



Creating Foundations for Life

Safety Policies and Procedures

These policies/protocols will be followed to the fullest extent possible. This list is based on information given to us by the Marin County Office of Education, Marin County health department and our licensing office. We will adjust these policies as we continue to receive updated information from the county and state.

Overview:

The safety of our children, teachers and families is paramount. The below-listed policies are designed to help parents understand our, and their, role. We will always be working hard to keep the COVID 19 virus out of our school. Recognizing *there is no way to 100% guarantee this*, we also have policies to track and minimize the risk of spread if it were to enter the school.

Recommendations/ State Preschool Requirements for Child Care

- Children will be separated into smaller groups, or cohorts. These groups must be stable, meaning the same children and staff should be together whenever possible.
- Children cannot switch from one group to another.
- Each group shall be in a separate room with a designated bathroom and outside play area.
- Shared play areas will be sanitized between cohort use.
- Teachers will remain with their cohort as much as practicable.
- We will separate sick children from others until a parent can pick up.
- We are asking our teachers to get tested for the virus regularly.

We will update our policies as the state and county adjust the recommendations.

Products used to manage health and safety

- Clear signage advising people (other than teachers) not to enter the school.

- A list of daily **Intake Questions** (when you sign your child in, you agree that these health questions apply to you and your family - see below)
- **"Touchless" thermometers** used daily to check temperatures
- Additional **hand sanitizer stations** for staff to use/ help children
- To facilitate regular use, extra disinfectant spray bottles hang conveniently throughout the school (out of reach of children of course.)
- Our school uses **Bioesque Botanical Disinfectant** to disinfect surfaces, a high quality botanical and hospital grade product that kills the COVID virus. This is used after the children have left the room.
- Whenever reasonably possible, children will spend as much time as possible in our outside play areas. All classrooms will be well ventilated by opening windows and/or doors.
- Classrooms will each have **air purifiers** that are proven to minimize virus exposure.
- Teachers wear **masks** when within 6 feet of others whenever feasible.
- Teachers will continue to wear **disposable gloves** when handling food for student consumption.
- Snacks will be served individually, *not* family style.
- **Doorstops** installed on each door to reduce unnecessary touching of doors.
- Removal of many "hard to clean" items (i.e. pillows, fabric dress up supplies, plush animals)
- We will continue to serve snacks. Lunches will be sent from home and kept in spaced cubbies to minimize the spread of germs from home.
- Lunches should be sent in lunchboxes labelled with your child's name.
- Parents should send a full change of clothes for their child that can live in their cubby. **Please label!**
- Nap mats will be cleaned daily. Children are welcome to bring their own blanket from home. **Please label.**

Illness and allergies

- Children who are recovered from a basic illness should remain at home for at least 24 hours without symptoms.
- We will check the temperature of every child and teacher daily. Any child who develops symptoms of a potentially transmitted illness will be isolated and sent home.
- Parents must inform teachers if children have taken any fever reducing medicine in the past 24 hours before drop off.
- Anyone with a temperature above 100.4 F will be excluded from the facility.

- Children with seasonal allergies will need a parent note confirming said allergies. (Email is fine.) Parents should inform teachers at drop off when allergy symptoms are present.
- Parents and teachers should immediately notify the school via email if they or anyone in the household develops signs of a respiratory illness (e.g. cough, sore throat, shortness of breath and/ or fever).
- If anyone in the household tests positive for COVID 19, immediately notify the school via email. If a member of a cohort tests positive for the virus, the cohort must quarantine at home according to current health guidelines.
- We are asking teachers also to stay home if they have any symptoms
- We continue to be a **nut-free** school. Please do not pack any items with nuts for your child's lunch.

If we have to close a cohort due to a COVID exposure, we will inform the county health department and the parents within the same day. The students and teachers in that cohort must stay home for 14 days from the date of exposure, according to current health department regulations. We have been planning for this contingency and will provide online class and activities for the students during this quarantine period. The teachers have spent time this summer developing a plan for at home learning in case of quarantine. We appreciate your understanding and cooperation. We all want to be at school learning and playing together.

PARENTS ARE NOT TO ENTER the PRESCHOOL. (This Marin Public Health recommendation minimizes exposure for the cohort. We are making an exception for our meet and greet day only. This is one of the hardest steps to get used to -- but the children are getting used to the new routine.)

- Drop off will be at 9:00. (If you signed up for before care, you may walk your child to the classroom door. A teacher will be there from 7:00am.) In order to limit unnecessary entrance into the classrooms, we will have a sign in table staffed by teachers. Please **wear a mask** for drop off/ pick up and observe the **6 foot social distancing** guidelines.
- After signing your child in, a teacher will walk your child inside. Please plan to confidently (fake it 'till you make it) say goodbye and walk back to your car. Children who are upset at first generally recover as soon as they get to the classroom.
- Please be patient with us as we all adjust to this new normal.

- Pick up will be at 2:45-3:00. (Or at 12:30 for the morning students.) Again, parents are not allowed to enter the classrooms. We will bring your child to you.

WASHING, DISINFECTING, ROOM USAGE

- Upon entering the classrooms, all teachers and students will wash their hands. We will show the children how to wash for the recommended 20 seconds every time.
- Everyone will and must wash hands before and after eating, using the restroom and blowing their nose.
- Teachers will continue to regularly disinfect classrooms, paying special attention to surfaces like tables, shelves, faucet handles, door knobs, sinks, and toilets.
- Toys will be cleaned and sanitized thoroughly at the end of each day.
- Outdoor play yards will also be cleaned at the end of each day.

DAILY INTAKE QUESTIONNAIRE

By signing your child into school, you agree that the following apply to your family:

- You or your child **do not** live with anyone or had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days
- You or your child **do not** live with anyone who has had a fever, cough and/or shortness of breath. For children and adults, fever is 100.4 degrees or above using a forehead thermometer.
- You or your child **do not** live with anyone or have any other signs of communicable illness such as a cold, flu, rash or inflammation.

- You or your child **do not** live with anyone who has experienced diarrhea or vomiting (within the past 24 hours).

If you answered YES to any of the above, please keep your child home until symptom-free for at least 24 hours.