



FUMC PRESCHOOL AND CHILD CARE CENTER
HEALTH AND SAFETY PLAN
FOR COVID-19

Information for Parents and Staff

Spring/Summer 2021

Updated April 5, 2021

INTRODUCTION

Dear FUMC PRESCHOOL COMMUNITY,

We have written this HEALTH AND SAFETY PLAN to educate everyone in our community about what is expected of all of us over this next phase, as we reopen our Preschool and Child Care Center. The coronavirus is still a serious risk to all of us, and we do not take any of these new regulations and restrictions lightly. It will take everyone's compliance and cooperation to keep everyone in our community safe from infection of this very communicable virus.

It will take not only some training, but also self-control and self-re-training to adapt to the new restrictions and policies. We enter into the process with faith that by working together, with the best of Public Health practices, we will be able to keep everyone in our community – children, parents, teachers, as well as church members who graciously house our program – healthy and safe.

The policies have been developed using guidance from the Center for Disease Control (CDC), Sonoma County Department of Public Health, CA State Child Care Licensing Provider Information Notices (PINs) and other notifications, the United Methodist Church Cal-Nevada Conference COVID-19 Health and Safety Plans for Preschool, and the CAL-OSHA Safety and Health Guidance, as well as other local Preschool Program Health and Safety Plans. PLEASE NOTE: The Covid-19 pandemic is a challenging and fluid situation. Federal, state, and local orders and guidance may change frequently. Our Preschool Board will check for updates and new requirements. As new data and practices emerge, the guidance will need to be updated.

This HEALTH & SAFETY PLAN has been approved by:

- FUMC PRESCHOOL BOARD OF DIRECTORS: June 15, 2020 [Updated: April 5, 2021]
- FUMC Santa Rosa Trustees: June 15, 2020
- FUMC Church Council: June 18, 2020
- Cal-Nevada United Methodist Church District Superintendent: June 19, 2020

Please read through this entire Health and Safety Plan and then sign the page at the end, acknowledging receipt and agreeing to abide by the recommendations of the plan.

OUR BASIC OBJECTIVES

1. TO WORK TOGETHER TO KEEP COVID-19 FROM ENTERING THE SCHOOL CAMPUS.
2. TO WORK TOGETHER TO ENSURE WE DO NOT TRANSFER THE VIRUS TO ONE ANOTHER.
3. TO WORK TOGETHER TO ISOLATE A CHILD OR STAFF AS QUICKLY AS SYMPTOMS DEVELOP, SO AS TO MINIMIZE TRANSMISSION TO OTHERS.

OBJECTIVE #1:

If you or your child are experiencing any symptoms that might be related to COVID-19, PLEASE STAY HOME and contact us to let us know. And if anyone in your household contracts COVID-19 and tests positive for it, let us know right away.

All staff and all children entering the building will be screened for symptoms and will wash their hands before entering the classroom. See: *screening procedures upon arrival; drop off and pick up procedures.*

SYMPTOMS INCLUDE: fever or chills, 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.

OBJECTIVE #2

ALL ADULTS entering the building, ALL STAFF and ALL CHILDREN OVER THE AGE OF TWO are required to wear a face covering, and new hygiene and cleaning protocols will be implemented.

Children will be required to wear a face covering at all times except while eating and napping.

Also see: *social distancing strategies; cleaning and disinfection efforts; adequate ratio of staff to children, and; healthy hygiene habits and food safety.*

OBJECTIVE #3:

As soon as a staff person or a child is identified with COVID symptoms, the individual will be isolated from others. Parents will be notified and will be expected to pick up child within 30 minutes.

The Sonoma County Department of Public Health and CA Licensing will also be notified. They will determine the risk to others in the program, and we will follow their directives on what to do next. If a staff person or child is sent home with COVID symptoms, there are strict protocols about when he/she can return. [See page 8.]

OUR BROADER OBJECTIVES

Based on The Center for Disease Control (CDC) recommendations, The United Methodist Church Cal-Nevada Conference requires that all programs in the Conference develop a COVID-19 Health and Safety Plan, and that it should detail practices and procedures that will:

- **Implement social distancing strategies.** These include face coverings for staff, smaller group sizes and reduced sharing of materials and spaces.
- **Intensify cleaning and disinfection efforts.** Before, during and after the school day.
- **Modify drop off and pick up procedures.** This is to limit the number of persons entering the school.
- **Implement screening procedures upon arrival.** This is to exclude symptomatic persons and their families from entry.
- **Maintain an adequate ratio of staff to children.** This is to ensure safety.
- **Increase attention to healthy hygiene habits and food safety.**
- **Create a response plan.** For future outbreaks in our school or in the community.

Social Distancing Strategies

Social distancing strategies in early childhood classrooms attempt to limit the number of people each child comes into contact with, to teach young children about social distancing, and to minimize any transmission that might occur within a group.

- **Only staff and children may enter the classrooms and play yard, for the time being.**
- The same team of one to two teachers will be working with the same group of up to 10-12 children. [Note: Sonoma County now allows cohort groups of 14 children.]
- It is important to keep the same children and teacher with each group each day and to include children from the same family in the same group, to the greatest extent possible.
- When there are two or more classes of children in the school, the children will only come into contact with children in their own class. The classes will not combine at any time now.
- We will limit the number of children in the bathroom to one at a time, when possible.
- We will create lines on the floor up to 6 feet apart, as possible, for children to line up to go outside or to come inside.
- **Parents will drop-off and pick up their child at the glass doors, with the Director (or designated staff).** Please see section about these special procedures (pp 6-7)
- **All Staff and All Adults in the facility will wear face coverings.**
- All children over the age of two are required to wear face coverings when with others.
 - All children will be supervised in their use of mask-wearing.

- Each child should at the minimum keep two extra masks at the school.
- Children will not wear masks at snack/lunch times or at naptime.
- We will use our outside space as much as possible.
- We will open our classroom windows to ventilate the facilities before children arrive and throughout the day. We will also keep HEPA filter air purifiers running in the classrooms.
- We will arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6-foot separation, when possible.
- We will not hold special events or large group gatherings for now.
- We will not offer live tours to prospective families while children are present, at this time.
- At **NAPT**IME: We will space the nap mats 6 feet apart, and alternate head/foot to lessen the possible spread of germs between children from coughing or sneezing.
- We will label nap mats for each individual child.
- We will model social distancing when interacting with children, families, and staff, and will set up the environment so that children will learn how to practice this, too.
- We will teach and remind the children about all of the safety protocols we'll be introducing to reduce the spread of the coronavirus.
- All outside doors of the facility will be locked during the school day.
- As church staff and church members are able to use the campus more and more, the Preschool will work with the Senior Pastor and Trustees to agree on usage, so that the two entities will have little cross contact to ensure safety for both populations.

Cleaning and Disinfection Efforts

Because FUMC Preschool is a licensed facility, we have cleaning and disinfection protocols in place. During this time, however, we will need to add several steps to prevent any spread of this new virus. Our teachers will be trained in the new protocols, and we have created checklists for them to use every day, as a reminder of the various surfaces that have high-touch frequency.

We will:

- Routinely clean and disinfect frequently touched surfaces and objects, including toys and games in the classrooms.
- Clean and disinfect the sinks and toilets several times throughout the day.
- Remove toys and activities from the classroom that cannot be easily cleaned. Books, blocks and other paper materials are allowed. Cloth props, dolls, blankets, dress-up items will be put away for now, unless they can also be cleaned daily.
- Toys that children have placed in their mouths or that are otherwise contaminated by body

secretions will be set aside until they are cleaned.

- Toys in the classroom will not be used by different groups of children.
- Toys from home will not be allowed.
- Clean high-frequency touch surfaces such as doorknobs, light switches, classroom sink faucets, countertops, nap pads, toilet-training seats, chairs. *[Checklist for cleaning frequency will be posted in classrooms.]*
- All bedding will be kept apart (non-touching) from other children's bedding.
- Mats will be, as always, cleaned every day, right after nap time.
- The tables and chairs are cleaned several times each day.

Drop Off and Pick Up Procedures

- Upon reopening, we will have limited staffing and will have limited hours [8:30am-3:30pm].
- Instead of our flexible hours for arrival and leaving, we will now ask parents to arrive within a window of time for pick-up and drop-off. Parents to arrive in between 8:30 and 9, and pick-up in between 12 and 12:30 pm (part-day) and in between 3 and 3:30 pm (full day).
- If parents are not able to arrive within these times, please call the school to let director or designated staff meet you at the door.
- All doors of the facility will be locked during the school day. The church will work to ensure separation of church and preschool and will require sign-ins to the church building.
- Please see "Screening Procedures Upon Arrival and Departure" for information about the Health Checks at the door.
- Children and Staff will also be required to wash their hands before leaving the school.

Screening Procedures Upon Arrival and Departure

As part of our usual routines, we perform informal Health Checks of children as they come in the door. We often check in with parents, and we appreciate when parents share information with us about how a child is doing and whether there is anything out of the ordinary we should be aware of, e.g., child woke up early or seems to be fighting a cold, etc. However, in this time of COVID-19, this Health Check every morning at drop-off is a more formal process, and we will be more discriminating in what we will allow. We have developed a checklist to use every morning.

Here are the new protocols:

- We will meet parents at the glass door to accept their child, and, will visually observe the child's health, and ask a list of questions, including:
 - Does child have any symptoms of illness?
 - Does anyone in the household have any symptoms of illness?
 - Has child had any medication (such as to reduce fever) within the past 24 hours)?
 - Is there any information you'd like to pass on to the child's teachers?
- The Director (or designated staff) will then take child's temperature with a no-touch thermometer and record the temp.
- If all is well, then the parent will sign in with their own pen.
- Director will then have child wash his/her hands with hand sanitizer (or with soap and water) before entering the child's classroom.
- If possible, one parent from each family should drop-off and pick-up, so as to reduce the number of people in contact with the school.
- We will have hand sanitizer near the entrances.
- Departures will take place, one by one, with director or designated staff, at the glass doors. Children will also wash their hands before leaving. Communications between staff and parents will be conveyed.

Here are the new protocols for the staff of the school:

- All staff will need to complete a HEALTH CHECK, including a temperature reading, upon arrival at the school.
- All staff will wash their hands upon arrival at school, and at departure, too.
- Staff must stay home if they are experiencing any symptoms that might be related to COVID-19.

Reminder to ALL: If you or your child are experiencing any symptoms that might be related to COVID-19, PLEASE STAY HOME and contact us to let us know. And if anyone in your household contracts COVID-19 and tests positive for it, let us know right away.

SYMPTOMS INCLUDE: fever or chills, 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.

Criteria for Exclusion

- We will monitor children and staff throughout the day for any signs of possible illness.
- If anyone has a temperature of 100.4°F or higher, they must be excluded from the facility.
- Please review our Parent Handbook, page 8, on “Health and Safety” for guidelines on a range of illnesses, and note “The center reserves the right to request a doctor’s note regarding a particular illness.”
- Children and staff members will need to stay home until they are deemed not contagious and it is safe to return.
- Per CDC Guidelines, if staff, children, or family members have or think they might have COVID-19, it is important to stay home and away from other people. The child or staff member may return to the Preschool after:
 - 10 days since symptoms first appeared AND
 - 24 hours with no fever without the use of fever-reducing medications AND
 - Other symptoms of COVID-19 are improving.

Anyone who has had close contact with someone who has (suspected or confirmed) COVID-19 should stay home for 14 days after their last exposure to that person. Close contact is defined as within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.

A Note on Travel and Social Gatherings

The recommended policies on travel and on social gatherings outside of school are changing, as more and more people are being vaccinated. Please minimize your family’s risks as much as possible, as your decisions and choices may have an impact on other families and staff at FUMC Preschool. If your family has met in social gatherings where COVID precautions were not observed or if you’ve travelled out of the area, please self-quarantine afterwards for 10 days. Please stay in touch with the Director about any issues or plans that come up. The Director reserves the right to exclude any child at any time when it might involve COVID risk to others in the Preschool.

Adequate Staff to Child Ratios

When mixed ages are present, adherence to the 1:6 ratio must be followed to allow for responsive caregiving, with groups no larger than 10-12 children. Also, see: *Social Distancing*.

Healthy Hygiene Habits and Food Safety

As everyone knows by now, we are urged to wash our hands for 20 seconds many, many times throughout the day. We already require everyone wash hands before snacks or lunch, after wiping one's nose, after toilet use or diaper changes, after cleaning, and anytime they are dirty. Now, we will need to teach the children to:

- Also wash our hands upon arrival at school, after eating, and after touching our face or mouth.
- We will post signs above the sinks to remind everyone about proper handwashing techniques.
- We will also model these protocols to reinforce healthy habits.
- We never allow children to share food because of concern of food allergies. We will continue this practice.
- We will continue to help children learn to use a tissue for their nose and to cough inside their elbow.
- We will close off the water fountains for now.

Snack and Lunchtime Routines

Snack preparations will be done by the teachers before school. Teachers wash their hands, and will wear gloves as they prepare the food. Lunchtime routines will be a little different: We will no longer offer to microwave "warm ups" from home.

- Please clean your child's lunch box regularly, and label the lunch box and containers clearly.
- Please use containers the children can open and close easily on their own.
- The children are encouraged to bring their own water bottles from home, LABELED clearly. Children will also be given water or milk in a paper cup provided by the school throughout the day, at snacks and also at lunch time.
- We will space the children out at the tables and we will eat outside in the play yard as much as possible.
- As always, children will wash their hands before any snack or lunch. Now, children will also wash their hands AFTER eating.
- For snacks, we will only use paper goods and disposable plastic utensils, following CDC and CDPH COVID-19 food handling guidelines.
- We will immediately clean the tables and chairs after meals, and will disinfect the table surfaces once the children are out of the area.

Response Plan

If someone becomes ill with COVID-19 symptoms at school, we will:

- Isolate that person (staff or child) from others right away.
- If a child, we will call/text parents right away. Parent will need to pick child up within ½ hour. Parent will need to contact health care provider by phone that day.
- We will close off all areas used by the sick person, as best as possible, and we'll use other rooms until after 24 hours, when we can safely clean and disinfect. [We will also open windows to increase air circulation in those areas.]
- We will contact CA Licensing and Public Health officials to let them know the situation, and will follow their directives as to what we need to do.
- If we need to close the school, or one particular class, we will let parents know ASAP.
- If your child becomes sick with COVID-19, or needs to stay home because a member of household becomes sick, parent is still responsible to pay tuition in order to hold child's spot in program.
- If your child is sent home with COVID symptoms, he/she will not be able to return until CDC guidelines are met (see page 8).

RESOURCES:

The Center for Disease Control (CDC): <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

CA Licensing: <https://www.cdss.ca.gov/inforesources/child-care-licensing>

Sonoma County Department of Health: <https://socoemergency.org/emergency/novel-coronavirus/health-orders/>

CAL-NEVADA UMC: <https://www.cnumc.org/newsdetails/new-local-church-protocols-for-preschools-and-drive-in-church-gatherings-13998000>

CAL-OSHA: <https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Childcare-Programs-Guidance.pdf>

Parent COVID-19 Health & Safety Plan Signature Page

I have received and read the COVID-19 HEALTH AND SAFETY PLAN, and I understand and agree to the policies as set forth in this PLAN of the FUMC Preschool and Child Care Center. I am aware of the risks involved in sending my child to the Preschool, due to the coronavirus pandemic. My child has not experienced symptoms associated with COVID-19 and no other members of our household have experienced symptoms associated with COVID-19 in the last 30 days. If my child or anyone in my household does experience symptoms associated with the coronavirus, I will contact the school, contact my health provider, and will keep my child home for the prescribed amount of time. Should our child contract COVID-19 while attending FUMC Preschool, I agree to hold First United Methodist Church of Santa Rosa (FUMC) and FUMC Preschool and Child Care Center harmless of any injuries or damages relating thereto. I understand that FUMC Preschool will follow recommended health and safety protocols to the best of their ability.

Signature of Parent/Guardian

Date

(This copy to be retained by the Parent/Guardian.)



I have received and read the COVID-19 HEALTH AND SAFETY PLAN, and I understand and agree to the policies as set forth in this PLAN of the FUMC Preschool and Child Care Center. I am aware of the risks involved in sending my child to the Preschool, due to the coronavirus pandemic. My child has not experienced symptoms associated with COVID-19 and no other members of our household have experienced symptoms associated with COVID-19 in the last 30 days. If my child or anyone in my household does experience symptoms associated with the coronavirus, I will contact the school, contact my health provider, and will keep my child home for the prescribed amount of time. Should our child contract COVID-19 while attending FUMC Preschool, I agree to hold First United Methodist Church of Santa Rosa (FUMC) and FUMC Preschool and Child Care Center harmless of any injuries or damages relating thereto. I understand that FUMC Preschool will follow recommended health and safety protocols to the best of their ability.

Signature of Parent/Guardian

Date

(This copy to be retained in the student's file.)