

OUR REDEEMER LUTHERAN PRESCHOOL AND KINDERGARTEN

License No. 561700290
721 DORIS AVENUE, OXNARD, CALIFORNIA 93030
School Office (805) 983-0619 | FAX (805) 983-0443



Temporary Policies for RE-Opening in Response to the COVID- 19 Pandemic.

INTRODUCTION

Using guidelines from Community Care Licensing Child Care Division, Our Redeemer Preschool and Kindergarten has developed new temporary policies for children, families, and staff for re-opening beginning Monday, June 1, 2020. This is in response to the COVID-19 pandemic.

This temporary guidance has been developed for licensed childcare center programs in California in response to the COVID-19 pandemic. This includes guidance required by California licensing rules, COVID-19 public health and executive orders and national, state, and local recommendations for best practices during this health emergency.

COVID-19 information and guidance is fluid and changes almost daily and therefore this document may change frequently. This is uncharted territory for us so we will begin procedures and will most likely need to adapt and be flexible as we go.

Throughout the crisis, we have vowed that all our decisions would be based on a set of guiding principles that are consistent with our values, including to:

- Protect the health and safety of our families and staff
- Continue to foster and maintain relationships with the children and families who have been in our community
- Come up with a realistic process that will allow us to continue face to face care in a safe, clean, healthy environment.

With these principles as guides, we can continue to thrive- together. I am confident that Our Redeemer Preschool and Kindergarten will once again flourish- as we have throughout our history- despite the substantial impact of the COVID- 19 pandemic.

REFERENCES

[Community Care Licensing Child Care Division](#)

[Ventura County Public Health](#)

[Ventura County Office of Education](#)

[Centers for Disease Control and Prevention \(CDC\)](#)

[California Department of Public Health \(CDPH\)](#)

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DAILY SCHEDULE REVIEW

These temporary processes are to help ensure our program has a plan and is prepared during the COVID- 19 pandemic.

- **Processes in place for:**
 - **Drop off/ pick up- TBD**
 - **Staggered drop off times- TBD**
 - Screening for illness: staff and children will be screened upon arrival each day. A symptom check and temperature will be taken once per day.
 - Ask caregivers to screen themselves and children daily, prior to coming to facility.
 - Caregivers must notify the school staff if a child has taken any fever reducing medication in the prior 24 hours.
 - Face coverings for children (as appropriate), guardians and staff
 - Childcare providers are essential and must be protected. Providers and the children in their care must stay healthy and safe in order for care to continue. Group size, social distancing, screening for signs of illness, handwashing, respiratory etiquette, and disinfecting remain essential for keeping childcare safe, opened, and operating.
 - Masks are required for staff caring for children and interacting with parents to the extent possible and as long as it doesn't impact the health of the wearer.
 - Although CDC recommends that children under 2 should not wear a facemask, the childcare environment poses unique challenges since groups of up to 10 young children may be supervised by one caregiver for several hours at a time. For that reason, our recommendation is that children under the age of 3 within the childcare should not wear masks and no child should wear a mask while napping. Additionally, children between the age of 3 and 5 should be supervised if they are wearing a mask. If the mask is creating discomfort or resulting in the child touching their face frequently, reconsider whether a mask is appropriate for that child.
 - Parents/ Guardians dropping off and picking up children are required to wear masks while they are at the facility.

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- Masks for children over 3 who are not napping are recommended but not required.
- Disposable gloves for staff
 - Disposable gloves will not be worn in the classroom due to concern of cross contamination. If a staff member needs to assist a child and it involves physical touch, the staff will wear gloves and dispose of the gloves immediately after assisting the child.
- Social Distancing and group size (10 students. Stable groups)
- Meals, water, snack time and preparation, needs for food assistance
 - We provide daily snacks
 - Families provide lunches
 - Lunchboxes need to be clearly labeled on the outside
 - Lunchboxes will be stored in the student's cubby
- Cleaning process, schedule and supplies- have assessed need for supplies and ensured they are ordered so stock is not depleted.
 - Determine surfaces commonly touched
- Practice Healthy Hygiene
 - Practice frequent handwashing
 - Teach children to use tissue to wipe their nose and to cough inside their elbow
 - Practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.
 - Teeth brushing suspended at this time
- Isolation and exclusion if illness occurs, including sick area if symptoms arise the day and a family plan on hand for quick pick up if needed
 - Staff and students who are ill stay home until well
 - Utilize recommendations from Community Care Licensing Child Care Division and the local health department in circumstances where positive COVID-19 cases have been identified in the building. [CDC Guidelines](#)
- Age group needs: toddler care needs, naptime cots 6 feet apart where possible
- Personal items
 - All personal items must be labeled with the child's name
 - Personal items such as: bedding and a change of clothes will be kept in a personal cubby inside the classroom
 - Lunches will be stored daily in the child's personal cubby

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GENERAL OPERATING PROCEDURES

- **Only staff and children can enter the classrooms**
 - Same teacher will be working with a stable group of children for the day
 - We will assign a consistent staff member to give classroom/ group staff breaks each day
 - Group ratios are maintained at 1-2 staff to every 10 children
 - Groups are not combined
- **Parents will drop- off and pick- up children ... using a staggered schedule and using separate entrances**
 - Children **will be dropped off (TBD)** and only staff and children will be allowed in the classroom/ building*(TBD)
 - Parents will be required to wear facemasks at drop- off and pick- up
 - An alternate sign in/ out procedure will be implemented so parents will not have to touch keypad.
- **Health Check stations** will be set up and used every morning for staff and children before they enter the building
 - No- touch thermometers will be used for temperature checks during arrival each day.
 - **The no-touch thermometer needs to be wiped with an alcohol wipe after each use.**
 - All Our Redeemer Preschool and Kindergarten staff will be required to wear a facemask throughout the day.
 - All staff completing health checks and check ins will be wearing disposable gloves.
 - Monitor staff and children throughout the day for any signs of possible illness
- **ALL children and staff will receive a health screening before entering the building- during the pandemic we have implemented a zero- tolerance illness policy. If your child, or a staff member, is sick or has been exposed to anyone who has been sick regardless of the illness, they will be excluded from school until they are deemed not contagious and safe to return with a doctor's note; or they have been fever free for 72 hours without fever reducing medication.**
- **Parents and staff will be required to answer questions upon arrival** which will be logged by an employee on Child/ Employee Health Screening Form
 - If a child or staff is ill, it will be logged on the screening form and they will not be accepted that day.

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- If your child's or a staff's temperature is between 99.2- 100.3 degrees F we will monitor their temperature throughout the day every 30 minutes- if it goes up to 100.4 we will ask that they go home.
- If we call you to pick up your child you need to arrive within 30 minutes.
- If a child or staff is absent, we ask that you call and give a reason; if they are ill it will be logged on our illness log
- **If your child or a staff has been diagnosed with COVID-19 please inform us ASAP as we will do the same.**
- **Exclusion Criteria:**
 - **Cough**
 - **Sore Throat**
 - **Shortness of breath**
 - **Fever (temp of 100.4 or higher)**
 - **If child has had close contact with someone with COVID-19 or symptoms of COVID-19**
 - **Other signs of illness requiring exclusion [COVID-19 symptoms](#)**
- **All groups will have easy access to handwashing sinks with soap and paper towels**
 - All persons entering the facility will be given hand sanitizer.
 - Children will go to their class area at the beginning of school, then each class will be escorted by their teacher to the restroom to wash their hands. The classroom area will be sanitized before their return.
- **Each staff member will have 2 face coverings**
 - Staff will be required to launder facemasks daily and dried on the highest heat setting
- **Each child over age of 3 will provide their own facemask, should parents request a facemask be worn.**
 - Children 0-3 years old do not require a facemask and it is not recommended
- **Emergency contact information will be required to be on file for every child so families can be contacted quickly due to sick child or necessary closure.**
 - All emergency contact and enrollment information will need to be current and on file 1 week prior to the child's first day. If we do not have required paperwork by the child's first day they will not be accepted until it is turned in.
- **Signs will be posted to alert people to not enter the building if they are experiencing symptoms such as:**
 - Fever, dry cough, shortness of breath, sore throat
 - Signs will be posted at each entrance
 - Handwashing signs will be posted at sinks

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- **The school will have enough supplies available for 2- 4 weeks**
 - Sanitizer and disinfectant
 - Face covers
 - Paper towels
 - Toilet paper
 - Facial tissue
 - Dish soap
 - Disposable gloves
 - Thermometers
 - Other daily supplies as needed
- **There will be a designated space for isolating sick children who are waiting for a parent to pick up**
 - Isolation area will be disinfected after use
 - Staff supervising sick child will use personal protective equipment
 - If there is more than 1 sick child at a time, children will be kept 6 feet apart or in separate rooms if available
- **Staffing will ensure that ratios do not exceed 1-2 staff to 10 children in any group with a consistent staff maintained for breaks**
 - Ratios must be maintained in younger groups
 - Lower ratios will allow for proper physical distancing in each space that groups will be using
- **All onsite tours are discontinued**
- **Non-essential visitors are not allowed in the facility**
- **No special events or guest will be scheduled for the program**
- **Procedure of COVID-19 case in facility**
 - State requires facility closure for 48-72 hours to deep clean building/ area of exposure. (Time depends on the amount of work and time it takes to clean.
 - Community Care Licensing and the Local Health department will be notified.
- **If you have been exposed to COVID -19**
 - If you test positive for COVID-19 or if you develop a fever, cough, or shortness of breath, you should stay away from others (isolate yourself). If you need medical advice, call a health care provider or nurse line. It is important to CALL ahead BEFORE going to see a health care provider, urgent care, or emergency room in order to limit the spread of COVID- 19. Tell them your symptoms and where or how you might have been exposed.

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- If you don't have symptoms but know you have been in close contact with someone who has been diagnosed with COVID-19 or has symptoms (fever, coughing, shortness of breath), you should quarantine yourself.
- **If you are diagnosed with COVID- 19**
 - Contact the school ASAP
 - If you have a positive test result for COVID-19, public health may contact you to collect information about your exposures and give you more information about preventing transmission to others. You may get a call from public health before you have been called with test results.

GROUP/ CLASSROOM PROCEDURES

- **There will be no more than 10 children in each group and the children have room to be 6 feet apart with minimal staff while ensuring ratios are maintained.**
 - Groups will not be combined
 - Children will not be moved into another group or classroom
 - The same staff will remain with the same group of children throughout the day
- **Different groups of children will be kept separate and will not share common areas at the same time.**
 - Playground/ play area schedule will be maintained to ensure only one group at a time
- **Children will play outside whenever possible and appropriate**
- **Air conditioning units and fans will be used daily to maintain air circulation throughout the day**
- **Hard to clean toys/ materials will not be used**
 - Each item used will be cleaned and disinfected each day
 - Designate a tub for toys that need to be cleaned and wiped after use
 - Toys from home are not allowed
- **It will be recommended that children over age 3 will wear face coverings when not napping, when possible- this is not a requirement**
- **Teeth brushing suspended at this time**
- **Meals and snacks**
 - Children will eat all snacks and meals in designated classroom
- **Sensory, water and sand tables will not be used**
- **Drinking fountains will be taped off and not used**
 - No personal water bottles allowed at this time

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- Children will be provided water in a disposable cup at meal times and upon request, then disposed of immediately
- **6-foot distance between children in the classroom and play area/ playground will be maintained as much as possible**
 - Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6- foot separation, when possible.
 - Staff and children will wash hands after using a common play area/ playground
 - A designated staff will clean and disinfect areas throughout the day
 - Give frequent verbal reminders to children
- **6-foot distance between children will be maintained as much as possible during rest time**
 - 6 feet between cots
 - Children will be arranged in a head- to- foot configuration
 - Bedding will not be shared
 - Bedding will arrive every Monday and be stored in the child's cubby during the week
 - Bedding will be sent home Friday to be laundered

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ACKNOWLEDGMENT RECEIPT

I have been provided a copy of the Our Redeemer Preschool and Kindergarten Temporary Policies for RE-Opening in Response to the COVID- 19 Pandemic for my information and review. I understand that if I have a question about any of the policies contained in the Our Redeemer Preschool and Kindergarten Temporary Policies for RE-Opening in Response to the COVID- 19 Pandemic, or about any information contained in those policies, I may direct my question(s) to the Director or to another member of school administration. By my signature below, I hereby certify that I have read the Our Redeemer Preschool and Kindergarten Temporary Policies for RE-Opening in Response to the COVID- 19 Pandemic, understand the information contained within, and agree to comply fully with all of the policies set forth in the Our Redeemer Preschool and Kindergarten Temporary Policies for RE-Opening in Response to the COVID- 19 Pandemic.

Student Name: _____

Teacher: _____

Parent/ Guardian Printed Name

Parent/ Guardian Signature

Date