



Site Specific COVID-19 Plan

For Little Shepherd Lutheran Preschool
Families & Staff

In accordance with the California Department of Public Health, Sonoma County Public Health, Cal-OSHA, and California Department of Social Services; California State Licensing for Child Care Programs, the following is the Little Shepherd Lutheran Preschool Site Specific COVID-19 Plan.

If at any time, a child in our facility or staff member tests positive for COVID-19, immediately follow the COVID-19 Notification Procedure.

- Contact Little Shepherd Lutheran Preschool Director:
707-769-0462 or littleshepherd123@gmail.com
- Contact Sonoma County Disease Control Unit, Public Health Division:
707-565-4567 or PHNurse@sonoma-county.org

Little Shepherd Lutheran Preschool COVID-19 Specific Plan

This plan will outline the following topics:

- **Communication Plan**
- **Entry & Visitation Procedures**
- **Wellness Check & Illness Policy**
 - **Facial Coverings & Best Practices**
- **Staff Training & Policies**
- **Participant Counseling and Policies**
- **Mitigation Strategies**
- **Containment Strategies**
- **Environmental Preparation and Cleaning**

Communication Plan

The director, Kim Naugle, is the designated staff person to coordinate preparedness planning and integrated Sonoma County Health Department, CDPH, and CDC guidance. She will continue to use email to communicate and provide updates to families and staff.

Entry & Visitation Procedures

Signs have been posted at the school entrances with the visitor policy (limit to essential visits only; limited visitation hours.) Visits should be as brief as possible. If a parent or caregiver enters the building, please enter and exit one person at a time to allow for social distancing.

Handwashing on entry is required for all staff, participants, and visitors. Families need to wash their hands and assist washing their child's hands at arrival, prior to pick up, and are encouraged to do so when they arrive at home.

Parents will sign their children in and out with a pen from the sanitized jar, then place it into the dirty jar. There will be visual aids and reminders to help this process.

Wellness Checks & Illness Policy

Prior to entering the building, the teachers will conduct visual wellness checks of all children and ask health questions when concerned. Daily symptom screening (may include a temperature check) will be initiated for all children and staff, on the patio, prior to entering the building. Children or staff members who appear to be sick and/or have a temperature of 100.4 or higher must be excluded from the facility.

If a child or staff member becomes ill while at school, they will be required to go home. In the event it is a child, their parent will be called, and they will need to be picked up within 30 minutes. While waiting for the parent, the child and a teacher will be in a "sick" room separate from others with access to a designated bathroom. The teacher accompanying the child will be wearing PPE.

Anyone who has been exposed to a confirmed case of COVID-19 will not be able to attend school for 5 days. If the person lives with the confirmed case and does not isolate, then the child or staff member would need to quarantine for 5 days after their last exposure date.

Anyone who has a confirmed case of COVID-19 will not be able to attend school for 10 days from the onset of symptoms or test date and must be fever and symptom free.

Little Shepherd Preschool (LSP) asks that everyone conduct a self-assessment prior to coming to school. People with COVID-19 have a wide range of symptoms from mild symptoms to severe illness. Below are updated coronavirus symptoms:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills or repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Facial Coverings

Facial coverings are recommended when we are indoors. Children are encouraged to wear facial coverings while at school except when eating, drinking, or outside. We will help all children wear them as appropriate as possible for their development. We will use facial covering practices that are consistent with the cognitive and developmental capabilities of each child. There will be ample time for mask breaks.

Adults must wear facial coverings while indoors.

Best Practice

Children will wash hands at arrival, before and after eating, after coughing or sneezing, after playing outside, after using the bathroom, and before going home. We will wash hands for 20 seconds with soap and water and use a paper towel to dry thoroughly.

The use of hand sanitizer is available, but optional. There will be hand sanitizer, out of reach of children, near all entry doors and other high traffic areas. It should be noted that frequent hand washing is more effective than the use of hand sanitizers. Children may only use hand sanitizer under adult supervision and it will be kept out of the children's reach.

Staff Training & Policies

LSP will provide ongoing updates about COVID-19 to the teaching staff and any other employee. The school has conducted staff training on COVID-19, prevention, symptoms, and transmission.

Teaching staff have been notified to avoid work if they display the symptoms listed above and to contact medical providers to consider COVID-19 testing. Staff may return to work after the illness and 24 hours after their last fever. If they test positive for COVID-19, they will follow public health guidelines. A medical clearance is not required to return to work.

We have conducted staff training on when and how to use personal protective equipment (PPE). Staff will wear facial coverings, as required by the health order, and use gloves for tasks such as serving food, handling trash, or using cleaning and disinfectant products.

LSP has conducted training so staff understands sick leave policies. Sick leave policies are non-punitive, flexible and consistent with public health policies to allow ill personnel to stay home.

Participant Counseling & Policies

- All group community-based activities have been canceled or outside until further notice. (Fundraiser, graduation, etc.)
- Social distancing is not required for children in a child care facility. However, activities and play will be arranged to encourage as much social distancing as possible.
- Parents/guardians will be required to update their emergency contact information. LSP roster will be updated and current.
- LSP supports the preschool community in complying with COVID-19 prevention and containment guidelines.
- Children are taught and reminded to cover their cough with a tissue or sleeve and wash their hands immediately after.
- LSP will follow guidance for group size and teacher-child ratios.
- Teachers will handle food with gloves and keep food covered to avoid contamination.
- If children stay a full day, parents will be asked to send age appropriate lunches so the child can open all containers and wrappers on their own. If they require help, teachers will wear gloves.

- These Covid-19 policies may affect the typical schedule in order to implement staggered outdoor play and limit the number of children who are together as much as possible.

Mitigation Strategies

LSP will immediately notify children's parents if the listed symptoms develop or if COVID-19 exposure occurs. LSP has a designated sink and bathroom to be used for sick children or staff in order to separate them from others if they become ill. When feasible, there will be an identified "sick room" which others do not regularly pass.

LSP has adequate supplies within easy reach, including tissues and no-touch trash cans. The school has further increased our cleaning procedures to be consistent with CDC guidance. The CDC also encourages flu vaccines for persons over 6 months of age.

Containment Strategies

LSP will contact parents if their child develops the listed symptoms of COVID-19 while at school, and will call 911 if the child is not able to breathe. Parents will be notified after calling 911. LSP will notify the health department if any child or teaching staff develops these acute respiratory symptoms of COVID-19 or have exposures to COVID-19 at school.

LSP requests that parents communicate with us regarding testing and home isolation of symptomatic children for COVID-19. LSP is required to contact the health department if COVID-19 symptoms develop or if a child or staff member tests positive for COVID-19.

Environmental Preparation and Cleaning

LSP has a specific plan to ensure proper cleaning and disinfection of environmental surfaces. Commonly touched surfaces are cleaned and disinfected throughout the day, and at the beginning and end of each school day.

Children's bathrooms are sanitized daily. Children will be taught proper bathroom etiquette. The children will wash their hands for 20 seconds while singing the "Handwashing Song." A plan has been created to audit supply levels and address any shortages during this time.

Signs are posted throughout the school and entryways to promote handwashing, cough/sneeze etiquette, and social distancing. Sinks are well stocked with handwashing soap and paper towels.

Signs are posted in the lobby and on the porch bulletin board to encourage parents and staff to report the listed symptoms of COVID-19.

We will set up our environment to create space and support social distancing, but children in child care programs are not required to social distance. Parents are asked to send an extra set of clothes for each child in a Ziplock bag to leave at school.

Our Morning Routine



**Say Good Morning.
Wave to your
Teacher.**



**Give a hug goodbye
and go with your
Teacher.**



**Make sure you are
healthy.**



**Sing the Washing
Hands Song.**



**Join your class. Have fun, laugh, and play with
your friends and teachers.**

Little Shepherd Preschool

COVID-19 School Policy

If your child or someone in your household tests positive, or if your child has been in close contact with someone who has tested positive, please contact Little Shepherd Preschool.

- The infectious period for COVID-19 begins 2 days prior to symptom onset or test date (whichever comes first).
- Little Shepherd will contact the Covid Response Outbreak Management team to determine what steps to take next.
- Little Shepherd will notify families of students who were exposed in class.
- There is no change in tuition costs, should an exposure occur.

Students who have an In-School Exposure:

- May continue to attend school as long as they are 100% symptom free.
- Children will be asked to wear a mask for 10 days from exposure.
- It is recommended that children get tested on day 5 of exposure.

Students who have a Household Exposure:

- If a student is not separated from the person in the household who is positive, the exposure is continuous. The Child's quarantine cannot begin until after the exposure ends.
- Family members should complete an isolation before the student returns. Isolation ends when household members receive a negative antigen test on day 5 or later of isolation, or once they have completed a full 10-day isolation without re-testing.

Students who Test Positive:

- Day 0 of isolation is the date symptoms began or date of positive test; 10-day isolation follows: Isolation can be reduced to 5-10 days, if the person can get a negative antigen test on day 5 or later. They can be released as early as day 6 *if they have no symptoms*. They must wear a well-fitted mask around others for the remainder of the 10 days.

- If unable to test, or the test comes back positive again, they should do the full 10-day isolation.
- Child may return on Day 11 if symptoms are not present.

Students who are exposed, but have tested positive in the past 90 days:

- No quarantine for those with a recent COVID-19 infection in the last 90 days.
- If they choose to test on day 5 of exposure, a rapid antigen test is recommended, not a PCR test.