



# COVID-19 Health & Safety Plan

Woodhaven Preschool  
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July 2020

# Woodhaven Preschool

## COVID-19 Health and Safety Plan

### Table of Contents

#### **COVID-19 HEALTH AND SAFETY PLAN**

Introduction .....	3
Daily Schedule .....	4

#### **GENERAL GUIDELINES**

Self-Screening and Exclusion Policy .....	5
Procedures when Staff, Child or Family Member is Sick .....	5
Illness or Absence Notification .....	6
Handwashing .....	6
Taking Temperature .....	6
Face Coverings .....	6
Airflow in Classrooms .....	7
Covering Cough and Sneezes .....	7
Social and Physical Distancing .....	7
Teacher to Child Ratio & Group Size .....	7
Monitor Staff and Children .....	7
Isolation Procedures .....	7

#### **DAILY ROUTINES**

Drop-off and Pick-Up .....	8
Screening Children upon Arrival .....	8
Teaching Social Distancing .....	9
Practicing Healthy Hygiene .....	9
Caring for Young Children .....	9
Environmental Hygiene .....	9
Snack Routines .....	10
Toileting and Diaper Changing .....	10
Personal items .....	10
Cleaning and Disinfecting .....	10

## **COVID-19 Health and Safety Plan**

The California Department of Social Services (CDSS) worked in collaboration with the California Department of Education (CDE) to develop Social and Physical Distancing Guidance and Healthy Practices for Child Care Facilities in response to the Global Coronavirus (COVID-19) Pandemic (PIN 20-06-CCP).

The Woodhaven Preschool COVID-19 Health and Safety Plan defines the procedures for meeting the guidelines in PIN 20-06-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.

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
<b>8:00 am</b>	School Office Opens			
<b>8:30</b>		Student Arrival	Student Arrival	Student Arrival
<b>9:00</b>	Student Arrival	Classroom Activities	Classroom Activities	Classroom Activities
	Circle Time			
<b>9:30</b>	Rotation 1			Playground
<b>10:00</b>	Snack	Snack	Playground	Snack
<b>10:30</b>	Playground	Classroom Activities	Snack	Classroom Activities
<b>11:00</b>	Rotation 2	Playground		Classroom Activities
<b>11:30</b>	Rotation 3	Dismissal	Dismissal	Dismissal
<b>12:00</b>	Dismissal	Mid-day Clean-up	Student Lunch	
<b>12:30</b>	Afternoon Clean- up	Teacher Lunch	Playground	Afternoon Clean- up
<b>1:00</b>		Student Arrival	Circle Time	
<b>1:30</b>		Classroom Activities	Workshop 1	
<b>2:00</b>			Workshop 2	
<b>2:30</b>			Dismissal	
<b>3:00</b>		Snack		
<b>3:30</b>		Playground	Afternoon Clean- up	
<b>4:00</b>		Dismissal		
<b>4:30</b>		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 haven taken fever reducing medication in the past 24 hours are required 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 and/or has taken fever reducing medication in the past 24 hours, 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 polies 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 14 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 72 hours after resolution of fever (if any) and improvement in symptoms with documentation of a negative test result from physician.
- Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing immediately and again 10 days after exposure. Even if initial test is negative, they should remain in quarantine for a full 14 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 Director is required to update the Illness Report Log to keep an accurate record of all illnesses and absences of staff, children and caregivers.

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 and children will have their temperature taken with a no-touch thermometer upon arrival. Temperatures will be logged in the Daily Temperature Log.

## **Face Coverings**

All staff and parents/caregivers are required to wear face coverings at all times. Children under age 6 will not be required to wear face coverings.

## **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 requires maintaining six feet of distance between every individual, as much as possible.

Since maintain 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 6-foot separation when possible.

## **Teacher to Child Ratio and Group Size**

Children will remain in group size of no more than 12 students. The same children and teacher will be kept with each group and children from the same family will be included in the same group. Consistent groupings of children and staff during a school day will be maintained to eliminate the mixing of groups. Consistent groups and eliminating mixing of groups will allow each class to work as a family group.

## **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 and pick-up times will be staggered by session, and we ask that families wait in their car if a short line has gathered. All adults are required to wear facial coverings outside of their cars.

#### **Arrival**

Screening children upon their arrival will occur on the sidewalk outside our front gate. We will rely on social distancing during screening. Staff will stand at least 6 feet away from the parent and child. Staff will ask the parent to confirm that the child does not have fever, shortness of breath or cough. Child(ren) temperature(s) will be taken at drop off, as well as periodically during the day. If your child 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. All adults will wear face masks.

#### **Check-In/Check-Out**

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. Ipads will still be available as needed and will be cleaned after each use.

### **Screening Children upon Arrival**

A staff member will be responsible for screening children upon arrival before the child enters the facility. The staff member will wear a face covering and gloves. The staff member will take the child's temperature. Children 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 will wear large button-down, long-sleeved shirts and will change the shirt throughout the day if it becomes soiled by a child's secretions. It is recommended that staff also wear long hair up off the collar in a ponytail or other updo. 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.

## **Environmental Hygiene**

Staff will implement procedures to frequently clean all touched surfaces. Top of the hour cleaning will be done at 10am and 11am to hourly disinfect high-touch areas including but not limited to:

- Door handles
- Cabinet handles
- Classroom doors
- Light switches
- Bathroom sinks
- Toilet handles

A tub will be designated in each classroom for toys that need to be cleaned and sanitized after use. Staff will plan activities that do not require close physical contact between multiple children. Staff will limit the amount of sharing between students in the same class and will eliminate sharing between classes.

## **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 to ensure adequate spacing. 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. A single staff member 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 will sanitize the sink and toilet handles after each child's use. 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**

All children's personal items will be kept in their marked cubby. Personal toys will be required to be kept at home.

## **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.