

John Knox Co-op Site Specific Plan August 2020

John Knox Co-op Preschool will open under the following conditions:

Children will be in stable groups of up to 12- the same children in the same group each class.

Each group will stay on its side of the partitioned classroom or partitioned playground.

A teacher will be assigned to a group of children.

John Knox Co-op will follow mitigation procedures and cleaning as outlined by Alameda County Public Health with consideration to CDC guidelines and California Public Health Guidelines.

JKCP will follow standard guidelines, including wearing masks, health screening, frequent handwashing and cleaning.

Parents will sign an addendum to the admissions agreement- (which is attached)

Hours of class attendance-

Morning classes 9:00-11:30

Afternoon class hours 12:30-3:15

Morning Drop off and End of class pick-up procedures:

It helps if parents try to be on time and arrive at school by 9:00 am. Check-in will be outside our playground gate. Please wait in your car or on the social distancing circles to be checked in. Remember to wear a mask. WE ASK THAT YOU HAVE YOUR CHILD USE THE BATHROOM AT HOME RIGHT BEFORE COMING TO PRESCHOOL.

Please check your child's temperature before coming to school. Remember our sick policy and do not bring your child to school if they have had a fever above 100 degrees in the past 3 days; if your child has been in contact with someone who has had a fever above 100 degrees or if a family member has shown COVID symptoms (including sore throat, coughing, runny nose or shortness of breath). Do not give your child fever reducing medicines before school.

At the Co-op playground gate-

Upon arrival a Co-op staff member will take your child's temperature and ask some health screening questions per our sick policy. This includes: any recent coughing, runny nose, sore throat, breathing difficulties, rashes, fever or chills. Parents will sign their child in and put on the child's name tag. Please bring your own pen.

Parents can then walk their child to their classroom door- the class color will be on the door. A staff member will take the child inside to the sink to wash their hands and put their bookbag and water bottle away. Items from home must fit into their bookbag.

If a parent is running late and there is no staff member at the gate- parent will call Director and the Director or Assistant Director will come and meet them at the gate.

If a parent has to pick up a child early- parent will call Director, and a staff member will bring the child to the gate.

Our Sick policy is attached and posted on our parent porthole.

Environmental Preparation and Cleaning- COVID site specific plan

Our classroom has been divided into 2 sides to set-up 2 classes with stable group of up to 12. Each side has a sink, access to the bathroom and access to the playground.

Toys will remain in closed bins. Once a child asks to play with an activity, the teacher will put some toys/manipulatives into a smaller bin and the child can take it to a table or carpet. When a child is done with the activity, staff will either be put into a “toys to be cleaned bin” or a “toys to be set aside bin” (books & puzzles) out of the reach of other children. The toys will be cleaned after class or set aside in room C in specified bins for 72 hours at the end of class.

Toys that a child may have put in their mouth will be put aside and cleaned by staff wearing gloves after class.

Staff will supervise the children to assure that they do not exchange toys while playing and model social distancing to the extent possible.

Soft surface toys will not be out- no dress up, stuffed animals etc.

During play and snack, tables and children will be arranged to maintain distance-

Classrooms have touchless trash cans and touchless soap dispensers. Paper towels will be used to dry hands. Signs encouraging children to wash for 20 seconds are at all sinks.

Staff has always supervised children in the bathroom- now the children’s bathrooms will be sanitized between each child’s use.

Children will have their own crayon box, glue stick, scissors, and playdoh. As the year goes along if we have other sensory items, each child will have their own.

Group activities such as music and movement have been modified. Children will stand on Velcro spots or chalk circles to help maintain distancing.

We will use all cleaning products according to the directions on the label. For disinfection, most common EPA registered, fragrance-free household disinfectants will be effective. We will use guidance available for the selection of appropriate disinfectant products for childcare settings per Alameda County EPA list via CDC.

If possible, use EPA registered disposable wipes so that commonly used surfaces such as keyboards, desks, phone, door knobs and remote controls can be wiped down before use. If wipes are not available, we will refer to CDC's guidance on disinfection for community settings.

Cleaning protocol signs will be posted for reference.

Tables and will be wiped down between uses.

We will clean outdoor equipment with the same practices between classes. We will clean trike handle bars and plasma car handles between children.

After each class, the children's bathroom will be mopped and cleaned, trash will be removed, carpets will be vacuumed, Spray disinfectant will be sprayed in the air.

After classes, staff will disinfect all "toys to be cleaned" and any bins in in room C.- then set in the sun to dry.

Personal Hygiene

All staff will wear masks at all times. We ask that children wear a mask as well and staff will encourage proper mask wearing to slow the spread per recommendations of Alameda County public health.

We have disposable mask available if someone's mask is soiled.

Your child will wash their hands when they come to school, after an outside activity/before snack, after coughing or sneezing, after using the bathroom. Staff will wash hands after helping a child in the bathroom or with a cough or a sneeze. Hand sanitizer may be used under staff supervision.

Staff will wear gloves when distributing snack food.

Staff will wear an apron and if soiled will put on a new apron.

Snacks

Families will bring snack for their class. Snack will either be in bulk which staff will distribute wearing gloves. Or snack may be prepacked by manufacturer or store. At this time, we cannot allow homemade snacks or snacks put into zip lock bags.

Children will wash hands before eating at preschool and sit socially distance at tables.

Staff

Co-op staff will keep up to date on all CDC, Alameda County Public Health, California Public Health and California State Licensing requirements concerning symptoms of COVID 19 and cleaning practices to slow the spread.

Co-op staff will not come to work if they show signs of COVID19 or have been exposed to COVID19. Staff will quarantine for 14 days if exposed.

Co-op staff will wear masks at all times and wash their hands often.

Co-op staff will notify the Director if they see signs of illness in a child.

Co-op staff will use hand sanitizer when unable to wash their hands and will keep hand sanitizer out of the reach of children.

Communications

The Co-op will provide parent communication through emails and posts on our parent porthole on our website. If your child has been exposed, we will notify parents and ask that they reply so we can confirm they received the information.

John Knox Co-Op will notify Alamedas County Public Health Department and California state licensing regarding any known cases of COVID19 within the Co-op community and seek further direction.

If a. staff member or student develop symptoms or has been exposed to COVID19, the school will notify Alameda County Public Health and ask for direction which may include school closure.

Tours

At this time, we will not be allowing tours inside the classroom. Adults can make an appointment and observe the classroom from outside the window in the parking lot. Sadly, this means that at this time no children can try out our classroom.

Addendum to Admission Agreement 2020
Related to COVID 19

I understand and appreciate that John Knox Co-op Preschool will be taking mitigation measures in accordance with California Dept of Social Services Licensing and Alameda County Public Health to minimize transmission of COVID 19. That class sizes will be smaller and that adult-supervised hand sanitizer may be used.

I understand that my child's temperature will be taken before entering school and that I should keep him/her home if they are showing COVID19 symptoms. I will not give my child fever reducing medication before preschool. I also agree to minimize my family's risks of contacting COVID19 in our non-preschool activities- this lessens the chance of my child bringing COVID19 to the preschool.

If any member of my family tests positive for COVID19, I will immediately report this to the Director. In addition, I will notify the school if my child has been exposed to a positive COVID19 person and will also notify the school if my child is being tested for COVID19. I am aware that the school will not reveal my child's name per HIPPA rules.

I understand that the JKCP sick policy will be posted on the website and at school and I will follow it. Also, I will look for email communication for more information or directives as they become available. A site-specific operating plan will be posted on the parent porthole. Due to COVID19 tuition may change during the school year.

I acknowledge that participation at John Knox Co-op Preschool involves risks to my child, and my family, and may result in various types of injury, sickness or exposure to infectious/communicable diseases. I understand that some people infected with COVID19 show no symptoms, and there is risk or exposure from the wider community that is beyond the control of John Knox Co-op Preschool. I hold harmless JKCP and John Knox Presbyterian Church for any exposure to COVID19.

Parent Signature

Child's name

Date

Please return to school by August 28th, 2020

Fever/Sickness Guidelines 2020/2021

Because of COVID19 our sickness policy has been updated.

This page may be updated with changes according to best practices as the situation evolves.

Please be considerate of the healthy children in class and follow these suggested guidelines for keeping your child home because of illness. Please keep your child home if they show any of the following symptoms: (which can all be symptoms of COVID19)

General mood changes or changes of behavior.
Complaints of pain and not feeling well.

Fever or elevated body temperature. (above 100 degrees Fahrenheit)

Skin rashes or unusual spots, swelling or bruises.

Coughing, severe sneezing, sore throat, breathing difficulties, discharge from nose, ears or eyes.

Diarrhea or Vomiting.

Also please notify the director if someone in your family has COVID symptoms or if anyone in your bubble has tested positive or if your child is being tested.

Per Alameda County Public Health a child may return after at least 10 days have passed since COVID symptoms first appeared

AND there have been at least 3 consecutive days with no fever
(without take fever reducing medicines)

AND respiratory symptoms (cough, shortness of breath) if present have been improving for at least 3 consecutive days.

We also ask that your child be fever free for 3 days before returning to school from other illnesses as well.

If your child has allergies or asthma- please provide a note from your Doctor if the symptoms resemble COVID symptoms.

Do not give your child fever reducing medicines before bringing them to school.

We will be doing temperature checks and will send a child home if their fever is over 100 degrees Fahrenheit.