



2021 COVID-19 Health & Safety Plan

Woodhaven Preschool
at Willow Glen United Methodist Church

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Woodhaven Preschool

2021 COVID-19 Health and Safety Plan

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COVID-19 Health and Safety Plan

The California Department of Social Services (CDSS) continues to collaborate with the California Department of Public Health (CDPH) to develop **COVID-19 Updated Guidance: Child Care Program and Providers** dated June 29, 2021 (PIN 21-18-CCP).

The 2021 Woodhaven Preschool COVID-19 Health and Safety Plan defines the procedures for meeting the guidelines in PIN 21-18-CCP to deliver care and supervision for our students and staff, and play a key role in minimizing the spread of COVID-19 within our community. This plan provides additional health and safety protocol to our existing policies and procedures as outlined in our Employee and Parent Handbooks. For the duration of the COVID-19 epidemic, this Health and Safety Plan supersedes the Employee and Parent Handbooks in case of differences, and serves as the Emergency or Disaster Preparedness Plan for COVID-19.

Woodhaven Preschool Staff are required to perform the tasks necessary to implement the COVID-19 Health and Safety Plan with attentiveness to details, an understanding of our program philosophy, a professionalism to achieve excellence and a concern to protect the personal rights of each individual child in our care.

Woodhaven Preschool families are requested to be familiar with procedures and commit to adherence in order to limit the spread of COVID-19 within our community.

Woodhaven Preschool & Pre-K Daily Schedule

Time	Preschool	AM Pre-K 1 & PM Pre-K	AM Pre-K 2 & ext. Pre-K	AM Pre-K 3
8:00 am	School Office Opens			
8:30		Student Arrival	Student Arrival	Student Arrival
9:00	Student Arrival	Classroom Activities	Classroom Activities	Classroom Activities
	Circle Time			
9:30	Rotation 1			Playground
10:00	Rotation 2	Snack	Playground	Snack
10:30	Snack	Playground	Snack	Classroom Activities
11:00	Playground	Classroom Activities	Classroom Activities	Classroom Activities
11:30	Rotation 3	Classroom Activities	Classroom Activities	Classroom Activities
12:00	Dismissal	Dismissal/Mid-Day Clean-Up	Dismissal/ Student Lunch	Dismissal
12:30	Afternoon Clean- up	Teacher Lunch	Playground	Afternoon Clean- up
1:00		Student Arrival	Circle Time	
1:30		Classroom Activities	Workshop 1	
2:00			Workshop 2	
2:30			Dismissal	
3:00		Snack		
3:30		Playground	Afternoon Clean- up	
4:00		Dismissal		
4:30		Afternoon Clean- up		

GENERAL GUIDELINES

Self-Screening and Exclusion Policy

Daily self-screening is required for all staff members, parents and children by caregivers before arrival at Woodhaven Preschool. **Children's temperature will be taken at home, before arriving at school.** Self-screening includes checking for any symptoms (primarily fever, cough, difficulty breathing or other signs of illness within the last 24 hours) – that they, or someone in their homes, might have. Self-screening also includes verifying the staff member or child is clear of exposure to another individual with suspected or confirmed COVID-19 cases. Staff and children having symptoms of cough, cold, and/or having taken fever reducing medication in the past 24 hours are required to be excluded from the program. Any staff member or child with a temperature of 100.4° F/ 38° C or higher must be excluded from the facility. If anyone in the child's household has a temperature of 100.4° F/ 38° C or higher, has taken fever reducing medication in the past 24 hours and/or has any cough, cold or flu-like symptoms, the student will be excluded from the program. These guidelines are essential for creating a healthy environment among the staff working and the children attending the program. Staff and caregivers are required to diligently commit to these exclusion policies to maintain a healthy environment within the greater community.

Procedures when Staff, Child or Family Member is Sick

Woodhaven Preschool will follow all regulations for exposure notification, contact tracing, testing, exclusion of children and staff, and closures per the County Health Department.

- If a child becomes sick, he/she will be required to remain out of school for 10 days unless medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-19 illness. Notify the school ASAP with any updates from your child's physician.
- All staff with virus symptoms will be tested for COVID-19 or will return to work with a physician's clearance that states the staff member does not need a COVID-19 test.
- Children or staff who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms with documentation of a negative test result or a note from physician to explain why they were not tested.
- Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to consult with their doctor and get a COVID-19 test 7 days after exposure. Even if initial test is negative, they should remain in quarantine for a full 10 days after exposure. No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19

case, and instead have had close contact with persons who were in direct contact.

- Any positive COVID-19 result associated with our school will be reported to the Santa Clara County Health Department and the school will follow all their guidelines, including recommendations for quarantines and school closures.

Illness or Absence Notification

Staff and caregivers are required to report symptoms to Woodhaven Preschool via phone (office: 408-294-6072) or through brightwheel when symptoms are observed.

The Woodhaven Preschool office opens at 8:00am. The office phone can be answered by any personnel prior to the start of the day.

Handwashing

All staff, children and caregivers are required to wash their hands with soap and water upon entering the facility. Staff and children are required to always wash hands with soap and water if hands are visibly dirty. Staff and children are also required to wash their hands throughout the day after touching their face, coughing, sneezing, toileting, before and after eating and after entering the classroom from outdoors. Signs with proper handwashing techniques are posted in restrooms and near sinks.

All staff and children's hands will be washed for 20 seconds during the following times:

- Upon arrival
- Before and after preparing food
- Before and after eating or feeding children
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluids
- After handling garbage
- Hand sanitizer can be used outside on in the playgrounds

Taking Temperature

All staff, children and their families will have their temperature taken with a no-touch thermometer upon arrival.

Face Coverings

The use of face coverings is required by the California Department of Public Health (CDPH) and the Division of Occupational Safety and Health (Cal/OSHA) in child care **indoor settings** regardless of vaccination status. Children under 2 years of age are not required to wear a face covering. At Woodhaven Preschool, we ask that all persons over the age of 2 wear face coverings while on our campus.

Airflow in Classrooms

Upon arrival in the morning, all windows will be opened to increase air circulation in the classrooms. Outside doors will be opened when free movement of students and staff between inside and outdoor spaces are permitted.

Covering Cough and Sneezes

All staff are required to cover cough and sneezes using tissue or when not available, the inside of their elbow. Staff members are required to remind and instruct children to cover cough and sneezes using the inside of their elbow.

Social and Physical Distancing

Social and physical distancing is a practice recommended by public health officials to slow down the spread of disease. It requires the intentional creation of physical space between individuals who may spread contagious and infectious diseases. It additionally recommends maintaining 3 feet of distance between children and 6 feet of distance between adults, as much as possible.

Since maintaining physical distance is a difficult concept for young children, social distancing in early childhood settings attempts to limit the number of people each child comes into contact with during the day. This is managed through class size limitations and the avoidance of public spaces and mixed-group or large group gatherings.

Developmentally appropriate activities will be arranged for smaller group activities and less sharing of materials. Furniture and play spaces will be arranged to maintain separation where possible.

Teacher to Child Ratio and Group Size

We are no longer required to limit group size since class groupings tend to remain stable for each session day to day. Teacher to student ratio per licensing requirements is 12:1.

Monitor Staff and Children

Staff and children will be monitored throughout the day for any signs of possible illness. If a staff or child exhibit signs of illness, the procedures for isolation will be followed.

Isolation Procedures

If a staff member exhibits signs of illness, the staff member will immediately contact the director. The director will allocate another staff member to cover the supervision duties

of the staff member exhibiting signs of illness so the staff member can immediately leave the facility.

If a child exhibits signs of illness, the teacher will immediately contact the director. The director will take the child to the office which serves as the isolation space. The caregiver will be immediately notified to pick up the child.

After the child has gone home, the isolation space will be cleaned and disinfected.

DAILY ROUTINES

Drop-off and Pick-Up

Drop-off and pick-up routines will be adjusted to implement daily health screenings and allow for social distancing. Drop-off times will be staggered by session, and we ask that families wait in their car if a short line has gathered for check-in. Pick-up times may be staggered to better manage traffic and safety as needed. Everyone over age 2 is required to wear facial coverings outside of their cars.

Arrival

Screening children upon their arrival will occur on the sidewalk outside our front gate. Staff will ask the parent to confirm that the child does not have fever, shortness of breath or cough. Children's and family member's temperatures will be taken at drop off. If anyone in the family has a reading of 100.4 or higher, your child will not be permitted to come to school. Parent or caregiver will walk the child to exterior classroom door or the playground after drop-off procedures, and leave the school as directed.

Dismissal

We will implement a drive-up model for pick-up at the end of the school day. Teachers will walk their class to the parking lot in staggered intervals and parents can drive-up and get out of their car to greet their child and teacher and help buckle their child into the car. Teachers will maintain a safe distance as will the other students. Everyone over age 2 is required to wear a face mask on our campus.

Check-In/Check-Out

We use brightwheel to legally record authorized sign-in/sign-out of students. We request that parents, as much as possible, use the brightwheel app on personal devices to check children in and out each day as this allows for the most contactless method of sign-in/out. If personal devices do not support brightwheel, a school ipad will be available as needed and will be cleaned after each use. Authorized pick-up person must have their own brightwheel 4-digit code to record their digital signature.

Screening Children upon Arrival

A staff member will be responsible for screening children and taking their temperature upon arrival before the child enters the facility. Children or family members who have a

fever of 100.4° (38.0° C) or above or other signs of illness will not be admitted to the facility. After screening a child will be walked to their classroom to wash hands upon arrival (Pre-K) or to the playground (Preschool).

Teaching Social Distancing

Woodhaven teaching staff will implement strategies to model and reinforce social and physical distancing. Staff will role-play what social distancing looks like by demonstrating recommended distance. Staff members will give frequent verbal reminders to children.

Practicing Healthy Hygiene

Woodhaven teaching staff will teach, model and reinforce healthy habits and social skills. Staff will explain to children why it's not healthy to share drinks or food, particularly when sick. Staff will practice frequent handwashing by teaching children to sing the ABC song or count to 20 (handwashing should last 20 seconds). Staff will teach children to use tissue to wipe their nose and to cough inside their elbow. Staff will practice handwashing before and after snack, after coughing or sneezing, after playing outside, and after using the restroom.

Caring for Young Children

It is important to comfort crying, sad, and/or anxious children, and they often need to be held. To protect themselves, Woodhaven staff may wear large button-down, long-sleeved shirts or aprons. If clothing is soiled by a child's secretions, staff will change shirt, apron or clothes during the day. Staff will wash their hands, neck and anywhere touched by a child's secretions. Staff will change a child's clothes if secretions are on the child's clothes. Contaminated clothes will be placed in a plastic bag to be washed in a washing machine. Both students and staff are required to have multiple changes of clothes on hand.

Snack Routines

Children will have snack in their own classrooms. There will be no mixing of students in different classrooms or groups for snack. Children will be spread out at tables as much as possible. Staff and children are required to practice proper handwashing before and after eating. Staff will give frequent reminders on handwashing to children. Disposable products will be used as much as possible. Tables will be cleaned and disinfected immediately after meals. Staff members will handle utensils during snack and food will be covered to avoid contamination.

Toileting

Toileting routines will be used as an opportunity to reinforce healthy habits and monitor proper handwashing. Staff and children will wash hands for 20 seconds and use paper towels to dry hands thoroughly. Staff will remind students of these procedures and will be attentive to a student using the toilet to be sure healthy habits are followed.

Personal items

Other than clothing, no personal items should be brought to school. All children's personal items will be kept in their marked cubby. Personal toys must be kept at home. We request that no backpacks or reusable water bottles be brought to school. The school will provide tote bags (preschool) and snack bags (Pre-K). Water is always available to students.

Cleaning and Disinfecting

Staff are responsible for maintaining a clean and disinfected environment as defined in the Woodhaven Preschool COVID-19 Cleaning and Disinfecting Plan. This plan includes procedures for before, during and after the school day.