

WATER OF LIFE PRESCHOOL COVID-19 POLICIES & PROCEDURES

CLEANING PROCEDURES & PRECAUTIONS

- The facility shall engage in regular cleaning and sanitation practices in accordance with CDC guidelines, including the following, when feasible:
 - Sinks for preparing food and washing hands shall be separate.
 - Food shall be handled in areas separate from toilets and diaper changing tables.
 - Frequently used surfaces, bathrooms, door handles, sinks, drinking fountains, play areas, and toys shall be regularly sanitized throughout the day.
 - Disposable paper towels shall be used instead of cloth towels.

PREVENTATIVE MEASURES

- Hand washing practices will be in place.
- Wearing masks and gloves as precautionary protection
- Individual cubbies and supplies for each student
- Health screening procedures (see below)

COVID-19 Screening Instructions for Childcare

The screener should:

- **Wash hands** before and after screening a child and wear gloves.
- **Greet the family** and take the child's temperature.
- **Inquire about child's health** using the screening tool we provide. Also ask if the child had a good night of sleep and a healthy breakfast.
- **REPEAT** temperature check as needed to re-assess children who develop any symptoms throughout the day.

*If **ALL the health screening questions** are **NO**, the child can now enter the school space. The child must proceed to wash their hands before having any contact with other children or other staff/instructors. Younger children may need additional support from staff to help with good handwashing technique.*

*If **ANY of the health screening questions** are **YES**, the child **WILL NOT BE ALLOWED** to enter the child care building and will be asked to return home with parent or caregiver. If the child becomes sick during the day, find a space away from other students and staff to wait for parents or guardians to pick them up from care. Any students being sent home should be encouraged to contact their provider for further guidance.*

DROP-OFF & PICK-UP

- In an effort to keep our school environment as safe and sanitary as possible, we request that adults wear a mask during drop-off and pick-up. As to not introduce outside contagions to the classrooms, all students will be escorted to and from their classroom during drop-off and pick-up by a staff member.
- A temperature scan and health check will be conducted on each student and staff member upon arrival every day. Please allow extra time during drop-off to accommodate health screening time. You may have to wait for other students to be screened, please practice social distancing if waiting for the health screening table to become available. Temperatures will be monitored throughout the day as needed.
- Children must wash hands upon entering and before leaving the facility
- Hand sanitizer will be available for parents per CCL guidelines.
- Pens are single use only before being disinfected – there will be two different pen holders; one for disinfected pens and one for used pens. Used pens will be disinfected as needed
- 6-foot social distancing is enforced; spaces will be marked.
- Please only send one adult into the facility during drop-off and pick-up
- We will be adhering to CDC guidelines of having small student to teacher ratio groupings in all classrooms.

CLEANING AND SANITIZING TOYS

- Toys and educational materials will be sanitized after each use. Classrooms and restrooms will be sanitized daily as well as throughout the day as needed.
- Cloth toys will be laundered

CLASSROOM PROCEDURES

- We will be adhering to CCL regulations with 12 students to 1 teacher ratio in all classrooms. Keeping class sizes as small as possible. This is subject to CDC and local governing guidelines.
- Children will stay in the same group or class the majority of the day
- **All children** need a change of clothes placed in a Ziploc bag with your child's name printed on it. This will remain at school for the duration of childcare. Please replenish as necessary. All children must wear proper shoes. We prefer closed-toe shoes for safety. **No flip flop style sandals are permitted.**
- **Full day students** need to bring a fitted crib sheet and a small blanket for nap. Each child's name will be written on these items and they will be sent home weekly for laundering. A WOL nap bag is provided to full day students to transport nap items. Please no backpacks.
- Handwashing is required by students and staff throughout the day, both scheduled and as needed. Student handwashing is overseen to encourage proper handwashing techniques.

SOCIAL DISTANCING IN CLASSROOMS

- Children will stay in the same classroom with the same teacher for a majority of the day
- No mixing of large groups
- No visitors allowed
- All large group activities are cancelled until further notice
- Children will be spread out when sitting in Circle Time/Table Time
- Centers will be limited to 2-4 children per area
- Nap beds will be spaced as far apart as possible, children laying head to toe.
- We will implement staggered playground times and sanitize between groups to limit the number of children who are together as much as possible.

VULNERABLE/HIGH RISK GROUPS

- Families, students, teachers, visitors, or staff who have traveled internationally may not attend the facility for 14 days from the day they returned to the United States. Same procedure applies to those who have been in close contact with someone diagnosed with COVID-19 for 14 days from the day of their last exposure.
- Individuals ages 65 or older or with serious health risks are discouraged from picking-up or dropping-off at the Preschool

ILLNESS POLICY

- Teachers and staff with any fever and/or respiratory infection symptoms should not come to work. Teachers and staff will be screened daily for respiratory infection symptoms each morning before they interact with children. Teachers and staff with any respiratory infection symptoms should not be at work. Any teachers, staff, or visitors will be sent home immediately who have a fever and/or respiratory infection symptoms.
- If a child appears to have illness symptoms, the parent or authorized guardian will be notified to take the child home immediately. WOLPS shall separate sick children or staff from others until they are able to leave the site, in a designated "isolation room" that is separate from the rest of the child care site and through which others do not regularly pass. It is required that the child be picked up within 30 minutes of notification of symptoms and then taken home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.

POSITIVE SYMPTOMS OF COVID-19

- All staff, families or their children should not come to school, and they should notify school officials if they or their child become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Anyone showing symptoms of COVID-19 during school will be immediately separated from staff and children and be placed in an isolation room. If your child begins showing any symptoms of illness, they will be isolated from other students immediately. It is required that the child be picked up within 30 minutes of notification of

symptoms and then taken home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.

- All Staff and families who were in contact with persons showing symptoms will be notified that they were possibly exposed to COVID-19.
- Everything that the exposed person was in contact with will be cleaned and disinfected in accordance to CDC guidelines.
- No person who tested positive for COVID-19 will be allowed to return to the facility until they have proof of clearance from their Doctor.
- The local public health department and CCL will be notified immediately of respiratory disease or spikes in absenteeism.

CONFIRMED POSITIVE CASE OF COVID-19

- If one child, family member, visitor, or staff member tests positive for COVID-19, WOLPS will:
 - Local health officials will be notified along with staff and families immediately of any positive cases of COVID-19 while maintaining confidentiality as required by the state and federal laws.
 - Consult with the local public health department, to determine if closure of the child care facility/classroom is warranted and what length of time is appropriate based on the risk level within the specific community, as determined by the local public health officer
 - Communicate plans for facility/classroom closure including outreach to parents, authorized guardians, staff, and the community.
 - Maintain regular communications with the local public health department and Community Care Licensing.
 - Follow CDC guidelines and cleaning protocols for WOLPS prior to reopening.

FOOD PREPARATION

- Individual plated meals will be served to each child so that multiple children are not using the same serving utensils.
- Food preparation will be done by one staff member.
- Sinks used for food preparation should not be used for any other purposes.
- Teachers will ensure children wash hands prior to and immediately after eating.
- Staff members will wash their hands before preparing food and after helping children eat.

HEALTHY HAND HYGIENE BEHAVIOR

- Proper hygiene will be taught as part of daily curriculum.
- Posters describing handwashing steps will be posted near sinks.
- Hands will be washed with soap and water for at least 20 seconds.
- All children and staff will engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment
 - Before and after diapering
 - After using the toilet or helping a child use the bathroom
 - After coming in contact with bodily fluid
 - After playing outdoors or in sand
 - After handling garbage
 - After assisting children with handwashing.

We will continue to monitor this situation closely and make necessary adjustments as needed to keep our families informed. As such, this documents will be subject to frequent updates. Revisions will be sent out as updates are made. Thank you.

Updated August 12, 2020