



**COVID-19 Policy and Procedure  
Updates/Changes  
Effective Immediately**

In this time of the COVID-19 Pandemic, we must be very careful, and do everything we can to protect our staff, and students from getting sick. In order to do this, we must have **all parent's/adult's** participation in helping us stay healthy! If you are Co-Parenting, a Grandparent, Aunt, Uncle or someone that is taking care of our students, it is the responsibility of **all adults involved** to notify the school of any illness. It is not one Parents responsibility over the others, or the Parent's over the caretaker of the child. Whoever is dropping off and picking up our students need to be involved in helping us stay healthy! Parent's please don't take this the wrong way, you are most definitely in charge of your children. What I am saying is anyone who is bringing children to our facility needs to help us stay healthy. Our main focus is the safety of our children and staff at SWLC.

## **Drop Off/Pick Up Procedures**

*Only SWLC students and staff will be allowed to enter the school.*

If you have other children who are not SWLC students with you at the time of drop off and pick up, they must stay with the adult & are restricted from entering the school and playground as well. No adults are allowed in the classrooms, or on the playground at any time.

Only one adult should be dropping off/picking up a child to minimize exposure

As students enter the school, they are to immediately wash their hands or use hand sanitizer before going to class.

The California Department of Public Health (CDPH) asks that you bring your own pen.

There are sanitized pens for you to use in the "**CLEAN PENS**" basket if you forget to bring one, but **please use hand sanitizer BEFORE** grabbing a pen, and make sure you put the pen you use in the "**DIRTY PEN**" basket so it can be sanitized.

If there is a line to sign in/out, please maintain 6 feet of social distancing, and do not allow your child to enter until the other parent has exited. We have the red X's to help with spacing. All drop off and pick up visits need to be kept as brief as possible.

## **Daily Health Screening and Temperature Checks**

Children's temperatures will be taken upon arrival.

Effective immediately when students are signed in, parents will be asked on a daily basis to answer our COVID-19 screening questions, including whether anyone in the household has had symptoms in the past 24 hours or a positive Covid-19 test has been received.

If the answer to any of the screening questions is "YES" your child will not be allowed to stay at school, and you must quarantine for at least 10 days. Please see CDC Guidelines and Information I have attached.

Some possible COVID-19 Symptoms: Fever, Cough, Shortness of Breath/difficulty breathing, Chills, Muscle Pain, Headache, or Sore Throat

## **Illness Policy for Staff**

Staff are screened on a daily basis for COVID-19 just like our students are when we arrive to work. We check our temperatures on a daily basis, and we ask each other questions regarding COVID-19.

All staff must be fever-free for 72 hours with no medication (or 14 days after a positive COVID-19 test) to be at work, and will have to attest to the Covid-19 screening questions at check in. Should a member of the staff become ill during the school day, the individual will be sent home immediately, and a substitute teacher will step in.

## **Masks and Protective Equipment**

It is mandated by the CDPH that all adults wear face coverings at drop off and pick up.

Due to the increase of COVID-19 cases, students are now required to wear masks while at school. The only time children can take their masks off is when they are sitting at their desks in their cubicles, sleeping, and when they are eating. If they are playing in their classroom, we are having them wear their masks, sit on shapes that are spaced apart, and they are playing with their own toys.

Staff will wear a face covering in the form of a cloth or disposable mask, and will have the option for a face shield as well.

Staff may remove their face masks during times of phonics learning or where the ability to see the mouth is necessary for communication. They will be enforcing the 6 ft social distancing during this time.

Staff will wear gloves when handling trash, food, changing diapers, or assisting a student with the toilet.

## **Our Enhanced Illness Policy**

**Stay home if you are sick!** If anyone in your household or your child are not feeling well, we ask that you all stay home!! If there is a fever, they cannot return to school until they've been fever-free **without medication for at least 72 hours.** If there are persisting symptoms (sneezing, runny nose, cough, etc.) please do not bring your child to school without having them checked by their Physician.

No one with a fever of 100.4°F or higher is allowed at the school. This includes parents or caregivers who are dropping off or picking up. If a child has fever at check in, they will not be allowed to stay at school, and will not be allowed to return until the above statement is achieved.

If your child becomes ill at school, we will isolate him or her until the child is picked up. **Please try to have your child picked up within Thirty minutes of being notified that they are sick.** Please make sure your emergency forms are always current and update any contact information, especially phone numbers! Per the Authorization for Emergency Medical Treatment & Consent for Medical Treatment forms on file, we reserve the right to call for emergency services should we see your child develop symptoms of acute respiratory illness that appears life threatening.

We will continue to encourage all students to use “respiratory etiquette” covering their cough and sneeze, using a tissue, and utilizing our trashcans for disposal. Our handwashing policy of washing hands after restroom use, on return from the playground, and after eating remains in effect.

If there is a confirmed positive COVID-19 test **YOU MUST NOTIFY THE SCHOOL IMMEDIATELY!!** It is very important we are notified because there is a process we must go through. As a California State Licensed Facility, we are mandated to file a report with State Licensing, and notify the California Department of Public Health. We are also required to notify all of those who have been in contact with the child or staff member. We will notify the parents of the children who have possibly been in contact with the infected individual. We will contact you either with a phone call, or through our email system. Please see the CDC information on quarantining, and isolating.

If we have an exposure or confirmed case at Small World Learning Center, we may also need to close the school for a day to disinfect, and the decision for this will be made under the current CDPH Guidelines for Schools. However, we are cleaning constantly throughout the day, and disinfecting the whole school with a special sprayer on a daily basis after students leave.

## **Supplies**

All children need to bring a backpack/tote bag daily to carry their belongings, and on Monday’s a bag or backpack with CLEAN bedding. On Friday we will put everything in their backpack/tote bag to send home to be washed. All bedding must be cleaned every weekend. Please make sure CLEAN bedding is brought in every Monday or your child will not be able to stay at school.

## **Group Size and Staffing**

Children will be kept in small stable groups.

Use of the playground will be on a rotating schedule (one class at a time).

We are maxing class sizes at 10 students.

We will be minimizing the amount of staff children come in contact with during the course of the day.

## **Food & Mealtime**

SWLC will not be providing any food or drinks at this time. Parents must provide the following on a daily basis:

Breakfast/morning snack from 8:00-8:30. Breakfast ends at 8:30, so if you are bringing your child after 8:30, please make sure they eat before you bring them in.

Lunch is 11:30-12:15 – Please make sure your child has a main course everyday because we do not have food at the school. If your child does not have a main course, we will be calling you to bring something to school, or you will have to pick them up.

Afternoon snack 2:30-3:00 – Your child needs enough snacks to have one at afternoon snack time. Several children do not want an afternoon snack but we ask them anyway just so they aren’t starving when they are picked up from school. If your child is a picky eater, we will encourage them to eat, but

cannot force them.

Parents must also provide water bottles or disposable drinks for your child to have throughout the day.

If you do not have two snacks, lunch, and drinks for your child when you drop them off, they cannot stay at school.

No food delivery services are allowed at this time.

Candy is not allowed at SWLC (PLEASE DO NOT PUT IT IN THEIR LUNCH BAG BECAUSE WE WILL NOT GIVE IT TO THEM!) Cookies, chips, and other junk food items do NOT count as a food group item under licensing.

Students are not to share their food with any one.

Staff will assist with opening/closing of food items as needed.

Please do not bring communal food items for a special class treat to celebrate a birthday – individually packaged items would be a great substitute celebration treat that we can send home with students.

Please check in with the school office for allergies and logistics on this prior to the celebration day.

## **Cleaning and Sanitation**

Our facility will receive a daily cleaning of both classrooms and bathrooms at the end of the day by our janitorial staff.

During the day, teachers will be wiping down high touch classroom surfaces (tables, chair backs, door handles, etc.) as well as bathroom implements (sink handles & toilet flush levers) with a vinegar and water solution, and disinfecting wipes.

Staff will also have spray bottles of cleaning and disinfecting products along with paper towels available for larger cleaning wipe downs.

Each child will have their own toys that only they will be using. These toys will be disinfected on a daily basis with a vinegar solution.

Each child will have a separate set of crayons, pencil, & scissors.

Large pillows or stuffed animals, and other materials that are difficult to clean have been temporary removed from the classrooms.

High-touch playground surfaces (railings, etc.) will be sanitized between recess blocks

Entire school is sprayed down with a special disinfectant sprayer to make sure all surfaces are as clean as possible at the end of each day.