

Abiding Savior Lutheran Preschool (LIC 300600010)

COVID-19 Preparedness Plan/Emergency Plan

Revised August 2021, by Mary Wolfinbarger, Preschool Director

This policy is to address the guidelines that Abiding Savior Lutheran Preschool has implemented in response to COVID-19. We want to reassure you that everyone at Abiding Savior Lutheran Church and School continues to work diligently to increase preventative measures in response to this virus. We realize that we cannot guarantee the prevention of COVID-19 at our schools, but we can do our part to prevent the further spread of the virus. We also firmly believe that prayer and preparation are our best defense in response to COVID-19. No matter what hardships or challenges we face, "God is our refuge and strength, an ever-present help in trouble" (Psalm 46:1). Please reach out to us and let us know how we can help you get through this challenging time; we are here for you. We appreciate all the love and support that you have shown to us during this time. Continue to pray with us for God's leading, guidance, and protection.

The following document has been prepared using guidance from Community Care Licensing, the Center for Disease Control, the Orange County Health Department, the California Department of Public Health, Cal OSHA, and the Department of Pest Management. As new information emerges from these entities, the director will update our plan accordingly and communicate it to staff and families.

Important Phone Numbers:

- Orange County Department of Health School Division - (800) 564-8448
- Community Care Licensing - (714) 703-2800
- California Department of Health - (833) 544-2374
- Center for Disease Control – (800) 232-4636
- Master student's parent and doctor phone numbers and parent emails are located in Gradelink and office and classroom emergency binders.
- Staff phone numbers and doctor phone numbers are located in Google Drive and office and classroom emergency binders.

We will limit exposure using the following methods:

- One playground and Room 108 will be used for all students in rooms 108 and 110 during extended care and outdoor time, and the opposite playground and Room 107 will be used for all students in Rooms 103, 105, and 107 to the greatest extent possible.
- While we have scheduled outside times, we will also extend the indoor environment outdoors, weather permitting.
- Signs will be posted in the office and each classroom to promote safe practices during COVID19.
- Parents will sign in and out outside of the classrooms.
- We will highly encourage children to wear their masks when indoors if not eating or sleeping. Assistance will be given to ensure children are wearing masks correctly.

We will practice healthy hygiene to teach, model, and reinforce healthy habits and social skills using the following methods:

- We will explain why it's not healthy to share food or drinks.

- We will model and practice frequent handwashing while singing "Jesus Loves Me," including immediately upon arrival, before and after eating, after going outside, after touching their face, after coughing/sneezing or blowing their nose, after using the restroom, after handling trash. Paper towels will be used to dry hands thoroughly.
- We will teach children to use a tissue to wipe their nose and to cough inside their elbow.
- We will post child-friendly signs at all sinks to convey proper handwashing techniques.
- Posters will also be posted in each classroom and the office to promote handwashing and cough/sneeze etiquette.
- We will monitor children throughout the day for signs of possible illness. If there are signs, we will isolate the child in the office with the director, designate the "men's" outdoor bathroom for their use only, and call the caregiver for immediate pickup. If acute respiratory symptoms develop, we will contact 911.
- Staff will model, role-play, give reminders, and create scripted stories around social distancing, handwashing, mask-wearing, and proper etiquette for coughs, sneezes, etc. Included in our newsletter will be tip sheets.

We will have a sign-in and out station outside rooms 108 and 110, another outside of 105 and 107, and the third outside of 103. We would ask that you follow guidelines for social distancing between families. Teachers will do a well-check at the door and would ask that parents:

- Screen themselves and their children before coming to campus and notify us if they answer yes to any questions on the sign-in sheet. Consider getting the flu and COVID19 vaccines if they have not already done so to reduce illness.
- Wear a face-covering following current guidelines if coming indoors (adults and children over **two** years of age) and social distance 6 feet from other families preparing to sign in. (We will do our best to assist your child in wearing their mask correctly while they are indoors during the school day.)
- Bring their pen to sign in and out.
- Keep visits as brief as possible. While the teachers want to communicate with you, their priority at drop off and pick up is the students.
- Arrive between 8:30-8:45 a.m. for drop-off and between 11:15-11:30 a.m. for half-day pickup, and between 2:45 – 3 p.m. for school day pickup. Before 8:45 a.m. and after 2:45 p.m., you may use the parking lot in front of the church office. Half-day pickup can park in the church parking lot and walk through the church narthex to sign out for the day.
- Answer the following questions each day:
 - Has your child had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Does your child have a fever, congestion/runny nose, nausea, vomiting, diarrhea, sore throat, headache, fatigue, muscle/body aches, cough, difficulty breathing, or loss of taste/smell?
 - Has your child taken any fever-reducing medications in the last 24 hours?

*If you or your child answer yes to any of these questions, please do not come to school. Call the preschool office. We will use the Orange County Department of Health Student Symptom Decision Tree to determine if a child will be allowed at school and, if not, how long the child will need to stay home.

We will implement procedures to ensure that our staff is healthy:

- Staff will self-screen before arrival, monitor for signs of illness throughout the day, isolate if they exhibit any symptoms, and wash hands on arrival.
- Hand sanitizers will be available out of the reach of children near all entry doors and other high-traffic areas.
- We will ask staff the same screening questions daily and follow the same protocol for isolation that we are asking of our families based on the Orange County Department of Health recommendations.
- Staff will wear a cloth face covering or mask. Face shields are available to wear in addition to masks, particularly for cleaning and disinfecting. They will have gloves and aprons available as well. Gloves will be used when serving food, handling trash, dirty laundry, or cleaning and disinfecting products.
- The staff will have training on COVID19 symptoms, preventative measures, transmission, and exclusion criteria. The team will also have training in physical distancing, personal protective equipment (including use removal and washing), healthy hygiene, infection control, enhanced sanitation practices, and workplace disinfection.
- The staff will be informed about sick leave policies that have been updated consistent with public health policies to allow ill personnel to stay home and understand that medical clearance is not required to return to work unless under quarantine order by the Public Health entity.
- The substitute staff list will be available on Google Drive and in the office and will be contacted to account for shortages.

We will implement procedures for cleaning:

- We will clean and disinfect the tables after eating. Staff will disinfect classroom toys before leaving each day.
- Each night our professional cleaning crew will clean and disinfect/sanitize the classrooms and bathrooms.

Additional implementations include:

- We will track all known incidents of possible exposure to COVID19 for students, staff, and families.
- Anyone with a 100.4 temperature or higher will be excluded from the facility.
- No-touch trash cans will be added to our classrooms that are in use.
- PPE supplies and thermometers will be housed in the office filing cabinet. Aprons and masks will be washed nightly.
- Cleaning supplies will be located in the locked laundry room and the campus cleaning supply closet. The director or Maintenance Manager can be contacted to get supplies to classrooms and reorder as necessary.
- Posters will be posted in the office and classrooms to encourage participants to report the acute respiratory illness to the director.
- Staff will be trained on common signs of distress in children, along with strategies to support children. These will also be available to parents in our newsletter.

If a child or staff member tests positive for COVID19, we will implement the following procedures:

- We will contact the Orange County Health Department, who will advise us if any closure is necessary. Parents and staff will be notified by phone or email or our parent app if the OCHD advises us to do so. They will also inform us if calling the California Department of Health or the Center of Disease Control is necessary. There will be no discount on tuition.
- If appropriate, staff or student medical providers will also be contacted. This information is located in the office and classroom emergency binders.
- We will contact Community Care Licensing and complete an unusual incident report.
- We will follow CDC guidelines for additional cleaning protocols before reopening.

2021-2022 calendar notes:

All calendar items are subject to change due to COVID19 restrictions.