

## **Tiny Tots Preschool- 2020 Safety Guidelines**

At Tiny Tots Preschool, the health and safety of our staff and the children which we care for will always be our first priority. We remain committed to providing a high quality program and safe environment for children and their families during the coronavirus (COVID-19) pandemic. We are continuously monitoring the latest developments in and around our community. As more information becomes available, we will continue to adapt and make changes to our safety procedures. We are also following guidance from the Centers for Disease Control and Prevention (CDC), Child Care Licensing Department (CCLD), County Health Department and other government organizations.

Consistent with industry standards governing preschools as well as enhanced safety measures adopted by the City of Petaluma to help prevent the spread of COVID-19, we are implementing the following protocols for the Fall 2020 and Spring 2021 Tiny Tots School Year:

### **School Hours:**

**8:30am-12:00pm- Traditional School Day**

**12:00pm-1:00pm- Lunch Bunch Program**

**\*We will not be offering an afternoon or extended care program at this time.**

### **I. Wellness Checks for Staff and Children**

Tiny Tots Preschool has implemented screening procedures for our staff and children. This includes asking all individuals about any symptoms (primarily fever, cough, difficulty breathing or other signs of illness within the last 72 hours) – that they, or someone in their homes, might have. All individuals will be asked if they have had any exposure to another individual with suspected or confirmed COVID-19 cases in the past 14 days. We will document and inform everyone of all known incidents of possible exposure to COVID-19.

- Parents must notify the school if a child has taken any fever reducing medications in last 72 hours and must not bring the child to school.
- School will take children and staff's temperature each morning by using a contactless thermometer. If a child or staff has a temperature of 100°F/38°C or higher or exhibits signs of illness, we will follow the facility procedures for isolation from the general room population and notify the parents immediately to pick up the child and the staff member will be sent home immediately.

- If a parent or a member of the same household tests positive for COVID-19 they will be required to provide a proof of clearance from a doctor prior to returning to school. The same protocols apply to school staff and/or teachers.
- School will follow Health Orders and subsequent guidelines provided by the County Public Health Department.
- An isolation area (resting station) will be established to keep students or staff that develop symptoms during the school day away from others.
  - Primary Isolation Area: Dressing Room in Assembly Room
  - Secondary Isolation Area: Admin Office

## **II. Teacher to Child Ratio and Small Group Size**

- The same teachers will remain with the same class or consistent cohort throughout the entire Semester (August-December). This provides consistency among groups, minimizing contact with other children and staff.
- Each class will have a maximum of 12 children on any given day.
- We will be primarily utilizing the Swans classroom, and the Seagulls side of the main Preschool classroom to maximize spacing and separation between cohorts.
- To the extent possible, teachers should remain in their assigned classroom, and should not be assigned to other job functions. Staff are not to interact with multiple classrooms during the course of a day.
- The students in each classroom will remain with that group each day, and will not be moved from one group to another. Rotation of areas may only be performed if the area is cleaned, sanitized and disinfected prior to another class using the area.

## **III. Healthy Hygiene Behavior/Hand Washing**

- Teachers will work continually with each child to reinforce good cleaning habits each week. Signs are posted in restrooms and near sinks that illustrate proper handwashing techniques.
- Children will be lined up for hand washing with soap and water frequently.
- Staff will practice frequent hand washing by teaching a popular child-friendly song or counting to 20 (hand washing should last 20 seconds) and use paper towels to dry hands thoroughly.
- Students must wash or use hand sanitizer to clean their hands every 60 minutes and/or between transitioning from activities or to and from a separate play area.
- Children and Staff will engage in hand hygiene at the following times:
  - Arrival to and from the facility and after breaks.
  - Before and after eating or handling food.
  - After using the toilet or helping a child use the bathroom.
  - After coming in contact with bodily fluid.
  - After playing outdoors.

- After handling garbage.

#### **IV. Routine Cleaning, Sanitizing, and Disinfecting**

- Staff will minimize points of contact between parents, participants, and other staff.
- Staff will establish a daily cleaning schedule where equipment and high touch surfaces between touches will be sanitized wherever possible.
- Toys and equipment that cannot be cleaned or regularly sanitized will be avoided at all possible.
- Lunch and snack areas will be disinfected and sanitized by staff before and after each use.
- A container for used toys and equipment with soapy water is available (out of reach of children). Any toys/equipment placed in a child's mouth or otherwise contaminated by body secretions or excretions will be placed in the container until they are cleaned and dried (staff will wear gloves when handling contaminated items).
- Children's books and other paper-based materials are not considered a high risk by the CDC for transmission, but so require additional cleaning to be proactive in standards of disinfecting and sanitization.
- Toys, equipment and games will be cleaned, sanitized and disinfected frequently, at the end of the day and when used by different participants.
- Areas that are used for preschool will be cleaned, sanitized and disinfected regularly.
- Restrooms, including faucets, toilets and urinals will be disinfected in between each classroom use.
- Hand washing sinks and faucets will be disinfected after every use.
- Teachers and facility staff will be trained on how to disinfect and sanitize all surfaces of the facility.
- Countertops will be cleaned and disinfected daily.
- Floors will be cleaned and disinfected daily.
- Door and cabinet handles will be cleaned and disinfected regularly.

#### **V. Personal Protective Equipment (PPE)**

- Staff will be provided all required PPE to ensure theirs and participants safety. Staff must have a facial covering on their person at all times. Facial coverings must be worn during all transitions. Reusable masks must be disinfected daily.
- All students are required to have a facial covering with them while they are at school. Once they are in their designated classroom, students are no longer required to wear facial coverings.

#### **VI. Lunch/Snack Requirements:**

- Tables will be cleaned and sanitized before and after each use.
- Countertops will be cleaned and sanitized after each use and daily.
- Students are not allowed to share food at school.
- Students and teachers will wash their hands with soap and water before and after eating snack and lunch.

**VII. Check-In / Check-Out Procedures:**

- An area for check-in and check-out of students will be identified and follow a process to ensure that all participants and staff are able to practice physical distancing. Staff and students will conduct a self assessment prior to entering the facility, and a secondary screening will be conducted during check-in.
- Clearly visible signage will advise participants that they should:
  - avoid entering the facility if they have a cough or fever
  - wear facial coverings
  - maintain a minimum of six-foot distance from one another, and not engage in any unnecessary physical contact.
  - Signage of protocols and our Site Specific Protection Plan will be posted on site in compliance with the County of Sonoma Health Ordinance.
- Staff conducting the health screening will wear a facial covering during the screening.
- Staff will wear disposable non-latex gloves. The same gloves may be used to conduct all health-screening checks provided this task is uninterrupted as long as no other surfaces were touched for the duration of the health-screening process.

**VIII. Sick Child/Staff Isolation Procedure**

The following procedures will be followed if a student/teacher exhibits signs of being sick or records a fever of a temperature of 100.40 (38.00C).

- If a student/teacher exhibits flu-like symptoms, they will be removed from the group immediately.
- A staff member will move the student to one of the pre-designated self-isolation areas.
- As soon as the student is isolated from the rest of the group, their parents/guardians will be contacted to pick up ASAP.
- Areas that have been used by the sick student/teacher will be disinfected as soon as they are removed from the area.
- A staff member will monitor the student until a parent has arrived to pick-up.

- Once the parent has arrived in the parking lot to pick up their child, a staff member will walk the student out to the parking lot.
- Students sent home will not be allowed to return to school until they have been fever free for at least 24 hours WITHOUT medication. If tested positive for COVID 19, student must remain home for at least 14 days.
- Staff will then clean and sanitize the self-isolation area for future use.
- Staff that become sick while at work will be sent home immediately after being self-isolated from the rest of the group. The same cleaning protocols will apply for staff illness.

The COVID-19 pandemic presents some unique challenges due to the every-changing information and guidance. As federal, state, and local orders and guidance change, so will our policies and procedures as our staff and your child's safety remain our top priority.

Tiny Tots Preschool has placed all reasonable preventative measures to reduce the spread of COVID-19. Despite adhering to best practices, attending childcare with other students will undoubtedly increase the risk of exposure to the Novel Coronavirus and Tiny Tots cannot guarantee that your child(ren) will not become exposed to or even infected with COVID-19 while attending one of the City's childcare services and facilities.

While we acknowledge that participating in preschool during a pandemic may incur feelings of anxiousness, we would like to reassure you that we are taking all of the necessary precautions to keep your child(ren) safe. We welcome any and all questions and/or concerns regarding our policies and procedures, and would like to keep the dialogue open throughout the school year.