

September 2020
Presbyterian Day School Facility #280100646
COVID-19 Pandemic Emergency Plan

Attention Parents and Staff: We have reopened effective August 5, 2020 and will be following these guidelines as recommended by the California Department of Public Health, the CDC and Community Care Licensing. Please read this document in its entirety so we can work together to keep PDS operational during this time.

COMMUNICATION:

For the duration of the pandemic we will be sharing information primarily by email about changes and policies implemented for further safety. Please check your emails often. In the event of any potential exposure or an immediate need for your child to be sent home ill we will call to notify you. Please make sure we have the best number on file to reach you at all times. Please answer all calls from an unknown number. Any staff of PDS may call you from their cell phone in the event we need to notify all parents. If your inbox is full for voice mail, good time to delete those old messages! You may reach Jennifer by call or text on her cell at 707-337-7229.

MASK REQUIREMENTS:

All staff of Presbyterian Day School (PDS) will be wearing masks upon entering and exiting the facility and while indoors with children. Napa County mandates masks be worn in businesses for all children over the age of three. Please have your child wear a mask into and out of PDS. We will strongly encourage masks on all children while inside unless they are eating, drinking or playing 6 feet apart.

DAILY HEALTH SCREENING AT ENTRY:

- Upon arrival at school children, parents and staff will need to wear a mask and maintain the 6 feet of social distancing.
- You can use the door code to enter and please wait for a teacher there. The area outside of PDS will be marked with tape to show the 6 feet, please wait outside if someone is already in the entry way. If there are already people waiting outside please wait by your car to reduce contact to others.
- Prior to signing in your child daily we will do a temperature check using a non-contact forehead thermometer on all children. Staff will also have a temperature check before entry each day.
- We will have a few questions to ask and do a visual inspection of each child or staff. We will ask about any symptoms of COVID-19 (cough, fever, trouble breathing, chills, pain, headache, sore throat, or a new loss of taste or smell) for any person in the home.
- With the exception of your child's first day of school we ask that ALL parents meet staff at the entrance for drop off and pickup. There may be an occasion at 3:30 p.m. where we have few children present and parents can come in if a teacher is unavailable. If you are coming to drop off or pick up and no one is there to greet you please use the bell or call us to meet you.
- Please assist your child with a squirt of hand sanitizer at our entrance.

CLASSROOM ASSIGNMENTS:

Classroom assignments have been changed to allow families to stay together and the room assignments are based on the child schedule and not ages. We will keep our classrooms this way for as long as it is safest for all children.

Morning Preschool: 9-12:30 Teacher is Ms. Holly

Full Day: 7:30-3:30 Teachers are: Ms. Kim (M/W/F) and Ms. Lisa (T/Th)

Since classes are still small we will have a handful of children coming that are mixing between groups due to children's personalities and established friendships from last year. As more children enroll we will adjust as needed to maintain safety. If at any time you feel uncomfortable or have questions please reach out to Jennifer.

CLEANING AND SANITATION:

- Our teachers will continue to wipe down high touch surfaces with sanitizing wipes and sprays. As mentioned in previous emails any donation of COVID-19 approved cleaning products is appreciated. Each teacher has been trained in the appropriate use of disinfectant products and to follow label directions for dilution rates and contact times. Staff will be cleaning those high touch surfaces hourly.

- After each group uses the outside all materials and play equipment will be sanitized before the next group goes outside.
- Each classroom has a designated container for toys to be cleaned and or sanitized before being used again. By closing daily at 3:30, that will give us ample time for additional daily cleaning.
- PDS will continue using a professional licensed janitorial company nightly that will sweep & mop; vacuum all carpets and clean all toilets and sinks.
- We have removed hard to clean toys and staff will increase the rotation of toys and manipulatives that are easy to clean between uses.

ADDITIONAL HYGIENE MEASURES:

- Children are discouraged from bringing personal items (stuffed animals, toys, backpacks, etc.) from home.
- Each child will bring his/her own lunch and emergency clothes only. Clothing will be stored in their cubby in a regular sized gallon Ziploc bag.
- If your child can't drink from a disposable cup you can bring a fresh LABELED reusable water bottle each day that we can refill with water from our pitcher.
- For meals and snacks children will be spread out as much as possible or be eating lunch outside if weather permits. All surfaces will be cleaned and sanitized after each meal served.
- Parents will provide their own child with a crib sheet and blanket. All nap items will be placed in a large labeled plastic bag and will be laundered by the parent/caregiver weekly. When nap items are not being used they will be stored in the plastic bag. Each child will continue to use a labeled cot and staff will sanitize them daily after use. Children's cots will be spaced 6 feet apart and with heads in opposite directions.
- Any borrowed blankets, sheets or emergency clothes will be washed before being returned to PDS and used by another child.
- We always wash hands before eating and after using the restroom. Children and Staff will also wash hands for at least 20 seconds or use hand sanitizer:
 - Before and after eating
 - After using the restroom or for Staff after assisting a child in the restroom
 - After any diaper change both Staff & child's hands will be washed.
 - After any coughing or sneezing
 - After coming inside from the playground

REVISED ILLNESS POLICY:

If any of our staff or children have a temperature of 100°F or higher OR other signs of COVID-19 they will be excluded from school and need to consult their health care provider. Children must be symptom free without the use of any fever reducing medication for 72 hours before a child can return to care. At the advice of Public Health you might need to have your child or other family members tested for COVID-19. Due to confidentiality laws we will not be able to disclose the name of any affected staff or child with a confirmed case.

CHILDREN OR STAFF WHO DEVELOP COVID-19 SYMPTOMS DURING THE DAY

If a child or staff member becomes ill during the day with fever (100°F/37°C or higher), dry cough, shortness of breath, chills, muscle pain, sore throat, and/or new loss of taste or smell, we will isolate them and they will be sent home. Parents will have 30 minutes to come pick up their child.

IN SOMEONE IN YOUR HOUSEHOLD IS SUSPECTED OR A CONFIRMED CASE

If any member of your household is ill with any symptoms of COVID-19 your child will need to stay home for a minimum of 72 hours to see if they develop any symptoms. If any member of your household tests positive your child will need to stay home for a minimum of 14 days to self isolate. Families are required to inform us immediately if diagnosed with COVID-19. We will have to report to Napa County Public Health that we have a confirmed case. They will provide guidance on when the infected person can return to school and if we need to close. We will also need to inform Community Care Licensing and file a report with them so it is crucial parents are open with us about any signs of illness.

LONG TERM CLOSURE:

In the event of a long-term closure (longer than two weeks), we (Staff, PDS Board, and First Presbyterian Church) will not be able to offer refunds on any unused tuition. We will make every effort to apply the remaining paid tuition towards our next month of care after reopening. In the event we are closed longer than one month we will not collect tuition until the school has reopened.

(All parents/guardians are required to sign this policy when enrolling their child in the program.)

Thank you for your understanding!

Jennifer Bator
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