



## **St. Mary's Preschool COVID-19 Health and Safety Plan**

This plan for St. Mary's Preschool specifies the protocol that we will follow. Staff members have been educated about this protocol and COVID-19 related safety requirements. There will be ongoing training conducted for staff members concerning COVID-19. The training is documented. Personnel have been instructed verbally and in writing to remain home if feeling any symptoms of illness. We highly encourage COVID-19 testing for the staff at our preschool. We will document anyone who has been infected in our center. This information is confidential; it is required to be documented by the San Francisco Department of Public Health and is not public information.

*Signage* - There are signs posted at the main public entrance requiring everyone not to enter if experiencing COVID-19 symptoms, maintaining a 6-ft distance from others, hygiene, and wearing a face covering. The Social Distancing Protocol and St. Mary's Health and Safety Plan are posted at the entrance. There is signage showing the maximum number of patrons who can be in the facility.

*Educating children* - We will provide a safe environment. Teachers will educate children about hygiene and incorporate it into their lessons and daily instruction. Topics will include covering their mouth when they cough or sneeze, keeping their distance, staying clean, not touching their faces, etc.

*Drop off/pick up* - Families/visitors will not be allowed access to the building. A staff member (i.e., teacher, TA, or director) will meet families at the curbside white zone area. Families are required to wear a face covering even if they do not exit their vehicle; they will have contact with a staff member when dropping off/picking up their children. Families will also have to answer the screening questions when dropping their children off. A staff member will handle screening families, visual observations of health, signing children in and out, carrying their belongings, and ensuring that children arrive at/leave from the school safely. Staff members considered at higher risk for COVID-19 will not engage in this task; we will limit exposure risk for these staff members as much as possible.

*Entering* - The maximum number of occupants in the preschool during the time in which COVID-19 is a risk is 58. Any adult entering the building must wear a face covering, utilize the temperature scanner, and have a temperature lower than 100.4 degrees, answer the screening

questions, and sanitize/wash hands. Hand sanitizer is provided at the main entrance of the building and a sink is readily available approximately 12 feet from the preschool entrance; there is also hand sanitizer outside of the preschool doors. Masks for children three-years-old and older will be encouraged throughout the day. When entering the building, children will utilize the temperature scanner, have a temperature lower than 100.4 degrees, use hand sanitizer, and keep a 6-ft. distance from others. All children will wash their hands when entering preschool. There will be an adult to monitor the hand-washing station. Hand sanitizers are readily available. After sanitizing, children will leave their masks in their cubbies for the next day. Children will change into a new mask when arriving at the preschool, sanitize their mask, and leave it in their cubby to switch into when leaving for the day. Masks will be provided for families, staff, and children who may have forgotten a face covering.

The screening questions are below:

1. Within the past 10 days, have you been diagnosed, tested positive for COVID-19, or left the country?
2. Do you live in the same household with, or have you had close contact\* with, someone who in the past 14 days has been in isolation for, or tested positive for, COVID-19?  
\*close contact means (for 48 hours before their symptoms began) the person:
  - lived or stayed overnight with you
  - took care of you, or you of them
  - was within 6 feet of you for more than 10 minutes without wearing a mask
  - exposed you to their body fluids or secretions (e.g., coughed or sneezed on you) while you were not wearing a mask, gown, and gloves?
3. Have you had any of the following in the last 24 hours?
  - cough
  - shortness of breath
  - \*Pressure on the chest
  - or difficulty breathing
  - fever of 100.4° or greater
  - chills
  - muscle or body aches
  - fatigue
  - headache
  - sore throat
  - persistent runny nose
  - diarrhea
  - new loss of taste or smell

*Social distancing measures* - Activities/daily routines are structured for children to be 6 ft. apart as much as possible. There is tape measured 6-feet apart where children line up to wash

hands. Seats in the pods are placed 6-feet apart. Teachers place markers on the floor 6-feet apart for children to sit apart during activities on the floor.

*Room separation* - Teachers will have the same group of 8-10 children in their pod throughout the time in which COVID-19 is a risk. Siblings will be in the same group. The pods are divided using furniture, such as cubbies and shelves. Curtains are used as dividers to partition the classroom into four separate pods. The dividers do not block ventilation or pose a fire or safety hazard.

*Protocol in case of infection* - The room that we use to quarantine anyone who is possibly infected, is next to the children's bathroom and has a sign with a green cartoon germ, along with our emergency exit plan. We decided not to label the room anything intimidating for children. Anyone exhibiting symptoms of COVID-19 while in the facility will need to wait in this room until proper measures are taken, such as notifying their family, awaiting a ride to the hospital for them, etc. The dimensions of the room are 8.8 ft. x 4.2 ft. The first 2 feet of the room are separated by a rod across the room with a clear plastic shower curtain hanging. The curtain protects the staff member in the room with a possibly infected child. The staff member who will wait in the room with the possibly infected child will change into a new white bodysuit, mask, and gloves. The room has a small table, chair, bench, puzzles, and activities for the child to play while they wait. All families will be notified about the occurrence and asked to pick up their children. The child will be escorted out of the building by a staff member when their parent, guardian, or emergency contact arrives. The school will close for two weeks to disinfect. We will report the information to the San Francisco Department of Public Health. We will follow privacy guidelines of protecting the confidentiality of anyone infected as required by HIPAA.

*Cleaning procedures* - The walls within each of the four pods will be disinfected daily where children are able to reach. High touch areas are regularly disinfected. Tables, chairs, and any furniture within the pods will be disinfected after each use. The curtains which are used as dividers for the pods will be sanitized daily with disinfectant spray. Small carpets have been removed and the carpet that covers the classroom will be vacuumed daily and washed once a week. The staff lounge is disinfected after mealtime or teacher preparation, etc. The kitchen is disinfected after meal preparation, mealtime, etc. Adult bathrooms will be cleaned hourly. The children's stalls in the restroom will be cleaned after each use. A teacher/TA will monitor children when they need to go to the restroom and will sanitize each stall or area used in the process. A teacher/TA will disinfect railings, walls, and areas touched on the way up and down the staircase from the outside play area. The cleaning products used to disinfect and clean the preschool follow the CDC guidelines of EPA-registered household disinfectants. Children will also help with sanitization throughout the day using a spray bottle with the ratio of one teaspoon of tea tree oil and a cup of water.

*Limited toys/objects in the environment* - Our goal is for everything in the environment which is exposed to human touch to be consistently sanitized. There will not be a large number of toys/objects in the environment in order to have adequate time to sanitize throughout the day.

Most materials in each pod will be kept in bins with lids. Anytime materials are swapped in any pod, they will be sanitized when they are put away and brought out. Toys/materials will be sanitized by teachers and children every time play/learning is done. Children will have their own writing utensils and supplies such as crayons to avoid cross contamination.

*Ventilation* - The preschool has a large air purifier in the back of the classroom, a small one in the front, and the back door and front door will remain open for air circulation. The preschool uses a fresh air ventilation system; the model is Trane M Series, C.C. Size 14. The filters will be replaced no later than mid-September. (Although increased filter efficiency may be desirable for other reasons, such as improving indoor air quality, it is less important than maximizing outdoor air intake for COVID-19.)

*Outdoor play* - Each group will be led by a teacher/TA and a teacher/TA will follow behind when going to the upstairs playground area. The teacher/TA will disinfect railings, walls, and areas touched on the way up and down the staircase from the outside play area. High-touch areas will be disinfected. Staff and children will wash their hands prior to going outside to play and when finished. The playground time is staggered; groups will go at different times and have a lapse of time in between each group. (Outdoor play structures and natural play areas only need routine maintenance. Children will wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning and disinfection of outdoor play areas is not required between cohorts.)

*Nap Time* - Children will have their naptime supplies in their designated pod; blankets, sheets, etc. will be sent home weekly for washing. Children's naptime supplies will be stored either in a bin with a lid or in a vacuum-sealed bag (i.e., depending on the teacher's preference). Children's naptime cots will be 6 feet apart and facing in the direction of head to toe.

*Meal Time* - The children's lunch bags will be in their designated pod along with their naptime supplies and any of their possessions (e.g., jacket, hat, etc.). Children will sit 6 feet apart during snacks/mealtime. The area will be disinfected as soon as it is cleared. Children will wash their hands before and after mealtimes.

The staff at St. Mary's Preschool respects ours as well as our families' health and we have been careful to follow COVID-19 protocol and safety measures. We hope families remain honest with us, as we will with them, to report any exposure or possible risk of infection. Thank you.

### *References*

sfdph.org  
cdc.org