

LMUMCC PRESCHOOL Covid-19 Operating Procedures

Due to the fluidity of the pandemic, this information may be updated or changed in accordance to guidelines from the CDC and CCLD.

- Operating hours will be **7:30 am-5:00pm**
- All staff will be wearing face coverings/masks.
- All staff will be trained in new procedures. Staff will be screened daily for symptoms, temperatures will be checked before being permitted in to the school. If anyone has a temperature of **100 F** or higher, they must be excluded from facility.
 - All staff showing any signs of illness will stay home until symptom free for a **minimum of 72 hours.**

During Drop Off and Pick Up

- All pickups and drop offs will be done outdoors weather permitting. Sign-in/Sign out station will be on the designated table. We encourage parents to have their own pen please for signing in please. Please send pertinent information through email. Hand sanitizers will be available at the sign in station.
- Masks/face coverings should be worn by families during pick up drop off times.
- One family member should be bring their child to school; there will be no visitors allowed at this time.
- Children will be screened for symptoms/check temperature. A no-touch thermometer will be used for temperature checks. If anyone has a temperature of **100 F** or higher, they must be excluded from facility.
 - We **recommend parents to check children's temperatures at home** each morning before bringing the child to school.
 - Monitor your child for any unusual symptoms

-
- Parents will sign in and sign out children outside or designated station.
 - Children's temperature will be checked, and the child will wash hands at the sink.
 - Lunch boxes, bedding and water bottles will be placed on the table and the staff member will take them inside.
 - Morning drop off will end at **9:00 am** to allow a designated staff member to check temperature and guide children through their morning routine and say good bye to parents.
-
- Families will be asked to keep a recommended 6ft distance if there is more than one family dropping off at the same time.
 - Children won't be allowed to be taken out and brought back to school on the same day (for example: doctor's appointment, special lunch with a family member, etc.)
 - We ask children to not bring any toys from home.

Visitors at School

- At this time no visitors or special guests are allowed at school.
- Extra curriculum activities are not offered at this time.
- Limited school tours are scheduled after school hours and visitors wear mask while keeping social distance.

Group Arrangements

- We will try to keep the same groups together as much as possible, but there will be some re-arranging.
- Siblings will be assigned in the same group.
- Each group will have two assigned staff members for morning and afternoon shifts that will stay with the group. The exception will be one additional staff member or director to relieve teacher for lunch breaks during children's resting times.
- Each group will have an assigned space/room. They will play, eat lunch and snacks, and have rest time in their space, with their group and teacher. Exception: some groups may still eat snack and lunch outside, space permitting.
- Groups and rotations are yet to be decided until we know how many children will be coming.

Curriculum, Materials, Use of Space

- Our curriculum for young children has always been primarily focused on social-emotional development, and building strong relationships and connection. It will continue to be our focus now.
- We will focus on helping children work through their emotions/feelings about what's happening, encourage creative expression, and provide opportunities to explore, experiment, and problem solve while keeping physical distance in fun and age appropriate ways.
- Increased focus in educating about health, safety, and hygiene in age appropriate ways.
- Handwashing routines will be implemented during the day activities, meal times and in the bathroom.
- All Materials will be thoroughly disinfected at the end of each day, as well as in between use of different children in the group. Many items will be assigned to the child for the day, so as to prevent the sharing of materials.
- For the time being, sensory materials/activities/bins will not be used.
- More individual activities will be planned and provided.
- We will spend absolutely much time outside as possible, as recommended by community care licensing. Outdoors classroom will be created to support children's activities and interests.

Snacks and Meal times

- Children **MUST bring labeled water bottles**, please take them home at the end of the day
- Children will bring their **labeled lunch box to school**. Ice pack is recommended for the lunch box; Please clean the lunch boxes daily best to your ability.

- Staff will wear mask/face covering and gloves while preparing and distributing food.
- More tables will be utilized to ensure distance between children.
- We will continue to properly wash hands before and after all meal times.
- Please send food and bottles ready to serve.

Nap/Rest Time

- Each child is assigned a sleeping mat. Mats are disinfected and cleaned each Friday.
- Cots/mats will be spaced out, arranging the head of each bed alternately, in opposite direction.
- Sheets and blankets will be brought in on Monday and taken home for wash on Friday. If you forget to bring sheets, clean sheets will be provided by school for that day and washed afterward.

Sanitizing and Disinfecting

- The school will be thoroughly cleaned and disinfected at the end of each day.
- The facility will be ventilated (open windows and doors) before children come to school and after they leave.
- All toys and materials that have been used will be thoroughly cleaned and disinfected at the end of each day.
- All surfaces and Table tops, chairs, high touch objects (doors knobs, light switches, etc.) will be disinfected each morning prior to opening.
- Support staff will continue to disinfect surfaces throughout the day while groups take turns outside.
- EPA approved disinfectants will be used according to directions and in a safe manner (ie: while children are outdoors)
- Hand sanitizers will be available for adults' use, away from children's reach.

Sick Policies

- If your child is showing any symptoms of illness, we ask that you keep him/her home and monitor. Please notify the school director if your child is exhibiting any symptoms of illness.
- Children with fever or signs of illness must be kept at home. **Children may return after being symptom free for a minimum of 72 hours without any medication.**
- Children found showing signs of any illness, specifically fever or respiratory, Fever abdominal pain, Vomiting, Diarrhea, Trouble breathing, Pain or pressure in the chest that does not go away, New confusion, Inability to wake or stay awake, Bluish lips or face, Severe abdominal pain Neck pain, Rash Bloodshot eyes, Feeling extra tired symptoms. Will be isolated from others and sent home immediately.
- If there is any evidence that any one in our school community that has been exposed to the virus, parents will be notified, and *we will work in coordination with Public Health Department to decide the plan of action.*

Covid - 19 exposure

- If you believe you or your family was exposed to Covid-19 please take time away from school to observe and monitor your health; based on CDC guidelines it is recommended that you quarantine yourself for 2 weeks. We ask you to communicate your potential exposure to Covid-19 to your school's director; for your own health and safety as well as the rest of the BunnyBears community we ask that families that have been exposed to Covid-19 be tested prior to returning to school. You can find information on testing sites <https://211sandiego.org/resources/health-wellness/covid-19-testing/> or call your healthcare provider.

Chula Vista, Logan Heights and Spring Valley Grossmont have free sites open for testing M-Fr 8:30-4:30, first come first serve, suggested to come early in the morning to get tested <https://www.fhcsd.org/clinic-location-list/?zip=92107>

State testing sites can be found here: <https://lhi.care/covidtesting>

- If your immediate family member (from the same household) is diagnosed with Covid-19 please let us know and keep your child at home for 2 weeks. We ask you to test your child and communicate the test results to the preschool director at your earliest convenience. BunnyBears requires that a release from your healthcare provider or the San Diego Health Department, whoever is monitoring your case be presented prior to your child coming back to school.
- If a child, a teacher or an immediate family member (Living in the same house hold) has been diagnosed with Covid-19, Children from the group will be asked to stay at home for two weeks. The primary teachers from the group will also quarantine for 2 weeks and must be tested and cleared prior to returning to school. The groups' classroom won't be used and will be thoroughly cleaned and sanitized.
- Tuition will not be reimbursed for partial absences due to Covid-19 exposure, however if the entire school is forced to close due to mandated state orders or an outbreak of Covid-19 cases at school, tuition will be credited.

It is in our best interests to keep our children, teachers and families healthy. Unfortunately, these are unusual times and we need everyone's cooperation and understanding as we navigate this pandemic. We believe in open communication and transparency and we are confident that our small schools can stay safe and healthy during these uncertain times. We appreciate your trust and support; we value your personal responsibility and accountability. Childcare centers are considered essential services and are encouraged to stay open to serve working families.

I, _____, parent or guardian of _____
acknowledge that I have received LMUMCC Updated Covid-19 Operating
Procedures.

Parent or Guardian Signature

Date