

# Ashcreek Playschool 2020- 2021

## COVID-19 Addendum

Our website has additional information as well... <https://ashcreekplayschool.com/health-information/>

Ashcreek will follow the Oregon Emergency Child Care Guidelines for COVID-19 as they apply to our school. It is important for our community to realize that whenever a group of people are gathered together there is a risk of COVID-19 transmission. While the guidelines are meant to protect the community, they are not an assurance of immunity.

These guidelines were updated August 14, 2020 and will be adjusted as needed. The Early Learning Division is the state entity that is working with the Oregon Health Authority (OHA) to develop updates as well as the Parent Child Preschools Organization (PCPO) is also gathering information as it applies to cooperative preschools.

We cannot mandate that our families remain quarantined in their homes while attending Ashcreek, but we do require families to commit following the current local regulations regarding mask wearing, attending gatherings and other Covid-19 safety measures. We stress the importance of remaining vigilant in your families social distancing and safety while conducting your activities outside of Ashcreek. For the safety and health of our community here at Ashcreek we hope that everyone will stay smart and healthy!

### **Stable Group Size and Cohorting Requirements**

The Child Care rules in response to COVID-19 interprets social distancing in the Early Childhood setting as limiting group size and requires the maintaining of stable groups (per Executive Order 20-12). At this time we are allowed to have a maximum “stable” (same kids each day) group of 20 or fewer children in a classroom space that cannot be accessed by children outside of the stable group. Each group of children must be in a space that meets the minimum of 35 square feet per child. Ashcreek will do this by creating 2 classrooms, both running simultaneously from 9am-1pm, however they will be kept separate both indoors and out.

The separate, stable groups may use shared spaces such as outdoor areas but only one stable group of children may be in the shared space at a time. The shared space will be sanitized between uses. Each stable cohort will have their own bathroom: The Azalea Kindergarten Room will use the “girls bathroom” right next to the hall sink, and the Rose Mixed Age Room will use the “boys bathroom”. The Azalea Kindergarten Room will use the hallway between the white gates. The Rose Mixed Age Room will use the hallway between the classroom and food pantry.

We will implement different drop off locations with a required daily screening of students, parent teachers, and staff. The state will provide the screening form to be used. Children not attending preschool or Kindergarten (siblings) and any adult dropping off a student will maintain physical distancing requirements (6 feet) and not be allowed to enter the building. We will also have a similar procedure for dismissal. The Azalea Kindergarten students will be dropped off and dismissed at the main Ashcreek Door with our magnet sign. The Rose Mixed Age students will be dropped off and dismissed from the playground. Once the weather changes, we may need to adjust the drop off/dismissal procedure. This will be communicated if those changes will be made.

## **Parent Teacher Time Commitment**

We will be asking that each family have ONE person dedicated to the parent teaching shifts. The exception to this is having adults who live in the same home as volunteers. If you need to have a family/friend volunteer, they should be the one volunteering all year.

Parent teaching time commitments for the Rose Mixed Age Room is expected to remain the same as previous years, 1 day per month for each day your child attends. For example, if your child attends M-Th, you can expect to work in the classroom 4 days per month on any Monday, Tuesday, Wednesday, or Thursday unless you indicate you are unavailable in the availability google form. Parent teaching time commitments for the Azalea Kindergarten Room is expected to be 2 days per month. These parents will also have the availability to inform the scheduler of their availability in a google form each month.

We are asking for those who have the ability to work all/some of your shifts consecutively in order to reduce contact throughout the month. For those who need to buy out of their parent teaching shifts you will still have that option this year.

## **COVID-19 Safety and Cleaning Requirements**

We will follow the COVID-19 cleaning requirements provided by the Early Learning Division and the OHA. We are currently developing those plans and procuring supplies. Cleaning, sanitizing, and hand washing will be a consistent part of the daily schedule.

Parent Teachers are encouraged to bring masks and aprons each day that they are in the classroom. For anyone who does not have personal equipment, PPE will be provided. PPE is required for all adults in the building. Only children in the Azalea Kindergarten Room will be required to wear face masks while unable to maintain 6 feet. Students will have the opportunity to remove their masks while working individually inside, while having class time outdoors, and while playing on the playground. Face coverings and face shields must follow CDC guidelines. **Providers and staff only:** exception to requirement to wear a face shield or face covering if they have a medical condition or disability, as documented by their doctor's order, that prevents them from wearing a face covering. **Allow children in grades Kindergarten and up to not wear a face shield or face covering:** If they have a medical condition that makes it difficult for them to breathe with a face covering, as documented by their doctor's order. If they experience a disability that prevents them from wearing a face covering, as documented by their doctor's order.

Safety of students and families of Ashcreek Playschool relies on limiting physical contact where possible and other measures, such as the use of face coverings, stable groups of adults and children, and frequent handwashing, cleaning, and sanitation.

## **COVID-19 changes to adult meetings, field trips, playground use, family celebrations, parent teacher conferences, start up of school**

**Adult Meetings:** All school meetings, classroom meetings, committee meetings, etc will be held virtually.

**Field Trips:** All field trips and in-house visitors are canceled as of now

**Playground Usage:** The playground will be cleaned at the start of the day, between uses, and at the end of the day. The public will be unable to come on the playground during school.

**Family Celebrations:** All Family Celebrations are canceled as of now (Sharing Soup and Spring Tea)

**Parent Teacher Conferences:** These will be held virtually or in a socially distant manner, this will be reevaluated in January.

### **Personal Belongings**

Each child should bring to school a change of clothes, rain boots, jacket and warm weather gear if needed, a snack and a lunch. All items must be clearly labeled and contained in a bag with handles or backpack. Children will not be allowed to share items. All other items, including toys and books, should not be brought to school. Students are asked to bring a pair of **indoor only** shoes to be kept at school to be worn while in the classroom. Parent teachers are also asked to have a pair of house slippers or to please remove their shoes while in the classroom.

### **Use of Two Daily Forms and Taking of Temperature**

A Daily Health Record will be completed by each parent. A Daily Check-in/Checkout Form will be completed by teachers as part of the drop-off and pick-up process. Parents are not required to physically sign the daily sign in and sign out form. These are required by PCPO. The purpose of the Daily Health Record will be to determine if students, parent teachers, and teachers can attend school that day based on current symptoms or possible COVID-19 exposure. The purpose of the Daily Check-in/Check-out Form is for contact tracing. This provides additional information to Ashcreek Playschool in the event that a person in our school were to test positive and helps prevent further transmission by quickly identifying and assessing individuals who may have been exposed. Additionally, teachers, students, and parent teachers will have their temperature taken daily upon arrival as part of completing the check-in process. These forms will be kept for 2 years.

### **Cleaning and Sanitizing: Weekly and Daily**

**Checkin:** Students, staff and parent teachers must sanitize hands upon entering, parents don't have to sign in students physically (staff may initial), health screen, temp checks (if they have a temperature of 100.4 Fahrenheit or over, they must be excluded).

Ask all entering adults and children (ask the adults who are dropping off the child):

1. Has the adult or child been exposed to a person with a positive case of COVID-19 in the past 14 days?
2. Has the adult or child been exposed to a person with a presumptive case of COVID-19 in the past 14 days?
  - a. A "presumptive" case means the person was exposed to someone with COVID-19 and the presumptive adult or child showed symptoms in the past 10 days.
  - b. If they answered yes to either question 1 or 2, the child or adult must quarantine for 14 days. The 14-day quarantine starts on the day that child or adult last had contact with the COVID-19 case.
  - c. The 14-day quarantine cannot be shortened by getting a negative COVID-19 test, or by getting a note from a medical professional.
3. Is the adult or child experiencing an unusual cough, shortness of breath, or fever? "Unusual cough" means something not normal for this person (e.g., allergies, asthma).
  - a. If yes to question 3, that person must be excluded from the program for 10 days, and 24 hours symptom-free.
  - b. With regard to cough and shortness of breath only, if the person has been checked by a medical professional and is cleared, they can remain in or return to the program following the documented direction of the medical professional.
  - c. Anyone with a fever of 100.4 Fahrenheit is excluded.
  - d. See additional information on exclusion and return to care under direction of a medical professional in the section "Responding to Possible and Confirmed Cases of COVID-19."

4. Does the child or adult have symptoms of diarrhea, vomiting, headache, sore throat, or rash?
  - a. If yes to question 4, that person must be excluded as follows.
    - i. If seen by a medical professional and is cleared, they can remain in or return to the program following the documented direction of the medical professional.
    - ii. If not seen by a medical professional, they may return 24 hours after resolution of symptoms.

**In class contact:**

- Limit sharing materials and toys between children during an activity. If sharing occurs, children must wash their hands with soap and water or use hand sanitizer at the end of the activity and prior to starting a new activity.
- Discontinue the use of classroom areas or materials where children must interact with common materials while engaging, such as shared sand and water tables, or outdoor sandboxes.
- Sanitize outdoor play equipment between groups of children
- Provide children with their own materials and equipment if possible (e.g., writing utensils, scissors, high chairs).
- For sensory activities, staff can arrange the room for individually planned sensory activities that utilize totes or trays so each child can have their own.
- Incorporate assigned mats at circle time.
- Discontinue use of drinking fountains except for filling other containers such as water bottles.

**Handwashing:**

- Require staff and children to wash hands for at least 20 seconds (hand sanitizer with alcohol content between 60-95% is allowed when an asterisk\* appears):
  - Before and after eating or preparing food
  - Before and after administering medication
  - After toileting or assisting with toileting
  - Before and after diapering
  - After wiping a nose, coughing, or sneezing\*
  - After coming in from outside\*
  - Upon entering and leaving the child care facility\*
  - If staff are moving between stable groups\*
  - After sharing toys, learning materials, etc\*
  - \*Asterisk indicates hand sanitizer is allowed.

**Classroom Cleaning:** Parent Teachers and Staff will follow the daily cleaning schedule posted in each classroom. Each person is responsible for signing the weekly checklist, if items are unfinished/unsigned parent teachers will be given a warning, after an additional infraction, parent teachers may be fined up to \$20 to pay for additional staff hours to clean and sanitize the classroom in order to keep our students and families safe.

- Clean dirty surfaces using a detergent or soap and water prior to disinfection.
- If washing toys in a dishwasher:
  - Use the proper amount of dishwasher detergent recommended by manufacturer.
  - Run toys through the complete wash and dry cycle.
  - Do not wash toys with dirty dishes, utensils, etc.
  - Some hard toys such as wood, plastic or metal may be washed in a dishwasher. Check instructions on toy.
- If washing toys by hand, use the following process:
  - Step 1: Wash and scrub toys thoroughly with soap or detergent and warm water to remove most of the dirt, grime, and saliva. It is important to clean toys before sanitizing them because the sanitizer kills germs better on clean surfaces.

- Step 2: Rinse toys with water to remove the dirt, soap residue, and germs to help make a clean surface.
- Step 3: Sanitize toys. Sanitizing reduces the germs from surfaces to levels that are considered safe.
- Dip the toys in a sanitizing solution, or cover the toys sufficiently with spray. Protect your skin by wearing household rubber gloves.
- Allow toys to dry completely (i.e. overnight) or allow a 2-minute contact time before wiping toys dry with a paper towel.
- When using a bleach solution for sanitizing, chlorine from the sanitizing bleach solution evaporates off the toys so no residue remains, and further rinsing is not necessary.
- Vacuum carpeted floor and rugs daily when children are not present.
- High touch surfaces, such as doorknobs, light switches, non-food countertops, handles, desks, phones, keyboards, and toilets, must be disinfected daily, including at the end of the day.

**Teacher Training:**

- Ensure all necessary staff have first aid and CPR training. Online-only training will be accepted through July 2021 for recertification.

**Response to Possible or Confirmed Case of COVID 19**

Ashcreek is required to exclude staff and children for COVID-19 symptoms or cases as follows:

- Student, parent teacher or staff who has had an illness with fever, unusual cough, or shortness of breath in the last 10 days.
  - Unusual cough means out of the ordinary for this person – e.g., not usual asthma, allergies, common cold.
  - Fever means 100.4 degrees Fahrenheit or more, without the use of fever reducing medication.
  - The individual must stay away from child care for 10 days after onset of symptoms and 24 hours after both fever and cough resolve, without the use of a fever reducing medication.
  - The 10-day rule for exclusion applies if the persons tests positive, or does not get tested.
  - If a child or staff member with symptoms of COVID-19 tests negative, they may return 24 hours after resolution of cough and fever without the use of fever-reducing medication.
  - If a child or staff member with symptoms of COVID-19 is advised by a medical professional they can return to care (e.g., diagnosed with something else and given antibiotics), they are allowed to return to care. Documentation from the medical professional is required. The person must be fever-free for at least 24 hours.
- The adult or child has been exposed to someone with a current presumptive or positive COVID-19 case.
  - An exposure is defined as an individual who has close contact (less than six feet) for longer than 15 minutes with a COVID-19 case.
  - A presumptive case is defined as a person who was exposed to a positive COVID-19 case and developed symptoms.
  - The exposed person must quarantine for 14 days. Start counting 14 days from the last time they had contact with the person with the presumptive or positive COVID-19 case.
  - For presumptive cases only, if the exposure was to a presumptive case of COVID-19, exclusion is required only if the adult or child was exposed in the 10 days after the COVID-19 presumptive person started having symptoms. This is the period they would be infectious.
- If a person develops these symptoms while at the facility or learns they have been exposed to a positive case while at the facility, send them home as soon as possible, and separate them until they can leave the facility.
- If a child or staff member has symptoms of diarrhea, vomiting, headache, sore throat, or rash, they must be excluded and advised to consult a medical professional.

- If seen by a medical professional and is cleared, they can remain in or return to the program following the documented direction of the medical professional.
- If not seen by a medical professional, they may return 24 hours after resolution of symptoms
- Anyone who comes into child care who has a household member with symptoms of COVID-19 that is not confirmed or presumptive must be carefully monitored for symptoms. The ill household member should be strongly encouraged to get tested.

During COVID-19, a child care and early education program must:

- Notify the local public health authority and the Office of Child Care if anyone who has entered the facility, including household members within a family child care facility, is diagnosed with COVID-19. A program shall immediately contact their local public health authority and licensing specialist (alternatively, the program can call (503) 947-1400).
  - To locate your local public health authority, visit <https://www.oregon.gov/oha/PH/ProviderPartnerResources/LocalHealthDepartmentResources/Pages/lhd.aspx>.
- Notify the appropriate program staff, in addition to the local public health authority and the Office of Child Care.
- Communicate, in coordination with local public health authority, with all families and other individuals who have been in the facility in the past 14 days about the confirmed case.
- Ensure, in the event of a confirmed case of COVID-19 in a facility, all children and staff in the stable cohort—and anyone who came in contact with the group—do not come to the program and are informed about the need to be quarantined at home for 14 days.
- Decisions about required full facility closure will be made in conjunction with ELD staff and the local public health authority.

Ashcreek has decided that a closure will happen in the following instances:

- When required by a Governor's Executive Order
- When required by the local public health authority
- If a student, parent teacher, or staff member tests positive (this may be one class or both)
- If 2 or more people from our school community, but have not visited the school become ill

What does a closure look like:

- If at any time Ashcreek is shut down short term for 5-10 days, the school may, at the discretion of the Board of Directors, either add days to the end of the year or switch to distance learning.
  - Tuition is expected to still be paid in this circumstance
- If at any time Ashcreek is long term shut down for 2 weeks or more, the school will switch as quickly as possible to distance learning until it is safe to return to in person class. Distance learning outline and curriculum will be established by each teacher and may look different for the Rose Mixed Age Room and Azalea Kindergarten Room.
  - Tuition will be billed between 50-100% depending on family ability to pay. Since we expect to continue paying our teachers through this time, we hope most families can continue to pay their tuition. Families who are unable to pay may discuss with the Board of Directors, no families will be excluded due to inability to pay.
  - Teachers will drop off weekly or bi-weekly supply bags to students in the case of distance learning.
  - Tuition is spread equally between 10 payments, even if a family decides to unenroll for any reason, there may be a balance or credit due based on the percentage of days attended.

[https://ashcreekplayschooldotcom.files.wordpress.com/2020/08/health-and-safety-guidelines\\_august-14-2020\\_english\\_web.pdf](https://ashcreekplayschooldotcom.files.wordpress.com/2020/08/health-and-safety-guidelines_august-14-2020_english_web.pdf)