

PTS COVID-19 Preschool Handbook Supplement-Updates and Additions-December 2021

Our priority is and will continue to be the utmost care and safety of the children, staff, families and community. This COVID-19 Preschool Handbook Supplement will provide you with key information about our updated policies in light of the COVID-19 Pandemic. We have created and implemented these protocols in accordance with our state licensing office, CDC recommendations and local, state and federal laws. As COVID-19 rules and regulations are fluid and ever changing, we will update our COVID-19 protocols and policies as needed or as required by law.

This COVID-19 Preschool Handbook Supplement will be effective until further notice to ensure the health and safety of our families and our staff.

If you have any questions or concerns, please contact Allison at asteckley@sholom.org.

What to Expect:

The following guidelines will be in place until further notice to ensure the health and safety of the children, staff and families. The following guidelines are based on recommendations by the CDC, the San Mateo County Health Department and our state licensing office, Community Care Licensing. All procedures are based on the latest guidelines and any changes or updates in policies will be communicated via email.

Ratios & Groupings

- Unless otherwise required by state licensing authorities, each classroom currently could have up to 16 children and 2-3 teachers/staff members.
- Children of different ages may be together as needed.
- Children staying in our aftercare programs may mix.
- Extended care teachers may be in more than 1 class in a day.
- Groups may mix outside or on the playground in small groups.
- Our 6pm pick up groups may mix outside or in the multipurpose room
- All teachers and staff are vaccinated.

Classroom Information

- Classrooms and spaces will be adjusted as needed to allow for social distancing and easy sanitizing.
- Children will have their own space at the table for activities, crafts and meals.
- There will be limited toys and materials used each day to reduce the risk of contact contamination. Toys and items will be rotated and sanitized frequently.
- Classrooms will be set up to encourage and facilitate small group play (2-3 children) to keep contact to a minimum.
- We will follow strict sanitizing procedures at the end of each day and take extra precautions with any materials that may have come into contact with children's saliva, mucus or any other bodily

fluid as well as commonly touched areas including door knobs, light switches, countertops, tables, etc.

- You may send messages to your child's teacher through the preschool office at (650) 697-2279 or through Remini. Teachers will check Remini before or after class daily. To relay a message while your child(ren) is in class, please contact the preschool office. Teachers will not be checking Remini messages while with the children.

Mask Policy

- All staff will wear a face mask or a [compliant face covering](#) throughout the day.
- Children are required to wear masks onsite (except when eating, drinking or napping).
- Please provide at least 3 masks daily so that we may change them as needed.
- Children may not wear a mask during their nap period.

Cleaning and Safety

- Families will need to complete the **Remini** wellness questionnaire, along with a temperature recording, prior to entering the building. Children will have their temperatures checked in class using a digital contactless thermometer.
- While the CDC's recommendation for a fever is a reading of 100.4 degrees, in accordance with PTS Preschool's temperature policy, a child with a temperature over 100 degrees must remain home.
- All staff and children will wash hands with soap and water, for a minimum of 20 seconds, upon entering the building and several times throughout the day.
- Hand sanitizing spray will be used throughout the day and available at the entrance of the facility.
- Classrooms, bathrooms, office spaces and the playground and shared areas will be routinely deep cleaned and sanitized.
- Currently classes will use the playground one class at a time. In the future classes may mix on the playground. The children are encouraged to wear their masks at all times.
- Commonly touched surfaces, including door handles, light switches, counter tops, toilets, tables, will be wiped down throughout the day.
- Cleaning products used at PTS are EPA approved for use against the virus that causes COVID-19.
- Hepa filters have been placed in each classroom to help reduce airborne contaminants including viruses.

Naps:

- Naps will occur within a child's classroom, or in a designated nap room, with cots spaced 3 feet apart and children will be alternated head to toe in order to further reduce the potential for viral spread. (There may be children within the classroom who are not napping.)
- Children from multiple classrooms may come together to nap.
- Children should bring a labeled sleeping bag, sheet or blanket and a pillow in an individually labeled bag or bin at the beginning of each week. Their nap items will be sent home Friday of each week. We recommend nap mats. Please label ALL napping items.

COVID-19 Wellness Policy:

For the health and safety of all children and staff, keep sick children home!

PTS staff members will also be conducting personal self-checks prior to reporting to PTS Preschool to ensure that they too are healthy to come to work.

If a ***child or a family member or other member of the child's household*** has any of the following symptoms, the child may ***not*** come to school:

- Fever of 100 degrees or above
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Before your arrival at PTS Preschool each day a wellness questionnaire on Remini, which includes recording your child's temperature, needs to be completed for your child(ren).

As mentioned above, if a child registers a temperature of 100 degrees¹ or higher, as outlined by the PTS Preschool policy, the child will not be able to enter the building and will be asked to return home and seek medical advice.

If a child begins exhibiting any of the symptoms outlined above during the day, they will be isolated from others and are to be picked up immediately by their parent/guardian.

In the event that a child exhibits any of the symptoms outlined above or tests positive for COVID-19, or someone who a child has had close contact with develops symptoms, PTS will take the following steps:

1. For confirmed/presumed positive cases of COVID-19, the affected child will be unable to return to PTS for *at least* 10 days and AFTER the child or household member has been symptom free 48 hours.
2. Child also must be symptom free for at least 48 hours (without the aid of fever reducing or any other medicine) before returning.
3. Child may be required to provide PTS with a note from their health care provider confirming that they are medically authorized to return to PTS.
4. PTS will close off areas used by the person/child who has tested positive for COVID-19.
5. PTS will open outside doors and windows to increase air circulation in the areas in which the child/staff member spent time.
6. PTS will wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle.
7. PTS will clean and disinfect all areas used by the child who is sick, such as the classroom, offices, bathrooms, the playground and other common areas.

¹ As a reminder, PTS is aware that the CDC recommendation is 100.4 degrees or higher. However, in accordance with PTS Preschool's temperature policy, a child that registers a temperature of 100 degrees or higher will not be sent home.

8. If a child or household member is diagnosed with COVID-19 or has had direct contact with someone with a confirmed case of COVID-19, the school may be closed a minimum of 2-5 days for cleaning following the recommendations of the CDC.
9. PTS will notify parents and guardians of the applicable class(es) in the event that a child or staff member has tested positive for COVID-19.

If your child or a member of your household comes into direct contact with a person who has COVID-19 or is suspected to have COVID-19 please contact the preschool office for next steps. The preschool will consult with task force professionals for guidance.

If the child lives with a COVID-19 positive person, they will be unable to return to PTS for at least 14 days AFTER testing positive and everyone in the household is symptom free. Contact the preschool office for information regarding your child's return date. Please seek medical advice from your healthcare provider immediately. If during that time your child or family member is diagnosed with COVID-19 you must immediately notify Allison Steckley at asteckley@sholom.org. In the event you cannot reach Allison, please contact Kim or Leslie in the preschool office. (650) 697-2279

Return to School

Please review the following for a child to return to PTS Preschool:

1. In the event a child(ren) exhibits any of the symptoms outlined above, such as fever, they must be fever free with any other symptoms improving for at least **48 hours** without use of fever reducing or other medication. Please provide negative COVID-19 results before returning to school.
2. In the event a child or family member tests positive for COVID-19 and exhibits symptoms, they will be unable to return to PTS for at least 14 days AFTER everyone in the household is symptom free. PTS may require a note from the child's health care provider that the child is medically authorized to return to PTS Preschool.
3. In the event a child or family member tests positive for COVID-19 but does *not* exhibit any symptoms, you can return to PTS after 14 days have passed since the positive test.

Please do seek your own healthcare provider's advice and availability of testing to determine if you have COVID-19 for the safety and security of your child, your family and the entire PTS Preschool community.

Drop-off and Pick-up

Drop-off and pick-up protocols are as follows:

- Drop off and pick up will be outside.
- We ask that you do your best to arrive at your designated time to limit crowding. Please be prepared, and patient, if there are delays.
- Children will be walked to their rooms by teachers and front office staff.
- Before your arrival at PTS Preschool each day a wellness questionnaire on Remini, which includes recording your child's temperature, needs to be completed for your child(ren). In the event a child registers a temperature of 100 degrees or higher or is exhibiting any COVID-19 related symptoms, the child will be unable to enter the building and will be sent home immediately and advised to seek medical advice as discussed above.

- All adults, staff and children over the age of two years old are required to wear a mask or a compliant face covering at pick up and drop off.
- Children will wash hands upon entry to the classroom.
- If you are late, you will need to reach someone in the office at (650) 697-2279. Repeated late drop-offs or pick-ups will result in late fees.

Meal & Snack Information:

In an effort to limit the spread of COVID-19, PTS will require parents/guardians to provide lunch and snacks for their child(ren) each day.

When possible, eating will take place outside.

In addition to PTS Preschool's Meal and Snack policy, communal snacks are not permitted.

Parent Involvement & COVID-19

Although PTS values involvement in our program, PTS Preschool will limit the amount of volunteering opportunities throughout the school year in order to minimize exposure or spread of COVID-19. If prior to a planned volunteering event you feel sick, are experiencing any COVID-19-related symptoms, have been exposed to or test positive for COVID-19, you must stay home, notify the teacher that you will not be volunteering and contact Allison at asteckley@sholom.org.

In the event that a parent volunteers to participate at a PTS Preschool event, prior to entering PTS Preschool building, a parent will undergo a temperature check and symptom check. If you register a temperature of 100.4 degrees or higher or have any COVID-19-related symptoms, you will be unable to volunteer.

While volunteering at PTS Preschool, a volunteer will be required to wear a compliant face covering at all times and must try to maintain a three-foot distance from others.

Travel Safety

We strongly recommend that you make travel plans with caution and follow local government travel advisories and the advisories provided by the government agencies of your planned destination.

More information regarding travel, including recommendations and guidelines provided by the CDC, may be found [here](#)

If a student and/or anyone in your household travels to any location via commercial or private air travel, you are required to provide advance written notification to the preschool.

Following an ***unvaccinated student's*** return from domestic air travel, the unvaccinated student(s) will be required to:

- [Get tested](#) with a [viral test](#) 3-5 days after travel AND stay home from school and self-quarantine for a full 7 days after travel.
 - Even if your child tests negative, they must stay home from school and self-quarantine for the full 7 days.

- If you opt not to test your child, your child will be required to stay home from school and self-quarantine for 10 days after travel.

Fully vaccinated students (defined as 2 weeks post-second COVID-19 vaccine dose) will not be required to self-quarantine or test for COVID-19 following completion of domestic air travel.

Following a student's return from international air travel, **regardless of vaccination status**, the student(s) will be required to:

- [Get tested](#) with a [viral test](#) 3-5 days after travel AND stay home from school and self-quarantine for a full 10 days after travel.
 - Even if your child tests negative, they must stay home from school and self-quarantine for the full 10 days.

If a member of your household other than your child(ren) travels, the preschool will advise whether your child(ren) is required to remain home from school for 10 days as a result of this travel exposure.

Be advised that if a student and/or member of their household travels by air and the family does not provide advance written notification, this may result in forfeiture of the child(ren)'s space at preschool, with no refund issued.

These rules and requirements may change during the school year from time to time and as the situation continues to evolve.

If a family member travels outside of the United States during the school year, upon arrival home to the United States, the child(ren) cannot return to PTS Preschool for at least 10 days while you monitor the family's health. If during this time, any family member exhibits any COVID-19 symptoms, please inform Allison immediately.

PTS Air Quality Index Policy ***During COVID-19 Pandemic***

If the AQI (Air Quality Index) is between 100-150 we will limit outdoor exposure and exertion. Doors and windows may remain open.

If the AQI reaches 151-200 doors and windows will be closed and we will remain indoors using our filtration system and air purifiers.

If the AQI reaches 201 or above we will close for the day. Any school closure will be communicated through Remini.

As building and sustaining relationships is important, if we close for the day, each teacher will lead one Zoom session for their class to be together.

Our afternoon class teachers will lead one Zoom session for our extended care children.

The current websites/apps we are using to determine AQI is purpleair.com, and airnow.gov. We recommend that you monitor the same websites.

Refund

As a non-profit institution, PTS and the Preschool will be unable to provide you with any refund in the event that your child is exhibiting COVID-19 related symptoms, has been exposed to COVID-19 or has tested positive for COVID-19 which results in your child being unable to return to school as detailed in our “Return to School” section detailed above.

**PLEASE SEE THE HANDBOOK SUPPLEMENT ACKNOWLEDGMENT FORM
BELOW.**

THIS MUST BE SIGNED AND RETURNED PRIOR TO THE FIRST DAY OF SCHOOL

Preschool 2021-2022 Handbook Acknowledgement Form

I, _____ (print parent/guardian name) of

_____ (child 1)

_____ (child 2 if applicable), I have read and understand the policies set forth in the Camp Sholom Handbook. I understand that my compliance with these policies stated above are vital to the safety of my child and the Camp Sholom community and acknowledge and agree to abide by these policies.

Dated: _____
Signature of Parent/Guardian

Please complete, sign, date and return this entire page to Kim Gotthardt or Leslie Siegel prior to the first day of camp.

If you have any questions please contact either Kim or Leslie at the preschool office.
(650) 697-2279