

Little Sprouts Preschool

Daily Operation

COVID-19 Health and Safety Revised 7/1/2023

The latest update and changes in the LSP Covid Guidelines are highlighted in **PURPLE** and shall be effective: starting 8/01/2023).

In accordance with the UPDATED Covid-19 guidelines (issued 3/11/2023) from the California Dept. of Public Health (CDPH) and the California Dept. of Social Services (CDSS), the Little Sprouts Preschool has made some important revisions to our preschool Covid-19 guidelines. Most of the revisions in this document are in line with the guidance recommended by the CDPH, the CDSS, the Cal/OSHA, and the ACPHD. Any decisions reflected in the LSP guidelines that differ from those of the CDPH and the CDSS are the result of the LSP's more conservative approach to infection control practices at the LSP.

Since the preschool reopened on 7/6/2020, we have been and will continue to responsibly take infection control steps to prevent and mitigate the spread of the Covid-19 at the preschool. We diligently do our part to responsibly keep the children and staff safe and healthy. The details for the specific scenario of exposure and COVID-19 positive case are described in this document.

LSP GUIDELINES FOR MASKS OR FACE COVERINGS (Updated 7/01/2023)

Since June 15, 2021, and pursuant to the public health order, **all individuals in childcare indoor settings are required to use masks or face coverings, regardless of vaccination status, to reduce the spread of COVID-19.** This universal masking requirement in childcare settings is applicable to the providers, staff, parents, guardians, visitors, and children 2 years old and older. We are aware that the State has already announced on 5/5/2023, as well as the ACPHD on 5/8/2023, and CDSS & CDPH on 3/01/2023, that effective 5/11/2023, the pandemic was over and the universal masking requirement in childcare settings will transition to “strong recommendation indoors” That is, all the relevant departments are **strongly recommending** that all individuals at least 2 years old in childcare settings use face masks indoors, regardless of vaccination status, to reduce the spread of COVID-19. The LSP will **continue to practice the universal masking requirement indoors for everyone 2 years of age and older at the LSP, regardless of vaccination status.** If you do not have a mask, we will provide one for you. Masking outdoors is optional.

DEFINITION OF SPECIFIC TERMS:

1. **A COVID-19 exposure** is defined as being within 6 feet of an infectious person for at least 15 minutes in a 24-hour period. In childcare settings when it may be difficult to identify individual contacts, all those in a shared indoor space for at least 15 minutes with an infectious person may be considered exposed. The exposed person is considered **a close contact.**
2. **“Exposure time”** – Someone who get sick with OR tests positive for Covid-19 can start infecting others 48 hours (2 days) before they exhibit symptoms or before they are tested positive.
3. **An infectious person** – refers to the Covid-19 positive person whose Covid-19 virus can still be transmitted or spread to other close contacts.

LSP HOURS OF OPERATION FOR THE CURRENT SCHOOL YEAR (effective 7/01/2023)

Little Sprouts Preschool (LSP) will be open Monday through Friday from 7:30am to 5:30pm.

ENTRANCE & EXIT:

In general, please use the second silver gate as the entrance to & exit out of the preschool building (as weather permits).

DROP OFF & PICK UP ROUTINES (Updated 7/01/2023):

Early morning drop-off (8:30am drop-off only)

- Drop-off location is at the second silver gate. For the 8:30am drop-off only (as weather permits).
- The sign-in/sign-out sheets will be located on the table by the entrance to the classroom. **Please sign in your child first and then walk your child to the second silver gate for the daily health screen check and drop-off.**
- Please wait at the second silver gate for a teacher to take the children’s temperature and to do the daily visual health screen check.

Early Morning & Morning drop-off (7:30am/8:00am/9:00am drop-off)

- Drop-off location is at the entrance to the classroom.
- Children are not allowed to run in ahead of their parents.
- Sign in your child. The sign-in/sign-out sheets are on the table at the drop-off location.
- A teacher is going to be at the door of the entrance to the classroom to welcome you and your child, take your child's temperature and to do the daily visual health screen check.
- Please say your farewell to your child and then give your child to the teacher who will walk your child to complete the hand wash routine inside the classroom.

Afternoon pick-up

- Sign out your child. The sign-out sheets are on the table at the drop-off/pick-up location.
- The pick-up location will be in the outdoor play area (as weather permits). Please enter through the second silver gate to the outdoor yard to pick up your child.
- Exit the facility through the outdoor play yard's silver gate.

DAILY HEALTH SCREENING UPON ARRIVAL

The Daily Visual Health Screening for Children: A teacher will be near the entrance to the classroom and/or at the second silver gate to do the daily visual health screen for the children upon arrival.

- Children who have a fever of 100 F (37.80 C) or higher OR other symptoms of illness will be excluded from the LSP. **Parents need to be alert for signs of illness in their children and keep them home when they are sick.**
- Daily when your child first arrives at the entrance, a teacher will do a visual inspection and take your child's temperature with a no-touch thermometer on the forehead.
- We will use a visual inspection of the child for signs of illness which can include fever, new cough, runny nose (clear mucus), flushed cheeks, rapid breathing or difficulty breathing, and fatigue (without recent physical activity). **If your child has a fever and/or shows any Covid-related symptoms, we will send the child home to complete the steps in the protocol for Case Scenario 1 which are described in detail below in the next section; Case Scenario 1 is also on Chart A that is included at the end of this document.**
- Teachers will observe students for signs of illness even if they do not exhibit a fever and will reserve the right to send children home for reasons such as low energy or behavior changes that are out of the ordinary.

The revised Covid-19 protocols for children in this document include one important chart – Chart A. *You can find the chart at the end of this document.* Chart A provides the steps to complete if your child is feeling sick and develops symptoms OR is positive for Covid-19. There are two possible Case Scenarios 1&2 that may occur for children in this category.

Please carefully read the details and guidance provided on Chart to help you know the specific steps that your child will need to take when the situation occurs for your child. *Please contact the director if you have a question about which scenario or steps of response are applicable to your child's specific situation.*

Case Scenario 1: Child feels sick and develops symptoms or has a fever (See Chart A)

Case Scenario 1 applies to a child who is either:

- Feeling sick and develops symptoms or has a fever (*without* a confirmed exposure to a Covid-19 positive case). This child may be feeling sick for reasons ***not*** related to Covid-19.

OR

- Feeling sick because the child develops symptoms after being exposed to a Covid-19 positive person within the “exposure time” or at any point during the quarantine time, BUT a positive test result has not yet been determined.

☐ Children in this category whose test result is NEGATIVE and have no fever for at least 24 hours without fever reducing medicine may return to the preschool. A negative test is required for each of the first three days after symptoms appear in order to return to preschool. If the test result is POSITIVE, please refer to Case Scenario 2 and have your child complete the isolation protocols listed for that scenario. If your child needs Covid antigen tests, please contact the Director.

☑ Parents for a child in this scenario may *alternatively* give the preschool a written notice from a Medical Evaluator ruling out Covid-19. With this notice, the child may return to LSP. [A medical evaluator refers to a physician, nurse practitioner, or certified physician assistant.]

Case Scenario 2: Child tested positive for Covid-19 [a.k.a. the Isolation Protocol] (See Chart A)

- Case Scenario 2 is the one in **PURPLE**: the child has tested positive for Covid-19.
- The child who tested positive for Covid-19 may be asymptomatic or may exhibit Covid-19 symptoms. If the child in this Scenario exhibits symptoms, then the first day of symptoms is Day 0. If the child is asymptomatic but tested positive, then the day when the child was swabbed is Day 0.
- **Please NOTE: If your child at first tests positive without symptoms, but then feels sick and develops symptoms later, Day 0 is now the day your child starts feeling sick with symptoms. This means your child will restart Case Scenario #2 protocols at Day 0.** [This is the CDSS's guidance for this specific scenario.]
- This case scenario also describes the steps for the ISOLATION PROTOCOL.

TRAVEL GUIDELINES (Updated 5/12/2023 by the CDC):

If you and your child travel anywhere, you will need to follow the latest guidelines recommended by the CDC. “Travel” refers to any travel by air, trains, buses, and ship/cruise.

The CDC recommends to keep up to date with your Covid-19 vaccines before you travel and take steps to protect yourself, your family and others. Consider wearing a mask in crowded or poorly ventilated indoor areas. If you and/or your child choose to travel you will need to get tested with an antigen Covid test on days 1-3 AFTER returning from travel. Your child is required to have a negative test in order to return to LSP. Please test each day on days 1-3 before sending your child to school.

If you have traveled, but your child did not travel with you, your child may attend LSP as long as your child feels well and does not develop any Covid-19 symptoms.

1. If you have traveled and then developed Covid-19 symptoms or tested positive for Covid-19, then keep your child home with you and follow the protocol steps for one of the EXPOSURE case scenarios that applies to your child’s situation.

DAILY COVID-19 HEALTH SCREEN & PROTOCOLS FOR THE LSP STAFF TEAM (Updated 7/14/2023)

☐ **The LSP staff team** refers to the preschool Director, administrator, all the teachers and teacher assistants, as well as volunteers and cleaning staff.

☐ **The Daily Health Screening for the LSP staff team** (Updated on 11/22/2021)

The preschool staff team completes a daily health screening check that is like the one for children. The preschool staff has been practicing this protocol, as well as the handwashing and other preventive measures, since the preschool re-opened back in July 2020.

- If a staff member has a fever of 100 F (37.80 C) or higher OR other symptoms of illness, they will be excluded from the workplace.

☐ **Covid-19 Protocols for the LSP staff team** (Updated 1/19/2022 by Cal/OSHA)

The LSP staff team will follow the latest Cal/OSHA Covid-19 Guidelines for workers. The details of the protocol are described in the Chart titled “Cal/OSHA Covid-19 Isolation and Quarantine” (See *attached file*). The effective date for this latest Cal/OSHA guideline is 1/19/2022.

If a staff has a fever or other symptoms of illness, they will be excluded from the LSP and be expected to do one of the following:

- If the symptoms are not due to a *known* exposure, the staff will complete the following steps:
 1. Stay home.
 2. Take the first Covid-19 antigen test on Day 0. If NEGATIVE, stay home for Day 1-3. Test again on Day 3. If the second test is also NEGATIVE, and the symptoms have resolved and no fever for at least 24 hours without any fever-reducing medicine, then the staff may return to work on Day 4.
 3. If, however, the test result is POSITIVE, the staff will refer to the Cal/OSHA guidelines and follow the required “Isolation” steps before they may return to the LSP.
- If the symptoms are due to a *known* exposure, the staff will immediately refer to the latest “Isolation & Quarantine” guidelines on the Cal/OSHA chart and follow the steps for the applicable scenario. See *the Cal/OSHA chart for details*.
- The exposed asymptomatic staff will follow the steps on the Cal/OSHA chart for the applicable scenario.

Staff will immediately notify the LSP Director on her mobile of their test results (positive or negative for COVID-19) for all of the above-mentioned scenarios.

CLASSROOM DAILY PRACTICES

Little Sprouts daily adheres to the following preventive measures and practices in the classrooms. These recommendations were proposed by the California Department of Social Services (CDSS) licensing agency and the Alameda County Public Health Department. [As of the latest update from CDSS \(Updated 2/23/2022\)](#), there are no longer any restrictions in play areas or play materials or group size in childcare settings, as long as they are within the limits of California licensing regulations for childcare programs.

- **Open windows and doors to ventilate facilities** before and after children arrive.
- We have two **HEPA air purifiers**, one in each classroom space.
- **Extend the indoor environment to outdoors and bring the class outside when the weather and air quality permit.** Little Sprouts will adjust the daily routine and increase learning activities to promote more time spent outside. The building spaces are rearranged to create more play areas to encourage children to spread out during play and exploration.
- **Nap mats are spaced out.** For naptime, Little Sprouts will ensure that children's nap mats are arranged to space out as much as possible, placing children head to toe in opposite directions.
- **Circle time.** During circle time children will have a designated area where to sit.
- **Drinking water station is removed.** We have removed the self-serve option at the water station to avoid cross-contamination between cups. Every child brings his/her own reusable water bottle. Please label it with your child's name.

Healthy Hand Hygiene Behavior

At Little Sprouts all staff and children will continue to practice the following hygiene habits of washing hands with soap and water for at least 20 seconds when:

- Arriving to the facility and after breaks
- Before and after preparing food or drinks (*apply to staff only*)
- Before and after eating or handling food
- Before and after administering medication or medical ointment (*apply to staff only*)
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After sneezing, or contacting with bodily fluid
- After playing outdoors

- After handling garbage
- After disinfecting table surfaces and sweeping the floor areas (*apply to staff only*)

At Little Sprouts we primarily use hand washing methods with soap and water. The staff also will assist children with handwashing. **After assisting children with handwashing, staff should also wash their hands.** However, if access to water and soap is not available, then alcohol-based hand sanitizers with at least 70% alcohol shall be used. Teachers will supervise children when they use hand sanitizer to ensure they do it properly and to prevent ingestion.

Cleaning and Disinfecting (Routinely clean and disinfect)

There will be a specific staff person designated for cleaning and disinfecting all areas. For cleaning and sanitizing Little Sprouts will use soap and water, and for disinfecting Little Sprouts will be using a bleach solution and the EPA-registered disposable wipes (Clorox wipes) described in the chart at the link: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Routine schedule for cleaning and disinfecting (*updated 6/30/2021*)

Clean and disinfect the “high-touch” surfaces listed below (several times daily):

- Tables & Chairs (*daily after snack & lunch & end of day*)
- Countertops/table surfaces (*daily after snack & lunch & end of day*)
- Door handles & refrigerator door & the gate to the kitchen area (*daily*)
- Sleeping mats (*after use every day*)

**Floors: sweep or vacuum, then clean/disinfect (*daily*)

Daily clean and disinfect the toilet and diapering areas:

- Diaper changing table (after each use)
- Handwashing sinks
- Kitchen sink
- Toilets

Clean & disinfect outside play structure & bikes (every Friday):

- The Play structures
- Bikes
- All high-touch toys

Daily clean and sanitize toys

- Toys that cannot be cleaned and/or disinfected shall not be used.
- Most stuffed animals and dress up clothes (weekly).

- Items that children are more likely to place in their mouths or that are otherwise contaminated by body secretions or excretions, such as play food, dishes, and utensils, shall be set aside in a separate container for cleaning and sanitizing at the end of the day.
- Set aside toys that need to be cleaned. Place in containers with soapy water. Clean with soapy water, rinse, disinfect with an EPA-registered disinfectant, rinse again, and air-dry.

Clean and disinfect nap items:

- Sleeping mats shall be cleaned and disinfected daily after each use.
- We will have a special bag labeled with your child’s name to put your child’s nap items in. Your child’s nap items are to be taken home every Friday to wash and bring back to school every Monday. **Please be sure your child’s nap items are washed EVERY WEEK.**

COVID-19 Reporting and Disinfecting Protocols in case of a Covid-19 school exposure at the preschool:

We will follow the reporting guidelines of the California Dept. of Public Health (CDPH), California Dept of Social Services (CDSS) – Community Care Licensing (CCL) and the Alameda County Public Health Dept. (ACPHD), and Cal/OSHA, including all proper notifications required.

(Updated 3/12/2022) In the event of a school exposure or an outbreak (the criteria for an “outbreak” is as defined by CDPH), the preschool will assess the case exposure to determine whether the school needs to be closed. **School and classrooms no longer are not required to close due to a school exposure. CDSS has lifted that restriction for childcare programs, effective 2/23/2022. In addition, according to the latest updates from CDPH, CDSS and ACPHD childcare programs are required to report a school exposure or an outbreak only if there have been 3 or more cases (from different households) occurring at the school site within 14 days.**

The Director and Office Administrator will follow all the reporting protocols to various government departments and send out the exposure letter to families as required by the state of California.

In addition, the staff team will complete the deep cleaning and disinfecting protocols required by CDPH for childcare programs. The deep cleaning and disinfecting steps include the above “Routine cleaning and disinfecting”, which we already regularly practice daily, **plus** a few additional steps recommended by the CDPH.

We list a few basic deep cleaning and disinfecting items here that LSP would do in the event of a Covid outbreak:

- Clean and disinfect ALL toys, play materials, furniture, shelves, outdoor climbing structures, outdoor “little house” space, etc. Wash all materials that can be washed.
- Clean and disinfect the office spaces. Organize and disinfect the storage spaces.
- The above items are additional tasks to the “Routine cleaning and disinfecting” tasks.

Additional Resources on guidance for childcare programs are available on the CDPH and/or the ACPHD websites. The protocols described in this document are regularly updated, as the pandemic restrictions are lifted. We will communicate to LSP families via email if there are any changes or updates to the information in this document.

As mentioned at the beginning of this document,

- 1. If your child tests positive for COVID-19, please directly contact the preschool Director on her mobile as soon as you know.**
2. Please email pictures or PDF of all COVID-19 test results (positive or negative) required by this protocol to the LSP's email at: littleproutsoakland@gmail.com. Please include in the email body the date when the COVID-19 test was taken (when your child was swabbed). This record of all COVID-19 test results shall be kept confidentially on file at the preschool office.