



COVID-19 Policies and Procedures

Prior to Entering Campus Each Day

- All staff members and children will have their temperature taken with a no-touch thermometer. If a staff member/child has any of the following symptoms (a temperature of 100.4 degrees or higher, persistent cough, sore throat or difficulty breathing), they will not be allowed to enter campus and will be asked to seek immediate medical attention.
- The staff member/child will not be able to return until they are symptom free for 72 hours without any medication.

During the School/Work Day

- If a staff member is found to have any of those symptoms (temperature of 100.4 degrees or higher, persistent cough, sore throat or difficulty breathing) throughout the day they will be asked to leave immediately and seek medical attention.
- If a child is found to have any of those symptoms (temperature of 100.4 degrees or higher, persistent cough, sore throat or difficulty breathing) throughout the day they will be moved to the designated care area and a parent or caregiver will be contacted to pick them up immediately. The parent or caregiver will be asked to seek immediate medical attention for that child.
- The child will not be able to return until they are symptom free for 72 hours without any medication.

Suspected or Known Exposure to Covid-19

- If an employee or enrolled family has been exposed to, or confirmed positive with, COVID-19 we require that it be responsibly reported to the administration.

Confirmed Diagnosis of Covid-19

- We will alert all staff and enrolled families if we have a confirmed case of Covid-19 and share which classroom the individual was in. We will not release the name of any individual due to confidentiality laws. Any staff or child that has been confirmed positive for COVID-19 will need to quarantine for a minimum of 10(Per new CDC guidelines) days and be symptom free for 72 hours without any medication before returning to campus.
- The classroom affected by the positive diagnosis, as well as the sister classroom, will be closed for 2-5 days dependent upon the recommendation of the county health department and the state licensing agency. All children in those classrooms, as well as their siblings, will be required

to stay home and monitor for symptoms according to CDC guidelines and the recommendations of the county health department and the state licensing agency.

- In accordance with the regulations of The Arizona Department of Health Services: Division of Licensing Services- Bureau of Childcare Licensing, all confirmed positive cases of COVID-19 will be posted on the front office bulletin board.
- The CDC provides that anyone working closely with an infected person should be instructed to proceed based on the CDC Public Health Recommendations for Community-Related Exposure. This includes staying home for 10 days after last exposure, maintaining social distance from others in the home, and self-monitoring for symptoms.
- Additionally, the following precautions will be taken in the areas where the infected person was.
 - Close off areas used by the person who has been diagnosed.
 - Open outside windows and doors 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 disinfection. (If it has been more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.)
 - Clean and disinfect all areas used by the person who is sick, such as classrooms, bathrooms and common areas.

*** Prince of Peace Preschool reserves the right to alter this policy based on developing guidance from state and federal health agencies. All policy changes due to COVID-19 will be posted in the front lobby of the preschool and sent to staff and families via email.**

Updated: October 7, 2020

Prince of Peace Preschool
New Safety Procedures (COVID-19)
Current Revision: October 7, 2020

Sources: CDC, ADHS, AZ Dept. of Social Services

In this document, we will summarize the information we have culled from multiple sources to form an initial plan to promote health and safety for our staff, children and families as we reopen on June 1, 2020. This is a working document and will be updated as new information becomes available. Upon reopening, we will continue communicating with local, state and federal authorities to determine updated best-practice procedures.

Recommendations for Physical Distancing

Social and physical distancing is a practice recommended by public health officials to slow down the spread of disease. It requires the intentional creation of physical space between individuals who may spread contagious and infectious diseases. It additionally requires canceling or reducing the number of group activities, reducing group sizes, and maintaining six feet of distance between every individual, *as much as this is possible with young children.*

Physical Distancing Guidelines:

- Children will remain in groups as small as possible. We will make every effort to keep the same children and teachers together as much as possible.
- We will restrict nonessential visitors, volunteers and activities/vendors including water days, bounce houses, petting zoo and any other planned group activities.
- We will extend the indoor environment to outdoors and bring children outside when weather is permitting.
- We will open windows/doors to ventilate facilities before and after children arrive.
- We will arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to create different areas in the classroom to encourage separation as much as possible.
- We will find creative ways to use yarn, masking tape, or other materials for children to create their own space. We will specifically use this strategy when sitting in a large group activity on a classroom carpet or at tables for snack/lunch.

Teacher to Child Ratio & Group Size (Modified for Phase 2)

We will follow the recommended group sizes below (group sizes do not include the teacher.)

- 0-12 months (infants): 1:4 and up to 12 in a group
- 18-36 months: 1:6 and up to 12 in group
- 3 and 4 year olds – 1:8 and up to 16
- Pre-K 1:10 and up to 20 in a group

Drop-off/Pick-up Procedures

- Parents and caregivers will check in at the preschool office for pick-up and drop-off of children. Parents will drop their child at the door of the classroom each morning. Parents are not permitted to enter the classrooms at this time.

- Parents picking their child up at noon, will wait outside the classroom for noon dismissal.
- From 3-6pm, we will have designated staff members(runners) who will transport children from their classrooms to their awaiting parents.
- All visits by parents and caregivers should be as brief as possible and any lengthy conversations should be conducted by phone or email.
- Parents and caregivers will enter and exit the preschool office maintaining a distance of 6ft to allow for physical distancing.
- Hand sanitizer dispensers are available inside the office and outside each classroom door.

Screening Procedures for all Staff and Children

As children arrive to campus, designated Prince of Peace staff will ask if they have had any of the following symptoms with the last 24 hours:

- fever, cough, difficulty breathing, other signs of illness
- any exposure to another individual with a suspected or confirmed case of COVID-19.

As a daily best practice, we will document and track all known incidents of possible exposure to COVID-19.

Health and Illness Procedures

- All staff members are required to wear masks while on campus. Face coverings are most essential at times when physical distancing is not possible. Staff will be frequently reminded not to touch the face covering and to wash their hands frequently. We will provide information to all staff on proper use, removal, and washing of cloth face coverings.
- If anyone has a temperature of 100.4 or higher they will leave the preschool campus immediately.
- If a staff member or a child exhibit signs of illness, we will follow isolation procedures from the general room population and notify the family immediately to pick up the child.
- We will monitor staff and children throughout the day for any signs of possible illness.
- Staff will be trained on new screening procedures and practices.
- We will teach children to use tissues to wipe their nose and to cough inside their elbow.
- We will implement and enforce strict handwashing guidelines for all staff and children: Upon arrival, before/after meals, after diapering or bathroom use, returning from outdoors and ANYTIME the child puts hands in mouth or another child's mouth.
- We will post signs in restrooms and near sinks that convey proper handwashing techniques.

How to Teach Young Children about Social Distancing

- Use carpet squares, mats, colored tape or other visuals for spacing.
- Model social distancing when interacting with children, families, and staff.
- Give frequent verbal reminders to children.
- Create and develop a scripted story around social distancing, as well as handwashing, proper etiquette for sneezes, coughs, etc.

Classroom Environment

- Staff- Frequently clean all high-touch surface areas in your classroom(door handles, sink/toilet handles, tables, chairs, drinking fountains, playground/gym equipment) with a bleach and water mixture. This is an effective and very cost-effective way to sanitize our classrooms. Bleach and water mixture should be made fresh each morning to ensure effectiveness.

- Choose and provide toys and manipulatives that are easy to clean and sanitize throughout the day: hard plastics, wooden blocks and void cloth toys as much as possible.
- Limit the amount of sharing until sanitization can take place.
- Designate a large tub in each classroom for toys that need to be cleaned and wiped after use and rotating staff will clean toys throughout the day.
- Provide more opportunities for individual play and solo activities, such as fine motor activities (i.e., drawing, coloring, cutting, puzzles, and other manipulatives).
- Plan activities that do not require close physical contact between multiple children.
- We will stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
- We will utilize more tables to spread children out and use name cards/picture cards to encourage spacing of children.
- We will use paper goods and disposable plastic utensils whenever possible. We follow ADHS food handling guidelines including teachers wearing gloves during food service.
- We will immediately clean and disinfect tables after meals.
- We will avoid family-style meals, and do not have children help pass snack or items like napkins, paper cups, etc.
- Teachers will sanitize high-touch surfaces areas throughout the day and upon closing the classroom for the day.

Personal Items and Nap Procedures

- All personal items should be labeled and kept in a separate bag to ensure personal items are separate from others. During this time, personal toys and any unnecessary school items should be left at home.
- Napping cots will be kept 6 feet apart from each other.
- The head of each cot will be arranged alternately to lessen the possible spread of illness between children from coughing or sneezing.
- As always, each child will have an individual cot, labeled with their name.
- Children may bring lovies or blankets from home that will remain on their cot or be placed back in their cubbies after nap.
- Nap bedding will be laundered once a week on campus and daily in the infant room.



Covid-19 Protocol: Frequently Asked Questions

1. What are the new Preschool drop off and pick up procedures?

Parents and Caregivers will stop at the preschool office for the drop-off and pick-up of children. We will have designated staff members who will transport children to/from the preschool office to the classrooms. Parents and caregivers will enter and exit the preschool office one person at a time to allow for physical distancing. Hand sanitizer dispensers will be available inside the office.

2. What are the new Popit drop off and pick up procedures?

Parents may enter the infant room, one at a time. All parents must wear a mask and blue booties. All Kid Report information needs to be entered before drop off, or a pre-filled out daily sheet will need to be dropped off with the infant.

3. What are the daily screening procedures for all staff and children?

As children and staff arrive to campus, designated POP staff will ask each person if they have had any of the following symptoms in the last 24 hours:

- Fever, cough, difficulty breathing, other signs of illness
- Any exposure to another individual with a suspected or confirmed case of COVID-19.

Children and staff will then have their temperatures taken before they enter the preschool office with a no-touch thermometer.

4. Does my child need to wear a mask to school?

No, POP is not requiring children to wear a mask to school at this time.

5. What new health and safety procedures have been put into place?

- All staff members will be provided masks to wear throughout their time on campus. Staff will be reminded not to touch the face covering and to wash their hands frequently. Staff will be provided with information on the proper use, removal and washing of cloth face coverings.

- If anyone has a temperature of 100.0 or higher, they will leave the preschool campus immediately.
- If a staff member exhibits signs of illness, they will leave the campus immediately.
- If a child exhibits signs of illness, they will be brought to the office and kept with one of our administrators until a parent or caregiver can pick up.
- We will monitor staff and children throughout the day for any signs of possible illness.
- We will teach children to use tissues to wipe their noses and to cough inside of their elbow.
- We will implement and enforce strict handwashing guidelines for all staff and children: upon arrival, before/after meals, after diapering or bathroom use, returning from outdoors and ANYTIME the child puts hands in mouth or another child's mouth.

6. What are the new class sizes to help with social distancing?

POP is following recommended group sizes. These groups do not include the teacher.

- 0-12 months (infants): 1:4 and up to 10 in a group
- 18-36 months: 1:6 and up to 10 in a group
- 3 years- PreK: 1:10 and up to 10 in a group

In addition to the smaller class sizes, we are making sure the same group of children are with the same teacher every day, to the best of our ability.

7. How does nap time work and how often will nap bedding be cleaned?

- Napping cots will be kept 6 feet apart from each other.
- Each child will have an individual cot, labeled with his/her name.
- Children may bring lovies or blankets from home that will remain on their own cot or be placed back in their cubbies after nap.
- Nap bedding will be laundered once a week on campus and daily in the infant room.

8. What type of disinfectant will POP be using to sanitize the campus?

We will use a mixture of bleach and water.

9. What will my child need to bring to school daily?

A nutritious lunch packed in a lunch box with an ice pack, a full extra set of clothing and whatever they need for nap. **All items need to be labeled with your child's name.**

10. How are you keeping the campus clean?

- We will implement procedures to frequently clean all high-touch surface areas (door handles, sink/toilet handles, tables, chairs, drinking fountains, playground/gym equipment) with a bleach and water mixture. This is an effective and very cost-effective way to sanitize our classrooms. Bleach and water mixture will be made fresh each morning to ensure effectiveness.
- We will choose and provide toys and manipulatives that are easy to clean and sanitize throughout the day: hard plastics, wooden blocks and void cloth toys as much as possible.
- We will limit the amount of sharing until sanitization can take place.
- We will designate a large tub in each classroom for toys that need to be cleaned and wiped after use and rotating staff will clean toys throughout the day.
- We will provide more opportunities for individual play and solo activities, such as fine motor activities (i.e., drawing, coloring, cutting, puzzles, and other manipulatives).
- We will plan activities that do not require close physical contact between multiple children.
- We will stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
- We will utilize more tables to spread children out and use name cards/picture cards to ensure adequate spacing of children.
- We will use paper goods and disposable plastic utensils whenever possible. We follow ADHS food handling guidelines including teachers wearing gloves during food service.
- We will immediately clean and disinfect tables after meals.
- We will avoid family-style meals, and do not have children help pass snack or items like napkins, paper cups, etc.

- Teachers will sanitize high-touch surfaces areas throughout the day and upon closing the classroom for the day.

11. Will we be notified if someone on campus tests positive for COVID-19?

We will alert all staff and enrolled families if we have a confirmed case of Covid-19. We will post the classroom that the person was working in. We will not release the name of any individual due to confidentiality laws.

12. What types of items can I donate? We are accepting donations for bleach, latex gloves, food service gloves, paper towels and Clorox wipes.

13. Can we still bring treats for celebrations? Yes! The items must be store bought **and** individually wrapped. Some suggestions are: popsicles, ice cream cups, Little Debbie desserts, Rice Krispy Treats