

COVID PROTOCOLS

Co-op

Unfortunately, at this time we will not be following the co-op method. We hope to get back to this in the future, but for now we want to keep limited individuals in the classroom.

Arrival and Departure

At this time, our operating times will be shortened. Our facility will be operational from 9:00am–1:00pm, Monday through Friday. Until further notice Extended Day Care and Enrichment will not be provided. It is important that each class drops off and picks up at their designated locations. We ask that the designated drop-off and pick-up person not be a “vulnerable” person (older person such as grandparent or person with a serious underlying medical condition).

Drop-Off Procedures

Parent, caregiver, and anyone entering the campus is required to wear a mask. Parent or caregiver will walk children to their class and wait on the X’s until their turn for check in. Parents are asked to social distance and remain on their X. Teacher will come greet child at check in station. Teacher will ask a series of questions (see below) and do a visual assessment of child. Teacher will take the temperature of child and any other individuals accompanying child outside of the vehicle. We request that the same individual drops off and picks up child. Parents or caregivers will need to stay outside of the classroom.

Check in: One teacher will remain at the gate for check in procedures and the other teacher will stay in the classroom area and assist children with their belongings.

Medical questions will be asked at drop off.

- Temperature over 100.4
- Cough
- Trouble breathing or shortness of breath
- Chills
- Fatigue
- Muscle or body aches
- Headache
- Nausea or vomiting
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Diarrhea
- Have you been exposed to anyone testing positive for COVID-19

These are in addition to our standard sick policy:

- Nasal discharge that is heavy enough to require frequent wiping, especially if accompanied by sneezing and/or coughing (colds are most commonly spread by air droplets from sneezing or coughing).
- Cough that is persistent enough to limit his/her activity, especially if accompanied by other symptoms (runny nose, sneezing, etc.)
- Temperature of 100.4 degrees or greater within the past 24 hours
- Vomiting one or more times in the previous 24 hours
- Conjunctivitis or pink eye. Defined as pink or red eyes with white or yellow discharge, often with matted eyelids after sleep.
- Infestation (e.g. head lice, scabies). Keep at home until all nits (eggs) have been removed.
- Rash with fever or behavior change (until seen by a physician who determines the illness is not communicable).
- Streptococcal infection, until 24 hours after treatment has been initiated.
- Signs of possible illness including lethargy, irritability, crying, etc.

If child is experiencing any of these symptoms they will not be admitted to school for the safety of the other students and the staff. The need to send a child home from school shall be at the sole discretion of his or her teacher. There will be no exceptions to this policy.

Pick-Up Procedures

Parents or caregivers will pick up their child at their designated location. All individuals entering the campus are required to wear masks. Parents or caregivers are asked to social distance by remaining on their X or remaining 6 feet apart.

Pinecones: Pick up will be at the bottom of the Pinecones stairs at 1:00

Footprints: Pick up will be at the gate of the classroom at 1:00

Treetops: Pick up will be at end of parking lot by the amphitheater at 1:00

Outdoor Classrooms

- Outdoor classrooms: All classes will be held outside and on the large playground.
- Communal Playground: To allow for social distancing between the classes, playground times will be staggered by day and only one class will be on the playground at a time. Playground will be wiped down and disinfected between uses.
- Playball: Classes will have access to the patio for Playball on their non-playground day.
- Bikes: Classes will have access to the bikes on their non-playground day.
- Schedule: Teachers will create a schedule for their Playground day, Playball day or Bike day.
- Rain: Classes will be cancelled on rainy days, depending on the severity of the rain. This will be to the school's discretion whether to cancel school. If conditions are slight, children will be asked to bring the proper clothing for mild rain. This should include a

raincoat, rain boots and an umbrella. Director, teacher, or room parent will notify families if school is being cancelled.

Covid Measures and Procedures

- **Separate Classes:** All students will remain with their own class and with the same teachers each day. Unfortunately, we cannot allow separate classes to intermingle at this time.
- **Handwashing/Hand Sanitizing:** As soon as students arrive to the classroom, they will wash their hands properly or use hand sanitizer. Hands will be washed throughout the day as well as hand sanitized. Students will wash their hands before and after mealtimes. Students will wash their hands upon entering and exiting large playground. Hand sanitizer will be located at the classrooms as well as on the large playground.
- **Sanitizing/Disinfecting:** All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. All surfaces and toys will be sprayed with sanitizer throughout the day.
- **Toys:** All soft toys, pillows, dress-up clothes will be put away during this phase of reopening. Children will be given their own container with markers, glue, scissors and play doh. They will be kept in their cubby and brought out each day. They will use these for any projects. Paint brushes will be disinfected after each use and only one child will be allowed on each side of the easel at a time. Once they are finished, paint brushes will be sanitized for next child.
- **Mask wearing:** Staff, Students and anyone entering the campus will be required to wear a mask. Please provide a mask that fits your child properly.
 - Parents or caregivers will take the mask home each day and wash it.
 - Mask free zone – Each class will have a mask free zone. Children are allowed to remove their mask in this area only. Once they leave this area, they must keep their mask on. Staff will assist students in keeping their mask on and covering their nose and mouth.
- **Social distancing:** Each class will social distance from other classrooms to assure safety. Classes will not intermix and will be with the same teachers all day. Social distancing will be encouraged within their class to the best of their ability.
- **Bathroom:** All classes will have separate bathroom times. Toilets seats, door handles, and faucets will be sanitized between each use. If children from another classroom are in the restroom, class or individuals will wait until they have left the restroom. Children will be encouraged to use tissues when flushing toilet.

- Mealtimes: An additional table will be brought outside to enable children to sit farther apart from each other. Children will wash hands before and after eating. Teacher's will wear gloves to help children open containers. There will be no sharing of foods.
- Food: Lunch, snack and water bottle to be brought in a lunchbox from home. We will not use communal coolers at this time. We ask that you provide containers that children can open on their own. We continue to be a peanut-free facility, so please do not provide snacks or lunches that contain peanuts. If your child has an allergy to any foods, please be sure that it been indicated in your child's paperwork and put in writing. This should be given to the teacher and room parent. Depending on the allergy, some classrooms may become completely "nut free" or the allergy the child has.
- Personal Belongings: While in this phase of operation, children may not bring in any personal belongings aside from an extra set of clothing (shirt, pants, sweatshirt or jacket, underwear, socks and shoes). This extra set of clothing should be in a Ziploc bag and will be kept in their cubby. If they use their extra set of clothing, please bring in a new set on the next day of school. No toys or personal items from home will be permitted at this time.
- Backpacks: We ask that you provide a backpack for your child. This will assist them in carrying their belongings.

Visitors

Visitors will not be permitted at this time. This includes specialty teachers (music and yoga) and parents, grandparents, nannies, etc. until further notice.

Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.

Admission/Exclusion due to symptoms of illness

Children who are obviously ill with any of the symptoms above will not be admitted to school. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 858-481-1378 to be sure they may attend. If your child appears to be sick or has any of the symptoms listed above while at school, we will follow the following procedures:

- Child will be immediately required to wear a mask.
- We will notify the parent or guardian immediately, and it is necessary that the child be picked up within 30 minutes of notification. Child will be brought to the Director's office

for isolation until they are picked up. If weather permits, Director and child will wait outside for parent or guardian.

- Individual picking up, child and director will be required to wear a face mask.
- Remaining students in the classroom will be brought to playground, amphitheater or taken on a hike. During this time, the outdoor spaces will be disinfected.
- Children who have had symptoms will not be allowed in class until one of the following criteria has been met:
 - Receive a negative PCR test.
 - 14-day quarantine, including at least 3 days with no fever or symptoms and at least 10 days since symptoms first appeared.

Positive case within the household

- If a child is living with a positive individual, that child will need to quarantine for 14 days from initial contact. After the initial 14-day quarantine, child must quarantine for 10 days or receive a negative PCR test.

Exposure

- If a child has been exposed but with no ongoing contact, child must quarantine for 14 days or receive a negative PCR test 3-5 days after exposure.

Confirmed Cases at School

- Parents in the class will be notified.
- Local health officials will be notified, and we will be following their guidance.
- Staff members and students from that class will not be able to return to school until they quarantine for 14 days or receive a negative PCR test.

Travel

- If you choose to travel, please notify Sandy Hill staff.
- Please adhere to the CDC guidelines:
[cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html)
- You must receive a negative PCR test 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel.
- If you choose not to get tested, stay home and self-quarantine for 10 days after travel.

School Closures

We will follow all guidelines provided by the Public Health Department and the CDC regarding childcare and preschool education closures. If a case is reported, we will notify the Public Health Department and follow their recommendations regarding ongoing operations at school.

Parent Notification

- Parents will be notified if there is a positive case in the classroom or if there was exposure to a person who tested positive.