



As COVID-19 cases rise again and the Delta strain dominates the infection rate, we are revising our COVID-19 policies to reflect current precautions we are implementing to help keep our community safe during this time. There is still a great deal of data to be gathered and analyzed, so we feel it is prudent to stay vigilant about our health and safety practices out of an abundance of caution.

While it is disheartening to know that COVID is once again on the rise, we are now quite experienced in handling this situation and well versed on the precautions that help keep our community safe.

We continuously consult with doctors; attend numerous Webinars and Zoom Meetings with the Los Angeles Public Health Department, our Licensing Agency, and the National Association for the Education of Young Children and more. We have put together policies and procedures that we want to share with you. Unfortunately, some of the new policies will limit the parent's access to the preschool. Our hope is that this is just temporary. We are doing our best to still have our Weekday's warm and welcoming environment while also following all the new requirements.

Weekday Preschool is taking all the necessary and required precautions to maintain the best possible environment to help stop the spread of COVID-19. However, no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19. Our current policies follow the recommendations of the Center for Disease Control (CDC), California Childcare Licensing Division (CCLD) and the Los Angeles Department of Public Health – Early Childhood Division.

The virus that causes COVID-19 can infect people of all ages. While the risk of serious illness or loss of life is greatest in those 65 years of age or older with pre-existing health concerns, persons in every age group can become infected with COVID-19.

Everyone understands that there is some level of risk involved in all activities including attending Preschool. While we have several precautions (e.g. frequent handwashing and keeping children in relatively stable groups) we do not expect that young children will be able to effectively maintain "social distance" from the other children in their small group. We expect that preschool aged children will continue to play in close proximity to one another, share items etc. Young children also can occasionally need the teacher's help with their shoes, jackets, lunches etc. Young children also seek/emotionally benefit from comfort when sad or injured. It is to be expected that teachers will have some physical contact with the children.

Weekday Preschool will implement the following procedures:

Arrival and Departure Policies

- ✚ Parents and Staff (regardless of vaccination status) are required to wear a facemask while indoors. Even though our drop off and pick up takes place outdoors, we request parents and other adults

picking up wear a face mask. We come within close contact of others during this time. The staff and teachers will also wear masks during this time. Current Los Angeles requirements mandates that a child older than 24 months must wear a mask indoors; however there is an exception should a child not want to wear a mask.

- ✚ encourage mask wearing indoors.

- ✚ All parents are to wait 6 ft. apart at each of the gates assigned to your child's class. Hand sanitizers will be at each gate. There will be staggered drop-off and pick-up times. It is important that you come during your child's arrival and pick up time. This way we minimize the number of people at the preschool. There will be markings along the gate at 6-foot intervals. Please make sure wait until the space in front of you is clear before moving forward.

- ✚ You MUST arrive within 5 minutes of your drop-off time and arrive on time for pick-up. Your help in this policy is greatly appreciated. It will allow us to properly check everyone in and to maintain the required social distance.

Staff will ask parents to verify their child's current health using the Brightwheel app

- ✚ To enter the preschool a child must be free from COVID-19 symptoms. Many of these symptoms can also be related to non-COVID-19 related issues we must precede with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. **Your child will need to be symptom free without any medications for 48 hours and provide the preschool with a doctor's note or negative COVID test if they had any of the listed COVID-19 symptoms. The ONLY exclusion is a clear runny nose.**

- ✚ The COVID-19 wellness questions will include that the parent confirms that their child is free of any of these symptoms:
 - Fever (100.4 degrees F) 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 * a child can return to school if the only symptom is a clear runny nose. A doctor's note or negative COVID test is not required.**
 - Nausea or vomiting
 - Diarrhea

- ✚ Your response to your child's health questions will be recorded in the Brightwheel app and reviewed by the staff prior to your child entering the classroom.

- ✚ Parents are not allowed to pass through the gates of the preschool (See information about Hand-in-Hand). All belongings will be taken with the teacher and child to the classroom.
- ✚ The sign-in and sign-out procedures will be through the Brightwheel app; All parents will be asked to set up a Brightwheel account on their mobile device. At the 6-foot markings along the fence there will be a code you can scan with your phone, allowing you to sign your child in and out each day. The teacher at the gate will have a tablet/mobile phone that they will use to confirm that you have signed in using the app.
- ✚ Touchless Hand Sanitation Stations will be located at each gate.
- ✚ If staff or a child exhibits signs of illness, they will be isolated from the general population. The parent will be immediately notified, and the child must be picked up within 30 minutes.

Children's Arrival to the Classroom

- ✚ All children and staff will wash their hands upon arrival using proper handwashing techniques. Signs are posted in restrooms and near sinks that convey proper handwashing techniques.
- ✚ Teachers will model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.
- ✚ Class group size is **14-15 children per group with 2 teachers**. Primarily, these groups will not have contact with other groups of children. Current regulations allow for mixing of groups during extended hours (such as early morning, lunch groups and extended day groups). We will continue to keep groups separate but will notify the parents in advance if it becomes necessary to combine groups.
 - Children shall not switch from one group to another
 - Each group shall be in a separate room
 - Groups shall not mix with each other unless you have been notified of a combining of lunch groups.
 - Teachers will remain with one group of children during each school day, but may work with another group on a different day. Teachers may now work with more than one cohort. Example a Monday, Wednesday, Friday class and also a Tuesday, Thursday class.
 - We will implement strategies to model and reinforce social and physical distancing and movement. We will define space using carpet squares, mats, or other visuals. While social distancing is important, children may interact closer than the 3 feet recommendation.
- ✚ During snack time, the children will be spread out around the classroom to create 3 feet of space as best we can. We are asking for all snacks to come from home including water/milk. Lunch boxes and reusable water bottles are acceptable. Tables will be disinfected immediately after eating. Water will be served throughout the day using single use cups. Drinking fountains will not be used.

- Only one cohort will use bathroom sinks and toilets. Bathrooms will be disinfected regularly and checked throughout the day
- We have separated the bathroom toilet and sink areas in our double bathrooms with a barrier.
- There are touch-less soap dispensers and trashcans in each bathroom area.

✚ Classroom windows and/or door will remain open to provide ventilation.

✚ No personal items from home except for Share Bags. The teachers will send home information about Share Bags.

✚ At the end of the day, children will be brought to the same gate used for drop-off.

Healthy Hand Hygiene Behavior

✚ All children and staff will engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

✚ Supervise children when they use hand sanitizer to prevent ingestion.

- Assist children with handwashing
- After assisting children with handwashing, staff should also wash their hands.

✚ Posters describing handwashing steps are placed near sinks.

Masks and Face Coverings

✚ Teachers will wear masks indoors. When outdoors, vaccinated staff may remove their facemasks. Realize that many teachers may still choose to wear a mask outdoors and their vaccination status should not be assumed.

✚ Children will be encouraged to wear face coverings when they are not actively engaged in physical activity to reduce the risk of transmission if the parent and provider determine that they

can reliably wear, remove and handle masks following CDC guidelines throughout the day. Children 24 months and older are required to wear a facemask indoors, however, should a child not want to wear a mask we are not required to “force” them to wear one. If a parent feels strongly that want their child to keep a mask on throughout the day, please notify the teacher of your request. **We request that all children arrive with a mask.** The teachers will use positive strategies to encourage children to wear their mask, especially while indoors. Please provide extra masks for your child in case it become unusable (gets wet or falls on the ground, etc.). Make sure to write your child’s name on their masks.

- ✚ The preschool expects that some children will not wear facemasks for the entire day, especially when outdoors. Current guidelines do not require that children wear a mask outdoors.
- ✚ We request that Parents who walk their children to the gate **wear a mask.**

More Tips and Information regarding Masks

- Have multiple masks, so you can wash them daily and have back-ups ready. Choose masks that:
- Fit snugly but comfortably against the side of the face
- Completely cover the nose and mouth
- Are secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Can be washed and machine dried without damage or change to shape
- **Label your child’s masks clearly in a permanent marker so that they are not confused with those of other children.**
- Practice with your child putting on and taking off masks without touching the cloth.
- Explain the importance of wearing a mask and how it protects other people from getting sick.
- Consider talking to your child about other people who may not be able to wear masks for medical reasons (e.g., asthma).
- As a family, model wearing masks, especially when you are in situations where physical distancing is difficult to maintain or impossible.
- If you have a young child, help build their comfort wearing a mask and become comfortable seeing others in masks.
- Praise your child for wearing a mask correctly.
- Put a mask on stuffed animals.
- Draw a mask on a favorite book character.
- Show images of other children wearing masks.
- Allow your child to choose their mask

Cleaning of Toys and Equipment

- ✚ All toys and materials will be disinfected; using an EPA approved solution, as needed. This has

been a big change from last year as it has been determined that COVID-19 is not being transmitted on objects. If a child places an object in their mouth, that item will be removed and disinfected before being put back into the classroom.

- ✚ Teachers/staff will continue to regularly disinfect classrooms, paying special attention to commonly touched surfaces such as toys, tables, faucet handles, toilets, doorknobs, handrails, etc.
- ✚ Toys that children have placed in their mouths or that are otherwise contaminated by body secretion or excretion will be put in the dirty toy basket until a person wearing gloves cleans them.
- ✚ Indoor toys will not be shared with other groups of children
- ✚ Children's books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures.

Hand in Hand Classes

This year we will be restarting our Hand in Hand program. The parents participating in this program have been given guidelines and protocols. They will be using a portion of our playground but will not be in contact with any of our preschool children or teachers. They also will be using their own bathrooms. Regardless of vaccination status, the parents participating in this program will be wearing a mask at all times.

Tours of the Preschool

Tours of the preschool will take place with children are not present in the classrooms. Everyone is required to wear a mask during the tour.

Illnesses / Allergies

- ✚ Parents are asked to immediately notify Weekday Preschool if they become aware of any person with whom their child or themselves had contact, exhibits any of the symptoms of COVID-19
 - Fever (100.4 degrees F) 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

Or is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.

- ✚ If anyone in the household, or person they have been in close contact with, is positively diagnosed with COVID-19 immediately notify the school via phone and/or email. This Information MUST be

reported to Licensing, Los Angeles Public Health Department, and the CDC.

- + We will follow the advice from the Los Angeles Public Health Department in regard to notification and/or closure.
- + Children who are recovered from a basic illness should remain at home fever free and symptom free for 48 hours.

Children with seasonal allergies will be required to provide a doctor's note confirming the child has known and seasonal allergies and the parent will be required to notify the teachers at drop-off each day the allergy symptoms are present.

- + Children or teachers with any signs of illness (persistent runny nose, coughing, fever, etc.) will not be allowed at preschool.
 - If a child or staff member becomes ill while at the preschool, they will be immediately removed from the classroom and cared for in the isolation room. The child's parent will be called immediately, and the parent is expected to pick their child up within 30 minutes.
 - A school administrator who will be wearing a mask and other protective equipment will care for the child. The child will not be allowed to return until they have been fever-free for 48 hours (without the use of medication) AND an official doctor's clearance note (must reference specific symptoms) is provided. With a fever or any other COVID symptom, a doctor's note or negative COVID test is also required to return to school.
- + If COVID-19 is confirmed in a child or staff member, we will follow these CDC requirements: Close off areas used by the person who is sick.
- + Open outside doors and windows to increase air circulation in the areas.
- + Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting.
- + Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- + If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.
- + If someone tests positive for COVID-19 or believes they are positive may return to preschool under the following conditions:
 - 10 days since symptoms first appeared **and**
 - 48 hours with no fever **and**
 - Respiratory symptoms have improved (e.g. cough, shortness of breath)
 - If the person was out the required quarantine period, a test is not currently mandatory, but the preschool may require a negative test result to return.

Action steps when a staff person is sick:

- ✚ Staff must stay home when they are sick with symptoms of respiratory illness such as fever and cough.
- ✚ They must remain at home in isolation and not return to the preschool after onset of symptoms AND until their symptoms have improved AND they are free of fever for at least 48 hours without fever-reducing medication for a minimum of 10 days. They may return sooner with a negative COVID test or clearance from doctor.
- ✚ If the staff person is symptomatic but has not been tested for COVID-19, instruct them to seek testing from their own provider, from a free, public test site or from another site of their choosing and to inform the center about the outcome of the test.
- ✚ All unvaccinated staff and any children, who had close contact with the infected person, should be sent home to self-quarantine.
- ✚ The quarantine period for an unvaccinated staff member, must be for 14 days following contact with the infected person. If no symptoms arise during the 14 days, the quarantined person may return to work. If the school is provided with a negative COVID test taken 5 to 7 days after exposure, a staff person may return after 7 days.
- ✚ A negative test during the quarantine period does not shorten the quarantine period; the quarantine period is always for 14 days from date of last exposure.
- ✚ If the infected staff person was at work when symptoms emerged and/or within 2 days before becoming symptomatic, we will follow directions for contacting the Department of Public Health to assure appropriate steps.
- ✚ A health care provider's note is NOT required for employees (or children) who have been sick with acute respiratory illness to stay at home or to return when they have recovered.

Action steps when a child is sick

- Parents must update their emergency contact information regularly so the preschool can get in touch quickly if we need to.
- When a child does show signs of illness, they will need to be picked up immediately.
- Children who develop symptoms of illness after drop-off at the preschool will be separated from others right away.
- The child will remain in isolation until they can go home.
- An age appropriate, mask will be placed on a child with fever and/or cough as soon as possible after moving them to the sick room.
- Guidelines for isolation of a sick child are the same as those for an adult. The child must stay home in isolation and not return to the preschool for a minimum of 10 days after onset of symptoms AND until their symptoms have improved AND they are free of fever for at least 48 hours without fever-reducing medication.
- If a child has any symptoms of COVID-19 (except of a clear runny nose) they must either be absent for the required 10 days or provide the preschool with a doctor's note or negative COVID test.
- While the virus is spread when the infected person is clearly ill, many individuals can infect

others even when they do not have obvious symptoms or any symptoms at all. Given that risk, children who have been exposed to someone who has respiratory illness should remain home for 14 days to see if they also develop symptoms of illness. Home quarantine of an exposed child reduces the chance of spread to other children and staff. If no symptoms appear within 14 days, the child may return to the preschool. **A child may return after 7 days if they have a negative COVID test taken 5 to 7 days after exposure.**

Action steps when there has been exposure at the center

- ✚ When someone at the preschool (child, staff person or visitor) has COVID-19 (confirmed by lab test or suspected based on symptoms), we will contact the Department of Public Health Acute Communicable Disease Program for guidance on steps you can take to minimize risk for other children and staff.
- ✚ Identify adults or children who may have had close contact with the ill individual/s for more than 15 minutes or those who may have had unprotected direct contact with body fluids or secretions of the ill individual starting from 2 days before symptoms appeared. Body fluids or secretions include saliva, sputum, nasal mucus, vomit, urine, or diarrhea.
- ✚ Everyone will be notified and unvaccinated people will be instructed to home-quarantine for 14 days from the date of contact. Unvaccinated close contacts - Testing is recommended 5-7 days after exposure. Negative viral test results on specimens collected after Day 5 can be used to end self-quarantine after Day 7.
- ✚ Unvaccinated person who has had close contact with an infected person must be sent home to self- quarantine.
- ✚ If any staff or children develop symptoms while in quarantine, they should follow the guidelines for self-isolation (10 days after symptoms started AND 48 hours after fevers have resolved and symptoms improved)
- ✚ **All parents/caregivers and staff will be informed of a confirmed case of COVID-19 in someone connected to the facility; however, it is not legal to share the name of the infected individual.**

Action steps if a staff member is unvaccinated or child has been exposed outside of the Preschool

Per the Department of Public Health, if a child/unvaccinated adult is exposed to a confirmed positive case of COVID at home (parent, sibling, spouse, child, or other person living in the same house) the quarantine period is 14 days from the last exposure from a positive case. The 14-day quarantine period restarts if someone else from the family later tests positive during the quarantine period. Unvaccinated close contacts - Testing is recommended 5-7 days after exposure. Negative viral test results on specimens collected after Day 5 can be used to end self-quarantine after Day 7.

When closure might be necessary:

- ✚ If an individual was present at the center while potentially contagious, DPH may require short-term closure to permit intensive cleaning and disinfecting.
- ✚ This may be required for the whole site or just for one or more specific areas in which the infected

person spent time.

- ✚ If 3 or more cases occur at a site within a 14-day period among staff, children, or visitors who spent time at the site, a longer term closure may be required for an investigation to determine the source and pathway of contagion.
- ✚ Families will be informed immediately about the need for and the likely duration of a site closure. They will also be informed about the nature and extent of risk to their children and whether that risk indicates a need for quarantine and testing.
- ✚ Parents, teachers, and staff need to understand the importance of physical distancing and other preventive measures while the facility is closed.
- ✚ Home quarantine and preventive practices are important to avoid spread among children and their household members in case one or more have contracted COVID-19.
- ✚ We will consult with the Department of Public Health to determine the timing of return for children and staff, and if any additional steps are needed for the childcare facility to reopen.
- ✚ **Should the preschool be required to close, or a child must quarantine for the appropriate amount of time, there is not refund of tuition.**

Travel Policy: For Unvaccinated Individuals (including children) After you travel outside of the Country:

- ✚ Get tested with a COVID test 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive isolate yourself to protect others from getting infected.
- ✚ If you don't get tested, stay home and self-quarantine for 10 days after travel.
- ✚ Avoid being around people with increased risk of severe illness for 14 days, whether you get tested or not.
- ✚ Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptom
- ✚ There will be no tuition reimbursement for absences due to travel restrictions.
- ✚ **Updated 11/10/2021: It is no longer a requirement that children need to quarantine for 7-10 days after DOMESTIC travel. Please travel safely, wear a mask, and stay home if you or you child isn't feeling well.**

Vaccination Status of Staff

Due to HIPPA laws, we cannot release the vaccination status of the staff. Should there be a staff member that is not vaccinated, they must take a COVID test weekly and their negative results are kept on file.

While Weekday Preschool follows all requirements and takes all mandated precautions, participating in the Weekday Preschool program or accessing our facilities could increase the risk of contracting COVID-19. Weekday Preschool in no way warrants that COVID-19 infection will not occur through participation in our programs and/or by accessing our facilities.

If you have not seen our Weekday Bear explain some of our new Health and Wellness Protocols, this YouTube link will give you a better idea of the steps we have taken at Weekday

Preschool: <https://youtu.be/dJFiKVIP00A>

These policies and procedures may change as the guidelines are updated. Please know how seriously Weekday Preschool takes the safety and well being of your child. We are constantly staying aware of the current recommendations. We are looking to use the best-proven strategies to keep our environment safe for you and your child.

Helpful links:

<http://publichealth.lacounty.gov/media/Coronavirus/>

<http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>

<https://www.healthychildren.org/English/health-issues/conditions/COVID-19/Pages/default.aspx>