



COVID-19 Health & Safety Guidelines

These guidelines and practices will be implemented in response to the global coronavirus (COVID-19) pandemic, with guidance from materials published by the Centers for disease Control and Prevention (CDC). California Department of Education, Ventura County Health Care Agency, the Los Angeles Archdiocese, and the California Department of Social Services. The public health situation around COVID-19 is rapidly evolving. These guidelines will change regularly as we continually update our processes and protocols in accordance with the most recent guidance.

GENERAL INFORMATION:

Information about COVID-19 in children is somewhat limited, but the information that is available suggests that children with confirmed COVID-19 generally had mild symptoms. Person-to-person spread from or to children, as among adults, is thought to occur mainly via respiratory droplets produced when an infected person coughs, sneezes, or talks. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19.

EMPLOYEE AND CHILD HEALTH:

The health and safety of our employees and the children under our care is our number one priority.

Physical Distancing: Adults and children will be advised to practice physical distancing by standing at least six feet away from non-family members whenever possible. Employees will be reminded not to touch their faces. All classrooms will comply with or exceed, local or state-mandated occupancy limits.

Hand Sanitizer: Hand sanitizer will be placed at the main entrance, and contact areas such as the front office, staff workroom, classrooms, and outdoor play areas.

Sinage: Sinage will be posted throughout the school reminding employees of the proper use of masks, gloves (in positions deemed appropriate), how to wash hands, sneeze and to avoid touching their faces.

Employee & Child Health Concerns: Our employees have been given clear instructions on how to recognize and respond swiftly and report all presumed cases of COVID-19 at school. Employees are instructed to stay home if they do not feel well and are instructed to immediately contact an

Administrator if they notice a coworker or child with a cough, shortness of breath, or any other known symptoms of COVID-19.

Case Notification: If we are alerted to a presumptive case of COVID-19 in our school community, we will immediately work with the Ventura County Health Care Agency and follow the appropriate actions recommended by it.

Hand Washing: Correct hygiene and frequent hand washing with soap is vital to help combat the spread of the virus. All Kolbe's Korner employees have been instructed to wash their hands, or use sanitizer when a sink is not available every 60 minutes (for 20 seconds) and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, eating, drinking, entering and leaving campus, going on break and before or after starting a shift.

Personal Protective Equipment (PPE): Appropriate PPE will be worn by all employees based on their role and responsibilities and in adherence to state or local regulations and guidance. Training on how to properly use and dispose of all PPE will be mandatory. Every employee entering campus will be provided with a face mask and be required to wear that mask while on campus. Gloves will be provided to employees in positions deemed appropriate.

Self-screening: All staff members will self-screen by taking their temperature upon arrival, and must document the temperature reading when clocking in for the day.

Symptoms at work: Any staff member presenting with COVID-19 symptoms while at work will be immediately sent home. In these circumstances, staff members will be required to follow the latest CDC guidance, which may include taking an FDA approved COVID-19 test and sharing proof of a negative result before returning to campus. This may require a physician's review of specific circumstances.

CHILD DROP-OFF PROCEDURES:

Parents must be on the alert for signs of illness in their children and keep them home when they are sick. Children's temperature should be taken by parents at home prior to coming to school.

1. Parents and guardians dropping off children will drive into the designated drop off area. There will be specific drop off times for each class.
2. Prior to the child getting out of the car, a Kolbe's Korner staff member will ask specific questions about the child's current health and the health of family members in the home.
 - a. Parents will be asked to verbally confirm that their child does not have a fever, shortness of breath, or cough and that any family members do not show sign of COVID-19.
 - b. During the interaction, our staff will look for any signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If our staff determines that a child is showing signs of illness, they will not allow the child to be permitted on campus.
3. Each child's temperature will be taken with a non-contact thermometer, and if the temperature is below 99.9°F, then the parent will take the child out of the car.
4. All adults must be wearing masks and bring their own pen to sign their child in.
5. The child will then be escorted to their assigned classroom.
6. Parents or guardians are asked NOT to enter the building, playground or their child's classroom.

7. Your child must be dropped off within the timed window of their classroom in order to attend school that day. There will be a 10 minute window allowed.

CHILD PICK UP PROCEDURES:

Parents and guardians picking up their children will wait in their cars in a pick-up line with indicated arrows. All adults must wear a mask when picking up their child. The parent or guardian will use their own pen to sign out, and get their child into the car.

1. Call the preschool office and/or teacher if you are going to be late.
2. Kolbe's Korner staff is not permitted to place your child in their vehicle or secure them in their seat.

COVID-19 Modified Illness and Accident Policy:

This policy shows temporary modifications to our standard illness policy. Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health. Children should not be sent to school if they are vomiting, have a fever, cough, shortness of breath or difficulty breathing, diarrhea, eye discharge or pink eye, excessive coughing, oozing sores, head lice, an undiagnosed rash, or are obviously not well. Children may not attend if a member of the household has been diagnosed or is showing signs of COVID-19. When a child becomes ill or injured at school, the staff's first priority is to meet the child's physical health needs. In case of illness, we will take the child's temperature, as well as perform an overall visual health assessment. A phone call to parents will be made when the school deems necessary. If parents are requested by the school to pick up their sick child, they must do so within 30 minutes and the child may not return to school for 72 hours following the time sent home and until the symptoms subside. If a sick child is not picked up within 30 minutes of being called, we may call your alternate contact to request pick up. Failure to pick up a sick child in a timely manner, or disregard of this policy by parents, may result in removal of your child from the school. While a physician's note may be helpful, it does not guarantee that a child may return to school. Final decisions on allowing a child to return are made by an Administrator.

In The Classroom:

Classroom Grouping – Children will remain in small groups and will not exceed ratio and capacity requirements as outlined in the temporary guidelines provided by the Department of Social Services. Child ratios and group size are outlined below for prevention, containment, and mitigation measures. We will follow the group sizes unless more restrictive group sizes are required by federal, state, or local authorities.

*No items from home will be allowed on campus unless it is a sweatshirt if the weather permits, and/or a child's lunch if they will be staying until 1 pm. Any share items will not be permitted until advised by the teacher when it is ok to do so. *

- a. It is important to keep the same children and teacher or staff member with each group.
- b. Teachers will extend the classroom to include the outdoor space for teaching, conducting curriculum and adhering to social distancing, weather permitted.

- c. Classroom windows will be open when possible to allow for additional ventilation before, during, and after children's presence.
- d. Teachers will plan for smaller group and individual activities and rearrange furniture as necessary to accomplish 6-foot distances between children, when possible.
- e. Small group sensory activities will be limited. If offered, the sensory materials will be changed after each child or small group.
- f. An administrator will alert health officials about a large increase in student and staff absenteeism, particularly when absences appear due to respiratory illnesses that mock the common cold or the "flu" which have symptoms similar to COVID-19.

Parent Communication- Due to limited access into the school, information should be shared with Kolbe's Korner staff during the Wellness check upon arrival, which will also be relayed to the classroom teacher if they are not present at check in time. In-person parent meetings will not be available. Communication will happen through email, telephone, or zoom meetings if necessary.

Coronavirus (COVID-19) Children's Education - Discussions and education will take place, age-appropriately, with the children to provide an understanding and promote healthy and safe guidelines for children to follow. Visuals will be included to remind children of the new practices. Respiratory etiquette will be reinforced, including covering coughs and sneezes. Children will be educated and responsible for healthy practices such as covering their mouth with inner elbow when sneezing or coughing, followed by 20-second vigorous hand washing with soap and disposable paper towel. Kolbe's Korner adheres to all hand washing procedures endorsed by the CDC.

- a. We will practice frequent hand washing by teaching a popular child-friendly song or counting to 20 (hand washing should last 20 seconds). Children will be encouraged to thoroughly dry hands after washing. Hand washing included front, backs, tops of hands and between fingers with vigorous strokes to properly hand wash.
- b. Visual signs will be posted in restrooms and near sinks that convey proper hand washing techniques.
- c. Model and practice hand washing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom. All hand washing guidelines will be fully supported and instituted.

Bathroom –

- a. Sinks and toilets will be sanitized after each use.
- b. Children will be encouraged to use a tissue or paper towel when using the handle of the sink.
- c. Hands will be washed for 20 seconds and use disposable paper towels to dry hands thoroughly.

Sanitizing Procedures – Sanitizing procedures will be implemented to frequently clean all touched surfaces.

- a. The teachers will continue to disinfect toys, countertops, cubby and other parts of the classroom.
- b. Campus janitorial team will continue to come every night and use disinfectant chemicals and products to clean restrooms, floors, sinks, and counters.
- c. Toys and manipulatives will be accessible that are easy to clean and sanitize throughout the day.

- d. A designated tub will be available for toys that need to be cleaned and wiped after use.
- e. Outdoor items such as bike handles, climbing equipment will be sanitized regularly.
- f. Teachers will use EPA-registered disposable wipes to disinfect commonly used surfaces.

Outdoor Play:

As suggested by CDSS outdoor environments will be used as often as possible weather permitting.

Food Preparation and Children's Snacks:

1. Teachers will sanitize tables and ensure children wash hands prior to and immediately after eating.
2. Teachers will wash their hands before helping children to eat.
3. We will have a proper amount of distance between each child at tables.
4. Weather permitting consider eating outdoors.
5. Only disposable paper goods, utensils, and cups will be used.
6. Food will remain covered unless it is being served.
7. Staff members may not contact exposed, ready-to-eat food with their bare hands and use suitable utensils such as spatulas, tongs, single-use gloves, or dispensing equipment.
8. All food, once served or handled outside the food preparation area, should be discarded.
9. Food brought from home for LUNCH BUNCH must be kept in separate plastic bags until mealtime. Teachers will be gloved to help remove any home food items needed.
10. Water bottles from home will not be permitted until further notice. Water will be provided on campus throughout the day. Children will not utilize drinking fountains. Each classroom will have a pitcher of filtered water and disposable cups. Children will be given a new cup of water each time. The water will be refilled as needed.

Supplies:

Kolbe's Korner will provide staff with proper supplies and will continue to provide a clean environment for the children.

- a. Medical grade disinfectants and cleaners will be available for staff to use in the classrooms and outdoor play spaces.
- b. Medical gloves will be provided for staff to use for handling disinfectants and foods, during administering care to an ill or injured child, and other times throughout the day where gloves are necessary.
- c. Disposable masks will be available for staff to use. Homemade cloth masks that staff bring themselves will need to be washed daily. No-touch thermometers will be used to check temperatures every day before entering our campus.

Other General Campus Precautions:

- a. Our evening janitorial team will follow detailed cleaning, sanitizing and disinfecting procedures each night.
- b. Non-affiliated persons will not be allowed onto campus; i.e. school tours, all visitors, educator tours, children’s presenters, etc.
- c. School tours may be conducted virtually via Zoom or Facetime.
- d. No school gatherings, i.e. All- School sing-alongs.
- e. Enrichment activities by outside vendors are suspended.
- f. We will maintain adequate stock of needed and/or required protective gear and cleaning.

Emergency Short-Term School Closure:

1. An Administrator will immediately contact local health officials who will help determine a more defined course of action.
2. Kolbe’s Korner will implement a temporary school closure for approximately 2-5 days if an infected person has been inside of our school building.
 - a. The school will close for deep cleaning. The school will wait for 24 hours, or as long as is practical, before beginning to clean, sanitize and disinfect to minimize the potential for exposure to respiratory droplets.
 - b. Doors and windows will be opened to allow for increased air ventilation.
 - c. Cleaning staff will clean, sanitize and disinfect all areas, specifically any place the infected person was as well as all frequently touched surfaces.
3. Communication on the temporary school closure will be communicated to families. Families will be encouraged to maintain social distancing during this school closure.
4. Confidentiality for all staff and families will be upheld as in accordance with the American Disabilities Act and the Family Education Rights and Privacy Act.

Face Masks

Most kids can’t help but touch their faces with unclean hands often – they are kids! A mask would be helpful if they can manage it and want to wear it. If not, washing hands often is your best defense.

In accordance with state and local guidelines we will encourage children to wear masks when indoors and engaging in social opportunities where 6 feet distancing is not an option. It will not be necessary to wear masks while outside. We will never force a child to wear a mask.

Wearing a mask might seem strange to kids (and adults) right now! Make it less awkward, frightening, or uncomfortable by wearing a mask around the house as practice. Play games with them on how to make it more fun!

Education Activities to help children understand:

Write a Story

- a. Encourage your child to make up a superhero persona for themselves and make a mask of their own! Discuss what kind of superhero they are, what superpowers they have, or if they have a superhero name.

- b. Work together to write a superhero story – with your child’s masked alter ego as the main character!

Get Craft

- a. Roll out the butcher paper (or cut up paper grocery bags) and have kids illustrate themselves as their superhero persona wearing their masks.
- b. Use construction paper or other art materials to make superhero outfits or accessories. Practice math skills by designing with patterns.

Have a Conversation

- a. Talk to children about people in your community who wear masks. Firefighters, doctors, nurses, dentists – even superheroes – all wear masks! Why? Because it is their jobs to protect people!
- b. Keep your discussion simple. Explain that wearing a mask is just like washing our hands or covering our mouths when we cough. It’s another way to keep ourselves and our friends healthy.

Travel Safety

- a. Parents who have had anyone within their “bubble” travel on an airplane should notify the school in writing so we can keep an extra eye out for possible development of symptoms and should consider keeping the child home for five days as an added precaution to any other families.
- b. Parents returning from travel to areas with community spread of COVID-19 must follow guidelines they receive from health officials. Any parent returning from a CDC level 3 area must notify the preschool in writing and the child should be kept home for seven days. Students and teachers who have traveled to a CDC level 3 area will be excluded for 14 days.

Miscellaneous

- a. Many children have some form of separation anxiety, especially after vacations. After months of spending lots (and lots) of time with you during a time where there has been some level of stress and anxiety whenever outside interacting with other people, we expect this may be a difficult transition. To maintain social distance from parents, your child will need to unlatch from you in order to come in with their teacher to their classroom.

COVID-19 DISCLAIMER

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious virus that can lead to severe illness and death. By visiting Kolbe’s Korner Preschool you voluntarily assume all risk related to exposure to COVID-19 and agree to indemnify and hold harmless Kolbe’s Korner Preschool against any COVID-19 related claims.

I/We have read and understand Kolbe's Korner Preschool COVID-19 Policies and Procedures and agree to the conditions stated herein.

PARENT(S)/GUARDIAN of _____ (child's name)

Signed: _____ Date _____

Signed: _____ Date _____

Kolbe's Korner Preschool

Signed: _____ Date _____

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