



Currently the COVID-19 infection rates are dropping, and Los Angeles County is expected to move into the moderate level in the very near future. In addition, hospitalization rates are also decreasing. These are all positive signs that we are moving into the next phase of the pandemic and many restrictions are being lifted and/or modified. Weekday Preschool continues to stay informed about all areas of the pandemic and uses this information to set school policy. The preschool follows all protocol set forth by the CDC, and state and local health departments.

Over the past two years we have become 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 policies still limit parents access to the preschool. Our hope is 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, staff, and children are NOT required to wear a mask upon arrival at school. (Beginning Monday, March 14, 2022) Masks are optional and we encourage everyone to make the best choice for their family.
- ✚ 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.
- ✚ 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 proceed 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. (A picture of a Home Covid Test is acceptable)
- ✚ 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 (clear runny nose is ok if it has been determined that it is not Covid related)
  - 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 a Tuesday, Thursday class. Our Floater teachers will be working with different groups throughout the day.
- + 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. Children will take their individual water bottles to the playground when they are outside playing. Drinking fountains will not be used.

- ✚ Only one cohort will use the sinks and toilets. Bathrooms will be disinfected regularly and checked throughout the day.
- ✚ 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**

- ✚ Masks will now be optional, and we ask for families to share with their child's teacher their family's decision about masks for your child.
- ✚ The staff will continue to encourage your child to wear a mask during the time of day that you have requested. Example: Only indoors or both indoors and outdoors.
- ✚ Staff may also choose to continue to wear a mask.
- ✚ We respect everyone's decision regarding mask wearing.

## **Cleaning of Toys and Equipment**

- ✚ All toys and materials will be disinfected; using an EPA approved solution, as needed. CDC has determined that COVID-19 is not being transmitted on objects. However, if a child places an object in his/her 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 the item is disinfected.
- ✚ 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**

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. Your child may not attend school and must quarantine for the required days. Number of days is determined by the timeline of exposure. If a child continues to be exposed to the positive case, their quarantine time does NOT begin until the positive case ends.
- ✚ We will follow the advice from the Los Angeles Public Health Department regarding 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:
  - ✚ 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 5 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)
- A person may return to school if they test negative on day 5. They may return on day 6 but **MUST wear a mask until day 10 except while eating or drinking. This includes outdoors.**
- 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 10 days A person may return to school if they test negative on day 5. They may return on day 6 but **MUST wear a mask until day 10 except while eating or drinking. This includes outdoors.**
- ✚ 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 10 days following contact with the infected person. If no symptoms arise during the 10 days, the quarantined person may return to work. If the school is provided with a negative COVID test taken 5 days after exposure, they may return on day 6 but **MUST wear a mask until day 10 except while eating or drinking. This includes outdoors.**
- ✚ 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.

#### 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 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 the school is provided with a negative COVID test taken 5 days after exposure, a staff person may return on the 6<sup>th</sup> day but **MUST wear a mask until day 10 except while eating or drinking. This includes outdoors.**

- If a child has any symptoms of COVID-19 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 10 days to see if they also develop symptoms of illness. The length of quarantine time can be reduced to 6 days, if a negative Covid test is taken on the 5<sup>th</sup> day following exposure. Please contact the preschool for clarification. For example, the first day of exposure is day 0. Day 1 would be the following day. Also, if the child stays in contact with the positive case (i.e., sibling, parent, etc.) and cannot quarantine away from them, their day 0 is the last day of the positive person's quarantine. Home quarantine of an exposed child reduces the chance of spread to other children and staff. If no symptoms appear within 10 days, the child may return to the preschool. A child may return after 5 days if they have a negative COVID test taken 5th day after exposure. They may return on the 6<sup>th</sup> day.

#### **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 10 days from the date of contact. Unvaccinated close contacts - Testing is recommended 5 days after exposure. Negative viral test results on specimens collected after Day 5 can be used to end self-quarantine on Day 6 however they **MUST wear a mask until day 10 except while eating or drinking. This includes outdoors.**
- ✚ Unvaccinated person who has had close contact with an infected person must be sent home to self-quarantine.
- ✚ Person who has recently recovered from Covid-19 in the past 90 days do not need to quarantine.
- ✚ Vaccinated staff and children do not need to quarantine after an exposure.

- ✚ 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 10 days from the last exposure from a positive case. The 10-day quarantine period restarts if someone else from the family later tests positive during the quarantine period. Unvaccinated close contacts - Testing is recommended 5 days after exposure. Negative viral test results on specimens collected after Day 5 can be used to end self-quarantine on Day 6.

**\*Persons who have recently recovered from COVID-19.** If you tested positive for COVID-19 with a viral test and recovered, you do not need to test or quarantine again for 90 days if you do not develop new symptoms of COVID-19. “Recovered” means you are no longer infectious and have completed isolation.

If you had symptoms with your most recent infection, the 90 days are from the start of your symptoms. If you never had symptoms, then the 90 days are from the date of collection of your first positive viral COVID-19 test.

**When closure might be necessary:**

- ✚ **CLASSROOM CLOSURE DUE TO COVID** – all children and adults in the classroom are considered close contacts if anyone in the classroom tests positive for COVID. Following LAPH guidelines, we are REQUIRED to close the classroom. **There is no refund of tuition for a classroom closure due to COVID.** Your child must quarantine (stay home and away from others) the quarantine period can end after Day 5 if your child has no symptoms and has a negative diagnostic test that was collected on Day 5 or later, otherwise it is a 10-day quarantine. A person is exempt from quarantine if they meet the following criteria. • fully vaccinated and boosted or • fully vaccinated but not yet eligible for a booster. **If your child has had the COVID vaccine, please send proof of vaccine to the preschool.**
- ✚ 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.

## Travel Policy

There are currently no quarantine requirements for vaccinated people traveling both domestically and internationally. There are some recommendations for unvaccinated people. These are currently recommendations and may be amended as the case number continue to fall. Weekday will evaluate this policy in the upcoming weeks and will update our policy accordingly.

Current regulations for all passengers traveling by air:

- ✚ Regardless of vaccination status, all air passengers 2 years or older with a flight departing to the US from a foreign country are required show a negative COVID-19 viral test result taken no more than 1 day before travel, or documentation of having recovered from COVID-19 in the past 90 days, before they board their flight.
- ✚ Air passengers will also be required to confirm in the form of an attestation that the information they present is true.
- ✚ Wearing a mask over your nose and mouth is required in indoor areas of public transportation (including airplanes) traveling into, within, or out of the United States and indoors in U.S. transportation hubs (including airports).

Current recommendations from the CDC - You might have been exposed to COVID-19 on your international travels, whether you traveled by air, land, or sea. You might feel well and not have any symptoms, but you can still be infected and spread the virus to others. For this reason, CDC recommends the following:

- ✚ For Unvaccinated individuals, including children, upon returning from international travel, get tested with a COVID test 3-5 days after travel **AND** stay home and self-quarantine for a full 5 days after travel.
  - Even if you test negative, stay home and self-quarantine for the full 5 days.
  - If your test is positive isolate yourself to protect others from getting infected as follow the protocol for positive Covid cases.
  - If you don't get tested, stay home and self-quarantine for 10 days after travel.
- ✚ For Vaccinated individuals, Get tested with a COVID-19 3-5 days after travel.
  - Self-monitor for Covid-19 symptoms, isolate, and get tested if you develop symptoms.
  - Quarantine is not required unless symptomatic
- ✚ **There are currently no restrictions for domestic travel**
- ✚ **There will be no tuition reimbursement for absences due to travel restrictions.**

## **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:

### **Isolation Instructions for People with COVID**

<http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>

### **COVID-19 Quarantine and Other Instructions for Close Contacts**

<http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>

### **Isolation and Quarantine Summary**

<http://publichealth.lacounty.gov/acd/ncorona2019/docs/IsolationQuarantineSummaryRequirements.pdf>