front, there will be a health and temperature check using an infrared no-touch thermometer. Temperature and health check will be recorded on the sign in sheet by the teacher in charge of signing students in (Students who do not meet requirements for the health and temperature check, will not be allowed to attend preschool)
- Parent/guardian/caregiver will sign their child in*, using a pen provided in the cup labeled "clean." Once finished with the pen the parent/guardian will place it in the cup labeled "dirty" (we will clean and sanitize the pens throughout the day). **By signing in their child the parent/guardian/caregiver is also acknowledging that the answers they have given about their child's health are truthful, no fever or symptom reducer medication was given, and that they or someone on their pickup list will be able to pick up their child in 15 minutes if they are called and told that their child is sick and must be picked up.*
- Parent/guardian/caregiver will take off their child's face covering and keep it with them.
- Student will be given hand sanitizer before entering the preschool.
- Student will be directed to their room to their teacher. The teacher will help them put their stuff in their cubbie and wash their hands.
- If one parent/guardian/caregiver wants to come into the preschool with their child, the parent/guardian/caregiver must also have a health and temperature check. Then they will be given hand sanitizer, keep their face covering on, and wash their hands once inside the classroom. Parents/guardians/caregivers will enter and exit through the right facing door.
- If a student is being picked up by someone else on their pick up list (that normally doesn't pick them up) please let the teacher know at the sign in table who is picking them up. Please let the person know who is picking the student up that they will need to bring their ID with them to show the sign out teacher and let them know about all of the other procedures (mask, the line, and social distancing).
- Only enter and exit through doors and gates that are propped open.

5) Sign Out Procedures for Classes Ending at 11:00 or 12:00:

- When parents/guardians/caregivers arrive at school they line up at the gate in front of the preschool, face coverings and social distancing practices apply during this procedure for the parent/guardian/caregiver.
- A teacher will prop open the front doors, parent/guardian/caregiver must remain in line until they are called to the sign out table.
- Parent/guardian/caregiver will grab a pen from the cup labeled "clean," sign their child out, and place the pen in the cup labeled "dirty."

- Once signed out the teacher at the sign out table will let the student's teacher know that they are ready to be picked up.
- Then the parent/guardian/caregiving will help their child place a face covering on and leave the school, while maintaining social distancing guidelines with other families. If the person picking up a student is someone different** they need to have an ID to show the teacher at the sign out table.
***Adults on a student's sign out list are the only people who can pick up that student*
- Only enter and exit through doors and gates that are propped open.

6) Sign Out Procedures for Classes Ending at 2:45:

- The front doors will be opened at 2:30 for afternoon pick up.
- When a parent/guardian/caregiver arrives at the preschool, with face coverings and social distancing practices applied during pick up time, they will enter the school through gate 1, 2, 3 (the gate they will enter depends on the time they are picking their child up, the gates are shown on the map that can be found under the section: Social Distancing: Implementing Distancing Inside and Outside the Classroom). Next enter the preschool through the front right side door (only when the front door is propped open, door is opened at 2:30). Wearing a mask, the parent/guardian/caregiver uses hand sanitizer that is provided (you will find a no touch hand sanitizer attached to the wall next to Classroom 1, next they will take a pen from the cup labeled, "clean," sign their child out, and place the pen they used in the cup labeled, "dirty."
- After the parent/guardian/caregiver has signed the child out they may step into the doorway of classroom 2 and wave or say, "hi" to the teacher in the circle room, if they do not see you. The teacher will then bring the child to the parent/guardian/caregiver. If the parent/guardian/caregiver wants to come into the classroom they need to get their temperature taken and have a health screening done. Please wait in the hallway. If there is another parent/guardian in the hallway picking up their child please wait outside until they have left. Please do not enter the preschool if you are feeling sick.
- Exit the preschool using the right facing door, please remember to practice social distancing.
- Then the parent/guardian/caregiving will help their child place a face covering on and leave the school, while maintaining social distancing guidelines with other families.
- Please limit the number of people entering the preschool to one parent/guardian. If the parent/guardian has a younger child with them over the age of two please have them wear mask. If the parent/guardian/caregiver has an older child (wearing a mask) please have them wait outside. If the parent/guardian/caregiver has another adult (wearing a mask) with them please have them wait outside.
- If the person picking up a student is someone different** they need to have an ID to show the teacher.
***Adults on a student's sign out list are the only people who can pick up that student*
- The playground is closed at pick up time, please do not let the children play on it.
- Only enter and exit through doors and gates that are propped open.

7) Early Pick Up:

- When a student needs to be picked up early, the parent/guardian/caregiver needs to tell the teacher at the sign in table that they will be picking up the student early and at what time.
- Once the parent/guardian/caregiver is at school they will wait at the front doors. Their child's teacher will bring the child to the parent/guardian/caregiver, with the sign out sheet for them to sign them out.
- If a parent/guardian/caregiver doesn't let the sign in teacher know about early pickup, the parent/guardian/caregiver may go to the main school office and let them know that they need to pick up their child.

8) Parent/Guardian/Caregiver Entering/Visiting the Preschool:

- Please do not enter the preschool if you are feeling sick or are showing any of the symptoms of COVID-19
- If one parent/guardian/caregiver wants to come into the preschool with their child, the parent/guardian/caregiver must also have a health and temperature check. Then they will be given hand sanitizer, keep their face covering on, and wash their hands once inside the classroom. Parents/guardians/caregivers will enter and exit through the right facing door.
- One parent/guardian/caregiver in the hallway or classroom at a time.
- Visits inside the preschool should be as brief as possible.
- Please practice social distancing and keep a face covering on with your nose and mouth covered.

9) Sanitation:

- Classrooms and bathrooms sanitized daily, high touch services cleaned and disinfected regularly.
- Bathrooms will have limited occupancy to support social distancing
- Sanitizing spray and towels, or sanitizing wipes, available for use by staff before, during, and after class
- Maintain well ventilated building/classrooms by opening windows/doors as weather permits, limit use of heat and air when steps can be taken to ventilate. No use of fans.
- Frequent cleaning and sanitizing of frequently-touched surfaces within the preschool.
- Cleaning of shared toys throughout the day.

See Sanitation: Intensify Cleaning, Disinfection and Ventilation for more information regarding sanitation.

10) Social Distancing:

- Class sizes will be kept to a number that allows for practicable distancing dependent upon the square footage of each individual classroom space.

- Minimal travel will occur between classrooms.
- Backpacks, jackets, lunch boxes, resting blankets/towels, change of clothes, homework, and projects will be kept in assigned cubbies.
- Routines established in the classroom to promote social distancing.
- During carpet time students will have assigned spots with adequate distance from other students, to support social distancing practices. This spot will feasibly be their seat for the whole year.
- During table time students will have assigned seats with adequate distance from other students, to support social distancing practices. This seat will feasibly be their seat for the whole year.
- During play times, toys will be placed in a fashion that will promote social distancing.

See Social Distancing: Implementing Distancing Inside and Outside the Classroom for more information regarding social distancing.

11) Classroom:

- No-touch hand sanitizing stations have been installed at both ends of the preschool hallways.
- Sinks and hands-free soap dispensers are in each classroom
- Tables have masking tape on them that divides the table in adequate social distancing parameters.
- Students sit in the same seat during table time
- Students are spaced as widely as possible around the classroom
- Use of outdoor spaces for some classroom activities/learning opportunities as appropriate and practicable
- Students use their own school issued supplies that will be kept in a pencil box in their cubbies. You will receive a list of new school supplies the school is providing your child for the school year and the fee for the supplies.
- Keep each student's belongings separated in individually labeled storage containers, cubbies, and areas.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent practicable or limit use of supplies and equipment to one group of children or one child at a time and clean and disinfect between uses.
- Outdoor play area and bathrooms are shared spaces between preschool classes and they will be cleaned and sanitized between classes.
- Preschool classes will be kept separate from each other.
- If any other rooms/spaces are shared between classes they will be cleaned and sanitized before a new class uses that room or space.
- Daily sign in procedure will support contact tracing, if required.
- Gloves will be worn when providing snack and handing out lunch (for students who stay for lunch).
- No field trips
- No classroom volunteers
- No classroom activities that elevate heart or respiratory rates

- No shared food, birthday treats, eatable food projects, or classroom buffets.
- No group baking projects

See Classroom: Non-Classroom Spaces for more information regarding classroom procedures and policies.

See Classroom: Rest Time for more information regarding classroom procedures and policies during rest time.

12) COVID-19 Positive Case:

In the event that a student or staff member tested positive for COVID-19 the following procedures and policies would be implemented:

- All parents/guardians would be contacted immediately
- California State Licensing and Health Department would be contacted immediately to report the COVID-19 case
- The student or staff member's class would be canceled for approximately two weeks
- The student or staff member's classroom would go through a deep cleaning/disinfecting procedure

13) Main School Office:

- Only one parent/household in the office at a time
- Sneeze guard separates office staff from visitor(s)
- Two separate outdoor walk-up windows are available from transactions, as well.
- Staff lounge/workroom posted with maximum occupancy

14) All Staff: Training and Reinforcement of Hygiene:

All staff will be trained and implementing the following:

- Health and Safety Protocol
- How to Disinfect Your Workplace
- Promote Healthy Hygiene Practices
- Intensify, Cleaning, Disinfection, and Ventilation

Staff will also have a HSA Training/Certification.

Additional Information

Distance Learning: Additional Information

Preschool would implement distance learning only in the event that the state of California required ALL preschools to close and could only remain open to families whose parents/guardians are both essential workers, and can prove they are essential workers. This event happened at the beginning of the COVID-19 pandemic (March 2020-June 2020).

Face Coverings: Additional Information

The following individuals are exempt from wearing a face covering:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation
- Persons with medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. Face shields are an appropriate alternative for this group.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. Face shields are an appropriate alternative for this group.
- Persons who are engaged in outdoor recreation such as walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others. Students will not be required to wear a mask during recess.

Information and Background about Face Coverings:

What is a cloth face covering?

A cloth face covering is a material that cover **the nose and mouth**. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels. Their primary role is to reduce the release of infectious particles into the air when someone speaks coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

How should I care for a cloth face covering?

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Masks should be laundered with detergent in hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face.

Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have hole or tears in the fabric

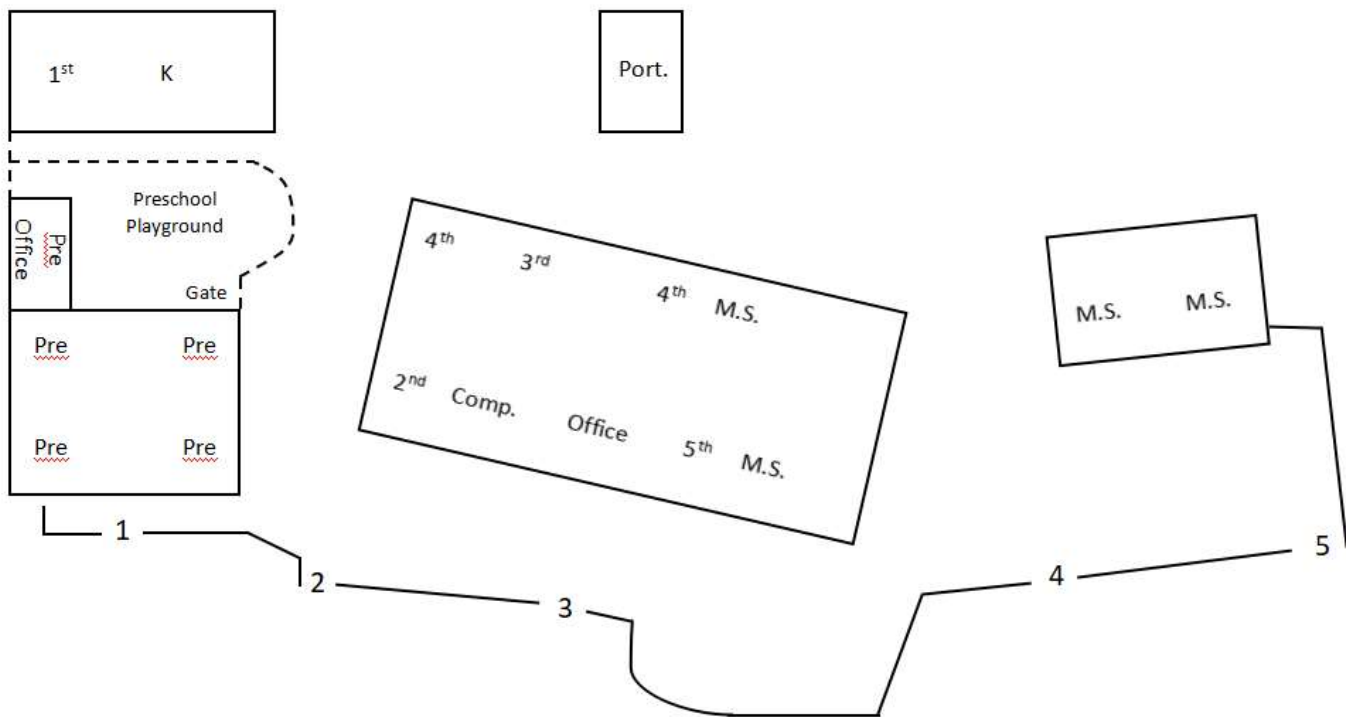
Sanitation: Intensify Cleaning, Disinfection and Ventilation

Staff should clean and disinfect frequently touched surfaces within the school.

- Frequently touched surfaces in the school include, but are not limited to:
 - 1) Door handles
 - 2) Light switches
 - 3) Sink handles
 - 4) Toilet handles
 - 5) Bathroom surfaces
 - 6) Tables
 - 7) Chairs
- Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces. Disinfectant/fogger/electrostatic machine will be used on climbing/sliding equipment between preschool classes.
- Limit sharing of objects and equipment, such as toys, games, and art supplies to the extent practicable. But where allowed, clean and disinfect between uses.
- Ensure safe and correct application of disinfectant and keep products away from students.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows or doors where practicable.

Social Distancing: Implementing Distancing Inside and Outside the Classroom

- Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day.



Fence: Breaks in lines with numbers indicate gate entrances

- 1) Preschool 2) K, 1st, 2nd 3) 3rd, 4th, 5th 4) 6th, 7th 5) 8th

Classroom: Non-Classroom Spaces

- Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
- Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
- Minimize congregate movement through hallways as much as practicable.
- Have snack and lunch outside in assigned seats, weather permitting.
- Avoid sharing foods and utensil (including birthday treats) and buffet or family-style meals. (Including food based upon curriculum or class projects).

Classroom: Rest Time

- Preschools are required to have a rest time for the students who attend the 7:30-2:45 class
- Resting mats will be distanced apart and students will lay opposite positions to help distance them even more.
- A door or window will be open, if weather permits, to allow fresh air to enter the preschool.
- Each student will have their own resting mat at preschool with their name on it. Students will bring from home a towel and a blanket that they will have in their assigned cubbie for rest time.
- Student's towel and blanket need to be taken/sent home on last day of the school week, cleaned over the weekend, and returned to school on the first day of the following week.
- Resting mats will be cleaned and disinfected after every use with a disinfectant/fogger/electrostatic machine.