



## **PDLG Learning Ladders Preschool 2020-2021 COVID-19 Guidelines & Procedures**

### **General Health**

Staff and students (or student's guardians) should complete a self-questionnaire before leaving home for their class sites each day. If you answer "yes" to any of the questions, you must refrain from attending class that day and notify Teresa Chapman the Assistant Superintendent of Recreation. Completing a self-questionnaire each day helps minimize the risk of staff and other students contracting COVID-19. You are encouraged to contact your physician and seek a COVID-19 test and follow CDC guidelines, should you answer "yes" to any questions on the self-questionnaire.

Staff and students displaying a fever or other COVID-19 symptoms should wait until they have had no fever for at least 72 hours (without fever reducing medication), other symptoms have improved and at least 10 days since their symptoms first appeared, prior to returning to class.

Should a staff member or student contract COVID-19, they should remain self-isolated until they have had no fever for at least 72 hours (without fever reducing medication), other symptoms have improved, and at least 10 days have passed since their symptoms first appeared or have had two negative COVID-19 tests in a row, with testing done 24 hours apart.

Staff members or students who have had close contact with someone who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and seek a COVID-19 test.

All staff and students should practice good hygiene, washing hands with soap and water for at least 20 seconds and utilizing hand sanitizer when soap and water may not be readily available.

### **Cleaning & Disinfecting**

Staff Cleaning Guidelines:

- Wear disposable gloves to clean and disinfect
- Clean surfaces using soap & water, then use disinfectant
- Clean high-touch areas such as door knobs, push bars on doors, tables, chairs, light switches, counters, toilets, faucets, sinks etc. every hour or as needed based on use. Sanitize any shared objects or equipment before and after use, beginning and end of the day.
- Maintenance staff will clean each classroom after class with a disinfectant fogger

### **Group Size, Supervision and Proximity**

Each class will have maximum enrollments of 12 students.

Social distancing protocols will be followed as much as possible and to the best of the staff's abilities. As many activities as possible will be set up to maintain 6-feet of distance between students. Please note, some situations will come up where it is not possible to maintain 6-feet of distance. Staff will do their best to enforce the social distancing guidelines. We ask parents to please discuss with their children the importance of maintaining their 6-feet of distance before sending them to preschool.

### **Drop-Off & Pick-Up Procedures**

"Drive-Through" drop-off and pick-up procedures will be utilized this year. For Gilbert and Sedgwick cones will be set up in the parking lot with arrow signage directing you where you can drop-off and pick-up your child. For the Recreation Center parents will walk their child into the building and drop-off & pick-up will take place in the lobby area.

- Follow cones to the designated drop-off/pick-up area
- A staff member will ask who you are dropping-off/picking-up and ask for your first and last name and relationship to the student
- The staff member will mark your child as "signed-in" or "signed-out" and log the date and time, in addition to your name
- Follow the cones out of the parking lot. Please keep your vehicle inside the cones and remain patient during this procedure

### **Face Coverings & PPE**

Students are not required to wear a face covering in the classroom.

- Classes held at the Recreation Center encourage students to wear a face covering in common areas

Staff will wear face coverings over the nose and mouth at all times indoors (cloth masks preferred).

Appropriate exceptions and accommodations can be made when:

- Eating snacks or taking a drink
- You are able to maintain 6-feet of distance

Staff must wear provided gloves when cleaning and disinfecting.

### **Preschool Site Practices**

Activities and games that promote social distancing will be used at preschool. Staff is working on those plans during their planning sessions. Playgrounds will be allowed as long as the DCEO guidelines are followed.

Students' personal belongings will be separated & placed on assigned hooks. Staff and students are to minimize the sharing of objects; if objects are shared, they will be sanitized before and after each use.

### **Preschool Visitors**

Out of an abundance of caution, we will be limiting the preschool sites to the assigned preschool staff, students, PDLG administrative staff, mystery readers and individuals who have been approved. Certain accommodations and exceptions will be made on a case by case basis.

Visitors will be asked prior to arriving if they are experiencing COVID-19 symptoms and asked to complete a self-questionnaire before arriving to the site.

Staff will log all external visitors (names, dates and times). External visitors are PDLG administrative staff, mystery readers, emergency personnel (police/fire), etc.

All visitors must wear a face covering unless physically unable to do so.