

## **PTS Covid-19 Preschool Handbook Supplement**

### **Updates and Additions- 9/14/20**

As we prepare for the school year, our priority is and will 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 help 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](mailto:asteckley@sholom.org).

### **What to Expect:**

The following guidelines will be in place until further notice to help ensure the health and safety of the children, staff and families. The following list is 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 will have a group of 12 or fewer children and 2-4 teachers/staff members. (Depending on classroom length of day.)
- Children of different ages may be together as needed.
- The same group of children and staff members will be together in the same classroom for the school year. Children will not change from one group to another and different classroom groups will not mix with one another.

### **Classroom Information**

- Classrooms and spaces will be adjusted as needed to allow for social distancing and easy sanitizing.
- Children will have a labeled container of supplies for them to use throughout the day and each container will be wiped down each day and as needed throughout the day.
- Children will have their own set of supplies and 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 (Classroom items will be placed in a bin for cleaning at the end of the day or as needed. Toys and items will be rotated and sanitized frequently.).
- We will create activities and a classroom environment that limits physical contact play between the children though at times there will undoubtedly be contact between the children As such, classrooms will be set up to encourage and facilitate small group play (2-3 children) to keep any 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 doorknobs, light switches, countertops, tables, etc.
- You may send messages to your child’s teacher through the preschool office – (650) 697-2279 – or through Remini, the preschool app. 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<sup>1</sup> throughout the day.
- Children under 3 are not required to wear masks.
- It has been recommended that children over the age of 3 wear masks or face coverings. If your child is over the age of 3, please provide a mask or face covering for your child to wear at PTS in common areas. PTS will not be supplying the masks for your child(ren) and as such, if you do not arrive at school with a mask, your child may be at risk of potential exposure to Covid-19. If you would like to leave an additional face covering in the child’s cubby, please provide it with the child’s additional change of clothing.
- As this environment remains fluid, there may come a time when wearing a mask will be required by all children at PTS. Please provide at least 3 masks daily so that we may change them as needed. We will implement such a protocol when necessary and in increasing time increments so that the children can get acclimated to the new procedure.
- Children may not wear a mask during their nap period.

### **Cleaning and Safety**

- Families will need to complete the wellness questionnaire, along with a temperature recording, each day prior to entering the building. Children will have their temperatures checked in class using a digital contactless thermometer throughout the day.
- 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 of 100 degrees or over 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.
- The classes will utilize the playground within their own class unit. The classes will have staggered times between each use in order to assure proper cleaning of the playground can take place.

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<sup>1</sup> A “**compliant face covering**” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. A covering that hides or obscures the wearer’s eyes or forehead is not a face covering. Examples of face coverings include a scarf or bandana; a neck gaiter; a homemade covering made from a t-shirt, sweatshirt, or towel, held on with rubber bands or otherwise; or a face mask, which need not be medical-grade.

- Commonly touched surfaces, including door handles, light switches, counter tops, toilets, tables, chairs and cubbies will be wiped down throughout the day.
- Cleaning products used at PTS are EPA approved for use against the virus that causes Covid-19.

**Naps:**

- Naps will occur within a child’s classroom with cots spaced 6 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 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               | • New loss of taste or smell |
| • Cough                                       | • Sore throat                |
| • Shortness of breath or difficulty breathing | • Congestion or runny nose   |
| • Fatigue                                     | • Nausea or vomiting         |
| • Muscle or body aches                        | • Diarrhea                   |
| • Headache                                    |                              |

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). If this is not done before getting into line at PTS, you will need to wait until there is no line for a staff member to take your child’s temperature using a touchless thermometer.

As mentioned above, if a child registers a temperature of 100 degrees<sup>2</sup> 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 Covid-19 related symptoms during the day, they will be isolated from others and are to be picked up immediately by their parent/guardian.

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<sup>2</sup> 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.

In the event that a child or staff member exhibits Covid-19 symptoms or tests positive for Covid-19, or someone who the child or staff member has had close contact with develops symptoms, PTS will take the following steps:

1. Child/staff member will be unable to return to PTS for *at least* 14 days.
2. Child/staff member must be symptom free for at least 72 hours (without the aid of fever reducing or any other medicine) before returning.
3. Child/staff member 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.
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 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/staff member who is sick, such as classroom, offices, bathrooms, the playground and other common areas.
8. If a child, staff member, family 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 then current recommendations of the CDC.
9. PTS will notify all parents and guardians in the event that a child or staff member has tested positive for Covid-19.

If your child or family member or another member of your household comes into direct contact with a person who has Covid-19 or is suspected to have Covid-19, your child will be unable to return to PTS for *at least* 10 days. Please seek medical advice from your healthcare provider immediately. If during that time your child or family member or another member of your household is diagnosed with Covid-19 you must immediately notify Allison Steckley at [asteckley@sholom.org](mailto: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 Covid-19-related symptoms such as fever, they must be fever free for at least **72 hours** without use of fever reducing medication(s); *and* have improved symptoms *and* it must be 10 days since symptoms first appeared; or
2. In the event, a child or family member or other member of the child's household tests positive for Covid-19 and exhibited symptoms, all of #1 above must occur and PTS will 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 or other member of the child's household tests positive for Covid-19 but does *not* exhibit any symptoms, the child can return to PTS after 10 days have passed since the positive test. If, however, the child [or family member or other member of the child's household] begins to exhibit symptoms after testing positive, the child will not be able to return until they satisfy the criteria in #1 and #2 above.

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**

Please talk to your child about the following changes before returning so they know what to expect.

- Drop off and pick up will be outside.
- Arrival and departure times will be slightly staggered. We ask that you do your best to arrive at your designated time slot to limit crowding. Please be prepared, and patient, if there are delays.
- Families will not be allowed in the building. 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). If this is not done before getting into line at PTS, you will need to wait until there is no line for a staff member to take your child's temperature using a touchless thermometer. 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 three years old are required to wear a mask or a compliant face covering at pick up and drop off.
- If possible, we ask that the same parent or designated person drop off and pick up the child every day.
- 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 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.

In addition to PTS Preschool's Meal and Snack policy, in an effort to limit the spread of Covid-19 until otherwise stated, you may not bring in any communal snacks.

### **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 the 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 must contact Allison at [asteckley@sholom.org](mailto: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 six-foot distance from one another.

### **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.

- Students returning from commercial or private air travel will be required to observe a precautionary quarantine for 14 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 14 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.

### **No Winter Camp**

We will not be able to hold Camp Sholom this year due to “pod” restrictions. School will be closed for Winter Break from December 18- January 3rd.

### **PTS Air Quality Index Policy**

#### ***During Covid-19 Pandemic***

In an effort to keep our children and staff as safe as possible we recently revisited our policy regarding smoky days. In the past, we were able to stay indoors on smoky days, closing all the windows and doors. We only had to close school when the air quality index (AQI) was between 200-300, defined as 'very unhealthy'.

Because of COVID-19, we must change our policy regarding smoky days, as we are no longer able to stay healthy while staying inside and shutting all the windows and doors.

If the AQI index reads 150 or higher by 7:00 am, we will not open school for the day. You will be notified 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.

If the AQI reads at 150 or higher by noon, we will need to close school early. We will send an alert through Remini, asking you to pick up your child.

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](http://purpleair.com), and [airnow.gov](http://airnow.gov). We recommend that you monitor the same websites.

We are praying for relief to come to the areas where the fires are raging. In the meantime, we will be closely monitoring the situation.

**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.

**Liability Waiver & Release**

Parents/guardian(s) are required to sign the separately provided liability waiver and release accompanying this packet stating that they are placing their minor child at PTS Preschool voluntarily, and that they understand the potential risk and exposure involved with their child(ren) attending PTS Preschool, as well as their own presence on PTS property during this time due to Covid-19 .This signed form needs to be returned to the school on or before the first day a child attends.

If you have any questions or concerns or suggestions, please contact Allison Steckley at [asteckley@sholom.org](mailto:asteckley@sholom.org).

***Thank you and we look forward to a safe and fun school year!***

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I, \_\_\_\_\_ (print parent/guardian name) of  
\_\_\_\_\_  
\_\_\_\_\_ (child 1),  
\_\_\_\_\_ (child 2 if applicable), have read

and understand the policies set forth in the PTS Covid-19 Preschool Handbook Supplement. I understand that my compliance with these policies stated above are vital to the safety of my child and the PTS Preschool 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 Allison Steckley at [asteckley@sholom.org](mailto:asteckley@sholom.org).*