

Abiding Savior Lutheran Preschool (LIC 300600010)

COVID-19 Preparedness Plan/Emergency Plan

Revised August 18, 2020, by Mary Wolfinbarger, Preschool Director

This policy is to address the guidelines that Abiding Savior Lutheran Preschool has implemented in response to COVID-19. We want to reassure you that everyone at Abiding Savior Lutheran Church and School continues to work diligently to increase preventative measures in response to this virus. We realize that we cannot guarantee the prevention of COVID-19 at our schools, but we can do our part to prevent further spread of the virus. We also firmly believe that prayer and preparation is our best defense in response to COVID-19. No matter what hardships or challenges we face, “God is our refuge and strength, an ever-present help in trouble” (Psalm 46:1). Please reach out to us and let us know how we can help you get through this challenging time; we are here for you. We appreciate all the love and support that you have shown to us during this time. Continue to pray with us for God’s leading, guidance, and protection.

The following document has been prepared using guidance from Community Care Licensing, the Center for Disease Control, the Orange County Health Department, the California Department of Public Health, Cal OSHA, and the Department of Pest Management. As new information emerges from these entities, our plan will be updated accordingly by the director and communicated to staff and families.

Important Phone Numbers:

- Orange County Department of Health School Division - (800) 564-8448
- Community Care Licensing - (714) 703-2800
- California Department of Health - (833) 544-2374
- Center for Disease Control – (800) 232-4636
- Master student's parent and doctor phone numbers and parent emails are located in Gradelink and office and classroom emergency binders.
- Staff phone numbers and doctor phone numbers are located in Google Drive, and office and classroom emergency binders.

We will practice social and physical distancing using the following methods:

- We will reduce our class sizes to a maximum of 12 children each day per class. We will keep the same children and staff with each group, to the greatest extent possible. Lead teachers will be with their students from 7 a.m. – 3 p.m., and assistants will give breaks outside to the greatest extent possible. One playground and Room 108 will be used for all students in rooms 108 and 110 after 3 p.m., and the opposite playground and Room 107 will be used for all students in Rooms 103, 105, and 107 to the greatest extent possible.
- Children will have their own space available for activities, and furniture will be rearranged to help maintain 6-foot separation when possible. We will also use special mats, tape, and nameplates as a visual to children for spacing.
- Staff will model social distancing, role-play, give reminders, and create scripted stories around social distancing, handwashing, and proper etiquette for coughs, sneezes, etc. Included in our newsletter will be tip sheets.

- While we have scheduled outside times, we will also extend the indoor environment outdoors, weather permitting. Classes will be on separate playgrounds. We will use our bikes but, at this time, will be discontinuing the use of helmets.
- We will plan activities that do not require close physical contact between multiple children.
- We will use more tables and spread children out using name cards to ensure adequate spacing, especially during snack and lunch.
- Nap mats will be spaced 6 feet apart, and the head of each bed will alternate.
- Signs will be posted in the office, each classroom, and at the sign-in station to promote physical distancing.
- Parents will be discouraged from entering the gate. If it is necessary, their temperature will be recorded, and they will be asked the questions that we have them answer for their children. They will then enter/exit the room one person at a time allowing for social distancing. They will also hand sanitize immediately upon entry into the room.
- All field trips will be canceled.

We will practice healthy hygiene to teach, model, and reinforce healthy habits and social skills using the following methods:

- We will explain why it's not healthy to share food or drinks.
- We will model and practice frequent handwashing while singing "Jesus Loves Me," including immediately upon arrival, before and after eating, after going outside, after touching their face, after coughing/sneezing or blowing their nose, after using the restroom, after handling trash. Paper towels will be used to dry hands thoroughly.
- We will teach children to use a tissue to wipe their nose and to cough inside their elbow.
- We will post child-friendly signs at all sinks to convey proper handwashing techniques.
- Posters will also be posted in each classroom, the office, and the sign-in area to promote handwashing and cough/sneeze etiquette.
- We will monitor children throughout the day for signs of possible illness. If there are signs, we will isolate the child in the office with the director, designate the "men's" outdoor bathroom for their use only, and call the caregiver for immediate pickup. If acute respiratory symptoms develop, we will contact 911.
- We will teach children to use a tissue when using the handle to flush the toilet.

We will have a new sign-in and out station outside of our gate with social distancing between families where we will do a well-check and take their child's temperature with a no-touch thermometer (cleaned between uses with alcohol pad) and would ask that parents:

- Wash their hands and assist in washing their child's hands before drop off, before coming for pick up and when they get home.
- Screen themselves and their children before coming to campus and notify us if their child has taken any fever-reducing medications in the prior 24 hours. Consider getting the flu vaccine if they have not already done so to reduce illness.
- If possible, have the same caregiver pick up and drop off their child every day (avoid designating those at high risk.)
- Wear a face covering (adults and children over ten years of age) and social distance 6 feet from other families preparing to sign-in. (Children enrolled in our center, and their younger siblings are not required to wear face coverings at school at this time, although the governor

recommends it. If you choose to have your child wear a face mask at school, we will do our best to assist your child in wearing it correctly while they are on campus.)

- Plan for additional time on their first day signing in so that we can review their emergency contact information and update them with the most current information.
- Bring their own pen to sign in and out.
- Use the hand sanitizer provided before signing in.
- Keep visits as brief as possible.
- Arrive between 8:00-8:45 a.m. for drop-off and between 11:15-11:30 a.m. for half-day pickup and between 2:30 – 3 p.m. for school day pickup. Staff will meet parents at the podium outside the gate and walkie-talkie their child's teacher to bring their child out of the classroom. Before 8:45 a.m. and after 2:30 p.m., you may use the parking lot in front of the church office. Half-day pickup can park in the church parking lot and walk through the church narthex to sign out for the day.
- Answer the following questions each day:*

 - Do you live with anyone, or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have a fever, cough, or shortness of breath?
 - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
 - Has your child taken any fever-reducing medications in the last 24 hours?

*Per OC Dept. of Health May 28, to attend a school or be on campus, if you have not been tested for COVID19, you should be fever-free for 72 hours without fever-reducing medicine, and respiratory symptoms have improved and at least ten days have passed since the symptoms first appeared. If you were diagnosed with COVID19, you may not come until ten days have passed since the positive test results. If you are likely to have COVID19 due to symptoms or close contact, you may not come for 14 days since exposure or onset of symptoms. You may be required to have medical clearance before returning.

We will implement procedures to ensure that our staff is healthy:

- Staff will self-screen before arrival, monitor for signs of illness throughout the day, isolate if they exhibit any symptoms, and take their temperature and wash hands on arrival.
- Hand sanitizers will be available out of the reach of children near all entry doors and other high traffic areas.
- We will ask staff the same screening questions daily and follow the same protocol for isolation that we are asking of our families based on the recommendations by the Orange County Department of Health.
- Staff will wear a cloth face covering or mask. Face shields are available to wear in addition to masks, particularly for cleaning and disinfecting. They will have gloves and aprons available as well. Gloves will be used when serving food, handling trash, handling dirty laundry, or using cleaning and disinfectant products.
- The staff will have training on COVID19 symptoms, preventative measures, transmission, and exclusion criteria. The staff will also have training in physical distancing, personal protective equipment (including use removal and washing), healthy hygiene, infection control, enhanced sanitation practices, and workplace disinfection.

- The staff will be informed about sick leave policies that have been updated consistent with public health policies to allow ill personnel to stay home and understand that medical clearance is not required to return to work unless under quarantine order by Public Health entity.
- The substitute staff list will be available on Google Drive and in the office and will be contacted to account for shortages.

We will implement procedures to frequently clean all touched surfaces:

- We will have multiple toys and manipulatives accessible that are easy to clean and sanitize throughout the day, designating a tub for toys that need to be cleaned and wiped after use.
- We will clean and disinfect tables after eating.
- We will sanitize the sink and toilet handles before and after each child's use.
- We will clean and disinfect high-touch surfaces routinely daily in common areas, including tables, hard-backed chairs, doorknobs, light switches, handles, desks, toilets, and sinks.
- We will clean the playground, spraying the bleach solution after each group.
- We will wash sheets and clean nap mats daily.
- Each night our professional cleaning crew will clean, sanitize, and use the UV in the classrooms.

Additional implementations include:

- We will offer more opportunities for individual play and solo activities, such as fine motor activities. We will provide each child with their box of art supplies.
- We will limit the amount of sharing.
- We will close drinking fountains and ask families to bring in drinks with their child's name on them that can be taken outside.
- If serving water in the classroom, we will use disposable plastic/paper goods that will be discarded after use. We will ask parents to pack their child's lunch/snacks in disposal paper/plastic goods that can be discarded after use and do not require heating or refrigeration.
- We will ask parents to label all personal items in a backpack to ensure personal items are separate from others. During this time, personal toys should be kept at home.
- We will not allow non-essential visitors into the facility. Possible exceptions will be made for partners who are assessing the special needs of students. Signs are posted at the facility entrance.
- Spanish, Music, and Chapel will be done in the classroom by the Lead Teacher to limit the number of staff in contact with the students.
- We will track all known incidents of possible exposure to COVID19 for students, staff, and families.
- Anyone with a 100.4 temperature or higher will be excluded from the facility.
- No-touch trash cans will be added to our classrooms that are in use.
- We will cancel all group community-based activities such as ShowTime Dance and Amazing Athletes.
- PPE supplies and thermometer will be housed in the office filing cabinet. Aprons and masks will be washed nightly.
- Cleaning supplies will be located in the locked laundry room, and the campus cleaning supply closet. The director or Maintenance Manager can be contacted to get supplies to classrooms and reorder as necessary.

- Posters will be posted in the office, classrooms, and sign in area to encourage participants to report the acute respiratory illness to the director.
- Staff will be trained on common signs of distress in children, along with strategies to support children. These will also be available to parents in our newsletter.

If a child or staff member tests positive for COVID19, we will implement the following procedures:

- We will contact the Orange County Health Department, who will advise us if any closure is necessary. Parents and staff will be notified by phone and/or email and/or our parent app if we are advised by the OCHD to do so. They will also inform us if calling the California Department of Health or the Center of Disease Control is necessary. Classes that are asked to close will move to remote learning using Learning Genie, YouTube, and Google Docs. There will be no discount on tuition.
- If appropriate, staff or student medical providers will also be contacted. This information is located in the office and classroom emergency binders.
- We will contact Community Care Licensing and complete an unusual incident report.
- We will follow CDC guidelines for additional cleaning protocols before reopening, including:
 - Closing off areas used by the individual suspected to be infected with COVID-19 and wait as long as practical before beginning cleaning and disinfecting to minimize the potential for exposure. If possible, waiting up to 24 hours before beginning cleaning and disinfecting.
 - Opening outside doors and windows to increase air circulation in the area before cleaning and disinfecting.
 - Cleaning and disinfecting all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces. If surfaces are dirty, we will clean using a detergent or soap and water before disinfecting.

Worship services during COVID19:

Please note that there is currently no Saturday church service at Abiding Savior, nor is there a Sunday School hour on Sunday. Live worship occurs at 8 a.m. at the elementary school lunch tables with face masks and social distancing. The 10:15 a.m. service is live-streamed and available on our website.

2020-2021 calendar notes:

All calendar items are subject to change due to COVID19 restrictions. At this time, Extended Care during holidays will not be available.