



## COVID-19 Creek Policies & Procedures – Admissions Update for Fall 2020

In order for the Creek to remain open during the ongoing COVID-19 health crisis, we have modified a number of policies and procedures to do our best to protect the health of our families and staff.

We have compiled information from the Centers for Disease Control, California Health and Human Services, and our licensing oversight agency, Community Care Licensing. Our plan is developed with an emphasis on keeping children and staff safe and may need to be modified or amended under the direction of local or state authorities.

### Our enhanced illness policy

**Stay home if sick.** If you or your child has been sick, we ask that all household members stay home until they've been **fever-free without medication for at least 72 hours or 14 days after a COVID-19 positive test.**

No one with a fever of 100.4 or higher is allowed on campus. This includes parents or caregivers who are dropping off or picking up.

If your child becomes ill at school, we will isolate him or her until you can pick up. Please make sure your emergency forms are 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, using a tissue, and utilizing our trashcans for disposal. And our handwashing policy – after restroom use, on return from the playground, and after eating – remains in effect.

Should we have confirmation of a COVID-19 exposure at The Creek, we will notify all families immediately through our email system. We may need to close the campus for cleaning, or shift staffing for quarantine precautions.

If we have a confirmed Covid-19 exposure or confirmed case at The Creek – student or staff - we are required to notify the California Department of Public Health and file a report with Licensing. We may also need to close a classroom, and the decision for this will be made under the current CDPH Guidelines for Schools.

### **Health screening and temperature checks**

***Parents are to check children's temperatures before arrival (please also check your own too).*** When students are signed in, parents will be asked to attest to our COVID-19 screening questions, including whether anyone in the household has had symptoms in the past 48 hours or a positive Covid-19 test. Thermometer temperature checks will be utilized if a fever is suspected.

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

Staff will continue to monitor student health throughout the day.

**Illness Policy for Staff:** All staff must be fever-free for 72 hours (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.

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

**Entry through the Main Gate; Sign In & Out will occur at the Classroom Door**

- Only students and staff will be allowed to enter the classroom.
- Only one adult should be dropping off/picking up a child to minimize exposure
- As students enter the room, they are to immediately sanitize their hands at the dispenser or to go to the student bathroom to wash their hands, depending on the room configuration
- If you have other children who are not Creek students with you, they must stay with you & are restricted from entering the classroom as well.
- The California Department of Public Health (CDPH) asks that you bring your own pen.
- If there is a queue to enter the room, please maintain 6 feet of social distancing between households. We have the chalked hearts to help with spacing.
- It is mandated by the CDPH that all adults wear face coverings at pick up and drop off.
- All drop off and pick up visits need to be kept as brief as possible.

When students are signed in, the parent will be asked to attest to our COVID-19 screening questions, including whether anyone in the household has had symptoms in the past 48 hours or a positive Covid-19. *COVID-19 Symptoms:* Fever, Cough, Shortness of Breath/difficulty breathing, Chills, Muscle Pain, Headache, & Sore Throat

## **Masks and Protective Equipment**

- Students are not required to wear masks or other face coverings while at school.
- If you send your child to school with a face mask, your child will need to be able to independently remove and replace it as needed. Staff will not assist in replacing of the mask should your child decide not to wear the mask; it will be placed with your child's belongings for end of day pick up.
- 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.
- Staff will wear gloves when handling trash, food, changing diapers, or assisting a student with the toilet.

## **Group Size and Staffing**

- Children will be kept in small stable groups and will not be mixing classrooms or groups.
- Use of the playground will be on a rotating schedule (one class at a time).
- We are maxing class sizes at 9 students.
- We will be minimizing the amount of staff they come in contact with during the course of the day.
- All group community-based activities outside of the core class group have been canceled.

## **Food & Mealtime**

- Food comes from home; we continue to require 2 food groups per meal, packed as separate meals.
  - Students will have a snack (2 food groups) and lunch (2 food groups) during the summer day
  - Water, cookies, chips, and other junk items (including fruit snacks) do NOT count as a food group item under licensing.
- Students are not to share their food – not even among member of the same household.
- 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. Please check in with the school office for allergies and logistics on this prior to the celebration day.
- Cooking projects are currently suspended.

## **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 disinfecting wipes.
- Staff will also have spray bottles of cleaning and disinfecting products along with paper towels available for larger cleaning wipe downs.
- After each play block, toys will be sanitized before being returned to the communal bins.
- Smaller selections of toys may be offered so that used items can be put into the sanitization bin after each play cycle while retaining another round of that toy for the next play block that day.
- Communal group touch items such as playdough or slime have been discontinued unless individually packaged and labeled for play.
- Each child will have a separate set of crayons, pencil, & scissors.
- Sensory tables, large pillows or stuffed animals, and other materials that are difficult to clean have been temporary closed or removed from the classroom.
- The play food has been removed from the kitchen areas.
- High-touch playground surfaces (railings, etc.) will be sanitized between recess blocks

Please keep the above pages for your reference.  
This form is to be printed and turned into the office once completed.

**Confirmation of Receipt of**  
**Updated Creek Policies & Procedures for COVID-19 Prevention**

The Creek Preschool & Kindergarten has put in place preventative measures to reduce the spread of COVID-19 including an enhanced illness policy, updated drop off and pick up procedures, the use of masks and other PPE, staffing and schedule restructuring, food & mealtime policies, and cleaning and sanitation procedures.

I have received, either electronically or in print, a copy of The Creek Preschool & Kindergarten's "Updated Creek Policies & Procedures for COVID-19 Prevention" and agree to abide by the new requirements listed therein.

Child's Full Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (printed): \_\_\_\_\_