

Cross and Crown Lutheran School

Preschool and Elementary, TK - 6th grade

Rohnert Park, California 9492

Pandemic Handbook 2020-2021

This handbook is to help guide in an emergency pandemic.

In response to the COVID-19 pandemic, Cross and Crown Lutheran School has new policies for children, families, and staff for re-opening. *These policies will stay in effect until further notice and supersede policies in the current Parent Handbook.* They have been developed using guidance from the California Community Care Licensing Department (CCLD), the national Centers for Disease Control and Prevention (CDC), and Sonoma County Department of Public Health. Many other sources of information were reviewed to ensure best practices during this pandemic. The amount of information we receive each day is staggering, and we expect that these policies will change as we adapt to changes in regulations and recommendations. As changes take place, please pay special attention to information coming by email from our administrator, Jean Bashi, and to our weekly newsletter, "Monday Messages". It will be through this method that we will provide educational materials and information regarding the current plan for Cross and Crown. Please make sure the office has your recent email address.

Ultimately, our goal is to keep our school families and staff safe, to provide care for those who want it, to support the livelihood of our staff, and to keep the school financially viable so that we can continue to provide a quality school experience to our community.

Pre-Opening Planning

These temporary pre-opening procedures are to help ensure our program has a plan and is prepared during the COVID-19 pandemic. These procedures were developed to comply with the regulations and guidelines provided by the California Department of Public Health, Sonoma County Department of Public Health, and the Community Care Licensing Division.

Date the program will open: September 8, 2020.

Number of children and ages: Cross and Crown Preschool will have two stable groups of no more than 12 children, ages 2 years to starting kindergarten, with two teachers. Our Elementary School, TK - 6th grade, will have classes of no more than 10 students per classroom with one teacher per class. Classes will be self-contained. No classes will be mixing with each other.

Prior to reopening, we will:

- Train staff members September 2, 3, and 4, using the *California Department of Public Health/CalOSHA, COVID-19 Industry Guide for Schools and School-based Programs.*
- Train staff members as needed to include information on special health care needs, medications, and infectious disease, including the review of COVID-19 signs and symptoms.
- Ensure we have all supplies needed for social distancing.

- Ensure we have approved sanitizers and disinfectants on site.
- Create a staffing plan.
- Create a communication plan for parents and staff including new procedures such as drop-off/pick-up, health checks, guidelines for if/when a child becomes ill as outlined below.
- Prepare required signage.
- Request updated emergency forms and medical releases from families upon registration. (Please update when changes take place throughout the year.)

NEW PROCEDURES/PROCESSES for Preschool

Drop-off / Sign-in:

- School campus opens at 7:45 a.m. Drop-off time is between 7:45 and 8:30 a.m.
- Entrance and drop-off/sign-in location is through the double wooden church doors.
- Parent/Guardian notifies staff of arrival by using the white doorbell on the left side of double doors.
- All children will be accompanied by a parent to the Drop-off / Sign-in location.
- If more than one family arrives at the same time, please maintain at least a six feet distance (as indicated by signs and/or tape) between family units.
- Before a child is signed in, a staff member will do a well child check that includes:
 - Temperature
 - General mood and changes in behavior
 - Skin rashes, unusual spots, swelling or bruises
 - Complaints of pain and not feeling well
 - Signs/symptoms of disease
 - Reported illness in child or family members
- Parents/Guardians are not allowed to enter the classrooms. Each child will be escorted to the classroom individually or in a family grouping.
- Hand washing at the hand sanitizer station upon entry is required of all children and staff.
- Until children are signed-in and in the care of the staff, parents must and children should wear face covers. No adults will be allowed on campus without a face cover.

Pick-up / Sign-out:

- All children are to be picked up at the sign-in area. Parents/Guardians should notify staff of their arrival by using the white doorbell located on the left side of the double doors.

- Sign-out location is at the front door of the school.
- Parent/Guardian signs-out using the same process as for sign-in.
- Social distancing should be maintained using the same procedure as for sign in.
- Extended Care will end at 5:30 p.m.

Child and Teacher Wellness checks for Preschool:

Logs will be kept daily to ensure checks are completed at check-in and mid-day as appropriate. Parents and staff will be required to answer questions upon arrival which will be logged by an employee on Child/Staff Health Screening Form.

- If a child or staff member is ill, it will be logged on the screening form and they will not be accepted that day.
- If your child, or a staff temperature is between 99.2 - 100.1 degrees F, we will monitor their temperature once per hour throughout the day. If it goes up to 100.2 or higher, we will ask that they go home.
- If you are called to pick up your child, you must arrive within 30 minutes.
- If a child or staff is absent, we ask that you call and give a reason. If they are ill, it will be logged on our daily log. Our school number is **707-795-7863** or email the director at mmccarthy@gmail.com .

Confirmed Cases of COVID-19 or Self-Quarantine:

- If a child or a staff member is diagnosed with COVID-19 or self-quarantines, Cross and Crown needs to be informed immediately. We will use protocols from the Centers for Disease Control (CDC), and Sonoma County Public Health in circumstances where positive COVID-19 cases have been identified on the school site. Kim Burns, our Office Administrator, is our liaison between Cross and Crown and Sonoma County Department of Public Health. She will be responsible for contact tracing, notifying Sonoma County Department of Public Health and exposed students and staff while maintaining confidentiality requirements as outlined in the *Family Educational Rights Privacy Act*, (FERPA), and the *Health Insurance Portability and Accountability Act* of 1996 (HIPAA).
- If an outbreak occurs, school families will be notified by phone, through fliers, “Constant Contact” and “Monday Messages”. Please make sure the office has your recent email address.
- Should a confirmed case of COVID-19 be detected in a classroom, that class will close for 14 days and switch to distance learning.
- Should multiple classes have confirmed cases of COVID-19, the school will close for 14 days and switch to distance learning.

Exclusion Criteria:

- Cough or Sore throat
- Shortness of Breath
- Fever (temp of 100.2 or higher)

- If child or staff member has had close contact with someone with COVID-19 or symptoms of COVID-19
- Your child must remain at home for **72 hours** symptom free without the use of medication before returning to school. At this time no authorized medications will be administered by Cross and Crown staff.

Designated Isolation Area:

The designated isolation area for ill preschool and elementary students is Room A in the preschool.

- Isolation area will be disinfected after use.
- Staff member supervising ill children will use personal protective equipment.
- If there is more than one ill child at a time, children will be kept 6 feet apart.
- If you are called to pick up your child, you must arrive within 30 minutes.

Face Coverings:

Masks are required for elementary students, all staff, and for parents at drop-off and pick-up. We encourage the use of masks by children under 7 years old while inside. We are to consider the cognitive and developmental capabilities of each child when enforcing our facial covering practices. Students will take their masks home to be laundered each day. All staff members are required to wear face shields while in the classroom.

Meals:

- Water will be available inside and out through individual water bottles provided by the school. Staff will write the children's names on the water bottles and store them out of reach on the counter. Teachers will access the water for the children. The outside drinking fountain will be covered.
- Lunches should still be brought in a lunch box to keep items cold/ hot as needed. Food will not be warmed up nor will lunches be saved for later. Please write your child's name on the outside of the packaging. Please do not send reusable drinking cups.
- We will eat as many meals as possible outside.
- If weather is not cooperating, children will eat at staggered times to ensure appropriate physical distance while eating or enough table space to allow for 6 feet social distancing.
- There will be no Hot Lunch Program until further notice.

Social Distancing:

We will encourage social distancing by arranging tables so that the children can sit and see each other and carry on conversations but still be physically separated. Each child will have their own bin or tray with individual materials. We will set up small tables with individual activities. We will still have some group meetings and activities but will set out place markers so the children will know where they can sit.

Open Play Time:

- Children will play outside whenever possible. We will incorporate combined indoor and outdoor play as staffing permits.

Toys and Materials:

- Items used will be cleaned and disinfected each day.
- Hard to clean toys/materials will not be used.
- Toys from home are not allowed.

Sensory Activities:

- Group sensory, water and sand tables will not be used.
- Sensory activities will be provided in containers and will be discarded or disinfected after each use and labeled with the child's name. Individual bags of sensory items may be kept in each child's activity bin.

Hand Washing:

- Our regular hand washing procedures will continue.
- Staff and children will also wash hands after using a common play area/playground.

Nap Time:

Cots/Mats will be placed a minimum of 6 feet apart and with children in a head to toe configuration. Blankets and sheets will be stored in labeled, sealed plastic bags.

Personal Items:

No items may be brought from home other than a lunch and crib sheet. The sheet will stay at school and be laundered by the staff.

Classrooms:

At this time, we will only be using classrooms B and C. We will have two groups of children.

Toileting:

- Only one child at a time in the bathroom if possible.
- After toileting children will wash hands.
- Bathroom fixtures will be cleaned and sanitized after use.

Diapering:

- Only one child at a time will be diapered in Room A.

- Children and staff will wash hands before returning to the classroom.

Student Supplies:

- Students are to bring a sheet for napping, disposable diapers, and a change of clothing in a disposable shopping bag. Lunches should still be brought in a lunch box to keep items cold/hot as needed. Sheets will remain at school and washed by school staff. Students' cubbies and bins will be sanitized each Friday.